

Bear Creek Watershed Association

August 29, 2014

Draft Policy 32 – BCWA Annual Reporting



Statement of Basis and Purpose

The Bear Creek Watershed Association (BCWA) provides watershed reporting as posted on the Association website www.bearcreekwatershed.org, which serves to keep federal, state, and local governments and others informed on the state of the watershed.

The Bear Creek Reservoir Control Regulation at 5 C.C.R. 1002-74 defines specific reporting requirements, which helps the Association keep the Water Quality Control Commission (WQCC) and Water Quality Control Division (WQCD) staff updated on progress of the Association in implementing the Control Regulation. The Control Regulation includes five reporting requirements: 1) Summarize status of water quality in the watershed for the previous calendar year. 2) Provide information on the wastewater treatment facilities loading and compliance with permit limitations. 3) Nonpoint source loading and appropriate best management practices. 4) Demonstrate through in-stream and reservoir data analyses the status of water quality goals and standards for the watershed. 5) Characterize any active phosphorus trading programs.

The BCWA as a designated water quality management agency operates under the *Statewide Water Quality Management Plan (SWQMP)* (WQCD Version 1.0- June 13, 2011). The SWQMP is considered a *living document* with links to other policies and regulations and provides a framework for water quality protection and management. The management agency expectations for the BCWA are outlined in *A Guide to Colorado Programs for Water Quality Management and Safe Drinking Water* (Commission Policy #98-2, updated August, 2013). The SWQMP expects the BCWA to maintain three types of water quality planning documents (see *BCWA Policy 28 BCWA Watershed Plan*) that serves as:

1. A Water Quality Management Plan for the Bear Creek Watershed as a supplement to the SWQMP and has the type of information previously maintained in the DRCOG *Clean Water Plan* and consistent with federal Clean Water Act 208 planning.
2. A BCWA Watershed Plan consistent with the Environmental Protection Agency nine watershed planning elements and the Colorado watershed plan elements.
3. Support implementation for the *Bear Creek Control Regulation* No. 74 (5 CCR 1002-74)

The BCWA provides multiple reporting documents designed to meet the multiple functions of various groups. Program documents are either annually produced or periodically reviewed and updated. The following program reports and documents are subject to BCWA Board approval or acceptance.

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1. The Association's **annual report** to the WQCC has two sections: a) an executive summary (target length of 5-pages) specifically written for the WQCC that addresses the five topics listed in the Control Regulation, and b) a summary of the entire BCWA annual data collection and management program.
2. The BCWA **monitoring plan** details the reservoir and watershed monitoring programs as approved by the BCWA Board and submitted to the WQCD staff. This annually updated monitoring plan serves as a supplement to the adopted Association Quality Assurance Project Plan (Bear Creek Watershed Association, 2006). The monitoring program details changes, updates, major continuation studies and monitoring program elements. The *BCWA Policy 14 Data Collection in the Bear Creek Watershed* defines expectations for other groups or agencies that conduct overlapping monitoring activities within the watershed.
3. The BCWA produces a series of **technical memorandum** designed to summarize annual site-specific studies or data analyses.
4. The BCWAs 'annual **data report** summarizes the watershed characterization program with a primary focus on the annual temperature data record. The data report summarizes the temperature and water quality compliance record for the annual program. This data report does not have detailed water quality data summaries, which are found in the annual report or technical memorandum.
5. The BCWA has developed and maintains a set of **fact sheets** that provide topic specific summary information, and a **map series** that provide site specific summary information. The fact sheets can be easily distributed on a request basis.
6. The BCWA has established a series of program management **policies**. These policies define operations, expectations, Board positions and program guidance. The policies can be easily distributed on a request basis.
7. The BCWA maintains an electronic **Watershed Plan** (see *BCWA Policy 28 BCWA Watershed Plan*), which has links to most of the numerous documents used in the program. This watershed plan also includes reference to the support **information sheet series, fliers, map series and brochures** developed and maintained by the BCWA.
8. The BCWA maintains annual data master **spreadsheets** (Currently Microsoft Excel) with all water quality or other data collected by the BCWA. The WQCD requires QA/QC electronic data.
9. The BCWA produces a quarterly **newsletter** and distributes to agencies and citizens with an interest in the watershed.

Policy Positions

1. The BCWA acknowledges that no single report or document will meet all reporting expectations and the BCWA will maintain multiple reporting documents as described in this policy.

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2. All reports and documents will be posted on the BCWA web site www.bearcreekwatershed.org,
3. The BCWA will develop an executive summary specific to the control regulation reporting elements for presentation to the WQCC and incorporate this executive summary into the BCWA annual program summary report.
4. The BCWA will produce an annual data report and maintain collected data in master spreadsheets.
5. The BCWA will annually review and/or update the watershed plan, policies, fact sheets, map series, information series, and other BCWA Board adopted documents.
6. The BCWA will develop and distribute a quarterly newsletter to interested agencies and citizens.