

#	Action Items – May 2010	Who?	When?	Status 8/4/10
1.	Review the roster of committee members, and appoint alternates where necessary	SC members, TRC members	By August SC meeting	
2.	Discuss a process for voting on issues	SC members	August SC meeting	Staff recommends not discussing this
3.	Call committee members to encourage participation and solicit feedback, based on the questions.	Kevin Buchan	By August SC meeting	
4.	Distribute the coring report draft to the TRC and SC for comments, to be received back by early June.	Rachel Allen, SC members	Comments received by June 7 th	Distributed to TRC and SC on May 7 th
5.	Develop a set of accounting terms that can be used to discuss the RMP budget and reserves.	Trish Mulvey, Adam Olivieri and Lawrence Leung	By August SC meeting	
6.	Send an email to SC members describing the audit committee membership request.	Rainer Hoenicke	May	Completed
7.	Speak with TRC representatives to get their feedback on the Pulse articles.	SC members	May	Completed
8.	Ask Tom Schueler, Bob Pitt, and John Sansalone about their interest in speaking at the Annual Meeting	Jay Davis	June	Completed
9.	Contact Laura Prickett to identify other potential speakers for the Annual Meeting	Jay Davis	June	Not completed. Clarification needed from the SC.
10	Ask Rainer Hoenicke if he would like to provide introductory remarks or be the Master of Ceremonies	Jay Davis	June	Completed

	for the Annual Meeting.			
11.	Seek TRC input on the Master Plan.	Jay Davis	By August SC meeting	Completed – but no feedback received
12.	Identify information needs for the Refineries (e.g., need from the Se TMDL).	Kevin Buchan	June	Completed
13.	Prepare a plan and timeline for salary adjustments, to present to the SFEI Board and the SC.	Rainer Hoenicke	By August SC meeting	Completed
14.	Discuss fee increases with the USACE	Ellen Johnck	By August SC meeting	
15.	Discuss fee increases for the USACE with the Water Board.	Tom Mumley	By August SC meeting	
16.	Discuss scheduling the next planning workshop and fee discussion for the fall of 2010.	Jay Davis and the SC	August SC meeting	To be completed today

#	Action Items – January 2010	Who?	When?	Status 8/4/10
1.	Prepare a communications plan for the fact sheets that addresses the purpose, audience, and updates necessary for factsheets	Jay Davis	March TRC meeting	Discussed at March TRC meeting – to be discussed by SC at the October meeting
2.	Review the EC report of the State Panel on Recycled Water and incorporate this information in our EC fact sheets.	Susan Klosterhaus	Ongoing	The draft EC Recycled Water policy report is now available. This information will be incorporated into our EC products.
3.	Proceed with the fact sheet pilot in 2010	Jay Davis, staff	2010	In progress, first topic: triclosan and triclocarban
4.	Explore modifying the SEP process so that it might help fund high priority studies identified in RMP planning	Tom Mumley, BACWA, and Trish Mulvey	After Jan SC meeting	Pending Mumley discussion of options with SWRCB staff
5.	Develop a Strategy for Status and Trends	Meg Sedlak	Fall 2010	Pending