

Resilience and Continuity Despite TMDL Staff Turnover

June 1, 2022

Summary

- Onboarding materials
- Training new employees
- Off-boarding materials
- Tools to support continuity
- Stakeholder outreach history
- Team approach



Onboarding



Welcome to the CDPHE WAIS Workgroup!

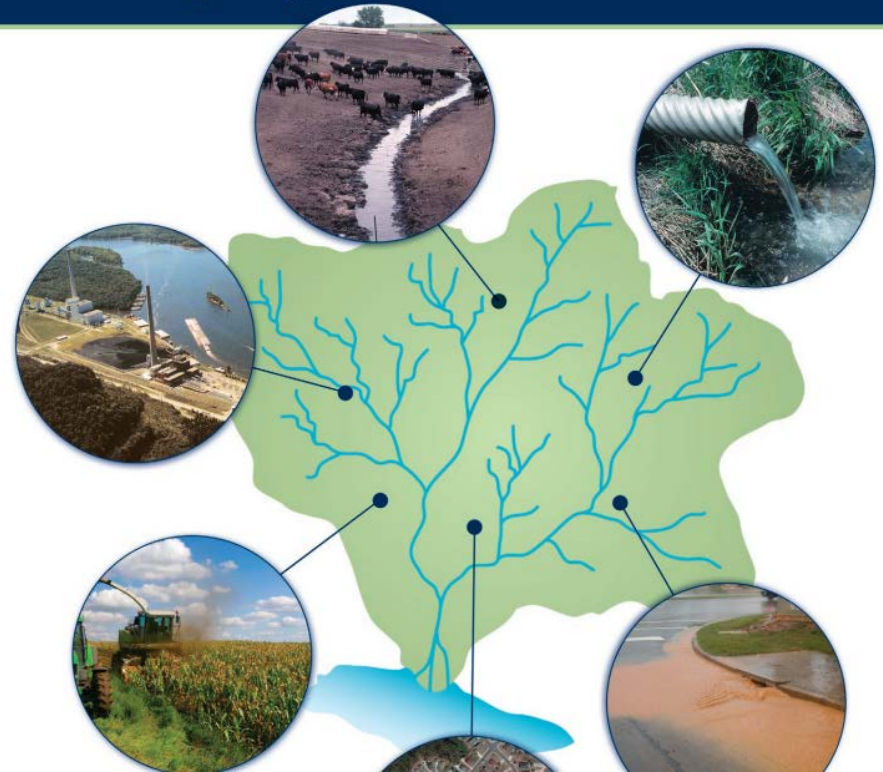
Here you will find a list of on-boarding documents within this folder to get you up and swimming.



Onboarding Materials Provided

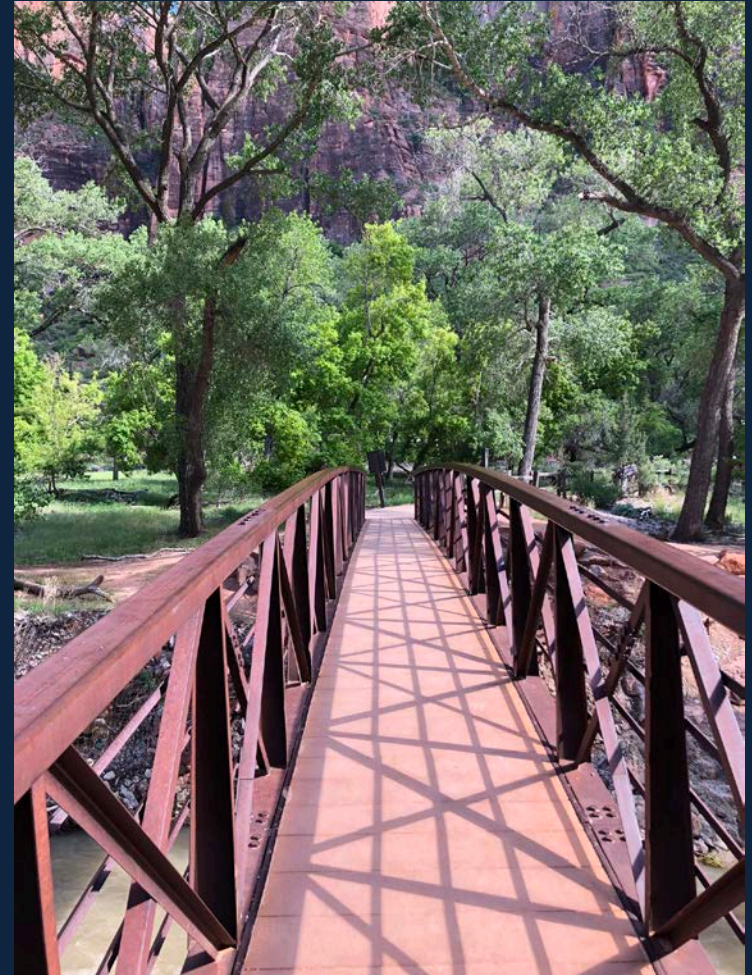
1. New Employee Checklist and Resources
2. Websites
3. Division Organization
 - a. CDPHE Organizational Chart
 - b. WQCD Organizational Chart
 - c. Organizational Descriptions
4. WAIS Language: Acronyms & Terms
5. Computer Application Set-Up
6. File Locations
7. Funding Sources
8. KRONOS Help
9. Useful Documents

Handbook for Developing Watershed TMDLs



Training New Employees

- Training on Processes: Internal Training Videos and SOPs
- Weekly team meetings
- New staff invited to public meetings to learn about WQCD
- External Trainings:
 - ACWA
 - EPA
 - NEMA
- OJT with team and workgroup lead
- Initial tasks assisting other staff with TMDLs



Off-boarding

- For every project: provide, project folder location, save all emails, maps, meeting notes, project status summary.

Lower Bear Creek (E. coli) ASSIGNED TO JONI

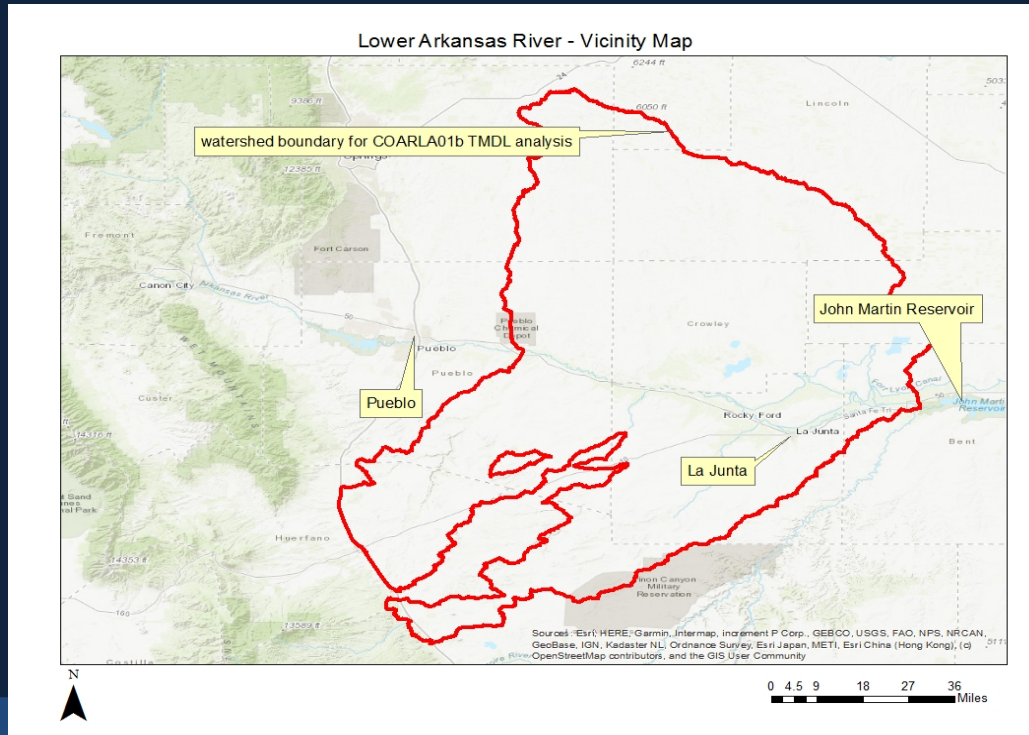
- J:\WSRPU\TMDL (see also K drive TMDL and I drive CWP, CWRPDA)\Alternative Restoration Plans\Lower Bear Creek
 - Emails: "Email"
 - GIS: "GIS"
 - TMDL Document: "TMDL Document" (see Word Doc "Lower Bear Creek COSPBE02 TMDL 20201105")
 - Data Ran in R: Data\R\R_20210102
- Summary: I have done work on the watershed characterization, drafted ArcGIS map figures, QAQCed the most recent data Lubna sent, and ran the R script to calculate geo-means for each site. I transferred my draft to the most recent TMDL template.
- Next Steps: E. coli calculations.

Tools to Support Continuity on TMDLs

- Consistent File Structure
- TMDL Template
- TMDL Work Plan (all steps in TMDL development)
- Sampling and Analysis Plans

TMDL Template TOC

1. Introduction
 - a. Water Quality Impairments and TMDLs
 - b. Document Structure
2. Standards & Impairments
 - a. Segments
 - b. Use Classifications
 - c. Pollutants of Concern
 - d. Numeric and Narrative Criteria
 - e. Impairments
 - f. TMDL Targets and Goals
3. Watershed Characterization
 - a. Project Setting
 - b. Land Use and Land Cover
 - c. Geology and Soils
 - d. Climate
 - e. Hydrology
 - f. Water Quality
 - g. Community Profile
4. Source Assessment
 - a. Technical Approach
 - b. Point Sources
 - c. Nonpoint Sources
 - d. Subwatershed 1
 - e. Subwatershed 2
 - f. Subwatershed 3
 - g. Subwatershed 4
5. TMDLs and Allocations
 - a. Methodology
 - b. Allocations
 - c. Critical Conditions
 - d. TMDLs and Reductions
6. Reasonable Assurance
7. Public Participation
 - a. Public Notice Process
 - b. Appeals Process
8. Water Quality Improvement Strategy
 - a. Implementation Goals and Indicators
 - b. Recommended Actions for NPS
 - c. Point Sources
 - d. Monitoring
9. References



Stakeholder Outreach History

- Stakeholders have staff turnover too!
- Save outreach history
- Plan to repeat outreach after a delay in a TMDL
- Share outreach history at beginning of every public meeting

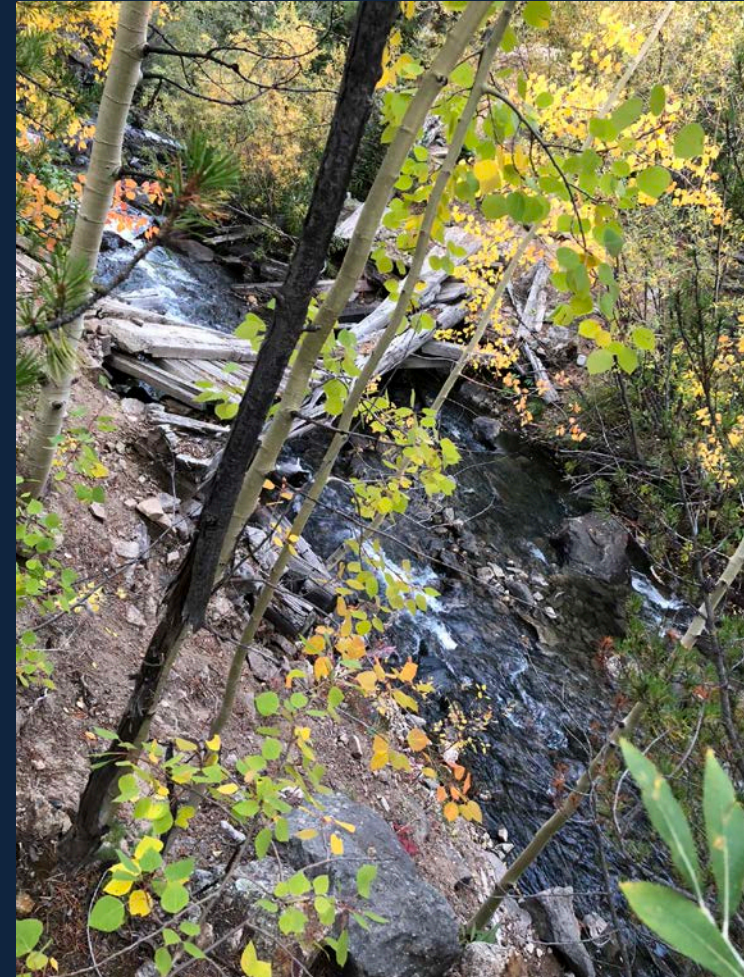
TMDL 101

Why

Meeting 1
Summary

Meeting 2
Summary

Today's
Agenda



Team Approach

- Consistency in decision-making
- Fosters continual process improvement
- On-the-job training for new staff
- Team can proceed more easily with turnover
- Supports staff morale

RACI Matrix

R: Responsible
 A: Accountable
 C: Consulted
 I: Informed

	Roles and Responsibilities							2022												2023				
	Joni	Tristan	Umit	Barbara	Tammy	Internal	EPA	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	
	Lower Ark 1c				A																			
Work with CSU on Modeling Project	C	R	R	R	C	I	I																	
Summarize available data		R	R																					
Develop concept draft Alt Rest. Plan	C	C	C	R																				
Concept Draft review by EPA							R																	
Concept Draft to Stakeholders	C	C	C	R																				
Pre-PN Draft review by EPA							R																	
Public Notice	I	I	I	R	I	I	I																	
Response to Comments	C	C	C	R	C	C	C																	
Publish Final Alt Restoration Plan	I	I	I	R	C	I	I																	
Stakeholder outreach meetings	C	C	C	R	C	C	C			TBD		TBD			TBD		TBD		TBD					
Stakeholder outreach phase										2		2			3		4		5					



Contact Information

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