



## **Milestones Workgroup**

### **August 2025 Meeting Minutes**

Friday August 29<sup>th</sup>, 2025  
11:00am – 11:45 am

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

**Purpose:** The Milestones Workgroup will meet to review the draft EPA Expectations for Near-Term Milestones document for jurisdictional feedback and the Near-Term Milestone Schedule for recommendation to the Water Quality GIT.

## **Minutes**

**I. Welcome & Intro** **11:00-11:05am**  
*Bo Williams, EPA*

**II. Expectations Document Review and Discussion** **11:05-11:25am**  
*Bo Williams, EPA*

Bo gave an overview of the history of developing near-term milestones for the interim period to maintain accountability under Phase III WIPs as decided by the PSC in [Jan 2025](#). These include keeping the period of two years, expecting 1-3 page “high-level” milestones, and expecting 2-page factsheets for progress reports. Bo outlined the expectations for both the milestone commitments on high-level programmatic actions and expectations for reporting milestone programmatic progress. The factsheets are expected to be a summary outlining the status of milestones, successes, barriers, and actions to overcome barriers. An optional template will be provided for these.

### **Discussion Notes:**

- Holly Walker, DNREC asked for the distinction between the two documents being requested of jurisdictions. Bo clarified the 1-3 page “high-level” milestones document is outlining commitments to programmatic actions and the 2-page factsheet is to be completed at the end of the period to report progress on those actions.
- Scott Settle, WVDEP asked why the end date for the near-term milestones was set to Dec 2027 instead of making it last until new targets are settled. Bo responded it was in order to set a deadline for accountability and a clear expectation for deliverables within a time frame.
- Greg Sandi, MDE asked whether this plan would eliminate the “mid-term” evaluation as was previously done. Bo clarified it would. Milestone Partners will only report progress on these programmatic commitments after the 2-year period. If a partner wanted to submit an interim private report, they could do so, but they would not be evaluated. However, Annual Progress (i.e. BMP reporting) will continue on a yearly basis in parallel to this.

### **Actions:**

1. Please submit any feedback on the EPA Expectations for Near-Term Milestones document to Bo Williams ([Williams.James@epa.gov](mailto:Williams.James@epa.gov)) by COB Friday September 5<sup>th</sup>, 2025.

**III. Overview of Near-Term Milestone Schedule** **11:25-11:40am**  
*Bo Williams, EPA*

Bo provided an overview of the proposed two-year schedule for the Near-Term Milestones for workgroup discussion and approval. He highlighted two changes to the schedule from previous years: 1) Shifting submission of Milestone progress and commitments from Jan 1 to Feb 13 to allow for more time for jurisdictions to gather data from the full calendar year and 2) Changing the initial EPA evaluation to only cover the programmatic commitments to aid a simpler, quicker review process. Bo also outlined the schedule for partnership approval of the Milestones Schedule in the coming months.

**Discussion Notes:**

- Kelly Gable, EPA requested including Annual Progress dates alongside the milestones schedule. Bo noted the online schedule has this. Auston Smith, EPA responded Annual Progress for 2025 will likely be release in late May to early June 2026 as it has in previous years, though it may take longer this year given that 2025 was a large target year.
- Holly Walker, DNREC asked for clarification on the milestone evaluation process for this year. Bo confirmed it will be on Milestone Partners' previous milestone commitments, but the timing will shift to the dates outlined in the schedule document. Nothing needs to be submitted Jan 1, 2026.
- Scott Settle, WVDEP asked for confirmation that the new interim milestones will be based on the current Goals, Outcomes and Targets in effect now. Bo responded that they are based on implementing Phase III WIPs and existing targets i.e. interim targets with changing environmental conditions. Milestone Partners can incorporate innovative actions and consider co-benefits when developing their commitments, but that is up to the discretion of partners to include that kind of information.

**Decisions:**

1. The Milestones Workgroup recommended the Near-Term Milestones Schedule to the Water Quality GIT for their approval.

**Actions:**

1. Bo will follow up with the Conowingo WIP Steering Committee and anyone else that missed this meeting to receive input on recommending the schedule to the Water Quality GIT.
  - Following the meeting, support was received from the Conowingo WIP Steering Committee's Co-chairs for recommending the Near-Term Milestone Schedule.

**IV. Wrap Up**

**11:40-11:45am**

**V. Adjourn**

**11:45am**

**Attendees:**

- |                                |                          |
|--------------------------------|--------------------------|
| • Bo Williams, EPA             | • Holly Walker, DNREC    |
| • Petra Baldwin, CRC           | • Scott Settle, WVDEP    |
| • Amanda Pollack, CWP          | • Christina Lyerly, MDE  |
| • Kelly Hitz, PADEP            | • Dylan Burgevin, MDE    |
| • George Onyullo, DC DOEE      | • Greg Sandi, MDE        |
| • Bruce Naylor, PADEP          | • Natahnee Miller, PADEP |
| • Kelly Gable, EPA             | • Eric Hughes, EPA       |
| • Tracy Clarke, EPA            | • Auston Smith, EPA      |
| • Cassie Davis, NYS DEC        | • Jeremy Hanson, CRC     |
| • Megan Sommers-Bascone, VADEQ | • Sushanth Gupta, MWCOG  |