

**SAN FRANCISCO ESTUARY INSTITUTE**4911 Central Avenue, Richmond, CA 94804 • p 510-746-7334 • f 510-746-7300 www.sfei.org**RMP Steering Committee Meeting
July 12th, 2014
San Francisco Estuary Institute****Draft Meeting Summary****Attendees:**

Tom Mumley*, SFBRWQCB
Jim Ervin (City of San Jose)
Adam Olivieri, Stormwater
(BASMAA/EOA Inc)
Karin North**, Medium POTWs (City
of Palo Alto)
Dan Tafolla, Small POTWs (Vallejo
Sanitation and Flood Control District)

Peter Carroll, Refineries (Tesoro Golden
Eagle Refinery)
Jay Davis (SFEI)
Phil Trowbridge (SFEI)
Ellen Willis-Norton (SFEI)
Mike Connor (EBDA)

I. Information: Committee Member Updates [Tom Mumley]

Phi Trowbridge stated that the contract with Dave Ceppos at the Center for Collaborative Policy is in place; the initial meeting with him will occur in early August. Tom Mumley noted that Dave will help determine what procedures the RMP needs to run the program better and will help create an orientation package for new RMP members. Peter Carroll thought that tasks one through three of the program review could be completed and presented by the next SC meeting.

Adam Olivieri informed the SC that the SFEI Board of Directors interviewed three Executive Director candidates on July 11. Jim Ervin stated that the City of San Jose's WWTP permit is up for reissuance and a new provision in the permit requires quarterly receiving water monitoring. Jim noted that the RMP is charged with receiving water monitoring. Karin North noted that the RMP and Water Board should be communicating more clearly why BACWA members pay into the RMP. The City of San Jose and Palo Alto recommended that if the new provision stays, the monitoring should be completed every six months and should be based on the tides.

Action Items:

1. Phil Trowbridge will add updates on the Program Review to the agenda for the fall 2014, winter 2015, and spring 2015 SC meetings.
2. Phil Trowbridge will ask Dave Ceppos to present the results from Tasks 1, 2, and 3 of the Program Review at the fall 2014 SC meeting.

3. Tom noted that he would fwp with Regional Board staff regarding the connection between permit related and RMP receiving water monitoring.

II. Action: Approval of Summary from May 6, 2014 Steering Committee Meeting [Tom Mumley]

SC members discussed how detailed the SC meeting summaries should be. Peter Carroll suggested that the level of detail in meeting summaries should be a part of the RMP program review. Karin North noted that she appreciates the level of detail in the TRC summaries because she doesn't have to attend the meetings to understand what happened. Jay Davis stated that it was also useful for SFEI staff to have access to detailed notes.

Tom Mumley and Peter Carroll suggested that detailed notes of discussions that touch on regulatory matters might have unintended consequences. The group requested that the Program Review by Dave Ceppos provide guidance on the level of detail for the SC meeting summaries.

After some discussion, it was decided that SFEI will continue to write the summaries with the same level of detail but will highlight sections that the committee indicates are potentially sensitive. The first draft of the summary will be sent to the SC for review by email (not posted to the website and clearly marked draft). SC members will be given a deadline by which any corrections to the first draft summary should be reported to SFEI to be corrected. One week before the next SC meeting, the second draft meeting summary will be posted on the SFEI website as part of the agenda package for the meeting.

Phil Trowbridge asked the SC to review action items that were assigned to him as a result of his new position. The first action item he mentioned was developing a plan for monitoring after a catastrophic event to the Bay. Tom stated that the action item was a response to an oil spill in the Bay; he suggested creating a plan that would not take too much effort and might involve the entire Institute, not just the RMP. Phil and Adam Olivieri noted that the RMP may not be the appropriate organization for emergency monitoring. Tom stated that he will take the idea back to the Water Board and determine if they think SFEI would be useful during an emergency.

The second action item Phil brought to the SC was regarding writing one page summaries of CEC management actions. Tom stated that the Water Board agreed that contaminants that fall in the moderate risk tier (Tier III) will have action plans associated with them to ensure they do not become high risk. The RMP's role would be contributing scientific content to the summaries. Phil responded that RMP staff need direction and to determine where the funds will come from since the budget for the CEC Strategy is tight. Karin North, Phil, and Rebecca Sutton will work together on the action plans and will inform the SC of their progress.

Items for Approval:

Adam motioned to approve the SC summary, Jim Ervin seconded, and the summary was unanimously approved.

Action Items:

4. Phil Trowbridge will ask Dave Ceppos to address the level of detail for the SC meeting summaries as part of the Program Review.
5. Tom Mumley will discuss the action item for catastrophic event monitoring with other Water Board staff and determine if they think SFEI would be useful during an emergency.
6. Phil Trowbridge will scope out the effort and role that the RMP (or SFEI) could play for catastrophic event monitoring
7. Karin North, Phil Trowbridge, and Rebecca Sutton will work together on the action plans and will inform SC of their progress.

III. Information: Summary of June 17, 2014 TRC Meeting [Jay Davis]

Jay Davis informed the SC that the TRC discussed funding for 2015 special studies; the development of a scoping plan for margins work, which will be completed in September; and the TRC agreed to not reanalyze the 2004-2006 organics sediment data because the sediment cruise is moving to a four year schedule.

IV. Update on 2014 RMP Budget [Phil Trowbridge]

Phil Trowbridge went over the budget memo and stated that 95% of revenue for 2014 has been collected. The interest income is less than originally budgeted, \$7,000 instead of \$12,000; therefore, Phil requested adjusting the budget to reduce income by \$5,000. He noted that revenue is still \$10,000 ahead of 2014 expenses. Phil added that the 2013 and 2012 labor budgets are expected to be expended by the end of 2014; the one sizeable labor item from previous years is nutrients modeling and the contracts for beginning the modeling are underway. Phil ended his overview of the budget memo by stating there is \$527,215 in unencumbered funds.

Discussion:

Tom Mumley asked about the outstanding Tesoro and EBDA funds. Peter Carroll responded that both EBDA and Tesoro pay on a quarterly basis and would like the budget memo to not show his name under “outstanding participant fees.” Phil suggested changing the title to “accounts receivable.”

The group requested that the budget memos show how the balance of unencumbered funds has changed each quarter. This graph (or table) would show whether the unencumbered funds were growing or shrinking over time.

Action Items:

8. Lawrence Leung will change the wording in the budget memo from “outstanding participant fees” to “accounts receivable.”
9. Lawrence Leung will add a graph (or table) to the quarterly budget memo showing the balance of unencumbered funds (2014 onwards).

V. Decision: Budget Requests [Phil Trowbridge]

Phil Trowbridge stated that the RMP has four requests for the SC:

1. Cancel Year 2 of Mesohaline Benthic Index Study and re-program remaining funds (\$90,477) to Unencumbered Funds.
2. Allocate \$23,000 from Unencumbered Funds for 2014 study of selenium in sturgeon.
3. Allocate \$26,000 from Unencumbered Funds for analysis of sediments and seal tissue for PFCs.
4. Modify the current calendar Fiscal Year utilized by the RMP to the State Fiscal Year (July through June) for RMP budgets which will match the recently approved SFEI fiscal year and that details on concerting to be presented at the October SC meeting.

Phil noted if all of the requests were approved the amount of unencumbered funds would increase by \$41,000. Tom Mumley noted that he appreciates the movement of funds from one project into unencumbered funds rather than just switching the funds to another project.

Phil stated that the TRC suggested not approving year 2 of the mesohaline benthic index study (request one) because the mesohaline environment is very heterogeneous and the study would need to focus on a very specific area of Lower South Bay. Adam Olivieri supported cancelling the study and bringing it back to the SC if it becomes important again.

Phil noted that SFEI moved to a fiscal year so there is a strong incentive for the RMP to follow suit (request four). If the RMP decides to remain on the calendar year the audit costs would double. Phil added that the RMP will need to figure out the details of how a 6-month gap year will help the transition to a fiscal year. Adam noted that often local agencies don't have funds until August and September, which may affect the available funds for the gap year.

Items for Approval:

Adam motioned to approve all four requests, Karin North seconded, and the requests were unanimously approved.

VI. Decision: Proposed S&T Monitoring Plan for 2014-2023 [Phil Trowbridge]

Phil Trowbridge stated that sediment sampling will be completed every four years at 27 sites; sport fish, bird egg, and water sampling will continue on a five, three, and two year cycle respectively; bivalves will be sampled at seven sites biennially. Phil stated that in 2014 there will be \$80,000 in savings and in future years \$60,000 in savings annually. The savings are less than predicted, but the data that will be collected is useful for stakeholders.

Items for Approval:

Peter Carroll motioned to approve the change in the S&T monitoring plan from 2014-2023, Adam Olivieri seconded, and the change was approved.

VII. Decision: Funding for 2015 Special Studies [Jay Davis]

Jay Davis informed the SC that the TRC brought the original cost of the special studies budget from \$1,345,000 to \$1,199,000. The Multi-Year Plan allocates \$1,028,000 to 2015 special studies; therefore, the TRC recommended that the SC use \$91,000 in unencumbered funds to cover the shortfall.

Jay noted that the TRC recommending pushing back three special studies to 2016 including the Current Use Pesticide study, the SQO Pacific Dry Dock study, and the Dioxin Synthesis. The TRC also recommended reducing the funding for the PCB conceptual model study from \$100,000 to \$85,000. Jay noted that the plans for Small Tributaries Loading Strategy (STLS) and Nutrient studies are still developing. The TRC recommended that STLS and Nutrient studies should receive the same amount of funding (\$470,000)

Jay added that the Selenium Strategy Team forgot to include \$23,000 for sampling Sturgeon muscle plugs in 2015. The Contaminants of Emerging Concern (CEC) workgroup also forgot to include \$20,000 for the CEC Strategy Development. Adam Olivieri stated that with the additional \$43,000 the proposed budget for 2015 special studies is over by \$134,000. Adam and Tom Mumley agreed that \$134,000 could be taken out of the unencumbered funds because of savings from reductions in S&T and because of agreement to add \$41,000 back into the unencumbered funds. Tom noted that the long-term issue is that the demand for special studies funds is greater than the Multi-Year Plan budget allocations.

Tom suggested that the CEC Strategy funding should no longer be a special study, but should be included in program management costs. Jay noted that other workgroups have strategy development line items. Tom asked to include a discussion of workgroup strategy development budgets into the 2015 October planning meeting.

Items for Approval:

Dan Tafolla motioned to approve the TRC's recommendations with Jay's recommendation to also fund the CEC Strategy and the 2015 Se in Sturgeon plugs study, Adam Olivieri seconded, and the 2015 special studies were unanimously approved. The SC agreed to move \$134,000 out of unencumbered funds and into the 2015 budget.

Action Items:

5. Phil Trowbridge will include a discussion of workgroup strategy development budgets into the 2015 October planning meeting.

VIII. Discussion: Multi-Year Plan: Mid-Year Check-In [Jay Davis]

Jay Davis went over the five year planning budget. Tom Mumley asked why the Multi-Year Plan (MYP) 2015 special study budget does not match the number Jay provided early, \$1,028,000. Phil Trowbridge responded that the MYP does not include set-asides. He noted that the MYP numbers will be solidified by the October meeting and he will provide an actual outlay.

Jay stated that the take-home message is the total amount allocated for special studies is increasing. The nutrient, Selenium, and PCB work is increasing. Mike Connor suggested that Jay and Phil create five different special study budget scenarios with different priorities (e.g., focus on PCBs and stop Se work) and see which scenario the SC supports. Adam Olivieri stated that the scenarios should be based on a predicted 2% increase in fee revenue.

Tom summarized that the percent fee increase either needs to rise or there need to be less special studies. Peter Carroll suggested extending the time frame for certain studies. Jay stated that he can provide the SC with a detailed break-down of each line item on the RMP budget.

Action Items:

6. Jay Davis and Phil Trowbridge will prepare five different special study budget scenarios with varying priorities for the Planning Workshop.
7. Jay Davis and Phil Trowbridge will provide the SC with a detailed break-down of each line item on the RMP budget at the Planning Workshop.

IX. Discussion RMP Fees for 2016-2018 [Tom Mumley]

Tom Mumley stated RMP fees for 2016-2018 need to be set by the SC in 2015. Tom noted that there are three issues the program needs to address 1) the demand for special studies compared to the allocated funding, 2) the fee increases will likely be limited compared to other cost factors and 3) access to high level staff is becoming strained because of cost. Phil Trowbridge noted that the cost of USGS suspended sediment and water quality work is increasing. Tom stated that a multi-year fee strategy should be created. Karin North asked about the possibility of federal funding. Mike Connor suggested talking to Luisa Valiela at EPA to ask if there is a chance of federal funding. Mike Connor noted that BACWA agencies will likely not be able to contribute much more to the RMP because their fees are already increasing by 30% for nutrient research. Adam noted that he will need three to four weeks to bring the information to the stormwater programs agency and obtain their feedback.

The group suggested three fee increase scenarios that should be presented at the Planning Workshop: 2% increase (status quo); 3% (inflation, CPI); and 4% (increased funding).

Action Items:

8. Jay Davis and Phil Trowbridge will prepare information fee increase scenarios of 2%, 3%, and 4% for the Planning Workshop. The fee increase scenarios need to be sent to the SC members by October 1, 2014 so they can be discussed at BACWA and BASMAA board meetings in late October.

X. Decision: Communication Strategy – Revisited [Jay Davis]

RMP Communications Strategy

Jay Davis stated that the goal of the agenda item was to agree on a communications strategy and portfolio. He stated that goal of the RMP is to collect data and communicate water quality information in support of management decisions. Therefore, the primary

audience RMP audience is RMP participants. There are two tiers of RMP participants 1) those that are actively engaged and 2) those who contribute funds, but are not actively engaged. Jay stated that the RMP communication products should be useful to tier two participants. Secondary audiences include other Bay managers, policy makers, local scientists, media and outreach specialists, and the public. Tom Mumley noted that potential funders are another target audience.

Jay then listed elements in the communications portfolio and their intended audience. New communication products include one page summaries of the RMP, email updates, the SFEI Newsletter, the creation of an e-book for the Pulse and RMP Update, re-design of the web site, and Social media (Facebook and Twitter). Mike Connor suggested that RMP staff should go to stakeholder meetings and give presentations about the RMP (e.g. BACWA [3rd Thursday of each month], BAPPG, and BASMAA [4th Thursday of each month] meetings).

Jay noted that the RMP needs measure how successful the communications are by determining how many views there are of online materials, clicks on email updates, subscriptions to the RMP email list, how many hard copies are distributed and surveys of audiences.

Discussion:

Tom Mumley began the discussion by stating that links to the RMP webpage should be more visible on the SFEI homepage. He added that he would like to know the cost of the various communications elements. He also would like Jay to create a statement of expected benefit from RMP communications elements. Karin North stated that the most useful products are the ones that have metrics associated with them (e.g. number of clicks on an email update). Mike Connor suggested eliminating the AMR; Jay responded that the AMR could probably become a much smaller effort.

Phil Trowbridge suggested re-purposing content that is used in the RMP newsletter by sending it to other agency newsletters. He added that the RMP can ask Facebook and Twitter followers to be interactive; for example, the public can submit photos or stories about the Bay.

2015 Pulse of the Bay

Jay stated that the San Francisco Estuary Partnership thinks they will be able to publish a 2015 State of the Estuary (SOE) Report with limited funding. Jay noted that there is the potential for making the 2015 Pulse of the Bay a companion publication to the SOE Report. The theme of the 2015 Pulse could be a profile on key water quality parameters (e.g. a four page summary on copper). Mike Connor encouraged looking at mass balances of all of the parameters and determining the loading from discharge versus natural background concentrations.

Tom Mumley stated he does not want to compete with the SOE Report, but would support a Pulse that adds to the information provided in the relatively lean SOE Report. Additionally, Tom stated the Water Board would find the Pulse of the Bay more useful

than the SOE Report. Mike suggested making it a Pulse Lite so it did not compete with the SOE Report. Tom stated that he would meet with Judy Kelly to talk about her expectations for the SOE Report.

Estuary News Articles

Jay asked the SC what the next Estuary News article should be about. The work on copper's impact on the olfactory nerve is not complete yet. Jay suggested an article on PCBs and the SC agreed. Jay noted that the SC agreed that the December article should be about stormwater and the March article will focus on CECs.

Action Items:

9. *Ellen Willis-Norton made the links to the RMP page more visible on the SFEI homepage – Completed.*
10. Phil Trowbridge will provide the SC with the costs for each RMP communication product at the Planning Workshop.
11. Phil Trowbridge will create a calendar of key stakeholder meetings that the RMP should attend each year.
12. Ellen Willis-Norton will investigate making the Annual Monitoring Report shorter and less expensive to produce.
13. Tom Mumley will meet with Judy Kelly to talk about her expectations for the SOE Report.

XI. Update on 2014 Annual Meeting and RMP Update [Jay Davis]

The TRC suggested that Bridgette DeShields moderate the S&T discussion, Adam Olivieri moderate the STLS discussion, Naomi Feger moderate the nutrients discussion, and Karin North moderate the CEC discussion so there the moderators were from different stakeholder groups. Karin North stated that she would rather have Eric Dunleavy moderate the CEC discussion. Jay noted that the time allocated to the S&T discussion will decrease to allow more time for the STLS session. Dave Senn and Naomi still need to solidify the speakers for the nutrients session. Mike Connor suggested that Anthony Malkassian give a talk rather than Emily Novick. He also thought that the Lower South Bay Synthesis would be more interesting than a talk about the Nutrient Conceptual Model.

Action Items:

14. Jay Davis will inform Dave Senn that Mike Connor suggested that Anthony Malkassian give a talk rather than Emily Novick.
15. Jay Davis will re-send the SC the draft RMP Update text.
16. Jay will contact all potential presenters

XII. Information: Update on Workgroups and Scorecard [Phil Trowbridge]

Phil Trowbridge reviewed the deliverables scorecard. Tom Mumley asked about the 2006-2012 bird egg report. Jay replied that the draft will be completed in December, he is currently working through his backlog and Phil offered to help write the report. Tom also asked about the PFCs in Bay Biota manuscript. Phil responded that Meg Sedlak is working on the manuscript and it will be completed on time and on budget. Tom noted

that he had hoped the Nutrient Conceptual Model would be completed before the Nutrient SC meeting. Phil replied that he has talked to Emily Novick and David Senn and it will be completed by the end of July. Adam Olivieri asked if Phil could start helping with nutrient management so Dave Senn can focus on the science. Phil stated that now that he has a handle on RMP budgets he can start working in different program areas.

XIII. Action: Set next meeting date and agenda topics [Tom Mumley]

The next meeting will be the Multi-Year Planning meeting starting at 9 AM on November 13, 2014. The SC meeting will be held after lunch.