

**Chesapeake Bay Program**  
**Conowingo Watershed Implementation Plan (CWIP)**  
**Steering Committee**  
**ACTIONS AND DECISIONS LOG**

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## ACTIONS AND DECISIONS LOG

### September 8, 2025 (meeting materials: [link](#))

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**Decision:** The CWIP SC approved the March 3<sup>rd</sup>, 2025 Actions and Decisions.

**Action:** Amanda Pollack, CWP, and Caroline Kleis, CRC, will reach out to the group prior to the 2026-2027 Milestones submission for feedback on the Milestone and progress report document. If you have additional feedback or Milestones to be considered, please reach out to Amanda Pollack ([ahp@cwip.org](mailto:ahp@cwip.org)) and Caroline Kleis ([Kleis.caroline@epa.gov](mailto:Kleis.caroline@epa.gov)).

**Action:** CWIP SC members are asked to provide feedback on the usefulness of the BMP Opportunity Analysis Viewer. In particular, members should provide thoughts on whether this is a useful tool for guiding BMP implementation in their respective jurisdictions and/or if this tool should be considered for scaling up or continued support past the contracted period. Please email any feedback to Caroline Kleis, CRC ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)), Matt Rowe, Co-Chair ([matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov)), and Jill Whitcomb, Co-Chair ([jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)).

**Action:** The CWIP SC will continue to be updated on the progress of the Conowingo dredging study as needed. Please reach out to Jodi Ryder, USACE ([jodi.l.ryder@erdc.dren.mil](mailto:jodi.l.ryder@erdc.dren.mil)), with any questions on the study.

**Action:** The group will continue to meet bi-annually in 2026. Calendar invitations will be sent for March and September of 2026, by the end of 2025.

### March 3, 2025 (meeting materials: [link](#))

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**Decision:** The CWIP SC approved the December 2, 2024 Actions and Decisions.

**Action:** Caroline Kleis, CRC, will follow up with NFWF to see if there are any additional updates on the status and timeline of INSR proposals. **COMPLETE.**

**Action:** Amanda Pollack, CWP will finalize the quarterly newsletter and work with Caroline Kleis, CRC, to distribute and post the newsletter. **COMPLETE.**

**Action:** Please send any relevant information or success stories that you'd like to be included in a future quarterly CWIP Progress Newsletter to Amanda Pollack ([ahp@cwip.org](mailto:ahp@cwip.org)) and Caroline Kleis ([Kleis.caroline@epa.gov](mailto:Kleis.caroline@epa.gov)).

**Action:** Additional coordination between SRBC/MDE/PENNVEST staff will take place ahead of future solicitations for their respective Pay for Success programs.

## ACTIONS AND DECISIONS LOG

### December 2, 2024 (meeting materials: [link](#))

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**Decision:** The CWIP SC approved the September 9, 2024 Actions and Decisions.

**Action:** Amanda Pollack, CWP, will update the infographic to include administrative costs and additional group feedback. **COMPLETE.**

**Decision:** The CWIP SC supported the submission of the Milestone Progress Report Document to the EPA in January.

**Action:** CWIP SC Members with any additional comments on the Milestone Progress Report Document should email Amanda Pollack, CWP ([ahp@cwip.org](mailto:ahp@cwip.org)) by December 12<sup>th</sup>, 2024. **COMPLETE.**

**Action:** CWIP SC leadership will work to get Conowingo on the PSC agenda in 2025. Additional coordination and follow-up with CWIP SC members will take place as needed.

### September 9, 2024 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the June 3, 2024 Actions and Decisions.

**Action:** CWIP SC leadership will continue to provide the group with updates on the Conowingo Modeling effort and the potential creation of an Expert Panel Establishment Group (EPEG).

**Action:** Please provide any feedback on the Octoraro Watershed Restoration Coordinator position description to Matt ([matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov)), Jill ([jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)), and Caroline ([Kleis.Caroline@epa.gov](mailto:Kleis.Caroline@epa.gov)).

### June 3, 2024 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the March 4, 2024 Actions and Decisions.

**Action:** The Chesapeake Conservancy will distribute documentation in the next few months outlining Activity 3's work on tracking and reporting for the Conowingo WIP. **COMPLETE.**

**Action:** CWIP members should submit comments on the CWIP Milestones Evaluation/Review to Amanda Pollack, CWP ([ahp@cwip.org](mailto:ahp@cwip.org)) by COB Friday June 7th, 2024. **COMPLETE.**

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**Action:** Amanda Pollack, CWP will reach out and get a meeting on the calendar sometime this month to talk through the audit framework draft for Activity 3 of the Milestones. **COMPLETE.**

### March 4, 2024 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the December 4, 2023 Actions and Decisions.

**Action:** The Chesapeake Conservancy will distribute documentation in the next few months outlining Activity 3's work on tracking and reporting for the Conowingo WIP. **COMPLETE.**

**Action:** The release of the BMP Opportunity Analysis is forthcoming. The Chesapeake Conservancy will share written instructions and a recorded tutorial for the tool once available. They will also work with Pennsylvania staff to organize a webinar on the tool for county governments. **COMPLETE.**

### December 4, 2023 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the September 11, 2023 Actions and Decisions.

**Action:** Matt Rowe and Jill Whitcomb, Co-chairs, will consult with EPA about potential enhancements to the BMP Opportunity Analysis (e.g., using updated land use data) after the current cooperative agreement expires. **COMPLETE.**

**Action:** Katie Walker, Chesapeake Conservancy, will distribute documentation in the next few months outlining Activity 3's work on tracking and reporting for the Conowingo WIP. **COMPLETE.**

**Decision:** The CWIP Steering Committee approved the 2024 – 2025 milestones document to be submitted to EPA in January 2024. Please provide any additional comments to Amanda Pollack ([ahp@cwp.org](mailto:ahp@cwp.org)) by Friday, December 15<sup>th</sup>. **COMPLETE.**

### September 11, 2023 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the June 5th Actions & Decisions.

## ACTIONS AND DECISIONS LOG

**Action:** Katie Walker, Chesapeake Conservancy, will distribute documentation in early October outlining Activity 3's work on tracking and reporting for the Conowingo WIP. **COMPLETE.**

**Action:** Please submit any feedback or edits to the draft milestones to Amanda Pollack ([ahp@cwip.org](mailto:ahp@cwip.org)).

**June 5, 2023 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the March 6th Actions & Decisions.

**Action:** Andy Gavin, SRBC, will provide an update via email on the mussel expert panel groups for circulation to the Steering Committee. **COMPLETE (as of 7/10).**

**Action:** Lucinda Power will provide the Steering Committee with the EPA expectations document, once finalized. **COMPLETE.**

**Action:** Please provide any additional feedback on the draft milestones document to Amanda Pollack. **COMPLETE.**

**March 6, 2023 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the December 12th Actions & Decisions.

**Action:** Individual jurisdiction should provide feedback on the [EPA Expectations: Implementation of the Conowingo WIP's Phased Approach](#) to Lucinda Power by Friday, March 17<sup>th</sup>. **COMPLETE**

**Action:** Lucinda Power will ask EPA for an extension for feedback on the [EPA Expectations: Implementation of the Conowingo WIP's Phased Approach](#) so the CWIP Steering Committee can have an opportunity to submit a coordinator steering committee response letter. **COMPLETE**

**Action:** Katie Walker will coordinate with Co-Chairs by the end of March to identify who from each jurisdictions need to be involved in continued conversation about Activity 3 progress on tracking and reporting for the CWIP. **COMPLETE**

## ACTIONS AND DECISIONS LOG

December 12, 2022 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the October 14th Actions & Decisions.

**Action:** Please provide any additional feedback on the [2022 draft Progress report](#) to Amanda Pollack by Tuesday, January 10. The Progress report will be submitted to EPA on Tuesday, January 17.

**COMPLETE**

**Action:** Amanda Pollack, Center for Watershed Protection, will update the Conowingo WIP with a modified CAST scenario analysis for New York to reflect the level of effort that was originally agreed to.

**COMPLETE**

**Action:** As a follow-up to the CWIP Funding letter [response from EPA](#), Matt Rowe and the CWIP leadership will have one-on-one conversations with jurisdictions that agree to continue funding for CWIP, starting in 2023. **COMPLETE**

**Action:** Matt Rowe will revise the draft next steps in CWIP presentation to the PSC next week to account for the feedback received from EPA. The finalized presentation and supporting documents (Phase 1 Implementation Framework and Progress Report) will be sent to Garrett Stewart, PSC Staffer, for posting on the PSC meeting webpage by 12/13/22. Presentation will be on Monday 12/19. **COMPLETE**

**Action:** Katie Walker, Chesapeake Conservancy, will share a link with the correct password to the BMP Opportunity Analysis Viewer with Jackie Pickford, Staffer, so she can distribute it to the Steering Committee. PLEASE NOTE: the password is **NOT** to be posted to the webpage. **COMPLETE**

October 14, 2022 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the August 1st Actions & Decisions.

**Decision:** The CWIP Steering Committee agreed to address EPA's evaluation of the 2022-2023 milestones through the annual progress report. They will include a cover letter with the report stating their decision.

**Action:** The Center for Watershed Protection and the Core Conowingo Implementation Team will draft a progress report and cover letter to be shared with the Steering Committee by Friday, November 18<sup>th</sup>. The Steering Committee will review the draft and provide feedback by Monday, December 12<sup>th</sup>. Additional discussion of the report will be held at our December Steering Committee meeting. **COMPLETE**

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**Action:** Jackie Pickford, Staffer, and Katie Walker, Chesapeake Conservancy, will coordinate a discussion with Lee McDonnell, EPA and Jeff Sweeney, EPA on Conowingo WIP reporting. **COMPLETE**

**Action:** Jackie Pickford will incorporate edits to the CWIP Phase 1 Implementation Framework based on feedback from the Steering Committee. Members are encouraged to provide any additional feedback on the document to Jackie Pickford, Matt Rowe, and Jill Whitcomb ([pickford.jacqueline@epa.gov](mailto:pickford.jacqueline@epa.gov); [matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov); [jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)). **COMPLETE**

**August 1, 2022 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the May 2nd Actions & Decisions.

**Action:** Matt and Jill will draft a letter to EPA about continued funding allocations toward CWIP efforts, as well as a recommendation to expand existing cooperative agreements in support of WIP implementation. They will circulate a draft to the Steering Committee for feedback via email by August 15th. **COMPLETE**

**May 2, 2022 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the February 10th Actions & Decisions.

**Action:** Matt Rowe, MDE, will incorporate edits/feedback into the [draft model memo update](#) and distribute it to Water Quality GIT, Modeling WG, and Watershed Technical WG. **COMPLETE**

**February 10, 2022 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the December 7th Actions & Decisions.

**Action:** Jackie Pickford, Staffer, will distribute a poll for members to indicate their availability for a recurring quarterly meeting. **COMPLETE**

**Action:** Jurisdictions and the Chesapeake Bay Commission are encouraged to provide feedback to Matt Rowe and Jill Whitcomb ([matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov); [jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)) on the response letter to the EPA evaluation of the Conowingo WIP. **COMPLETE**

**Action:** Lucinda Power, EPA, will work with the grantees (specifically Activity 1 and 3) to produce the financing and tracking/quality assurance project plan (QAPP) [2022/2023 milestone deliverables](#) that were due in December 2021.

**December 7, 2021 (meeting materials: [link](#))**

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## ACTIONS AND DECISIONS LOG

**Decision:** The CWIP Steering Committee approved the November 16th Actions & Decisions.

**Action:** Matt Rowe, MDE, and Jill Whitcomb, PA DEP, will coordinate with the “core” Conowingo group to determine a meeting schedule and path forward. **COMPLETE**

**Action:** Matt Rowe will reach out to Greg Barranco, PSC Coordinator, to inquire about PSC meeting times for 2022. **COMPLETE**

**Decision:** The Steering Committee approved the draft programmatic milestone documents. Matt Rowe will send preamble language to Ruth Hocker, CWP, to provide context and capture discussion on framing the milestones. Matt and Jill will send the document to the PSC for final review no later than Tuesday, December 14th. **COMPLETE**

### November 16, 2021 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the October 20th Actions & Decisions.

**Action:** Dan Nees, UMD, provided the following update on the Conowingo financing strategy:

- Revenue plan: the project team convened a meeting with state environmental secretaries from VA, MD, and PA to discuss the structure of a revenue strategy. The goal is to complete that strategy by the end of the calendar year. Participants on the call included: Secretary Jennings from VA; Secretary Grumbles and Assistant Secretary Dorsey from MD; and, Secretary McDonnell from PA. Secretary Jennings agreed to provide an update on the proceedings to the PSC at the next meeting.
- SRBC institutional development: Throwing Environmental is leading efforts to create a CWIP financing program within SRBC. The project team has convened an advisory committee, which includes experts from the public and private sectors; the team includes representation from the CWIP Steering Committee. The advisory committee had its first meeting earlier this month.

**Action:** Ruth Hocker, CWP, will incorporate Steering Committee milestone feedback, including a numeric milestone target, add a preface above the milestone table, and distribute the new document to the group. **COMPLETE, as of Nov 29th.**

**Action:** Matt Rowe, MDE, and Jill Whitcomb, PA DEP, will present at the Principals’ Staff Committee on Nov 23rd, give a high-level overview of the CWIP draft milestones, and receive feedback from the group. **COMPLETE**

### October 20, 2021 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the September 16th Actions & Decisions.

## ACTIONS AND DECISIONS LOG

**Action:** Grantees will provide an overview of their scope of work, including deliverables and timeline over the next two years, to Ruth Hocker ([rah@cwip.org](mailto:rah@cwip.org)) and Jackie Pickford ([pickford.jacqueline@epa.gov](mailto:pickford.jacqueline@epa.gov)) by COB Friday, October 29th. **COMPLETE**

**Action:** Ruth Hocker, CWP, will incorporate feedback on the milestones documents and distribute the revised drafts to the Steering Committee by COB Monday, Nov 8th. **COMPLETE**

### September 16, 2021 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the August 5th Actions & Decisions.

**Decision:** The Principals' Staff Committee approved the final Conowingo WIP and will submit the document to EPA for final review and evaluation.

**Action:** Ruth Hocker, Center for Watershed Protection (CWP), and Katie Walker, Chesapeake Conservancy, will meet with technical leads from each jurisdiction to discuss the BMP Opportunity Analysis and steps forward. **COMPLETE**

**Action:** Ruth Hocker, CWP, will distribute draft numeric and programmatic milestone documents to the Steering Committee by Thursday, September 30th. The CWIP Steering Committee will discuss the draft documents during the October 20, 2021 meeting. **COMPLETE**

**Action:** Steering Committee members are encouraged to reach out to Katie Walker ([kwalker@chesapeakeconservancy.org](mailto:kwalker@chesapeakeconservancy.org)) with feedback on a list of data layers to add to the mapping deliverable as an overlay. If possible, please include shapefiles, links to download, descriptive language to include, and recommended citation. **COMPLETE**

**Action:** Ruth Hocker, CWP, will create a webinar to share the final Conowingo WIP and work with Jackie Pickford, Staffer, to post it to the CWIP website.

### August 5, 2021 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the July 8th Actions & Decisions.

**Action:** Please complete the following poll **by COB Tuesday, August 10th** with your availability for a new monthly meeting time. Poll Link: <http://whenisgood.net/5w5p7g5>. **COMPLETE**

**Action:** Members are encouraged to remind their PSC representatives that the deadline for written feedback on the proposed final Conowingo WIP and financing strategy is **COB Tuesday, August 10th**.

## ACTIONS AND DECISIONS LOG

### COMPLETE

- Please submit written feedback on the proposed final Conowingo WIP to Ruth Hocker ([rah@cwip.org](mailto:rah@cwip.org)) and copy Matt Rowe ([matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov)) and Jill Whitcomb ([jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)).
- Please submit written feedback on the Conowingo WIP financing strategy to Lucinda Power ([power.lucinda@epa.gov](mailto:power.lucinda@epa.gov)) and copy Dan Nees ([dnees@umd.edu](mailto:dnees@umd.edu)) and Joanne Throwe ([joanne@throwe-environmental.com](mailto:joanne@throwe-environmental.com)).

**Action:** Ruth Hocker, CWP, will reach out to each of the jurisdictions by COB Friday, August 6th to set up a meeting time in August or early September to discuss BMP Opportunity Analysis methodology.

**COMPLETE, as of Sep 15th.**

**Action:** Katie Walker, Chesapeake Conservancy, will share the methodology for identifying/defining CAFO structures in the BMP Opportunity Analysis GIS tool. **COMPLETE**

**July 8, 2021 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the June 3rd Actions & Decisions.

**Action:** Matt Rowe, MDE, will distribute his notes on the dredging expert panel process and his meeting with the Chesapeake Bay Program Office. **COMPLETE**

**Action:** Cassie Davis, NYSDEC, will bring the proposed CWIP Steering Committee comments to New York (see below) and report back to the group. **COMPLETE**

**Action:** Pending New York approval, Ruth Hocker, Center for Watershed Protection, will update the Conowingo WIP with proposed edits from the Steering Committee. The Center for Watershed Protection will then send the final WIP document to the Steering Committee and the PSC for final review.

**COMPLETE**

**Action:** Lucinda Power, EPA, will locate and distribute the numeric milestone document with alternate trajectory options to Ruth Hocker and the Steering Committee. **COMPLETE**

**Action:** Ruth Hocker, CWP, will draft an implementation document with strategies for developing milestones. She will circulate it to the group by July 26th, 2021. **COMPLETE**

**June 3, 2021 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the [May 4th Actions & Decisions](#).

## ACTIONS AND DECISIONS LOG

**Action:** Matt Rowe ([matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov)) and Jill Whitcomb ([jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)) will meet with the Chesapeake Bay Commission on June 4, 2021 to clarify details related to dredging. Please let them know **by COB today** if you would like to participate in the discussion. They will report the meeting outcomes to the CWIP Steering Committee via email.

**Action:** Lauren Townley (NYSDEC) will draft language to address the concerns raised by New York at the PSC meeting and send it to the CWIP Steering Committee for review **by COB Friday, June 11th.**

**Action:** Matt Rowe will schedule a call with Lew Linker and others at the Chesapeake Bay Program Office to discuss the process and timeline for the modeling work that is needed on crediting dredging practices.

**Decision:** The CWIP Steering Committee decided on the following schedule/timeline:

Friday, June 4th: Matt and Jill will meet with the Chesapeake Bay Commission to discuss comments raised about dredging and CWIP sequencing.

June 4-11th: Lauren will provide language to address the comments brought up by New York at the PSC meeting. CWIP Steering Committee members will review the 2035 language and provide the CWP with any other comments.

June 14-16th: The CWP will edit the CWIP accordingly based on any additional feedback received by the CWIP Steering Committee. The CWP will also ensure the response documents (public, EPA, and CWIP Steering Committee comment responses) reflect the tweaks made in the draft.

Wed, June 16th: Send the final draft CWIP to the PSC for review.

Friday, July 2nd: Approval by PSC. Once approved, the final CWIP will be published to the CBP Conowingo WIP Website.

Fall 2021: EPA's evaluation of the final CWIP.

**May 4, 2021 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the April 13th Actions & Decisions.

**Decision:** The Steering Committee decided to update the draft WIP to include the content from the Conowingo Dredging Expert Panel recommendations memo and the language requested by Delaware (and subsequently requested by West Virginia and the District of Columbia) to clarify implementation and funding responsibilities.

**Action:** Lucinda Power, EPA, will send out EPA's evaluation on the CWIP draft to the Steering Committee as soon as the document becomes available. **Distributed on May 5th, 2021.**

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**Action:** Ruth Hocker will work on a revised WIP draft and provide a Comment Response and Resolution document by **COB Tuesday, May 11th, 2021**. She will provide the Steering Committee with both a clean version and a tracked changes version of the revised WIP draft. **COMPLETE**

**Action:** The Steering Committee will use the [consensus continuum](#) to vote on moving the final WIP draft and Comment Response and Resolution document to the PSC by **COB Friday, May 14th, 2021**. Please provide votes via email to Jill Whitcomb ([jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)), Matt Rowe ([matthew.rowe@maryland.gov](mailto:matthew.rowe@maryland.gov)), and Jackie Pickford ([pickford.jacqueline@epa.gov](mailto:pickford.jacqueline@epa.gov)). **COMPLETE**

**Action:** Jill Whitcomb and Matt Rowe will draft a presentation for the June 2nd PSC meeting and distribute it to the Steering Committee for rapid review and feedback by Monday, May 17th. The presentation, final WIP draft, and Comment Response and Resolution document will be posted to the PSC webpage by Wednesday, May 19th. **COMPLETE**

**April 13, 2021 (meeting materials: [link](#))**

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**Decision:** The CWIP Steering Committee approved the February 24th Actions & Decisions.

**Action:** Ruth Hocker will work on a revised WIP draft and provide a Comment Response and Resolution document by Friday, April 23rd, 2021\*, with the following revisions: **Extended to May 11th**.

- Timeline: follow up with PSC for additional discussion and decision on timeline.
- Equity: address equity considerations in the WIP, as well as during implementation.
- Outreach: update language in WIP about additional outreach, technical assistance, and associated costs.
- BMPs: include clarification in BMP section that reflects a central component of the WIP was to focus on the most cost-effective practices approved by the partnership and that there will be ongoing evaluation and ability for adaptive implementation and alternative/innovative practices as we move forward with implementation.
- Climate Change: edit section to reflect EPA update (see Action Item below)
- Sediment/Impacts of Infill: include clarifying language about dam infill and resuspension processes, nutrients being the driver for load reductions that will also achieve needed sediment reduction, and highlight/reference the studies/science confirming that
- *\*this date is subject to change depending on when EPA comments are received*

**Action:** Lucinda Power, EPA, will follow up with the CBPO modeling team to determine whether climate targets can be developed for Conowingo or whether these targets will be addressed through the jurisdiction's WIPs and two-year milestones. **COMPLETE**

## ACTIONS AND DECISIONS LOG

February 24, 2021 (meeting materials: [link](#))

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**Decision:** The CWIP Steering Committee approved the February 4th Actions & Decisions.

**Decision:** The Steering Committee also requested a scope and budget be prepared for a financing pilot.

**Action:** Matt Rowe, Jill Whitcomb, and Jackie Pickford will work to update the status of previous actions and decisions and mark them as complete where necessary. COMPLETE

**Action:** The CWIP Steering Committee will submit feedback on public comments by March 12th to Ruth Hocker. Ruth will provide a dropbox link for collaborative feedback and a word document version for those who do not have access. This was subsequently extended to March 26th.

**Action:** Jackie Pickford will send out a poll to the CWIP Steering Committee to schedule the next CWIP meeting for the 1st week in April. COMPLETE

February 4, 2021 (meeting materials: [link](#))

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**Action:** The CWIP Steering Committee will review for approval the December and February's Actions and Decisions at their next meeting on February 24, 2021. COMPLETE

**Action:** Matt Rowe and Jill Whitcomb will reach out to the PSC to get CWIP financing on their agenda. The draft presentation will be distributed to the Steering Committee for their review prior to the meeting. COMPLETE

**Action:** Matt Rowe and Jill Whitcomb will distribute a draft agenda for the CWIP portion of the PSC meeting to the Steering Committee. COMPLETE

December 3, 2020 (meeting materials: [link](#))

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**Decision:** The Conowingo WIP Steering Committee approved the October 27<sup>th</sup>, 2020 [Actions and Decisions](#).

## ACTIONS AND DECISIONS LOG

**Action:** Jill Whitcomb, Matt Rowe, and Lucinda Power will work with Ann Jennings to identify talking points on the draft financing strategy to the PSC during the December 17<sup>th</sup> conference call. Matt and Jill will share the talking points with the Steering Committee. **COMPLETE**

**Action:** Matt Rowe will work with Whitney Ashead to update the timeline and the GANTT chart to reflect the changes made to the timeline during the Steering Committee discussion. **COMPLETE**

**Action:** Whitney Ashead will send a Doodle Poll for the week of January 4<sup>th</sup> and the week of February 22<sup>nd</sup> for Steering Committee meeting dates. **COMPLETE**

**Action:** Bryan Seipp will work with Matt Rowe and Jill Whitcomb to present feedback and comments from the public review period to the PSC. **COMPLETE**

**Decision:** The Conowingo WIP Steering Committee requested the EPA to receive the draft financing strategy when it is submitted on 12/10. **COMPLETE**

**October 27, 2020 (meeting materials: [link](#))**

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**Decision:** The Conowingo WIP Steering Committee approved the October 8<sup>th</sup>, 2020 [Actions and Decisions](#).

**Action:** The Steering Committee members are asked to review the Financing, Strategy, and Development Timeline and provide any applicable dates or actions to be integrated into the timeline. **COMPLETE**

**October 8, 2020 (meeting materials: [link](#))**

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**Decision:** The Conowingo WIP Steering Committee approved the August, 26<sup>th</sup> Actions and Decisions.

**Decision:** The Conowingo WIP Steering Committee decided the Conowingo WIP would be released and posted to the [chesapeakebay.net](https://chesapeakebay.net) website for public review and comment on October 14<sup>th</sup>. The press release will include an FAQ and pre-recorded webinar that covers the basics of the WIP including how it was developed and the actions behind it. **COMPLETE**

**Action:** The Steering Committee will email Dan Nees and Joann Throwe minor language adjustments and feedback on the Financing and Outreach Strategies Memo. **COMPLETE**

## ACTIONS AND DECISIONS LOG

**Action:** Jill Whitcomb and Matt Rowe will work on identifying the best strategy to get the financing strategy to the PSC. **COMPLETE**

**August 26, 2020 (meeting materials: [link](#))**

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**Decision:** The Conowingo WIP Steering Committee approved the June 19<sup>th</sup> actions and decisions with the exception that the voting records for draft CWIP scenarios are changed from consensus and majority to the exact tally of votes.

**Action:** Dan Nees will cut and rework the financing strategy section of the Conowingo WIP to include language about the goals of the financing strategy and simplify the finance jargon for public review. A draft will be completed by the first week of September for Steering Committee review. **COMPLETE**

**Action:** The Conowingo WIP Steering Committee members will review the sentence on leveraging Maryland's pilot on dredging as a BMP to recommend an Expert Panel within the Conowingo WIP and bring forward any concerns. **COMPLETE**

**Action:** The CWIP Steering Committee members will "reply all" on the August 10<sup>th</sup> email with draft WIP by COB today (08/26) with all comments on the draft Conowingo WIP. **COMPLETE**

**Action:** A revised timeline with the CWIP Steering Committee members' suggestions will be distributed to members. **COMPLETE**

**Decision:** The Principal Steering Committee members will communicate via email to EPA or Secretary Strickler that they approve the WIP going out for public comment.

**Action:** Meetings for the Conowingo WIP Steering Committee members will be scheduled through the end of the calendar year. **COMPLETE**

**June 19, 2020 (meeting materials: [link](#))**

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**Decision:** The Conowingo WIP Steering Committee approved the May 29<sup>th</sup> actions and decisions.

**Action:** The Conowingo WIP Steering Committee began presenting the draft CWIP scenario voting results and focused on any scenarios that do not have a clear outcome.

- *Scenario 1: 8/8 No, 0/8 Yes*



## ACTIONS AND DECISIONS LOG

- *Scenario 2: 8/8 No, 0/8 Yes*
- *Scenario 3: 5/8 No, 2/8 Yes, One stand aside*
- *Scenario 4: 4/8 No, 3/8 Yes, One stand aside*
- *Scenario 5: 0/8 No 7/8 Yes One stand aside*
- *Scenario 6: 7/8 No, 1/8 Yes, One stand aside*
- *Scenario 7: 7/8 No, 1/8 Yes*
- *Scenario 8: 2/8 No, 5/8 Yes, One stand aside* ○ Ann Jennings (VA):

Scenario 8 is twice as costly at Scenario 5

- Katherine Antos (DC): Questioned some of the scenarios with sole focus on agriculture and questioned cost-effectiveness. As a result, leaned towards scenarios with both agriculture and urban.
- Ann Swanson (Bay Commission): We were looking at cost and favoring end-based approach. Looking for geography that was larger and would give us more option. In case of 8 we felt it was too expensive and the geography too limited.
- *Scenario 9: 4/8 No, 3/8 Yes, one stand aside*
- *Scenario 4/8 No, 4/8 Yes*
- *Scenario 11: 7/8 No, 1/8 Yes*

**Decision:** The Conowingo WIP Steering Committee decided to include Scenario 5 as the body of the WIP recommendation to the PSC for approval. In addition, the Steering Committee decided to include the other top-tier scenarios of 8 and 10 for transparency to the PSC with the other scenarios in the appendix.

**Action:** Jill Whitcomb and Matt Rowe will work on the presentation for the PSC that will run through the Steering Committee. **COMPLETE**

**Action:** The Conowingo WIP Steering Committee will develop a revised near-term timeline for PSC approval and public review of the Draft CWIP. **COMPLETE**

**Decision:** The Conowingo WIP Steering Committee agreed to make a recommendation to the PSC to release the draft WIP as soon as possible relative to the upcoming EC meeting on Aug. 18.

**May 29, 2020 (meeting materials: [link](#))**

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**Decision:** The Conowingo WIP Steering Committee approved the May actions and decisions.

**Action:** The Conowingo WIP Steering Committee began voting on which CAST scenarios to include in the draft Conowingo WIP (see below). The remaining scenarios will be voted on via email. All responses should be submitted by **COB, June 12<sup>th</sup>**.

## ACTIONS AND DECISIONS LOG

### - *Scenario 1: should we include in the WIP?*

- PA: No, too expensive (too much Urban) ○ MD: No, too expensive ○ NY: We will review decisions and officially submit at end of Day (tentatively, do not include). ○ DE: No, too expensive ○ CBC: No, geography not consistent with PSC ○ DC: No, too expensive ○ VA: No, too expensive- the cost effectiveness should be the driving factor.
- WV: No, too expensive

### - *Scenario 2: should we include in the WIP?*

- PA: No, too expensive ○ MD: No, do not include ○ NY: Will provide response via email (tentatively, do not include) ○ DE: No do not include
- CBC: No, geography is consistent but mix of practices ○ DC: No do not include ○ VA: No, do not include ○ WV: No, too expensive

### - *Scenario 3: should we include in the WIP?* ○ PA: We do not support this one because we are pinning it all on ag. Not sure how that would be positively responded to. Having a WIP that is solely Ag based is not going to be supported.

- MD: We would vote to remove this because it is ag only, although there may be some value for illustrative purposes to show ag vs. ag/ urban. ○ NY: Will provide answer via email. ○ DE: We do not support this since we are included. ○ CBC: One of the messages we heard was about diversity in the options, ag only is not good.
- DC: I don't dislike this scenario because it isn't more cost effective. I think we should consider scenarios that are ag only and ag/ urban in order to illustrate the difference in cost effectiveness. ○ VA: Before VA can render a final decision, I need to understand the Commonwealth's expectations first for some of these but right now I would support including this in the WIP but I am happy to reconsider as we go to the list and that we support just one scenario.

## ACTIONS AND DECISIONS LOG

- WV: I could agree to this as long as there is a caveat that it is drawing from new money instead of preexisting programs. If there is a new financial strategy, then we would be able to support this. Generally, it's okay, but depends on some factors.

### - ***Scenario 4: should we include in the WIP?***

- PA: For same reasons as last time, PA cannot support this one
- MD: We would be a maybe and need to confer with our Ag folks first
- NY: Will provide response via email
- DE: We are okay with this scenario
- CBC: We are against this scenario for same reasons as above
- DC: We are okay with

Scenario 4 but yes to 5

- VA: We are okay with this scenario- it's cost effective- with the caveat that we do not support the multiple scenario approach.

- WV: I would be okay with scenario, it's cost effective. - ***Scenario 5: should we include in the WIP?***

- PA: we support including scenario 5
- MD: we support including scenario 5
- NY: Will provide response via email
- DE: we support including scenario 5
- CBC: I suggest using this as a comparison with others that have a broader geography

DC: We support including scenario 5

- VA: We support including scenario 5
- WV:

WE support including scenario 5 - ***Scenario 6: should we include in the WIP?***

- PA:

No to scenario 6 but yes to scenario 6.1

- MD: We agree with DC, why vote for this one when 6.1 is similar and more cost effective. We would vote no to this and yes to the next one.
- NY: Will provide response via email
- DE: We would not support including this scenario as it is a P- effectiveness. No for 6.1 as well.
- CBC: To be consistent, we would be a No on this one because it is not based on P- effectiveness and does not follow the guidance we have been given. 6.1 uses the P- geography so we do not support it

## ACTIONS AND DECISIONS LOG

- DC: No to scenario 6 but yes to scenario 6.1. It might be worth looking at the Conowingo Shell as a whole.
- VA: No for 6 and yes for 6.1 ○ WV: No for 6 and yes for 6.1

### - *Scenario 7: should we include in the WIP?*

- PA: We do not support Scenario 7
- MD: We would need to defer to our Ag folks and see what they say ○ NY: Will provide response via email ○ DE: Will provide response via email ○ CBC: No ○ DC: It is worth leaving in because it demonstrates that Ag is cheaper ○ VA: okay ○ WV: okay

**May 13, 2020 (meeting materials: [link](#))**

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**Action:** Hilary Swartwood will send a poll to the Conowingo WIP Steering Committee members to schedule meetings for late May and mid-June. **COMPLETE**

**Action:** The Conowingo WIP Steering Committee Chairs will update the matrix and draft a Gant timeline with guiding principles, which will be sent to the Committee to review.

**Action:** After the PSC meeting, the Steering Committee will provide feedback to the grantees on any changes needed to the Conowingo WIP narrative based upon selected scenario(s). **COMPLETE**

**Decision:** The group approved including multiple scenarios in the final draft Conowingo WIP narrative for public comment (*post- meeting note: VA was not present for this decision*).

**Action:** The Conowingo WIP Steering Committee Chairs will prepare a presentation for the PSC meeting on Friday, May 22, 2020 and send to the group for feedback. **COMPLETE**

**April 3, 2020 (meeting materials: [link](#))**

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**Decision:** The Actions and Decisions were approved as long as Hilary Swartwood adds the grantee's Scope of Work to the Chesapeake Bay Program partnership's [Conowingo WIP homepage](#) on chesapeakebay.net. **COMPLETE**

## ACTIONS AND DECISIONS LOG

**Action:** EPA and the Steering Committee Chairs will share the Actions and Decisions for the priority geographies from the December 2017 PSC meeting (*Post-meeting note: after looking into this further, no record of a PSC decision regarding a priority geography was found*). **COMPLETE**

**Action:** The Activity 1 grantees will aim to share all CAST scenario information (e.g., CAST scenario, including summary tables) with the Conowingo WIP Steering Committee by COB April 10<sup>th</sup>. If jurisdictions have additional contacts that need this information, they should send their names to Bryan Seipp ([bts@cwip.org](mailto:bts@cwip.org)). **COMPLETE**

**Decision:** For the April 15, 2020 meeting, the Activity 1 grantees will use the shell geography from Scenario 1 to create an adjusted scenario to include most cost-effective BMPs (both agricultural and urban practices) for nitrogen in the most nitrogen effective loading areas within the shell; adding in more practices, if needed, to achieve the Conowingo planning target for nitrogen and phosphorus.

**Action:** By the April 15, 2020 Conowingo WIP Steering Committee conference call, the Activity 1 grantees will create a new title for Scenario 1, instead of “constrained.” **COMPLETE**

**Action:** Hilary Swartwood will share the link to the zoom recording for today’s meeting with the Conowingo WIP Steering Committee members. **COMPLETE**

**Action:** Hilary Swartwood will send out a doodle poll the week of April 6, 2020 to schedule the May conference call. **COMPLETE**

**March 4, 2020 (meeting materials: [link](#))**

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**Action:** Hilary Swartwood will add the Scope of Work for each grantee to the Conowingo WIP homepage. **COMPLETE**

**Decision:** The states have until COB Friday, March 6<sup>th</sup> to submit additional comments. **COMPLETE**

**Action:** Activity 1 grantees will compare the priority geographies to their respective basins and provide a more in depth explanation of why each priority geography was considered.

**Action:** Activity 1 grantees will remove bioreactors as a BMP because these are not partnership approved. **COMPLETE**

**Action:** Activity 1 grantees will run 2-3 more CAST scenarios for different years (2025 / 2035 / 2045).

The EPA recommends the following: **COMPLETE** 1. Steering Committee constraints

2. Broader BMP list and priority geographies
3. Broader BMP list and broader priority geographies

## ACTIONS AND DECISIONS LOG

**Action:** The EPA will set up a meeting with the Center to discuss expectations for the additional CAST scenarios. **COMPLETE**

**Action:** Activity 1 grantees will clarify in the Conowingo WIP that states implement the suggested BMPs, but they do not fund them.

**Action:** The Center for Watershed Protection will meet with EPA and Conowingo Steering Committee Chairs to discuss expectations and timeframe for the Conowingo WIP. **COMPLETE**

**Action:** The Steering Committee will revise the Conowingo WIP timeline to give grantees more time to generate additional CAST scenarios and update the draft WIP. **COMPLETE**

**Action:** Activity 1 grantees will identify current, existing programs that are effective for a suite of BMPs and make connection between WIP implementation and those programs. Additionally, they will also track Conowingo specific implementation within those areas.

**Action:** Hilary Swartwood will schedule more meetings for April to go over the new CAST scenarios. **COMPLETE**

**January 31, 2020 (meeting materials: [link](#))**

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**Action:** EPA will work with the grantees to revise the schedule to incorporate the review period for the Principal Staff Committee for the financial strategy. This will be brought back to the Steering Committee for approval at the March 4, 2020 meeting. **COMPLETE**

**Action:** The Steering Committee will send any additional feedback on the draft Conowingo WIP to the Activity 1 grantees by COB February 7, 2020. **COMPLETE**

**Decision:** The steering committee approved adapting the timeline to give the grantees more time to develop the WIP. The grantees will have until February 28, 2020 to finalize the WIP and then they will send this version to the Steering Committee for review before the March 4, 2020 meeting. Once approved, it will be sent to the Principal Staff Committee.

**Action:** The Conowingo WIP leadership will update the timeline to include Principal Staff committee's review of the financing strategy and develop a Gantt chart of the timeline and milestones.

**Action:** The following suggestions will be incorporated into the Watershed Implementation Plan:

1. Add a description to the phosphorous shell geography map to clarify that, although originally constrained to this map, the priority geographies focus on nitrogen in the Watershed Implementation Plan.

## ACTIONS AND DECISIONS LOG

2. Update the Map on page 6: MD would like Cecil and Harford counties outside of Susquehanna removed (only want their section of watershed that flows into Conowingo shown).
3. Change “urban land” to “developed land” for clarification.
4. Expand list of BMPs:
  - a. Oysters
  - b. Stream restoration
  - c. Living shorelines
  - d. Bioreactors
  - e. Land retirement cap
  - f. Manure treatment
  - g. Urban forests
  - h. Wastewater (tentative)
5. Ensure the Watershed Implementation Plan incorporates the most current stream restoration protocols and clearly delineates that urban and ag are separate stream restoration protocols.
6. Create different scenarios that will get to 6-millions lbs.
7. Create a more extensive outreach strategy for expanded geographies.

**December 19, 2019 (meeting materials: [link](#))**

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There were no actions and decisions for December.

**November 21, 2019 (meeting materials: [link](#))**

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**Action:** The list of financial advisory committee members will be provided to the Steering Committee (see below). **COMPLETE**

- Gabe Cohee, Director for Restoration Finance at Chesapeake and Coastal service, MD DNR
- Jens Damgaard, Eckert Seamans.
- Joe Gill, Prince George’s County
- Mark Bryer, TNC
- Erik Michelsen, Anne Arundel County
- Jake Reilly, NFWF
- Brian VanWye, DC government

## ACTIONS AND DECISIONS LOG

- Nick Dilks, Ecosystem Investment Partners

**Decision:** The financial advisory committee advises the Trust and not the steering committee. However, updates from financial advisory committees meetings will be provided to the steering committee.

**Action:** In Activity 1, the grantees will: **COMPLETE**

1. Exclude Adams County as a priority geography
2. Revisit Lebanon County as a potential priority geography in place of counties in the Upper Susquehanna
3. Align schedule with PA DEP outreach planning

**Decision:** In Activity 1, the grantees and Steering Committee determined the focal geographies for Conowingo WIP analysis, outreach, and implementation. The priority geographies (listed below) will be located in the Susquehanna, Western Shore, and Eastern Shore geobasins (major river basins segmented by geologic factors):

1. PA geographies:
  - a. Upper Susquehanna (portions of Tioga, Bradford, Susquehanna)
  - b. Portion of Luzerne
  - c. Confluence region (portions of Lycoming, Northumberland, Montour, Union, Snyder)
  - d. Central (portions of Clinton, Centre, Mifflin)
  - e. Western (Blair, Bedford)
  - f. South Central (Cumberland, Lebanon)
2. MD geographies:
  - a. Top of the Bay (portions of Harford, Cecil)
  - b. Mid-Eastern Shore (Portions of Kent, Queen Anne's)
  - c. Lower Eastern Shore (portions of Caroline, Talbot, Dorchester)

**Decision:** Due to the tight timeframes for the Conowingo WIP, differing opinions on the preferred most effective basins geography as well as what has been or needs to be approved by the PSC regarding the most effective basins geography, the Steering Committee agreed the grantees should continue using the most effective basins geography map included in the PSC-approved Conowingo WIP framework document, which are based on phosphorous not nitrogen. The Steering Committee also agreed that this can be revisited as part of the adaptive management process for the WIP and as necessary to facilitate WIP implementation.

**October 30, 2019 (meeting materials: [link](#))**

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## ACTIONS AND DECISIONS LOG

**Action:** Activity 1 grantees will update the terminology in the WIP3 – E3 formula to “possible opportunities.”

COMPLETE

**Action:** By the November 21<sup>st</sup> meeting Activity 1 grantees will provide the following:

COMPLETE

1. Draft maps/geographies and associated methodology documentation for review and comment
2. Information on prioritized geographies
3. Draft outreach strategy factsheet
4. Draft outline of outreach strategy for review and discussion

**Action:** By the November 21<sup>st</sup> meeting Activity 2 grantees will provide an update on/related definition of the financial strategy system. COMPLETE

**Action:** Before the November 21<sup>st</sup> meeting, Activity 3 grantees will provide an outline of the WIP process. COMPLETE

**Action:** Activity 3 grantees will provide a live demo of the WIP process during the November 21<sup>st</sup> meeting. COMPLETE

**Action:** The Steering Committee will get more information on the Exelon Settlement and keep the group apprised of new developments as it pertains to Conowingo. ONGOING

**Decision:** the Conowingo WIP Steering Committee approved the September Actions and Decisions.

**Decision:** the Conowingo WIP Steering Committee decided that future meetings will be conference calls with the option for in-person meetings as more materials become available.

**Decision:** Activity 2 grantees and the Chesapeake Bay Trust will keep the CWIP steering committee apprised of any new/major developments for the financial strategy system, and the Trust can schedule some time if there's interest from the Steering Committee in following up directly with any of the advisory work session members.

September 23, 2019 (meeting materials: [link](#))

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## ACTIONS AND DECISIONS LOG

**Action:** Grantee contact information will be sent to the Steering Committee members. **COMPLETE**

**Action:** Grantees will provide tables on effectiveness to support the loading rates maps developed by Tetra Tech. **NO LONGER RELEVANT PER NOVEMBER 21<sup>ST</sup> DECISION**

**Action:** Hilary will add the grantees to the WQGIT distribution list so they can participate in relevant conference calls. **COMPLETE**

**Action:** The Steering Committee and grantees will develop a narrative section on climate resiliency in the Conowingo WIP. Part of this will be determining how climate and climate resiliency should be factored into the WIP. **ONGOING**

**Action:** Gary Shenk will explain how effective basins are determined at a Conowingo WIP Steering Committee Meeting. **COMPLETE**

**Action:** The Steering Committee will present a revised timeline (e.g., the draft (and not final) financing strategy is due in December 2020 in order to accommodate a Steering committee review and comment period) to the

PSC. **INCLUDE TIMELINE IN JANUARY 24<sup>TH</sup> PSC UPDATE**

**Action:** The Steering Committee and grantees will test Google for file sharing for working documents. If this does not work, CWP will look at other file sharing services. **REVISIT DURING DECEMBER 19<sup>TH</sup> CALL**

**Decision:** EPA will inform the jurisdictions of the source(s) of future Conowingo grant funding to provide as much advance notice if additional cuts to jurisdiction WIP III support are planned.

**Decision:** The Conowingo WIP will evaluate dredging as an option for meeting the reduction target.

**Decision:** The grantees will evaluate manure transport as a viable BMP practice for the Conowingo WIP.

**Decision:** The Steering Committee and grantees will use the CBP Conowingo website page to post meeting materials, draft documents, etc. with the goal of keeping everything in one location.

**Decision:** The Steering Committee and grantees will use the official CBP logo on documents.

### **ACTIONS AND DECISIONS LOG**

**Decision:** The Steering Committee, in coordination with the grantees, decided that the Conowingo WIP will: (1) focus solely nitrogen loads, (2) focus on most-effective basins, (3) map sector highest loading areas both individually and combined, and (4) focus on cover crops as a priority BMP instead of conservation tillage. REVISED: REFER TO DECISIONS FROM NOVEMBER 21<sup>ST</sup> MEETING.