

**SCOPE OF WORK  
Christina Basin Tributary Action Team  
5 January 2006**

**Water Resources Agency, Institute for Public Administration,  
University of Delaware  
And  
Delaware Department of Natural Resources and Environmental  
Control, Division of Water Resources**

**PURPOSE**

The Delaware Department of Natural Resources and Environmental Control (DNREC) and the Water Resources Agency (IPA-WRA), a unit of the University of Delaware's Institute for Public Administration, will be working together to form and facilitate a Tributary Action Team (Team) for the Christina River Watershed. This Team will recommend a Pollution Control Strategy (PCS) to DNREC in order to meet the Total Maximum Daily Loads (TMDLs) which were adopted by the U.S. Environmental Protection Agency on April 8, 2005. This Pollution Control Strategy will include ways in which the nonpoint source nutrient and bacteria loadings can be reduced throughout the watershed. In order to draft this PCS, Team members will engage the public in a dialog about the concerns related to nonpoint source pollution control. Thus, residents of the watershed will assist in formulating the PCS.

**SCHEDULE**

The Tributary Action Team process will begin Wednesday, February 15, 2006 from 2:00 p.m. – 4:00 p.m. in Newark, Delaware at the University of Delaware's Perkins Student Center, Kirkwood Room. The process is scheduled to be completed by December 2006. The future meeting dates and locations are included below, the meeting dates may be subject to change.

**MEETING SCHEDULE**

<b>Task</b>	<b>Milestone</b>
USEPA issues Christina Basin high flow TMDLs	April 8, 2005
Christina Basin Policy Committee recommends schedule for Delaware Tributary Action approach to develop implementation strategy by December 2006	December 9, 2005
USEPA modifies Christina Basin high and low flow TMDLs	January 2006
Assemble Christina Basin Tributary Action Team	December 2005/January 2006
1st Meeting – Kickoff Meeting (University of Delaware, Newark, DE)	February 15, 2006 2:00 p.m. – 4:00 p.m.

DNREC Tributary Action Team Conference	March 11, 2006 8:30 a.m. – 4:30 p.m. Delaware National Estuarine Research Reserve Dover, DE
2nd Meeting – Poster Presentation and Generation of Concerns (University of Delaware, Wilmington, DE)	March 15, 2006 9:00 a.m. – 12:00 p.m. University of Delaware Wilmington Campus
3rd Meeting – Issues Framework/Public Engagement (Delaware Nature Society, Hockessin, DE)	April 12, 2006 2:00 p.m. – 5:00 p.m. Delaware Nature Society Hockessin, DE
4th Meeting – Committee Forum (Kalmar Nyckel, Wilmington, DE)	May 17, 2006 12:00 p.m. – 3:30 p.m. Kalmar Nyckel Wilmington, DE
Christina Baisn 5K (Newark, DE, date and course TBD)	May 2006
5th Meeting – Public Forum (Deerfield Country Club, Newark, DE)	June 20, 2006 5:30 p.m. – 7:30 p.m. Delaware Center for Horticulture Wilmington, DE
6th Meeting – Debrief the Forum and Poster Session (Winterthur, Wilmington, DE)	July 12, 2006 9:00 a.m. – 12:00 p.m.
August Vacation	
Christina Basin Watershed Annual Bus Tour	September 8, 2006 9:00 a.m. – 3:00 p.m.
7th Meeting – Draft Recommendations (Longwood Gardens, Kennett Square, PA)	September 13, 2006
8th Meeting – Draft Recommendations (Deerfield Country Club, Newark, DE)	October 18, 2006
9th Meeting – Draft Recommendations (Porky Oliver Golf Course, Wilmington, DE)	November 15, 2006
10th Meeting – Final Recommendations/Future Role (Marriott Hotel, University of Delaware, Newark, DE)	December 8, 2006 (Policy Committee Meeting)

### **TRIBUTARY ACTION TEAM PROCESS**

The following information outlines the Tributary Action Team process. The steps in the process may change slightly as necessary throughout the process.

#### **STEP 1—Form a Steering Committee (DNREC, IPA-WRA)**

- IPA-WRA will identify interested stakeholders and citizens, who represent various interest groups, for appointment/membership in the Christina Tributary Action Team.
  - Stakeholders may include:
    - Water utilities

- Nonprofit organizations in the Basin – for example, Brandywine Conservancy, Delaware Nature Society, Red Clay Valley Association, Christina Conservancy, and White Clay Creek Wild and Scenic Committee
    - State, county, and local government organization representatives
    - Citizens
  - The stakeholders will be invited by the University of Delaware IPA-WRA.
- IPA-WRA will serve as a neutral convening organization for the Team and will provide the following functions:
  - Correspond with the Team about monthly meetings
  - Bring the Team’s recommendations to DNREC
  - Manage funds made available to the Team for purposes of completing the Pollution Control Strategy.

Meeting 1—Gather the Steering Committee

- Discuss the problem - implementing the Christina Basin TMDL to meet stream water quality standards for nitrogen, phosphorus, and bacteria.
- Agree to the process to be used
- Get commitment from the Committee to encourage others to participate in the forums and draft the PCS

**STEP 2—Develop Poster Presentations (DNREC)**

Meeting 2—Poster Presentation and Generation of Concerns

- Presentation of issues (IPA-WRA/DNREC)
- Interaction with DNREC staff
- Generate concerns for issue framework (Committee)

**STEP 3—Create an Issue Framework Based On the Concerns and the Prior Teams’ Frameworks (IPA-WRA with Assistance from DNREC)**

Meeting 3—Issue Framework/Public Engagement

- Discuss and validate issue framework. (A worksheet is available for this, it’s in the issue framing book).
- Discuss, create, and commit to process for attracting public to a forum to discuss the issue book.

**STEP 4—Work To Promote Public Journalism; Publish Issue Books**

Meeting 4—Committee Forum; Assign Tasks for Public Forum

**STEP 5—Publicize Forum; Disseminate Issue Books; Public Journalism (Committee with Assistance from DNREC, IPA-WRA and Facilitator)**

Meeting 5—Public Forum

- Use to recruit Team members

- Generate awareness
- Generate common ground

**STEP 6—Analyze Pre and Post Surveys from Forums; Write Up Notes for Group Discussion; Invite Forum Participants to Stay Engaged in the Process and Join the Forming Team (IPA-WRA; Facilitator; DNREC)**

Meeting 6—Debrief the Forum and Poster Session

- Discuss survey results
- General feelings
- Introduce new members to the process
- Prepare Sector-Specific Posters and Fact Sheets for Team Use (DNREC)

**STEP 7—Christina Basin Watershed Bus Tour (IPA-WRA; DNREC)**

**STEP 8—Prepare Process for Guiding Team to Write Recommendations (Facilitation Team)**

Meetings 7 through 9—Draft Recommendations

- Based on common ground developed at forum and fact sheets
- Use data already in issue book
- Use a menu of possible recommendation from prior Teams' products

**STEP 9—Submit Recommendations to the Department (IPA-WRA)**

Meeting 10—Reevaluate Future Role (If Any) for the Team

\* Coordinate Delaware actions with an implementation plan for Pennsylvania portion of watershed to develop an interstate pollution control strategy or watershed restoration action strategy for both states in the Christina Basin