



Chesapeake Bay Program
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WTWG Membership Structure and Workgroup Processes

Auston Smith, EPA
August 6, 2026
Watershed Technical Workgroup

Welcome to the first meeting of the WTWG with the Federal Facilities Workgroup functions included!

- Setting the stage: Brief overview of the past purpose of each group
 - Federal Facilities Workgroup
 - Watershed Technical Workgroup
- Reminder of the June CWGT Decision to integrate the functions of the FFWG into the WTWG
- Today we will discuss workgroup processes/future meetings and determine a path forward for voting membership



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Workgroup Process

FFWG Restructuring (from June FFWG Meeting)

FFWG Quarterly Meeting Topics (calendar invitations to be circulated):

- August (**TODAY!**)- Start of Progress reporting check-in and community of practice building. Time for introductions, membership discussions, etc.
- November- Check-In on federal data submissions to jurisdictions for Progress (Next proposed combined meeting)
- February- Confirmation of data inputs from feds and jurisdictional partners; community of practice building
- May- Progress overview for all partners (feds and jurisdictions)

*Federal items will take priority on the agenda, and WTWG items will follow as needed. Feds can stay on the remainder of the call or join WTWG specific meetings in other months as it is useful.

Question for the Group: Any concerns with or additions to this schedule?

Processes Continued

- Calendar invitations for the agreed upon meeting frequency will be sent to FFWG distribution list.
- Moving forward, all materials will be posted to the Watershed Technical Workgroup [page](#).
- Federal facilities with requested agenda items should reach out to Caroline and Auston in advance of the upcoming quarterly meeting.



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Membership

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- Guidance received following the June Clean Water Goal Team Meeting:
 - **Voting Membership:** The Goal Team and Workgroups may have up to **15 voting members**. Workgroups may deviate from the 9 signatory : 6 at-large Goal Team ratio if a signatory member declines filling their reserved membership spot. Action Teams do not need to follow this membership structure. While it was mentioned at the June CWGT meeting that workgroups could request an exception, **we are confirming that all Workgroups should conform to the 15 voting member structure as outlined in the GMF.** As such, the action item from the June CWGT meeting is amended to the following:
 - **Action:** *All workgroups are requested to share their recommendation for their workgroup's membership to conform to the 15 voting member structure. If possible, please send your recommendation to CWGT leadership by July 31st. If not possible, please discuss at your next workgroup meeting and update CWGT leadership by July 31st on an expected timeline for your workgroup to transition membership.*

Current WTWG Membership

Watershed Technical Workgroup Members*		
Leadership		
<u>Affiliation</u>	<u>Name</u>	
Chair	Sushanth Gupta (MWCOG)	
Vice-Chair	Christina Lyerly (MDE)	
Signatory Members		
<u>Affiliation</u>	<u>Primary</u>	<u>Secondary</u>
MD	Christina Lyerly (MDE)	Dylan Burgevin (MDE)
VA	Bill Keeling (VA DEQ)	Arianna Johns (VA DEQ)
PA	Scott Heidel (PA DEP)	Tyler Trostle (PA DEP)
DC	Alicia Ritzenthaler (DC DOEE)	Julia Wakeling (DC DOEE)
DE		Joseph Schell (DNREC)
WV		Dave Montali (Tetra Tech)
NY	Cassandra Davis (NYS DEC)	
EPA	Kaylyn Gootman (EPA)	Megan Thyng (EPA)
CBC		
At-large Members		
<u>Affiliation</u>	<u>Name</u>	<u>Term</u>
At-large	Norm Goulet (NVRC)	2024- December 2026
At-large	Kevin DuBois (DoD)	2024- December 2026
At-large	Matt Kofroth (LCCD)	2024- December 2026
At-large	Josh Glace (Larson Design Group)	2024- December 2026
At-large	VACANT	
At-large	VACANT	



Proposed Process for Membership

- Prior to the September meeting, we will confirm each signatory would like to retain a voting membership position. This will influence the total amount of spots open for At-Large membership, in addition to the current vacancies.
 - CBC has informed the CWGT that they will not have a member on the WTWG.
- **Options:**
 - Call for nominations sent to Federal Facilities distribution list; Going forward, three At-Large positions are reserved for Federal Agencies.
 - Call for nominations sent to Federal Facilities and WTWG distribution lists; Nominations can be received from anyone, and vacancies are open to all (federal agencies and others).
- **Decision:** Determine Preferred Option for Filling WTWG Voting Membership

Expectations for Voting Members

- At-large members actively participate in the operations of the workgroup, including consent-based decision-making. At-large members are responsible for using their subject matter expertise and professional authority to advance workgroup priorities and projects, including management strategies and work plans. Members are also expected to engage with workgroup leadership as necessary on important implementation decisions during and between meetings.
- Members are expected to actively participate in the WTWG's monthly meetings, currently scheduled for the first Thursday of every month from 10:00AM-12:00PM.

NOTE: While we encourage nominations from those representing federal agencies, if you are selected as an at-large voting member, you will be expected to attend ALL WTWG meetings (not just the federal facility- relevant meetings) and vote on decisional items.