



Watershed Technical Workgroup Meeting

November 6, 2025
10:00AM-11:20AM

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

Purpose: To discuss and approve the Urban Nutrient Management Expert Panel's Technical Appendix and get an overview of the preliminary mapping of Phase 7 load sources to BMPs and Load Source Groups.

Summary of Actions & Decisions

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) and Auston Smith (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) 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).

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). 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.

Minutes

I. Introductions & Announcements

Lead: Caroline Kleis, CRC

Caroline Kleis, WTWG Staffer, opened the meeting and walked the group through the following announcements:

- Approval of October Meeting Minutes
 - Caroline asked the group to approve the [October meeting minutes](#). There was a request for additional time to review the minutes. Given this request and the fact that we were missing federal partners, the WTWG will approve the October minutes at their next meeting.
- Call for Nominations for Chair/Vice Chair and At-Large
 - Caroline noted that a call for nominations will be distributed to the group in November, outlining openings for two at-large WTWG member positions as well as Vice Chair and Chair positions. It was also noted that there was some confusion around term dates for our current at-large members. Since there are some discrepancies in term dates listed in a call for nominations sent in 2023 and in WTWG meeting documentation, we will honor the term end date in the initial call for nominations which states December of 2026. Since there are 4 at-large members (not three as is mentioned in WQGIT Governance), we will have a one-year position open in a future election cycle. Caroline encouraged the group to apply for the chair or vice chair role to fill the current vacancies.
- Update on the Transition from NEIEN to CAST- Jess Rigelman, J7 Consulting/CBPO
 - Jess walked the group through how to submit XML through CAST as opposed to the previous Open Node/NEIEN process. Once users log in, you can go to the tab “progress reporting portal” and then click “file submission”. Once you go to “file submission”, you can upload your XML file and submit. If you normally submit data and you don’t have access to the file submission or transaction reports, please contact Jess Rigelman, and she will update your permissions.
- Naming Convention of 2025 Base Condition/Land Use - Jess Rigelman, J7 Consulting/CBPO
 - Jess noted that there is a 2025 base year and when permitted acres for harvested forest and construction are submitted, Jess will go in and create a new 2025 base year. The old version is taken offline, and the new one is used with updated information. However, 2025 is special since all WIPs are based on the current 2025 land use, which is missing harvested forest and construction acres reported for this year. Since the 2025 land use cannot be taken offline without making the WIPs invalid, Jess is working with developers to create a new land use called

“2025 WIP”, which will be included in the drop-down list. This will be the old 2025 land use (the one that is currently in there), which has land policy BMPs available and is used in WIPs. Another land use will be created called “2025”, and that will be the updated 2025 land use that is used for progress runs. This is the current proposed path. However, the WTWG is encouraged to provide feedback to Jess.

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Discussion Notes:

Emily Dekar (in chat): Just want to say thank you for making this SOOO much faster and easier!

Alicia Ritzenthaler (in chat): If we submit via CAST instead of NEIEN, will we still find the uploads in the transaction page and turn on/off the new/old versions? Does that all work the same after upload?

Jess Rigelman: Yes, Alicia, that is true. Everything is going to work the same way. It's just a different place to upload the files.

Dylan Burgevin: Previously, we would have to submit the test node first before submitting the production node and we'd get an email that outlines any errors or anything that was causing a problem. Will we still receive an email? Will we still get that error report?

Jess Rigelman: Everything other than the place that you upload should work out the same way, and it seems like it has worked out that way for people who have done it. But, if not, then just go ahead and contact us and we will look into it. Fingers crossed everything should work fine for you.

Dylan Burgevin: Ok, awesome. Thanks, Jess.

Bill Keeling: I hadn't thought about the test, but is there a way to designate this as a test when we're submitting and then it goes into the test instance or version of things? Or is there not such a thing anymore? We normally get certain feedback or certain people get notified. Is the person who does the submitting the one who gets follow up emails if there are issues or problems? Who gets notified if there are errors or if everything is ok?

Emily Dekar (in chat): The email goes to the person who is submitting through CAST. For the USC Specific data, our developer created a separate application that builds our XMLs directly from our database system.

Jess Rigelman: I am quite certain it works the same way as the old one, but I am going to follow-up on that. I will get that information, and Caroline will send that out. Regarding the test, I needed to follow up on that because we do have a test site. I don't know if that is available publicly, but it should be available publicly for you to upload test submissions to. I will, again, get that information and send out a link to our actual test CAST website so that you have the ability to submit to the test server as well.

Tyler Trostle: Bill, there is a test site. PA has used the test site, and any email or name that's in your XML file is where you will get that email back to. So, if you had someone listed originally when you were submitting your XMLs through Open Node, whatever the email address is, it will come back to that specific email address. Same in the test environment for CAST.

Jess Rigelman: Thanks, Tyler. Bill, did I answer your questions other than to say that I need to get back to you on a few of them?

Bill Keeling: I am still trying to wrap my head around this. For this coming fall, we are to use this process, not the old one?

Jess Rigelman: No, both of them will be available. We need to transition away from the old Open Node because it's outdated technology and it's causing some security holes or will be once some things get turned off soon. So, you are more than willing to use the old site this year. We are having both of them available. So, don't feel like you need to switch to this new one. Eventually, and I think it will be next year, it would go away. You are more than willing to use the Open Node this year.

Bill Keeling: I am thinking Open Node for testing, and we might try this way for the actual production run.

Cassie Davis: I just want to say thank you so much for doing this. You took four pages out of my SOP that I write on how to submit BMPs to CAST. Just not having to have the NEIEN login is great. So, kudos to you. Emily and I were both raving about how, with one click, we both got the email, and we were all set with Progress.

Jess Rigelman: I appreciate that. I will pass that on to the team. I had little to do with this, but I definitely appreciate that. Thanks, Cassie.

Tyler Trostle: I tested this with Raj and Megan maybe a month or so ago, and I wasn't sure that they were going to put this into the production environment yet. I am happy that they did. At least for Pennsylvania, we are going to continue submitting through NEIEN this year as we have everything set up through our Open Node server. Raj and Megan mentioned potentially meeting with other jurisdiction's data submitting folks about moving towards production only with this within in the next year or two by Phase 7. I was kind of curious, since our Open Node 2 server builds our XML files, how are other jurisdictions having their XML files being built? Is anybody using an external application to build your XML files? I don't know how everybody's stuff is housed in databases, but I was just kind of curious in general how you are building out your XML files if you aren't using an Open Node server to build them out.

Cassie Davis: For New York, for both the Upper Susquehanna Coalition and New York State DEC, we built databases that have an export feature, and it exports a text file that's with all of the XML code. Then, for New York DEC, I take that code and check it in an XML checker and then submit it. But, it was quite a lift to build a database that had the export feature in house.

Dylan Burgevin: For Maryland, we use Altova software, which allows us to walk through going from basically an access database into XML code. So, it's a lot of legacy stuff over the last many years as Greg Sandi was working on this. But, we're definitely interested in continuing to improve this process.

Alicia Ritzenthaler (in chat): DC produces our XMLs as an export option via our database (QuickBase).

Samuel Canfield (in chat): WVDEP also built an application and export function for XMLs.

Jess Rigelman (in chat): One quick question here regarding the last topic- my 2025 solution. If anybody has real heartburn about it, you don't have to speak up here, but go ahead and talk to me or email me about it separately. If not, I am going to go ahead and move forward with that solution. If you have a problem with "2025 WIP" as the name, that can be discussed, but we need to have this 2025 land use out by early December so we can start getting progress runs officially run on your new land use. So, again, if you have any issues with it, go ahead and let me know. But, I will start working on that solution going forward.

Alicia Ritzenthaler (in chat): No heartburn from DC re: the landuse/scenario topic Jess.

Tyler Trostle (in chat): Jess, is there still the potential ability to do an API endpoint into CAST? I spoke with Raj and Megan, and they said this would be do-able by next year? Any thoughts?

Jess Rigelman (in chat): Tyler, I will check with Raj and Megan and get back to you. It will likely have to wait until Megan is back at work.

Tyler Trostle (in chat): Thank you, I have no plans to start and or use an API endpoint until 2026 Progress at the earliest. Thanks again.

Scott Heidel (in chat): Thank you, Jess. Could you please email a summary of your proposed solution you gave an update on? Just want to be able to track it accurately.

Jess Rigelman (in chat): Scott, The proposal is to have two 2025 land uses. One is the current 2025 land use used in the WIPs (and many other scenarios). It will be renamed to 2025 WIP. Then a new 2025 land use will be added to CAST incorporating the reported harvested forest and construction land uses that will be used for 2025 progress. Both of these base conditions will be available to all users in CAST.

Alicia Ritzenthaler (in chat): Does anyone know the best alternative contact for questions re: the point source app that I would typically direct to Megan Thyng?

Jess Rigelman (in chat): Alicia, the alternate is now Alex Gunnerson.

(agunnerson@chesapeakebay.net). Alex is taking over the point source data management responsibilities from me. This is a transition year, so I am staying involved so feel free to include me on any communication.

II. Approval of the Urban Nutrient Management Expert Panel Technical Appendix

Lead: David Wood, CSN

David Wood, CSN, walked the group through the final recommendations and Technical Appendix put forward by the Urban Nutrient Management Expert Panel and noted two additions to the Appendix. These include adding a 4th NEIEN BMP and adding a new Q&A #12 to address presumed pre-BMP condition to better explain Non-Fertilized BMP. The WTWG was requested to vote on the approval of the Technical Appendix with these additions.

Decisions:

1. 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.
 - a. Post Meeting Decision: The WTWG approved the Urban Nutrient Management Technical Appendix with the proposed additions.

Discussion Notes:

Bill Keeling: I just wanted to point out that the appendix said "report the plan date", and Virginia reports aggregated data. So, we have been reporting our history as one date for all records. I just want to make sure that is still copacetic in the future reporting.

David Wood: Yes, that is my understanding. We just need an actual date. I think I had originally anticipated that and put it in as just a year was needed, and Jess let me know that we need an actual specific date. But, yeah, that should be fine.

Bill Keeling: I will stand aside, pending the assumption that what we proposed for our reporting is accepted or put into the documents.

David Wood: Alright. Thanks, Bill.

Caroline Kleis: David, before we move on to the vote tracker, just for clarity, the vote that we will be taking now is on the technical appendix as is but with the addition of the proposed question and answer #12? Is that correct? Then, later on, we can address the NEIEN BMP when discussing the NEIEN appendix? Or is the vote today including the two proposed additions that you've mentioned?

David Wood: It would be including both of these two proposed additions. We would want to have this reflected in the technical appendix as well.

Caroline Kleis: Ok, great. I will add that into the vote tracker. Bill, I did put you in as a three. We also had Kaylyn's vote provided ahead of time. But, since Bo is here, Bo can provide an updated vote for EPA if needed. If you all wouldn't mind putting your votes in the chat, that would be great, and if there are comments you want included, feel free to raise your hand and I can unmute you to put those in.

Scott Heidel (in chat): PA 3

Norm Goulet (in chat): 5

Matt Kofroth (in chat): 3

Alicia Ritzenthaler (in chat): DC- 5, Endorse

Cassie Davis (in chat): 5

Eugenia Hart (in chat): DE 5

Christina Lysterly (in chat): MD- 4

Samuel Canfield (in chat): WV- 5

Joshua Glace (in chat): 4

Bo Williams (in chat): EPA will stay with a 3.

Bill Keeling (in chat): With both proposed changes included VA is a 3.

Caroline Kleis: So, looks like we are just missing Kevin's vote, and he is unable to vote today. Otherwise, the technical appendix is tentatively approved including both of the two proposed changes.

David Wood: Caroline, I will get you the updated appendix, and I will send you the slide deck right now as well.

III. Phase 7 Load Sources: Preliminary Mapping to BMPs and Load Source Groups

Lead: Jess Rigelman, J7 Consulting/CBPO

Jess Rigelman, J7 Consulting/CBPO led a presentation and discussion of how Phase 7 load sources have been mapped to BMPs and Load Source Groups. Jess will present the working drafts that will also be presented to the source sector workgroups at subsequent meetings.

Actions:

1. Please review the BMP and Load Sources mapping matrices and share any feedback with Jess Rigelman (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.

Discussion Notes:

Caroline Kleis (in chat): Matrices are available here:

<https://www.chesapeakebay.net/what/event/watershed-technical-workgroup-meeting-november-2025>

Bill Keeling (in chat): How soon are you needing comment on these proposed mappings? It is not a time of the year where I have much time to put my head around this.

Caroline Kleis: Looks like we have one question in the chat from Bill. Jess, is there a timeline you had in mind for the group to review?

Jess Rigelman: I don't have a time in mind, being that we can't really vote on anything until the shutdown ends. So, I appreciate you looking at it when you have the time and, when Auston and the rest of the team gets back, I will check with them and see if they have a time in mind. As long as you are fine with me using the initial draft for some drafts I have to do for the modelers, which I think is fine, I think we have until after the progress season to really lock this down. But, the sooner you get me comments, the better. I understand this is a difficult time, so I will get back to you once we hear from the rest of EPA when they are back in the office.

Caroline Kleis: Thanks, Jess. Any other questions from the group?

Jess Rigelman: I didn't expect much. Like I said, it is a lot to take in, and you are going to have to sit with it when you do have time. Feel free to reach out to me via email or give me a call, and I would be happy to discuss.

IV. Wrap-Up

Lead: Caroline Kleis, CRC

V. Adjourn

Next Meeting: December 4th, from 10:00AM-12:00PM

Attendees:

Caroline Kleis, CRC

Petra Baldwin, CRC

David Wood, CSN

Emily Dekar, USC

Bill Keeling, VA DEQ

Dave Montali, TetraTech

Samuel Canfield, WVDEP

Eugenia Hart, TetraTech

Tyler Trostle, PA DEP

Scott Heidel, PA DEP

Norm Goulet, NVRC

Jess Rigelman, J7 Consulting/CBPO

Matt Kofroth, LCCD

Christina Lyerly, MDE

Dylan Burgevin, MDE

John Lancaster, PA DEP

Bo Williams, EPA

Fernando Pasquel, Arcadis

Alicia Ritzenthaler, DOEE

Lori Brown, DNREC

Arianna Johns, VA DEQ

Elizabeth Hoffman, MDA

Sabine Miller, MDE

Bailey Robertory, MD DNR

Josh Glace, Larson Design Group

Cassie Davis, NYSDEC

Jeremy Hanson, CRC

Ashley Hullinger, PA DEP

George Doumit, DNREC

Holly Walker, DNREC

Samantha Cotten, DNREC