

Office of Water Meeting Request Form

Date Received in OW: \_\_\_\_\_

OFFICE OF WATER MEETING REQUEST FORM

FOR: David Ross  Lee Forsgren \_\_\_\_\_ Anna Wildeman \_\_\_\_\_   
Benita Best-Wong

Subject: Hypoxia Task Force (HTF) State Strategy Webinars

Meeting Requested By: Tom Wall Date: 8/22/2018

Office Director Approval: Sandra Connors (for John Goodin) Date: 8/22/2018

Date Staff will be ready for this meeting by: 10 meetings, one per month starting October 1, 2018

Latest date the last of 10 meetings can happen by is: July 31, 2019

Time Needed for meeting: 20 Minutes \_\_\_\_\_ 45 Minutes \_\_\_\_\_ 1 Hour  Other \_\_\_\_\_

Purpose of the meeting:

AA decision expected?  
Yes \_\_\_\_\_ No

Provide AA with information?  
Yes  No \_\_\_\_\_

What specifically is to be decided or presented? Why is a meeting needed?

David Ross and Benita Best-Wong requested this series of webinars. In August 2018, Illinois presented during a first webinar; Iowa will make a presentation on its strategy at the face-to-face HTF meeting in September 2018.

The rest of the HTF states will make presentations on their strategies during a series of 10 one-hour webinars, one per month, from October 2018 through July 2019. During each webinar, one HTF state will present on its nutrient reduction strategy; there will be time for engagement with Dave/others.

Who will attend the meeting?

Mandatory Attendees (Give Full Names as listed in Outlook and Identify Office):

David P Ross [ross.davidp@epa.gov](mailto:ross.davidp@epa.gov) OW

Anna Wildeman: [Wildeman.anna@epa.gov](mailto:Wildeman.anna@epa.gov) OW

Benita Best-Wong: [Best-Wong.Benita@epa.gov](mailto:Best-Wong.Benita@epa.gov)

Tom Wall: [wall.tom@epa.gov](mailto:wall.tom@epa.gov) OWOW

Lynda Hall: [hall.lynda@epa.gov](mailto:hall.lynda@epa.gov) OWOW

Katie Flahive: [Flahive.katie@epa.gov](mailto:Flahive.katie@epa.gov) OWOW

Megan Wiitala: [Wiitala.megan@epa.gov](mailto:Wiitala.megan@epa.gov) OWOW

Yishen Li: [li.yishen@epa.gov](mailto:li.yishen@epa.gov) OWOW

Jennie Pugliese: [Pugliese.jennie@epa.gov](mailto:Pugliese.jennie@epa.gov) OWOW  
Barry Tinning: [barry.tinning@tetratech.com](mailto:barry.tinning@tetratech.com) Tetra Tech, EPA Contractor, Facilitator

**HTF members:** [Ryan.Benefield@arkansas.gov](mailto:Ryan.Benefield@arkansas.gov); [Raymond.Poe@illinois.gov](mailto:Raymond.Poe@illinois.gov);  
[whn@iowaagriculture.gov](mailto:whn@iowaagriculture.gov); [agri@iowaagriculture.gov](mailto:agri@iowaagriculture.gov); [Peter.Goodmann@ky.gov](mailto:Peter.Goodmann@ky.gov);  
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**Coordinating Committee members:** [Ryan.Benefield@arkansas.gov](mailto:Ryan.Benefield@arkansas.gov); [Ken.brazil@arkansas.gov](mailto:Ken.brazil@arkansas.gov);  
[Warren.Goetsch@Illinois.gov](mailto:Warren.Goetsch@Illinois.gov); [jseger@isda.in.gov](mailto:jseger@isda.in.gov); [matthew.lechtenberg@iowaagriculture.gov](mailto:matthew.lechtenberg@iowaagriculture.gov);  
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[Alan.Lewitus@noaa.gov](mailto:Alan.Lewitus@noaa.gov); [Isprague@usgs.gov](mailto:Isprague@usgs.gov); [gwen\\_white@fws.gov](mailto:gwen_white@fws.gov); [kelley\\_myers@fws.gov](mailto:kelley_myers@fws.gov);  
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**Optional Attendees (Give Full Names as listed in Outlook and Identify Office – please copy your own office's Special Assistant):**

John Goodin: [Goodin.John@epa.gov](mailto:Goodin.John@epa.gov) OWOW  
Sandra Connors: [Connors.sandra@epa.gov](mailto:Connors.sandra@epa.gov) OWOW  
Patrick Huber: [Huber.Patrick@epa.gov](mailto:Huber.Patrick@epa.gov) OWOW

**AA/DAA Conference Technology - Please check all that apply:**

- Presentation (e.g., PowerPoint or video file(s) uploaded to computer)  x
- Conference Call Line  x
- VTC  [VTC location(s) (i.e., Region and room number) and a VTC contact person(s) must be provided to the OW-IO Schedulers no later than 24 hours in advance of the meeting. If known at the time the meeting request form is submitted, please provide this information below.]

**Conference line to use for phone-in attendees:**

Conference line:   
Conference code:   
Weblink: <http://epawebconferencing.acms.com/htfec/>

(NOTE: If your meeting will require a conference call line, please request that a conference call number be added to your meeting request form. It is recommended that you request that the OW IO scheduler use the conference call number for the

*appropriate OW manager being briefed, (i.e., Joel, Mike, or Ellen). If the program office chooses to use different conference call number for the meeting, the meeting POC will be responsible for opening the conference line with the appropriate PIN number.)*

**Person Providing Agenda for the Meeting:**

**Name:** Katie Flahive **Phone:** 202-566-1206

**Person Providing Briefing Material (if any) for the Meeting:**

**Name:** Katie Flahive **Phone:** 202-566-1206

All meeting materials are due in BOTH hard copy and electronic copy no later than 3:00 p.m. the day before the meeting, unless the meeting is scheduled too late to allow this. Please provide one hard copy per OW principal attending.

- Your office's scheduler or SA will email all electronic copies to Crystal Penman and Ann Campbell (for Mike Shapiro) or Crystal Edwards and Ann Campbell (for Benita Best-Wong).
- Deliver hard copies to:
  - Crystal Penman: (3219 WJC East) for Mike Shapiro and Lee Forsgren
  - Crystal Edwards: (3223 WJC for) for Benita Best-Wong

