

**ACTION ITEMS**  
*resulting from the*  
**March 6, 2015 Joint Board Meeting**

Updated March 13, 2015

#	Action Item	Who?	When?	Status
1.	Clean up 12-12-14 meeting minutes	Warner Chabot	Before next board meeting	In progress
2.	Discussion on Overhead Calculations	Lawrence Leung & Mitch Avalon	Before next board meeting	In progress
3.	Schedule 1-2 Governance Committee meetings	Warner Chabot	April-May	In progress
4.	List of Candidates	Warner Chabot & Dave Williams	Before next board meeting	In progress

**Meeting Minutes of the  
Aquatic Science Center and San Francisco Estuary Institute  
Boards of Directors**

**March 6, 2015**

**Directors present:**

<b>Director Name</b>	<b>Board Position</b>	<b>Affiliation/ Type</b>	<b>Affiliation</b>	<b>ASC</b>	<b>SFEI</b>
Barbara Salzman	SFEI Vice Chair	Environmental	Marin Audubon Society	X	X
Pamela Creedon	ASC/SFEI Secretary	Regulatory-RB5	Central Valley Regional Water Quality Control Board	X	X
Jim Fiedler	ASC/SFEI Chair	Management	Santa Clara Valley Water District	X	X
Mitch Avalon		Management	Contra Costa County Public Works	X	X
Darrin Polhemus	(Alternate of Vicky Whitney)	Regulatory - SWRCB	SWRCB	X	
Prabhakar Somavarapu	Member	Management	Sacramento Regional County Sanitation District, Sac Area Sewer District	X	X
Laura Pagano	Member	RMP-BACWA	SFPUC, Wastewater Enterprise	X	X
Alan Ramo	Member	Governance	Golden Gate University		X
Bruce Wolfe		Regulatory-RB2	San Francisco Bay Regional Water Quality Control Board	X	X
Jim Ervin	(Alternate of Laura Pagano)	RMP-BACWA	City of San Jose, Environmental Services	X	
Kirsten Struve	(Alternate of Dave Williams)	RMP-BACWA	City of Palo Alto, Public Works	X	
Luisa Valiela	(Alternate of Tim Vendlinski)	EPA	Environmental Protection Agency, Pacific Southwest Region (Region 9)	X	

**Others Present:**

Warner Chabot, Executive Director, SFEI  
 Jim Kelly, Senior Advisor, SFEI  
 Robin Grossinger, Senior Scientist, SFEI  
 Carolyn Doehring, Environmental Analyst, SFEI  
 Shira Bezalel, Database and Systems Manager, SFEI  
 Lawrence Leung, Associate Finance Director, SFEI  
 Joanne Cabling, Executive Assistant, SFEI

**Joint Business Meeting**

1. **Call to order, determination of quorum, review and approval of agenda for Joint Board and individual ASC and SFEI business** – The meeting was called to order at 9:31 AM. The agenda was approved.
2. **Public Comment** – None
3. **Action: Consent Items** – December 12, 2014 Meeting Minutes and Action Items were presented to the Board. Several members found the minutes to be too detailed. Also board

member names need to be consistent within the meeting minutes. Jim Fielder will work with Warner Chabot to edit the meeting minutes.

**4. Confirm/Set meeting dates for upcoming year** – Upcoming meeting dates were confirmed as June 25, September 11 and December 11. Start time of upcoming board meetings changed from 9:30 a.m. to 10 a.m.

**5. Executive Director’s Report** – Comments on report included:

- State of the Estuary Conference  
Luisa Valiela reported that this will be the first year in which Delta Indicators will be included in State of the Estuary Report.
- Removing Toxic Chemicals from San Francisco Bay  
Jim Ervin stated that flame retardants are not toxic, and the notation should be changed.
- Google Campus Master Plan  
Many Board Members expressed interest and asked questions about the dome structures within the illustration included in Warner’s report. The structures house office space modules that can be easily disassembled and reassembled.
- North Coast Water Board (RB1)  
Pamela Creedon noted that the schedule for allocating State Board funds may limit how much flexibility/funding RB1 would have this year, and suggested that this be discussed with RB1, and if needed, to bring Tom Howard into the process.
- Conflict of Interest Filings  
The filers were informed they needed to submit a “wet” signature cover page for Form 700. It was noted that only the Cover page had to be specific for the Aquatic Science Center, the rest of the pages would be the same as other filings. Darrin Polhemus stated that State staff should not file a separate Form 700 for the ASC. An expanded form can be filed if the filer belongs to more than one agency.

**6. Program Reports** – Presentations were made on the following topics and were well received with the Board.

- SFEI Website Update- Shira Bezalel
- Flood Control 2.0- Scott Dusterhoff
- Shoreline Planning- Carolyn Doehring

## **7. Report on Committee Meetings of February 10, 2015**

### **Governance Committee:**

- Warner Chabot recommended to focus attention in science & environmental areas.
- Jim Fiedler: Governance Committee will shift its focus to recruiting and onboarding new Board Members.
- Warner Chabot stated that staff would prepare a Board Member Manual to help get new members up to speed. Barbara Salzman stated an in-person orientation would also be helpful.
- Who can serve on what committee? Per the Bylaws, Board Members, Board Member Alternates and other non-board members can serve on all committees, with the exception of the Executive Committee, which needs to be comprised of Board Members only.
- There was a question regarding the role of the EPA: The answer of their role was provided from the Bylaws; they are non-voting members.
- Barbara Salzman stated she had some changes to Item 4, current term limits, and would send them to Warner Chabot.
- It was noted that the Audit committee includes Dave Tucker (because he is ASC and SFEI's Treasurer), Barbara Salzman, and Bill Damian.

### **Executive Committee:**

The Board Reviewed the Minutes and the following comments were made:

- Following Lawrence Leung's review of SFEI's overhead methodology (Attachment 7a), Mitch Avalon noted that the CCCFCD calculated its overhead differently. After a brief discussion, it was agreed that Lawrence Leung would call Mitch, and they would discuss the overhead calculation method.
- Prabhakar Somavarapu moved that the full Board confirm the Executive Committee's Actions of February 10, 2015; Mitch Avalon seconded the motion. The motion was approved unanimously.

## **8. Consider Process to Select and Appoint new Board member(s)**

Warner Chabot referred the Board members to Attachment 9. The following comments were made:

- The Brown Act will have to be followed in the meeting when discussing/interviewing prospective new Board Members.
- Should encourage candidates from: Delta Stewardship Council, NGO's (Baykeeper, NRDC), RB1, Salt Pond Restoration, different geographic regions, and land use planning.

- Barbara Salzman stated she was unclear on the process, and at a minimum she needs a packet that provides the candidate's CV.
- Laura Pagano cautioned the Board should consider group dynamics when considering how many board members there should be; more than 14 could be too many for good discussion of issues.
- Prabhakar Somavarapu moved that the full Board accept the timetable and process set forth in the position paper for selecting new board members; Barbara Salzman seconded the motion. The motion was approved unanimously.

#### **9. Board Member Reports**

- Prabhakar Somavarapu announced that Sacramento Regional County Sanitation District had recently been sued by the Center for Environmental Science, Accuracy & Reliability; the allegation is that Sac Regional's continued discharge violates the Endangered Species Act.
- Jim Ervin stated that the South Bay dischargers had a similar ESA lawsuit in the 1990's, which resulted in a freshwater flow cap on the San Jose-Santa Clara POTW. Jim Fiedler noted that SCVWD was dealing with a similar matter on the loss of Steel head habitat in the Santa Clara Valley watershed.

#### **10. Adjourn Joint Business Meeting and Call ASC Meeting to Order**

##### **ASC 1. Operation and Program Plan Quarterly Update**

Prabhakar Somavarapu moved that the Board approve the ASC Program Plan Update; Barbara Salzman seconded the motion. The motion was approved unanimously.

##### **ASC 2. Adjourn ASC Meeting and Call SFEI Meeting to Order**

##### **SFEI 4. Operations and Program Plan Update**

Lawrence Leung reviewed the December financials and the SFEI Program Plan Update. Laura Pagano moved that the Board approve the SFEI Operations and Program Plan Update; Barbara Salzman seconded the motion. The motion was approved unanimously.

**SFEI 5. Adjourn SFEI Meeting** – Meeting was adjourned at 12:13 p.m.