

**CHESAPEAKE BAY PROGRAM**  
**WATERSHED TECHNICAL WORKGROUP**  
**LOG OF ACTIONS & DECISIONS**

*Last Updated: 09.01.2026*

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## 2026

### August 6, 2026

#### Meeting Materials

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**Decision:** The WTWG approved the [July 2026 meeting minutes](#).

**Action:** Please reach out to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) with any concerns or requested amendments to the [2026 Progress Schedule](#).

**Action:** The WTWG will discuss updates to the Expert Panel Protocol as well as provide their recommendations for Model update frequency at upcoming WTWG meetings in 2026.

**Action:** WTWG members and federal agency representatives will be asked to vote via email to determine whether or not three at-large WTWG membership spots should be reserved for federal agency members. Following the vote, a call for nominations will be distributed for open positions, and additional outreach to potential nominees will take place as needed.

**Action:** The WTWG will revisit the topic of standing up a Federal Planning Targets Action Team as additional decisions take place across the Partnership and Clean Water Goal Team.

**Action:** Auston Smith, EPA, will seek clarity on the timeline for the Phase 7 Model being the Model of Record, as opposed to Phase 6 which is being utilized now.

**Action:** The WTWG approved the [Annual Progress Reporting Appendix](#) (previously referred to as the “NEIEN” Appendix).

**Action:** Please reach out to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) if you would like to run validation reports for Test CAST.

**Action:** Q4/A4 and Q12/A12 of the Technical Appendix for Urban Nutrient Management will be updated to include the construction land use. The updated version is accessible [here](#).

**Action:** Please reach out to Alex Gunnerson, Koniag ([Agunnerson@chesapeakebay.net](mailto:Agunnerson@chesapeakebay.net)) with any additional feedback as it relates to the user research that was conducted on CAST and the Phase 7 Review Products.

## July 2, 2026

### Meeting Materials

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**Decision:** The WTWG approved the June 2026 meeting minutes.

**Action:** The Eutrophication Units Tool will be removed from CAST as a part of the July 15th CAST release. WTWG members with questions or concerns on the removal of this tool should contact Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) and Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)).

**Action:** CBP NEIEN node will be decommissioned on August 31st, 2026. All Progress BMP submissions should be made via CAST thereafter. Those interested in running test submissions for upcoming Progress years or for any other reasons, should register on the CAST test site. Contact Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) if additional information is needed.

**Action:** Please reach out to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) if you have any questions on QAPP finalizations given the delay and/or if you have any comments or concerns related to communications surrounding the release of the 2025 Annual Progress, Milestones Evaluation, and 2025 Assessment. The tentative timeline for release is August 3rd for the Progress Scenario/communications and August 10th for the Milestone Evaluation and 2025 Assessment/communications. Please note these times are subject to change.

**Action:** The WTWG will proceed with the functions of the Federal Facilities Workgroup integrated into the Watershed Technical Workgroup on an anticipated quarterly basis. The groups will meet for the first combined meeting in August to discuss membership, workgroup processes, the potential need for a planning target action team, nutrient credit trading confirmation, and other topics relevant to both groups. Please begin to consider your preferred membership structure for the Watershed Technical Workgroup, given the combined functions of the Federal Facilities Workgroup.

**Action:** Caroline Kleis, WTWG Staffer, will send an email to the WTWG requesting edits to the Phase 6 NEIEN Appendix via email, in advance of subsequent discussion and decision at the August Watershed

Technical Workgroup meeting. Please send all requested edits and questions to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)), Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)), and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)).

## June 4, 2026

### Meeting Materials

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**Decision:** The WTWG approved the May 2026 meeting minutes.

**Action:** CBP NEIEN node will be decommissioned on August 31, 2026. All Progress BMP submissions should be made via CAST thereafter.

**Action:** EPA CBPO is working towards the release of the Progress Scenario, Milestone Evaluations, and 2025 Assessment. The WTWG will continue to remain informed of the timeline and next steps associated with these releases, and additional communications will take place in advance of the releases.

**Action:** EPA CBPO will be reaching out to schedule meetings in July to continue discussions related to Progress communications and pros and cons to additional ways to promote or discuss Progress.

**Action:** WTWG staff and leadership will continue to inform the WTWG on next steps related to Management Strategy development and Federal Facilities Workgroup. Members with particular interest in these topics are encouraged to attend the Federal Facilities Workgroup meeting (June 9th) to discuss the role of the FFWG in the CWGT structure and the Clean Water Goal Team Hybrid Meeting (June 22-23rd) to discuss management strategies, among other relevant topics.

**Action:** The WTWG will continue to be made aware of the E3 Scenario development for respective sectors. Those with interest in sector-specific E3 scenario development are encouraged to attend related meetings at the Agriculture, Forestry, Urban Stormwater, and Wastewater Treatment Workgroups. It is anticipated that the scenarios will be presented to the Clean Water Goal Team in August for discussion and for approval in September.

**Action:** Jess Rigelman, J7 LCC/CBPO Contractor, will follow up with David Wood, CSN, to confirm how to report regenerative stormwater conveyance for Progress.

**Post Meeting Note:** David Wood, CSN, confirmed the following: Dry Channel RSC are RR practices. Wet channel RSC are stream restoration practices and may be credited as Protocol 1 or 5, but not both. In limited cases, a dry channel RSC installed in ephemeral stream channels is credited as both an RR practice and stream restoration practice (Protocol 5). Protocol 4 reductions are subtracted from the pollutant load generated from the upland urban catchment it is treating, whereas the Protocol 5 reductions are subtracted from the urban stream bank load where the erosion is prevented. For documentation, you can refer to the Unified Guide:

[https://chesapeakestormwater.org/wp-content/uploads/2024/01/Unified-Document\\_Clean\\_1.12.24\\_updated-links.pdf](https://chesapeakestormwater.org/wp-content/uploads/2024/01/Unified-Document_Clean_1.12.24_updated-links.pdf) Section 3.3.2 is most relevant to how the protocols interact with each other. Section 2.2.4 discusses dry channel RSC specifically.

## May 7, 2026

### Meeting Materials

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**Decision:** The WTWG approved the April 2026 meeting minutes.

**Action:** The Clean Water Goal Team will have a hybrid meeting on June 22nd and 23rd, with in person participation at the MDE office in Baltimore, MD. If you would like to join the meeting but are not on the CWGT distribution list, please reach out to Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) for the RSVP form.

**Action:** The CWGT will host an office hours session on May 12th to continue discussions on workgroup structure under the CWGT. WTWG members interested in attending can learn more [here](#).

**Action:** It is anticipated at this time that source sector workgroups will provide their E3 Scenario assumptions for review at the August CWGT meeting, and finalization will take place at the September CWGT meeting. The WTWG will continue to remain informed of the Progress of E3 Scenario development.

**Action:** Auston Smith, EPA, will be reaching out to schedule informal meetings to discuss the draft Progress Scenario. The meeting scheduling request will go to those who were also included on the earlier verification calls, though jurisdictions should feel free to send the meeting invitation to other colleagues as needed. Notes on QAPPs will be distributed within the next week.

**Action:** Please reach out to Sushanth Gupta, Christina Lyster, Auston Smith, and Caroline Kleis with any additional feedback on the [key themes](#) used to summarize the April 2026 Mentimeter topic brainstorm activity. In particular, please note any topics you would like to prioritize from the list and/or any speakers you would like to see come to future WTWG meetings.

## April 2, 2026

### Meeting Materials

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**Decision:** The Watershed Technical Workgroup approved the March 2026 meeting minutes.

**Action:** The April 1st deadline for BMP submissions for 2025 Progress and the Phase 7 calibration for BMP history has passed. Additional follow-up will take place with the WTWG as necessary, once the final scenario and Tableau visualizations are finalized. Auston Smith, EPA, will also follow up about the finalized memo and signature and approval process for QAPPs. Please reach out to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) with any remaining questions.

**Action:** CAST user research is being conducted by Alex Gunnerson, Koniag, and Sophie Waterman, USGS. If you would like to participate in the CAST user research but have not yet been contacted or responded to the initial request to participate, please reach out to Alex Gunnerson ([Agunnerson@chesapeakebay.net](mailto:Agunnerson@chesapeakebay.net)). Alternatively, please feel free to book a time slot for a one hour interview through the following link.

**Action:** Please reach out to Ginny Snead ([gsnead@amtengineering.com](mailto:gsnead@amtengineering.com)), A. Morton Thomas and Associates, Inc, with any questions on the Beyond Bean Counting report or comments related to the recommendations outlined in the report.

**Action:** Caroline Kleis, CRC, will compile and summarize future meeting topic suggestions generated through the Mentimeter feedback activity. This document will be made accessible to WTWG participants via email and on the meeting calendar page. Please reach out to Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) and Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) if there are additional topics you would like the WTWG to consider at future meetings.

## March 5, 2026

### Meeting Materials

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**Decision:** The WTWG approved the [February 2026 meeting minutes](#).

**Decision:** In between the February and March WTWG meetings, the WTWG approved via email the process for proportioning nutrient management acres to pasture/hay land uses for Phase 7.

**Action:** Please submit all 2025 Progress data and Phase 7 calibration BMP history by April 1st, 2026. Please reach out to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) and Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) with any questions or concerns related to this deadline.

**Action:** A new version of the NEIEN code will be deployed 3/5 and a Progress run will take place 3/6, both incorporating items recently discussed by the WTWG. Please reach out to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) with any questions or concerns.

**Decision:** The WTWG approved Sushanth Gupta (MWCOC) as Chair and Christina Lysterly (MDE) as Vice Chair of the WTWG for the 2026- December 2027 term.

**Decision:** The WTWG approved the following AMT-recommended efficiency values for supplemental nutrient management rate, placement, and timing.

|              | Placement |       | Rate  |      | Timing |      |
|--------------|-----------|-------|-------|------|--------|------|
| Load Source  | N         | P     | N     | P    | N      | P    |
| Hay High     | 5.00      | 10.00 | 15.00 | 5.00 | 5.00   | 1.00 |
| Pasture High | 3.00      | 10.00 | 5.00  | 5.00 | 5.00   | 1.0  |

**Decision:** The WTWG approved the additions to the Phase 6 NEIEN Appendix to allow for the advance submission of BMPs that will affect Phase 7.

**Decision:** The WTWG approved the draft Phase 7 NEIEN Appendix, with the request that urban BMPs from prior Phases (previously crossed out) still remain in the Appendix for Phase 7.

**Post Meeting Update:** The final approved Phase 7 Appendix is posted [here](#).

## February 5, 2026

### Meeting Materials

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**Decision:** The WTWG approved the [January 2026 meeting minutes](#).

**Action:** The WTWG will continue to pause the process for confirming nominations for Chair and Vice Chair positions until otherwise given direction from the Clean Water Goal Team or Management Board.

**Action:** Auston Smith, EPA, will reach out with any remaining follow-ups on QAPPs.

**Action:** If you have concerns about the April 1 deadline for 2025 Progress data submissions and BMP history for the Phase 7 calibration, please reach out to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)).

**Action:** Auston Smith, EPA, will follow up with Kevin Du Bois, DoW, offline about Progress communication needs.

**Action:** Prior to September 2026, there will be a transition from NEIEN to CAST for BMP submissions and reporting. The WTWG will continue to be informed of the timeline for this transition.

**Action:** Prior to the deletion of historic Progress data, the IT Team will provide jurisdictions with backup copies of historic XML files, likely in the Summer of 2026.

**Decision:** The WTWG approved the addition of a duplicates worksheet to the Progress validation report.

**Decision:** The WTWG approved the [final matrix mapping BMPs to load source groups](#) for Phase 7, including the recommendations from the Agriculture and Urban Stormwater Workgroups.

**Action:** Please email Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)), Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)), and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) with any feedback or concerns on the proposed additions/updates to the Phase 6 NEIEN Appendix. The group will approve these updates at the March meeting.

**Action:** Please email Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)), Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)), and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) with any feedback on the Phase 7 Appendix. Members with insight as to why Wetland Restoration is mapped to both “restore” and “create”, are asked to reach out with this context. The WTWG will seek approval of this Appendix at the March meeting.

**Action:** The WTWG will vote via email on the proposed process for proportioning nutrient management acres to pasture and hay land uses in Phase 7 by February 19<sup>th</sup>.

**Action:** Tom Butler, EPA, will follow-up with Bill Keeling, VA DEQ, with an additional example of this proportioning process.

**Action:** The WTWG will vote on the approval of a proposed update to the NEIEN Appendix to include a conversion factor for Animal Waste Management Systems at their March meeting.

**Post Meeting Note:** Following this meeting and subsequent communications offline, the requesting partner has decided to no longer pursue this update for 2025 Progress and the Phase 7 calibration. As such, this will not be included on the WTWG March agenda as a decisional item.

**Action:** The WTWG will continue to be engaged throughout the development of the E3 and No Action Scenarios. Please feel free to provide any feedback or historical insight to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) as these conversations continue around the partnership.

## January 8, 2026

[Meeting Materials](#)

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**Decision:** The WTWG approved the [December 2025 meeting minutes](#).

**Action:** We will follow-up with numbers for the CSS harvested forest land use, once the land use has been finalized in Spring. Action: Jess Rigelman, J7 Consulting, and Andy Fitch, USGS, will be updating Tableau with re-run data received by noon on January 9th. An update will be sent by COB, January 12th, to those involved with Progress.

**Action:** Auston Smith, EPA, will be reaching out to schedule additional calls with jurisdictions on agriculture/NRCS data as needed.

**Action:** Please email Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)), Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)), and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) if you have any concerns regarding the addition of a potential duplicates tab to the validation report. The group will approve this addition at the February WTWG meeting.

**Action:** Please submit acres to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) for pasture high and hay high by the end of January 2026, if you have not done so already.

**Action:** The WTWG will pause their process for confirming nominations for the Chair and Vice Chair position until additional guidance has been received from the Management Board. Please reach out to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) if you would like to nominate yourself or others for the vacant at-large member positions (to be filled once the process has resumed).

**Action:** Jess Rigelman will reach out to the CBPO IT team regarding the feasibility of providing jurisdictions with a zip file of historical submissions, prior to their deletion from NEIEN.

**Action:** The Urban Stormwater Workgroup will finalize their recommendations for the developed sector mapping via email by January 20th. The Agriculture Workgroup (AgWG) will continue discussions on the agriculture sector mappings, including agricultural BMPs on solar land uses, at their January 29th meeting. Given the short turnaround time before the February WTWG meeting, January AgWG materials will be shared with voting members on January 15th, and a final mapping matrix will be sent to WTWG members for their review on January 29th. The WTWG plans to vote on the final mapping of BMPs to load sources at their February 5th meeting.

**Action:** Please provide feedback to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) on the draft Phase 7 NEIEN Appendix prior to the February 5th WTWG meeting. Feedback will be discussed at the February 5th meeting, and the group will approve the Appendix in March.

**Action:** The WTWG is asked to provide feedback to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) on the following question related to the NEIEN Appendix: “Wetland restoration is mapped to restore and create depending on measurement name. Is this intended?”

**Action:** Tom Butler, EPA, will follow-up with Bill Keeling, VA DEQ, regarding questions posed on the Phytase BMP.

**Action:** Auston Smith will reach out to jurisdictions to confirm their understanding and acceptance of the transition from NEIEN to CAST in subsequent Progress years.

# 2025

## December 4, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [October Meeting Minutes](#) and [November Meeting Minutes](#).

**Action:** Please submit nominations for the open Chair, Vice Chair, and 2 at-large positions to Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) by January 2nd, 2026.

**Action:** Caroline Kleis, WTWG Staffer, will send out calendar invitations for WTWG meetings in 2026. The January meeting will be rescheduled to January 8th, 2026.

**Action:** Please submit pasture high and hay high acres from 1985-2025 or send an email noting there will be no submissions of these acres to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) as soon as possible, but no later than February 2026. Please include the following information:

- Year: 1985-2025
- Geography: County, HUC12, State Whole geography or CBWSOnly.
- LoadSourceGroup: Hay or Pasture or PastureHay
- Acres: (Any area in the state that is not reported will get 0 acres of high since there is no default.)

**Action:** Caroline Kleis, WTWG Staffer, will follow up via email requesting a vote from WTWG members on the methodology proposed for the allocation of feed space acres in Phase 7. Members will be asked to provide their responses by December 18th. Sarah McDonald, USGS, will provide this same presentation to the AgWG at their December 18th meeting. AgWG and WTWG members are encouraged to coordinate and discuss any feedback, prior to WTWG members submitting their final votes by the 18th.

**Post Meeting Decision:** The WTWG approved via email the methodology proposed for the allocation of feed space acres in Phase 7

**Action:** Auston Smith, EPA, will continue to provide updates on the timeline for the delivery of the NRCS data set and potential impacts on the progress schedule as more information becomes available.

**Action:** Auston Smith, EPA, will update verification call calendar invites with agendas ahead of the December 8-12 verification calls.

## November 6, 2025

### Meeting Materials

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**Action:** The WTWG will approve the [October meeting minutes](#) at the December meeting.

**Action:** A call for nominations will go out to the WTWG in November for two open at-large member, vice chair, and chair positions. The four current at-large members will continue their term through December of 2026. Please email all nominations or self-nominations to Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)) and Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)).

**Action:** For those who submit data, if you do not have access to the file submission or transaction reports in CAST, please contact Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) to get your permissions reset.

**Action:** Jess Rigelman will reach out to the CBPO IT team to get answers to questions regarding the new XML submission in CAST.

**Post Meeting Note:** A [Q&A document](#) has been uploaded to the meeting calendar page to address questions from WTWG members.

**Action:** The current 2025 land use will be renamed in CAST to “2025 WIP”, and an updated 2025 land use incorporating harvested forest and construction for 2025 progress will be named “2025”. If there are any questions or concerns with the naming of the two land uses, please contact Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)).

**Decision:** The WTWG tentatively approved the Urban Nutrient Management Technical Appendix, with proposed additions, pending a vote from one At-Large Member out for the lapse in federal appropriations. Caroline Kleis, WTWG Staffer, will reach out and record the missing vote once federal employees are back to work.

**Post Meeting Decision:** The WTWG approved the Urban Nutrient Management Technical Appendix with the proposed additions.

**Action:** Please review the BMP and Load Sources mapping matrices and share any feedback with Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)). Source sector workgroups (Agriculture Workgroup and Urban Stormwater Workgroup) will be asked to provide their input on the mapping matrices, and this will return to a subsequent WTWG meeting for approval. An updated Phase 7 NEIEN Appendix will be created taking this mapping into account.

## October 2, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [September meeting minutes](#).

**Decision:** The WTWG approved an update to the August 2025 WTWG construction decisional item to read “Mapping Construction With High-Resolution LULC data: All patches of barren land uses (except ~~“bare shore”~~ and “extractive barren”) that became at least 20% developed within 3-5 years represent “Regulated Construction”... The August minutes will be updated to reflect this change.

**Decision:** The WTWG approved the AMT recommendation to change the default buffer widths for calculations to be 22.5 ft and 67.5 ft for narrow and regular buffers.

**Action:** Auston Smith, EPA, and Caroline Kleis, CRC, will follow up with Olivia Devereux, Devereux Consulting, to see if the same analysis used to support Virginia’s proposed processing update for the reporting of riparian exclusion fencing can be done for each jurisdiction. Updates will be made, when possible, at a subsequent meeting.

**Action:** Auston Smith, EPA, will follow up with Bill Keeling, VA DEQ, to discuss the Riparian Exclusion Fencing processing update in relation to Virginia’s QAPP.

**Action:** If you have any additional questions or would like to get in touch with Moleaer to discuss applications of nanobubble technology, please reach out to Chris Stephan ([chris@moleaer.com](mailto:chris@moleaer.com)), Denise Devotta ([denise@moleaer.com](mailto:denise@moleaer.com)), Shane Hoyt ([shane@moleaer.com](mailto:shane@moleaer.com)), Jonathan Morales ([Jonathan@moleaer.com](mailto:Jonathan@moleaer.com)), and Erin Klores ([Erin@moleaer.com](mailto:Erin@moleaer.com)).

## September 4, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [August Meeting Minutes](#).

**Action:** NEIEN will eventually be phased out as Phase 7 approaches, and CAST will incorporate the capabilities of NEIEN. The group will continue to hear updates on these efforts as needed into future progress years.

**Action:** Olivia Devereux, Devereux Consulting/CBPO, and Auston Smith, EPA, will follow-up with Director Mike Rolband, to make him aware of the updated Urban Nutrient Management Expert Panel recommendations and deliberations, noting potential impacts to the numbers used in the runoff reduction model.

**Action:** If you have additional questions or feedback regarding the Urban Nutrient Management Expert Panel update, please contact David Wood, CSN ([wood.csn@outlook.com](mailto:wood.csn@outlook.com)). The Urban Nutrient Management Expert Panel Technical Appendix will be distributed to WTWG members, likely in October, and a vote on the approval of the technical appendix will (tentatively) take place in November.

**Action:** Caroline Kleis, WTWG Staffer, will reach out offline to members not present on the call to get their vote on the approval of the 2025 NEIEN Appendix.

**Post- Meeting Decision:** The WTWG approves the 2025 NEIEN Appendix for use in 2025 annual progress submissions.

**Action:** If you have questions or feedback on the 2025 progress verification call framework, please reach out to Auston Smith, EPA ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)).

**Action:** Auston Smith, EPA, will be reaching out to verification teams with a Doodle poll to schedule a meeting in December from the 8-12th. If your jurisdiction has a preference for having non point source and point source people meet separately, please let Auston know.

**Action:** The WTWG will hear an update on BMP excess discussions taking place at the Agricultural Modeling Team meetings and will be asked to vote on the AMT's recommendation at a subsequent meeting.

## August 7, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [June Meeting Minutes](#).

**Action:** Caroline Kleis, WTWG Staffer, will edit the [membership list](#) posted on the WTWG webpage to include the most up to date list of voting members.

**Action:** If you have any questions regarding the QAPP emails sent out in early June, please contact Auston Smith, WTWG Coordinator ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)).

**Action:** Caroline Kleis, WTWG Staffer, will follow up with voting members not present to get their votes on the decisional items before the WTWG.

**Post Meeting Note:** Following the call, Caroline followed up with the signatory and at-large members not present. Decisions listed below in these August minutes now represent the feedback received from all voting members.

**Decision:** The WTWG approved the Agroforestry EPEG Technical Appendix (recommendations) to establish credit for Silvopasture and Alley Cropping practices as Chesapeake Bay Program water quality BMPs in Phase 7, as outlined in the EPEG report. If the AgWG, later this month, has any concerns, the decision will be brought back to the WTWG for continued discussion.

**Decision:** The WTWG approved the following decisions related to construction acres in Phase 7:

**a. Mapping Construction With High-Resolution LULC data:** All patches of barren land uses (except “extractive barren”) that became at least 20% developed within 3-5 years represent “Regulated Construction”. Scaled NLCD annual change in development will be used to map historic construction and the CBLCM will be used to estimate future construction.

\*Post Meeting Note: This decision was updated in October 2025 to remove “bare shore” and” from the parentheses.

**b. Reconciling Mapped and Reported construction:** Construction acres reported at the county scale will be allocated to LRSEGs by the relative amount of a county’s mapped construction within each LRSEG.

- i. If reported construction exceeds mapped construction in an LRSEG, remaining reported construction acres will be subtracted from the developed sector (proportionally by developed class).
- ii. If reported construction is less than mapped construction, remaining mapped construction will be reclassified as “compacted pervious” (loading like “mixed open” in Phase 6).

**Decision:** The WTWG approved the following change to the methodology for buffer upland credit for Phase 7: distribute upland benefit from non-exclusion buffers proportionally to the load sources it is applied to and to stop providing upland credit to non-exclusion buffers from pasture.

**Decision:** The WTWG approved the proposed methodology for handling cover crop excess in Phase 7: 1) Credit commodity cover crops first, since it is a limited area 2) Credit traditional cover crops and traditional with fall nutrients cover crops second (taking the acres already occupied by commodity cover crops into account). **Action:** Please provide any comments or feedback on the draft NEIEN appendix to Jess Rigelman ([jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) by September 1st.

**July 10, 2025- CANCELED**

[Meeting Materials](#)

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**This meeting was canceled.**

## June 5, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [May Meeting Minutes](#).

**Action:** WTWG members interested in the discussion on the application of upland buffer credit and continuing discussions on the Agroforestry EPEG, should attend the June 12th AgWG meeting.

**Action:** Ruth Cassilly, Durga Ghosh, and Auston Smith, will send out a 2025 QAPP update email in the next couple of weeks to outline possible updates and expectations for the 2025 QAPP process.

**Action:** Caroline Kleis, WTWG Staffer, will send out a cancellation for the July WTWG meeting.

**Action:** WTWG members with additional input or concerns on the Agroforestry EPEG recommendations and path forward should email Ruth Cassilly ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net)), Auston Smith ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)), Eric Hughes ([Hughes.Eric@epa.gov](mailto:Hughes.Eric@epa.gov)), and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)). The group will distribute the report when it's done, and final approval will take place at a subsequent WTWG meeting

## May 1, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [April Meeting Minutes](#).

**Action:** If you are interested in or curious about the open WTWG Chair position, please reach out to Caroline Kleis, CRC ([kleis.caroline@epa.gov](mailto:kleis.caroline@epa.gov)), and Auston Smith, EPA ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)) for additional information.

**Action:** Please provide any feedback on the sewer service area data layer to Jackie Pickford ([jpickford@chesapeakebay.net](mailto:jpickford@chesapeakebay.net)), USGS, and Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)), CRC, by May 2nd.

**Action:** WTWG members with questions on the aggregation of the High-Resolution LULC data to the Phase 7 Land Use classes and the ways in which this information is used to inform CAST should reach out to Sarah McDonald ([smcdonald@chesapeakebay.net](mailto:smcdonald@chesapeakebay.net)) and Helen Golimowski ([helen@devereuxconsulting.com](mailto:helen@devereuxconsulting.com)). Members interested in this discussion are also encouraged to attend the Agricultural Modeling Team (AMT) meeting on May 9th.

## April 3, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [March Meeting Minutes](#).

**Action:** If you are interested in filling the open WTWG chair position, please email Caroline Kleis, CRC ([kleis.caroline@epa.gov](mailto:kleis.caroline@epa.gov)), and Auston Smith, EPA ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Action:** Please continue to provide any point or polygon spatial data related to construction in your jurisdiction to Peter Claggett, USGS, ([pclaggett@chesapeakebay.net](mailto:pclaggett@chesapeakebay.net)).

**Action:** Please reach out to Auston Smith, EPA ([Smith.Auston@epa.gov](mailto:Smith.Auston@epa.gov)) if you have any questions on the finalized QAPPs that were recently sent out.

**Action:** Auston Smith, EPA, will work with Caroline Kleis, CRC/AgWG Staffer, and Eric Hughes, EPA/AgWG Coordinator to get the discussion of upland buffer credit for Phase 7 on the May Agriculture Workgroup (AgWG) meeting agenda.

**Action:** Bill Keeling, VA DEQ, will return to a subsequent WTWG meeting for a vote on the proposed methodology for the application of upland buffer credit for Phase 7.

## March 6, 2025

### Meeting Materials

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**Decision:** The WTWG approved the [December 2024](#) and [February 2025](#) Meeting Minutes.

**Action:** If you are interested in filling the open WTWG chair position, please email Caroline Kleis, CRC ([kleis.caroline@epa.gov](mailto:kleis.caroline@epa.gov)), and Auston Smith, EPA ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Action:** Members with additional Phase 7 related inquiries on improved methodologies or new approaches should contact Auston Smith ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)) and Caroline Kleis ([kleis.caroline@epa.gov](mailto:kleis.caroline@epa.gov)), and they will work to best direct these inquiries within the Bay Program.

**Action:** Please continue to provide spatial data related to construction in your jurisdiction to Peter Claggett ([pclaggett@chesapeakebay.net](mailto:pclaggett@chesapeakebay.net)).

**Action:** Peter will return to the WTWG in May for an update on construction data.

**Action:** Auston will continue to provide updates to the WTWG as needed as the timeline for progress solidifies.

## February 6, 2025

### Meeting Materials

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**Action:** If you have nominations for or are interested in the open WTWG chair position, please email Caroline Kleis, CRC ([kleis.caroline@epa.gov](mailto:kleis.caroline@epa.gov)), and Auston Smith, EPA ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Action:** Please reach out to Auston if you have any questions or concerns with the progress schedule or recent email communications.

**Action:** Please send relevant point or polygon data to Peter Claggett ([pclaggett@chesapeakebay.net](mailto:pclaggett@chesapeakebay.net)) for your jurisdiction.

**Action:** Alicia Ritzenthaler and Peter Claggett will set up a time to meet for a follow up conversation on DC's construction acres.

**Action:** Jess Rigelman will send Peter Claggett state points of contact for additional follow up on construction acres. Peter will send an email with pointed questions for the identified state points of contact.

**Action:** Peter will bring the discussion of construction to the WQGIT for consideration at their next meeting. Peter will then return to a subsequent WTWG meeting for an update.

**Action:** Auston will work with WQGIT leadership to get the topic of construction on the next WQGIT agenda as soon as possible.

## January 9, 2025- CANCELED

### Meeting Materials

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**This meeting was canceled.**

## 2024

### December 5, 2024

#### Meeting Materials

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**Decision:** The WTWG approved the [November 2024 Meeting Minutes](#).

**Action:** WTWG Members who are interested in serving as WTWG Chair or have nominations should email Auston Smith, EPA and Sushanth Gupta, CRC ([smith.auston@epa.gov](mailto:smith.auston@epa.gov) and [Gupta.sushanth@epa.gov](mailto:Gupta.sushanth@epa.gov)).

**Action:** WTWG Members who are interested in further discussion of the NRCS data should attend the [office hours](#) on December 11th.

**Decision:** The WTWG will approve the suggested revisions to the Forest Harvest BMP and associated Technical Appendix (TA) by email pending inclusion of Land Use reporting and MD getting back to leadership.

### November 14, 2024

#### Meeting Materials

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**Action:** WTWG Members who would like to submit a nomination for WTWG Chair (self-nominations welcome) should email Auston Smith, EPA and Sushanth Gupta, CRC ([smith.auston@epa.gov](mailto:smith.auston@epa.gov) and [Gupta.sushanth@epa.gov](mailto:Gupta.sushanth@epa.gov)).

**Action:** Auston will send out a poll regarding availability for the verification calls by the end of this week

### October 2, 2024

#### Meeting Materials

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**Decision:** The WTWG approved the August and September Meeting Minutes.

**Action:** WTWG Members with feedback on the Phase 7 timeline should send feedback to Auston ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Action:** WTWG Members with feedback for Peter should reach out to Peter and Auston ([claggettp@chesapeakebay.net](mailto:claggettp@chesapeakebay.net) and [smith.auston@epa.gov](mailto:smith.auston@epa.gov)). WTWG Leadership will plan on having a presentation from Peter and others at next months meeting.

**Action:** WTWG Members with interest in a potential taskforce should reach out to Peter and Auston ([claggettp@chesapeakebay.net](mailto:claggettp@chesapeakebay.net) and [smith.auston@epa.gov](mailto:smith.auston@epa.gov)). WTWG Leadership will work with Peter, Sarah, and others to come up with meeting time and then send that out to those who expressed interest.

**Action:** Lorenzo and Katie will get back to WTWG Leadership with an update on efficiency rates.

**Action:** Jess will work with Auston to reach out to partners to clarify whether they use a one or three year approach when reporting.

## September 5, 2024

### Meeting Materials

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**Action:** If WTWG members have an objection to VA's proposed segmentation changes they should email Bill Keeling, VA DEQ ([William.keeling@deq.virginia.gov](mailto:William.keeling@deq.virginia.gov)).

## August 1, 2024

### Meeting Materials

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**Decision:** The WTWG approved the July 2024 [Meeting Minutes](#).

**Decision:** The WTWG approved the final version of the NEIEN Appendix for 2023.

**Action:** Jess will follow up with WTWG Leadership on a demo presentation next week.

**Action:** Auston will help facilitate a meeting with the LUWG and Tom Howard. Action: The WTWG will discuss the Phase 7 catchments again at a future meeting.

## July 11, 2024

### Meeting Materials

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**Decision:** The WTWG approved the May 2024 meeting [minutes](#).

**Action:** Based on feedback from members, WTWG leadership will move future meetings to Microsoft Teams going forward.

## June 6, 2024- CANCELED

### Meeting Materials

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**This meeting was canceled.**

## May 2, 2024

### Meeting Materials

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**Decision:** The WTWG approved the April 2024 meeting [minutes](#).

## April 4, 2024

### Meeting Materials

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**Decision:** The WTWG approved the March 2024 meeting [minutes](#).

**Action:** WTWG members should reach out to Ruth and Jess ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net) and [jrigelman@j7llc.com](mailto:jrigelman@j7llc.com)) with any questions on or additions to the NEIEN appendix.

## March 7, 2024

### Meeting Materials

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**Decision:** The WTWG approved the February 2024 meeting [minutes](#).

**Action:** WTWG Leadership will follow up with Bill Keeling, VA DEQ regarding his concerns about the VA EU report in CAST

## February 1, 2024

### Meeting Materials

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**Decision:** The WTWG approved the [December](#) and [January](#) meeting minutes for 2023 and 2024 respectively

## January 4, 2024

### Meeting Materials

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**Action:** WTWG Members should review the [December Minutes](#) and reach out to Sushanth Gupta, CRC ([Gupta.sushanth@epa.gov](mailto:Gupta.sushanth@epa.gov)) with concerns.

**Action:** If jurisdictions have questions on 2023 Progress or QAPPs they should reach out to Auston Smith, EPA ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Decision:** The WTWG approved the Coagulant-Enhanced Treatment Technical Appendix. A breakdown of votes is below.

## 2023

## December 7, 2023

### Meeting Materials

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**Action:** If jurisdictions have updates to their membership, they should reach out to Sushanth Gupta, CRC ([Gupta.sushanth@epa.gov](mailto:Gupta.sushanth@epa.gov)) to update it.

**Action:** WTWG Members should review the [Coagulant-Enhanced Treatment Technical appendix](#) and send any comments to David Wood, CSN ([wood.csn@outlook.com](mailto:wood.csn@outlook.com)).

**Decision:** The WTWG approved the October and November Meeting Minutes.

**Decision:** The WTWG approved Josh Glace, Larson Design Group as an At-Large member, serving until December 2025.

## November 2, 2023

### Meeting Materials

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**Action:** If jurisdictions have questions about comments on their QAPPs, they should reach out to Auston ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Action:** If you have questions about Tom's presentation, please reach out to him at [thoward@resolvehydro.com](mailto:thoward@resolvehydro.com).

**Action:** If anyone sees issues on the updated BMP verification page, they should reach out to Auston ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

## October 5, 2023

### Meeting Materials

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**Action:** WTWG members are requested to provide feedback on the September Meeting Minutes via email by COB Friday, October 13th.

**Action:** Jurisdictions should let Olivia ([olivia@devereuxconsulting.com](mailto:olivia@devereuxconsulting.com)) know if they have any questions on the EU report.

**Action:** Jurisdictions should review CAST-23 and bring up concerns to Lee McDonnell ([McDonnell.Lee@epa.gov](mailto:McDonnell.Lee@epa.gov)).

**Decision:** The WTWG approved the new BMP Reporting Transparency Spreadsheet format.

## September 7, 2023

### Meeting Materials

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**Action:** WTWG jurisdictional members who don't intend to make changes to their 2022 QAPP should email Ruth ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net)).

**Action:** WTWG members will have time to review the BMP Transparency Reporting example spreadsheet, located on the September Meeting Page. The WTWG will make a decision on adopting the new format at the October Meeting.

**Action:** WTWG members with feedback on CAST23 should reach out to Lee McDonnell ([McDonnell.Lee@epa.gov](mailto:McDonnell.Lee@epa.gov)) and cc Olivia Devereux ([olivia@devereuxconsulting.com](mailto:olivia@devereuxconsulting.com)). Please try to provide feedback by October 6th.

**Decision:** The WTWG approved the August Meeting Minutes. Please email Cassie Davis, NYSDEC ([Cassandra.davis@dec.ny.gov](mailto:Cassandra.davis@dec.ny.gov)) with any questions or comments.

## August 3, 2023

### Meeting Materials

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**Action:** If WTWG members have feedback or questions on the 2023 Progress Schedule they should reach out to Ruth Cassilly, UMD ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net)) and CC Auston Smith, EPA ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)).

**Action:** Olivia will add additional rows of BMPs to the BMP Reporting Transparency spreadsheet and it will be posted to the calendar page for review.

**Decision:** The WTWG approved the June and July Meeting Minutes. Please email Cassie Davis, NYS DEC ([Cassandra.davis@dec.ny.gov](mailto:Cassandra.davis@dec.ny.gov)) with any questions or comments.

**Decision:** The WTWG approved the 2023 Progress BMP NEIEN Appendix pending the addition of the dairy counts requested by MDA.

## July 6, 2023

### Meeting Materials

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**Action:** WTWG Voting Members should make sure to attend the August WTWG meeting on August 3rd; they will be asked to approve the NEIEN Appendix used for 2023 Progress reporting.

**Decision:** The WTWG approved the Animal Mortality BMP Technical Appendix.

## June 1, 2023

### Meeting Materials

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**Action:** The group will provide feedback on the Animal Mortality BMP Technical Appendix to Auston Smith ([smith.auston@epa.gov](mailto:smith.auston@epa.gov)) via email.

**Decision:** The WTWG approved the [May Meeting Minutes](#).

**Decision:** The WTWG approved the Transportation Settlement Emission Reductions as a planning BMP and the decision to initiate a process to compete for funding for an Expert Panel to investigate quantifiable benefits of relevant emission reduction BMPs so they can be credited toward annual progress assessments.

**Decision:** The WTWG approved the formal recommendations to address the concerns described in the PSC Decision 3 charge to the WQGIT.

## May 4, 2023

### Meeting Materials

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**Decision:** The WTWG approved the [April Meeting Minutes](#).

**Action:** Please reach out to Sushanth Gupta ([Gupta.sushanth@epa.gov](mailto:Gupta.sushanth@epa.gov)) by Friday May 26th if you have nomination suggestions for one or both open At-Large membership positions in the WTWG.

**Action:** The group should review and provide feedback on the Animal Mortality BMP Technical Appendix via email to Auston Smith ([Smith.auston@epa.gov](mailto:Smith.auston@epa.gov)) or Jeremy Hanson ([Hansonj@chesapeakebay.org](mailto:Hansonj@chesapeakebay.org)). A copy of the Animal Mortality BMP Technical Appendix can be found on the May WTWG Meeting [calendar page](#) and at [this link](#). We will bring this item back for discussion at the June WTWG meeting.

**Action:** Jeff will edit the request for a decision on the VW Settlement BMP to include the request for an Expert Panel. The WTWG will be asked to vote on it at the June meeting.

**Action:** The group will provide any additional feedback via email on the comprehensive CAST review process, building on last month's discussion. Please reach out to Ruth Cassilly ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net)), Cassie Davis ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net)) or Sushanth Gupta ([Gupta.sushanth@epa.gov](mailto:Gupta.sushanth@epa.gov)) with feedback. The materials are available for review on the May WTWG Meeting [calendar page](#).

**Decision:** The WTWG approved the Oyster BMP Expert Panel Technical Appendix.

## April 6, 2023

### Meeting Materials

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**Decision:** The WTWG approved the [March Meeting Minutes](#).

**Tentative Decision:** The WTWG tentatively (due to absence of several voting members) confirmed that the existing Chesapeake Bay Program QA/QC documentation and processes for the Phase 6 model inputs, reviewed by the group Feb – March 2023, provide sufficient safeguards in response to PSC Decision #3. Formal recommendations to the WQGIT on additional QA/QC protocols or documentation for Phase 6 model inputs are not needed at this time. *(Note: this decision item only refers to Track 1 of the proposed path forward to address Aug 29 PSC Decision #3/MB Charge. It does not refer to the processes and documentation regarding Track 2, which the WTWG will pursue as needed).*

**Action:** The WTWG leadership will follow up with voting members who weren't present to confirm their votes on the above decision.

**Action:** WTWG members, especially those who missed the April meeting, please review the attached Draft CAST Review Process Outline document (presented at the April meeting) in preparation for continued discussion and feedback on this topic at the May meeting.

## March 2, 2023

### Meeting Materials

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**Decision:** The WTWG approved the [February Meeting Minutes](#).

**Action:** Olivia Devereux will present on the future updates to reporting to NEIEN and the timeline for those changes at a future meeting.

**Action:** Please reach out to Jeff Sweeney ([sweeney.jeff@epa.gov](mailto:sweeney.jeff@epa.gov)) with additional questions about the Transportation Settlement Emission Reduction BMP. The WTWG will vote on this at a future meeting.

**Action:** Reach out to Jackie or Ruth with any additional feedback regarding Track 1 & 2 of the QAQC Data Processing Protocol [presentation](#). The feedback from the group will be consolidated and a formal vote on the path forward will occur at the April WTWG meeting.

**Action:** Please provide feedback on oyster BMP technical appendix to Olivia Caretti ([oysterBMPresponse@oysterrecovery.org](mailto:oysterBMPresponse@oysterrecovery.org)) by March 23rd. She will return in April to present a revised draft and the WTWG will vote to approve the technical appendix in May.

## February 2, 2023

### Meeting Materials

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**Decision:** The WTWG approved the [December Meeting Minutes](#) and [January Meeting Minutes](#).

**Action:** VOTING MEMBERS (signatory + at large): Please complete the following straw poll to indicate where you stand on the Car Manufacturer Settlement BMP proposals by **Thursday, February 9th**: <https://forms.gle/whrNUMKU1s6yYqiD6>. This decision item will be brought back to the group for a final vote at a future meeting.

**Action:** Please provide any additional feedback on the Management Board (MB) Decision 3 Charge timeline and proposed path forward to WTWG leadership ([rcassilly@chesapeakebay.net](mailto:rcassilly@chesapeakebay.net); [cassandra.davis@dec.ny.gov](mailto:cassandra.davis@dec.ny.gov); [pickford.jacqueline@epa.gov](mailto:pickford.jacqueline@epa.gov)) by **Thursday, February 16th**.

- **Additional note:** As per the charge from the MB, the WTWG will not be focusing on changing or reevaluating data sources or inputs to the model for this task, but rather, focusing on the QA/QC processes and protocols in place after we acquire such data. Please provide feedback accordingly.

**Action:** The WTWG leadership will work with the WQGIT leadership to determine if the Dissolved Oxygen (DO) Equivalent Factor can be a topic of discussion at a future WQGIT meeting.

## January 5, 2023

### Meeting Materials

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**Postponed to February 2023 meeting:** Postponed approval of the December 2022 meeting minutes to February.

**Action:** WTWG members are asked to review the [PSC charge](#) and [Jamboard slides](#) ahead of the February meeting.

**Action:** Gary Shenk and Bill Keeling will come back to a future WTWG meeting to present on part 2 of the Dissolved Oxygen (DO) Effectiveness Factor conversation.

**Action:** WTWG members with a preference for how to respond to the questions raised in the [Discussion on Volkswagen \(VW\) Settlement and Associated BMP](#) should email Ruth, Cassie, and Jeff so those preferences can be explained at the February WTWG meeting, ahead of the requested decision at that meeting.

**Action:** Jeff Sweeney will add a clarification to the [Discussion on Volkswagen \(VW\) Settlement and Associated BMP](#) slides explaining how the Associated BMP, yet to be named, would be considered a planning BMP.

## 2022

### December 8, 2022

#### Meeting Materials

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**Decision:** The WTWG approved the [October Meeting Minutes](#).

**Action:** Members are asked to review the [two proposals](#) and Modeling Workgroup [2018 recommendation](#) regarding the proposed BMP associated with the “Volkswagen Settlement” and offer input to Jeff Sweeney ([sweeney.jeff@epa.gov](mailto:sweeney.jeff@epa.gov)). There will be further discussion at the January meeting and the WTWG plans to vote on this item following the discussion at a meeting in early 2023. The BMP recommendation will then be raised to the Water Quality GIT for additional approval.

**Decision:** The WTWG approved the [updated scope and purpose](#). This will be presented to the Water Quality GIT for additional approval at an upcoming meeting.

### November 3, 2022- CANCELED

#### Meeting Materials

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**This meeting was canceled.**

### October 6, 2022

#### Meeting Materials

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**Decision:** The WTWG approved the September Meeting Minutes

**Decision:** The WTWG approved adding the septic BMPs to the NEIEN Appendix. Jess Rigelman will let the WTWG know when this change is finalized (post meeting note: the septic BMPs were added to NEIEN).

**Action:** The WTWG leadership will confirm the CBP’s meeting recording policy. If the Integrated Watershed TMDL indicator presentation recording cannot be shared, interested parties are encouraged to set up a meeting with Gary Shenk ([GShenk@chesapeakebay.net](mailto:GShenk@chesapeakebay.net)) to go over this information. This presentation will also be made at a future WQGIT meeting.

**Action:** The WTWG will continue their discussions on the DO (dissolved oxygen) equivalent at a future workgroup meeting.

### September 8, 2022

#### Meeting Materials

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**Decision:** WTWG approved the August Meeting Minutes.

**Action:** Jeremy Hanson will share the updated Ag Mortality BMP Expert Panel Technical Appendix with the WTWG before their next meeting in October.

**Action:** The WTWG Leadership, with Greg Sandi, will continue the discussion on whether to continue with current model update time period (2 years) or to lengthen the time frame between model updates, how this will impact Phase 7, and how to communicate this information with implementers. Other interested WTWG members are encouraged to participate. This will be brought back to the WTWG at a future meeting to discuss further with a goal of approving a recommendation.

## August 4, 2022

### Meeting Materials

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**Decision:** The WTWG approved the [June Meeting Minutes](#), contingent upon edits (i.e., spelling error and sentence correction on page 2 and 3) (post- meeting note: edits were incorporated. New version [posted](#)).

**Action:** Each jurisdiction will be asked for feedback on the 2021 Progress process and approached via email.

**Decision:** The WTWG changed next month's meeting date to [Thursday, September 8th](#). Hilary Swartwood will update the WTWG's September calendar page and the email invite with the new meeting date (post- meeting note: the calendar page and email invite were updated on 08.16.2022).

**Action:** WTWG members should report harvest forest acres and construction acres to Jess Rigelman ([jrigelman@j7llc.org](mailto:jrigelman@j7llc.org)) by the end of this month, as well as any updated information on permitted vs non-permitted feed space units to Sucharith Ravi ([sravi@chesapeakebay.net](mailto:sravi@chesapeakebay.net)). Please copy Vanessa Van Note on submissions ([vannote.vanessa@epa.gov](mailto:vannote.vanessa@epa.gov)).

**Decision:** The WTWG approved of the updated NEIEN Appendix for 2022 Progress Submission.

**Action:** Vanessa, Cassie, and Leon will return to the AgWG with the issues/ideas brought up by the WTWG on the NEIEN Phase 6 draft Soil and Water Conservation Plan BMPs. Clare Sevcik, DE, will send WTWG leadership a summary of issues DE is having with individual SWCP practices.

## July 7, 2022- CANCELED

### Meeting Materials

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**This meeting was canceled.**

## June 2, 2022

### Meeting Materials

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**Action:** The WTWG will review the April and May minutes and if no additional comments are received, they will be considered final.

**Action:** Hilary Swartwood will add Bill Keeling's feedback to the April minutes (post meeting note: completed).

**Action:** WTWG members are encouraged to send CAST Webinar ideas to Helen Golimowski ([helen@devereuxconsulting.com](mailto:helen@devereuxconsulting.com)).

**Action:** WTWG members are encouraged to send CAST Webinar ideas to Helen Golimowski ([helen@devereuxconsulting.com](mailto:helen@devereuxconsulting.com)).

**Action:** The WTWG leadership will send out the link to the menti poll for WTWG members to prioritize future meeting topics (post-meeting note: email sent)

## May 5, 2022

### Meeting Materials

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**Decision:** WTWG approved March meeting minutes.

**Decision:** WTWG approved the proposed changes to the BMP Summary Report:

- Create a separate category for Narrow Forest Buffers and Narrow Grass Buffers
- Split out Land Retirement into Land Retirement to Open Space and Land Retirement to Pasture
- Create two separate categories for Barnyard Runoff Control and Loafing Lot Management

## April 7, 2022

### Meeting Materials

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**Action:** WTWG will review the March minutes and if no changes are suggested, they will be considered final.

**Action:** WTWG members who are interested in reported BMP excess for 2021 Progress are encouraged to reach out to Jeff Sweeney for more information ([sweeney.jeff@epa.gov](mailto:sweeney.jeff@epa.gov)).

**Action:** Jeff Sweeney will reach out to WTWG jurisdictional representatives for more information on how we can fix the conversion for animals per system and animal mortality fraction.

**Action:** Jeff Sweeney will reach out to FFWG to see if he can give this presentation at that Workgroup.

**Action:** The BMP Summary Report excel spreadsheet will be posted to the calendar page.

## March 3, 2022

### Meeting Materials

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**Decision:** WTWG approved the February meeting minutes.

**Action:** A discussion on the CBP grant guidance will be added to the April WTWG agenda.

**Action:** WTWG will continue to discuss the changes to the Animal Mortality Technical Appendix at their April meeting. Approval will be sought in May.

**Action:** WTWG jurisdictional members should send information on current federal BMP data to Stephanie MacDurmon ([smacdurmon@brwnald.com](mailto:smacdurmon@brwnald.com)). The Federal Facilities Workgroup will send an

email with more information and the deadline to submit. They would like to come back to the WTWG to continue this discussion at a future meeting.

**Decision:** WTWG approved separating narrow forest buffers from forest buffers with them all being summarized in the BMP Summary Report. Jessica Rigelman will submit a request with the IT team for this change.

**Action:** WTWG leadership will work on developing a joint meeting to discuss backout with the Wetlands and Land Use Workgroups.

## February 3, 2022

### Meeting Materials

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**Decision:** WTWG approved the January meeting minutes as long as VA's suggested correction is incorporated.

**Action:** WTWG leadership will make sure that the minutes and presentation accurately show that Nutrient Management and Cover Crops can be on the same acre. (post- meeting note: the presentation on excess states this so the clarification is not needed).

**Action:** Cassandra Davis will send Norm Goulet septic information and map of street sweeping excess at the Land River Segment. A slide will be added to today's presentation on excess.

**Action:** Cassandra Davis and Vanessa Van Note will follow up with James Martin on practices being reported at different scales. If possible, this will be presented at the March WTWG meeting.

**Action:** Vanessa Van Note and Cassandra Davis will follow up with PA regarding questions related to land use error rates for each county within PA portion of the Chesapeake Bay Watershed.

**Action:** WTWG will revisit CAST land uses and the ag census at a future WTWG meeting.

**Action:** WTWG will make a recommendation to use Cropland Idle in place of wild hay harvested area for the Phase 7 Model update.

## January 6, 2022

### Meeting Materials

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**Decision:** WTWG approved the December meeting minutes.

**Action:** WTWG will receive an updated Progress Schedule.

**Action:** WTWG members should reach out to Cassandra Davis with information on how jurisdictions share CAST data with local governments and planners.

**Action:** Septic connections will be brought back as an agenda item at a future WTWG meeting.

**Action:** Low vegetation will be discussed further at a future WTWG meeting.

**Action:** More follow up on water filtration treatment plants will need to be done before determining if this is something that the WTWG would need to address in a smaller group.

## 2021

### December 2, 2021

#### Meeting Materials

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**Decision:** WTWG approved the August, September, and October meeting minutes.

**Action:** A detailed synopsis of the Ag fertilizer data error correction in CAST will be provided to WTWG. This will also be discussed in greater detail at an upcoming WQGIT meeting (potentially at their January 24<sup>th</sup> meeting).

**Action:** WTWG will be provided the WWTWG minutes and a synthesis of the feedback received from the WWTWG on backout as it relates to septic connections.

**Action:** Jeremy Hanson will provide the revised Technical Appendix to WTWG for their review. He will come back to the WTWG in January to brief the WTWG on the changes with the goal of consensus being reached at the February WTWG meeting.

**Action:** The draft Appendix V: Protocols for Verification of Annual BMP Data Submissions Discussion will be sent to WTWG for their review. Consensus will be sought at the January WTWG meeting.

**Action:** Vanessa Van Note will follow up with WTWG members to make sure they understand what is happening for 2021 Progress.

### November 4, 2021- CANCELED

#### Meeting Materials

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**This meeting was canceled.**

### October 7, 2021

#### Meeting Materials

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**Action:** Approval of September and August meeting minutes will be sought at the next WTWG meeting after incorporating requested revisions from PA.

**Action:** Lisa Beatty will send her questions from the September and August meeting minutes to the WTWG leadership for them to address.

**Action:** WTWG Leadership will work with new at- large members to set up an orientation (post- meeting note: WTWG leadership is developing orientation materials for the new at- large members. Once the at-large members review, WTWG leadership will see if they would still like to set up a time to meet).

**Action:** WTWG member are encouraged to send questions and comments regarding Hillandale to Vanessa Van Note ([vannote.vanessa@epa.gov](mailto:vannote.vanessa@epa.gov)) by Tues, October 12<sup>th</sup>. These will then be brought forward to the AgWG during their October meeting.

**Action:** WTWG members should review the technical appendix from the Ag Mortality BMP report by end of next week (October 15th) and send any comments to Jeremy Hanson ([hansonj@chesapeake.org](mailto:hansonj@chesapeake.org)).

**Action:** Vanessa Van Note will work on incorporating all comments and edits received today and from previous meetings into Appendix V: Protocols for Verification of Annual BMP Data Submissions Discussion. Once this is complete, it will be reviewed at an upcoming WTWG meeting.

## September 2, 2021

### Meeting Materials

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**Action:** Hilary Swartwood will review the minutes and make sure that the action item to inform FFWG of what should be included in NEIEN is captured (**post- meeting note:** this was added into the minutes)

**Action:** Hilary Swartwood will send out the 2021 Progress Schedule post- WTWG meeting.

**Action:** WTWG will bring sewer connections as it relates to backout to the WWTWG to get their input.

**Action:** WTWG leadership will work with Lisa Beatty to address her questions related to QAPP's.

## August 5, 2021

### Meeting Materials

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**Decision:** WTWG approved the July meeting minutes.

**Action:** WTWG leadership will provide jurisdictions with the template that tracks verification program challenges and solutions. Jurisdictions are encouraged to provide feedback.

**Action:** WTWG leadership will send out a copy of the progress evaluation SOP for members to review and provide comments (**post- meeting note:** the SOP was sent to WTWG on August 12, 2021. Comments will be accepted till mid- September).

**Action:** Cut- off will be added to an upcoming WTWG agenda.

**Action:** 2021 Progress will be added as an announcement at subsequent WTWG meetings going forwards. This presentation will show where we are, how we are staying on track, and what edits need to be made to the timeline moving forwards.

**Action:** Jessica Rigelman will provide two separate NEIEN appendices to jurisdictions: one for 2021 Progress and one for CAST 2021 (**post- meeting note:** the two NEIEN appendices were sent to the WTWG on August 6, 2021).

**Decision:** WTWG approved the NEIEN appendix.

**Action:** WTWG will continue to discuss and review the Hillandale methodology and data. Consensus was not reached at this time. Voting members expressed concerns that there wasn't sufficient time for the partnership to review the data.

**Action:** Olivia Devereux will reach out to FFWG to provide an update at an upcoming meeting on what should be reported in NEIEN.

## July 1, 2021

### Meeting Materials

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**Decision:** The WTWG approved the June meeting minutes.

**Action:** The technical appendix for 2020 Progress will be sent to the WTWG for their review. Action: Jess Rigelman will discuss the changes to the NEIEN appendix at the August WTWG meeting (this includes Bill Keeling's proposal to add some BMPs). All NEIEN submissions are due no later than August 31, 2021.

**Action:** WTWG signatory members can begin casting votes post- meeting. The voting period for at- large members will be open till July 2021. Confirmation of at- large members will occur in August.

**Action:** Mark Dubin will come back to the group to address Hillandale's data, if any, in Ag Census.

**Action:** Vanessa Van Note will provide the questions raised on Hillandale to Jeff Sweeney and Mark Dubin for them to address.

**Action:** The WTWG will bring Gary Shenk to a future WTWG meeting to discuss how the Hillandale data would impact the model.

**Action:** Hilary Swartwood will send out the presentation on additional back- out proposals (grass buffers and septic connections). WTWG members should review and provide questions prior to the August WTWG meeting.

## June 3, 2021

### Meeting Materials

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**Decision:** WTWG approved the April and May meeting minutes.

**Action:** The at- large nomination process will begin post- meeting. The WTWG (members and interested parties) will have until June 25, 2021, to submit nominees (please make sure that nominees are aware and agree to being a potential at- large member).

**Action:** WTWG leadership will ensure the role of at- large members and the scope and purpose of WTWG is provided to the group.

**Decision:** The WTWG approved the back out method described below (DC registered as stand aside): -

- Back out of forest and tree planting land use change practices (listed below) will be based on the date of the land cover imagery used in the model's base conditions minus 15 years as recommended by the Forestry Workgroup.
  - o Forest Buffers

- Forest Buffers Exclusion
- Forest Buffers Exclusion Narrow o Forest Buffers Narrow
- Forest Buffers Urban
- Tree Planting
- Urban Tree Planting

**Action:** WTWG participants should send any questions regarding low-vegetation, septic, wetland, and urban BMPs related to back- out to Vanessa Van Note ([vannote.vanessa@epa.gov](mailto:vannote.vanessa@epa.gov)) and Cassandra Davis ([Cassandra.davis@dec.ny.gov](mailto:Cassandra.davis@dec.ny.gov)).

**Action:** WTWG leadership will invite Peter Claggett to speak to the WTWG at their July 1st meeting.

## May 6, 2021

### Meeting Materials

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**Action:** WTWG should review the minutes posted to the calendar page. Approval will be asked at May meeting.

**Action:** Hilary Swartwood will provide Vanessa Van Note's (new WTWG Coordinator) contact information to the WTWG membership.

**Action:** At the next WTWG meeting on June 3rd WTWG will discuss cut- off and back- out.

**Action:** Vanessa Van Note and Hilary Swartwood will reach out to current members to confirm them and their alternates.

**Action:** Vanessa Van Note and Hilary Swartwood will review CBP and WQGIT governance protocols to ensure consistency across the groups.

**Action:** WTWG members should submit any additional questions regarding back- out to Cassandra Davis ([cassandra.davis@dec.ny.gov](mailto:cassandra.davis@dec.ny.gov)) and Vanessa Van Note ([vannote.vanessa@epa.gov](mailto:vannote.vanessa@epa.gov)) by May 18, 2021.

**Action:** The revised back- out method (see below) will be sent out to the WTWG for their review. WTWG members will have until COB Friday, May 21st to submit any comments / concerns. Any concerns will be addressed prior to the WTWG meeting on June 3rd where a decision will be requested.

- Revised Proposed Back- out Method: *Back out of forest and tree planting land use change practices will be based on the date of the land cover imagery used in the model's base conditions minus 15 years as recommended by the Forestry Workgroup.*

## April 21, 2021

### Meeting Materials

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**Action:** Hilary Swartwood will send a recap email to the WTWG that includes the proposed back- out method, and relevant documentation. This will also be posted to today's meeting page.

## April 1, 2021

### Meeting Materials

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**Decision:** WTWG approved the March meeting minutes.

**Action:** WTWG members will review cut-off procedures and provide any comments / recommendations to Jeff Sweeney before our next WTWG meeting on May 6, 2021 where Jeff will present these to the group for approval, if needed.

**Action:** Hilary Swartwood will schedule a mid- April WTWG meeting to discuss and review Back- out procedures.

**Action:** Sally Claggett and Iris Allen will be invited to present at the May 6th WTWG meeting on back-out time period related to trees.

## March 4, 2021

### Meeting Materials

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**Decision:** WTWG approved the February Meeting Minutes.

**Action:** WTWG should review the Draft Forestry Credit Duration Document and send any feedback to Sally Claggett ([sally.claggett@usda.gov](mailto:sally.claggett@usda.gov)).

**Action:** WTWG will continue the discussion of backout and cut- off at their April meeting and ask for a decision.

**Action:** Bill Keeling and James Martin will present at a future WTWG meeting about the proposal to extend LUchange credit in the back-out procedure – while tree BMPs are immediately credited as mature stands when saplings are first reported as planted (**post meeting note:** this was originally scheduled for April, but due to scheduling conflicts has tentatively been move to May).

## February 4, 2021

### Meeting Materials

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**Decision:** WTWG approved the December and January meeting minutes.

**Action:** WTWG will discuss back out and cut off procedures at their March meeting.

**Action:** WTWG will invite Sally Claggett from Forestry WG to discuss credit duration documentation at the March meeting. This will also be discussed at the Feb 12th BMP Verification Ad Hoc Action Team meeting.

## January 7, 2021

### Meeting Materials

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**Decision:** WTWG approved the November meeting minutes.

**Action:** WTWG postponed decision on the December minutes till February due to technical difficulties on CBP website (could not access minutes without error message).

**Action:** WTWG members should submit any additional feedback on the NEIEN portal in CAST to Jess Rigelman.