



## Federal Facilities Workgroup Meeting

April 14, 2026  
10:00AM-11:30AM

**Meeting Link:** [Join the meeting via Microsoft Teams](#)  
**Meeting ID:** 217 609 085 547 39 | **Passcode:** hE2gX6mi  
**Call:** +1 202-991-0477,,266198321# | **Conference ID:** 266 198 321#

[Visit the meeting webpage for meeting materials and additional information.](#)

This meeting may be recorded for internal use only to assure the accuracy of meeting notes. To turn on closed captioning, click on the three ellipses (More actions), then click on “Turn on live captions” (preview). To request accommodations, please contact Caroline Kleis ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)).

### **Please read the following information carefully, as our meeting policies have changed:**

- All meeting attendees' cameras and microphones will be muted at the start of the meeting.
- To request access to the microphone and camera, all meeting participants will be required to use the raised hand feature on Teams. Once access has been granted by the meeting organizer, you will then be allowed to unmute your mic and turn on your camera. Unless instructed otherwise, once a participant has microphone or camera access, they will have this permission for the remainder of the meeting.
- Access to chat will be provided as well. Should it be necessary, the Q&A feature on Teams will be utilized to field participant questions.

**Compromised Meeting Plan:** If the meeting's privacy is compromised, the meeting staffer and coordinator will send an email to all Members, alternates, staffers, coordinators, and interested parties. Within the email, you will find a new meeting link, instructions on sharing this information with external partners, and any necessary adjustments to the meeting schedule. Please do NOT share this information publicly or post it to the Chesapeakebay.net webpage.

**Purpose:** To inform the FFWG of practice adjustments for urban nutrient management, discuss the 2025 Annual Progress timeline and communications, and to brainstorm topics and ideal meeting frequency for FFWG meetings in 2026.

## Agenda

- I. Welcome, Introductions, Announcements (10:00 – 10:10)**
  - For roll call purposes, please enter your name & affiliation into the chat.
  - Approval of the [August 2025 Meeting Minutes](#)
  - Governance Framework, Management Board, and PSC Updates
  - Call for Chair and Vice Chair

Requested Action: Approval of the August 2025 Meeting Minutes  
Lead: Auston Smith, EPA  
Materials: [August 2025 Meeting Minutes](#)

**II. Federal Facilities Reporting Template for Urban Nutrient Management (10:10-10:30)**

David Wood, CSN, will remind the group of associated practice adjustments resulting from the finalized [Urban Nutrient Management Expert Panel Report](#), ahead of future progress years and will note potential future updates to the reporting templates.

Requested Action: Non-Decisional  
Lead: David Wood, CSN  
Materials: [Federal Facilities Reporting Templates](#), [Final UNM Panel Report](#)

**III. Progress Communications Surrounding 2025 Annual Progress Release (10:30-10:45)**

Auston Smith, EPA, will give a short overview of the anticipated 2025 Annual Progress release timeline and associated deadlines, notably the April 1<sup>st</sup> deadline for BMP submissions. Time will be made for the group to discuss necessary late spring/early summer communications surrounding the Progress release.

Requested Action: Non-Decisional  
Lead: Auston Smith, EPA  
Materials: None.

**IV. Future Meeting Topics and Frequency (10:45-11:15)**

The group will be asked to provide their input on potential topics for the FFWG to explore at future FFWG meetings in 2026 and preferred meeting frequency. Feedback will be solicited through a Mentimeter activity and group discussion. Note that while we plan to capture group feedback on meeting frequency and topics of interest for 2026, we may receive additional direction from the CWGT or MB/PSC that further shape the agendas moving forward.

Requested Action: Non-Decisional- Mentimeter Activity & Group Discussion  
Lead: Auston Smith, EPA  
Materials: Mentimeter Activity (During Meeting)

**V. Wrap-Up (11:15-11:30)**  
Lead: Caroline Kleis, CRC

**VI. Adjourn (11:30)**

**Next Meeting: June 9, 2026 from 10:00AM-12:00PM**