



**SAN FRANCISCO ESTUARY INSTITUTE**

4911 Central Avenue, Richmond, CA 94804 • p 510-746-7334 • f 510-746-7300 [www.sfei.org](http://www.sfei.org)

**RMP Steering Committee Meeting**

November 1, 2016

San Francisco Estuary Institute

**Meeting Summary**

**Attendees**

SC Member	Affiliation	Representing	Present
Jim Ervin	City of San Jose	POTW-Large	Yes
Dan Tafolla	Vallejo Sanitation and Flood Control District	POTW-Small	Yes
Karin North**	City of Palo Alto	POTW-Medium	Yes
Adam Olivieri	BASMAA / EOA, Inc.	Stormwater	Yes
Peter Carroll	Tesoro Martinez Refinery	Refineries	No (Mike Armour was Alternate)
John Coleman	Bay Planning Coalition	Dredgers	Yes
Jessica Burton Evans	US Army Corps of Engineers	USACE	Yes
VACANT		Industry	
David Frandsen	NRG Energy	Cooling Water	No
Tom Mumley*	SFB Regional Water Quality Control Board	Water Board	Yes

\* Chair, \*\* Vice Chair

**Guests and Staff**

- Luisa Valiela - USEPA Region 9
- Mike Connor - EBDA
- Mike Armour - Shell
- Samantha Engelage - City of Palo Alto
- Amy Chastain - SFPUC
- Colleen Hunt - Region 1 Water Board
- Chuck Striplen - Region 1 Water Board
- David Kuzmar - Region 1 Water Board
- Susan Higgins - County Water Agency
- Andy Rodgers - West Yost Assoc.
- Richard Looker - Water board
- Phil Trowbridge - SFEI
- Jay Davis -SFEI
- Rebecca Sutton -SFEI - phone
- Jennifer Sun -SFEI
- Ila Shimabuku -SFEI
- Lawrence Leung - SFEI
- Meg Sedlak - SFEI

## 1. Introductions and Review Agenda

There were no changes made to the agenda.

## 2. Decision: Approve Consent Calendar items and confirm/set dates for future meetings

- Approve July 19, 2016 Steering Committee Meeting Summary
- Approve Steering Committee Chair (Tom Mumley) and Vice Chair (Karin North) for 2017

### **Decisions**

- Adam Olivieri motioned to approve the meeting summary from July 19, 2016. Dan Tafolla seconded the motion. The motion for approval was carried by all present members.
- Adam Olivieri motioned to approve the Steering Committee Chair (Tom Mumley), and Vice Chair (Karin North). Dan Tafolla seconded the motion. The motion for approval was carried by all present members.

## 3. Information: RMP Financial Update for 2016 Quarter 3

Phil Trowbridge and Lawrence Leung gave an update on RMP finances, including budgets, reserve funds, and SEP funds. There was no significant discussion.

### **Action Items**

- Send invoices for 2017 RMP fees for POTWs as an email attachment (Lawrence Leung, 11/9/16)

## 4. Decision: Approve change in RMP fee formula for dredgers

Phil Trowbridge and John Coleman presented a revised fee formula for dredger contributions to the RMP for 2017-2019. The new formula will increase payments from dredgers back to the expected level of contribution for this sector. The details of the proposal were described in a memo in the agenda package. A few small edits to the memo were discussed. The group also discussed the process and timeline for potentially increasing USACE contributions. The USACE will need information to justify the increase in fees (e.g., cost of individual monitoring) and possibly a letter of support from the Steering Committee.

### **Decisions**

- Karin North motioned to approve the new memo describing the RMP fee formula for dredgers after removing the last sentence which said “It’s expected that the soonest this increase could start is in 2019.” John Coleman seconded the motion. The motion for approval was carried by all present members.

**Action Items:**

- Add discussion of a letter of support for USACE budget increases to the January 17 Steering Committee meeting agenda. (Phil Trowbridge, 11/11/16)
- Provide USACE with information on the cost of individual monitoring for dredge projects. (Phil Trowbridge, 11/5/16)
- Update dredge fee formula memo and send to BPC and Water Board to distribute to dredgers in advance of the 2017 dredging season. (Phil Trowbridge, 11/5/16)

## 5. Decision: Approve funding request for Selenium monitoring

Jay Davis presented a proposal for funding for selenium strategy support and to fund the USGS to continue clam monitoring for another 6 months.

There was concern that, if the RMP funds this 6 month continuation of USGS clam monitoring, that the RMP would also be setting itself up to fund this work in the long term. However, funding of the 6-month effort could allow time to a) investigate other options for possible monitoring strategies, including shrinking or adjusting the monitoring effort and b) investigating whether the RMP could identify other possible funders. There are several agencies that have interest in continuing this effort.

The Committee agreed to use \$15,000 to fund further Selenium Workgroup Coordination. Several straw polls were used as attempt to find a consensus on whether the RMP should use the the remaining \$39,000 (\$20,000 of the original budget that the steering committee agreed on in July + \$19,000 from Undesignated Funds) to continue the next 6 months of the USGS clam monitoring effort. The Committee could not reach consensus and agreed to table the discussion and continue it with a smaller group in a conference call to occur as soon as possible.

**Decisions**

- Tom Mumley motioned to approve adding \$15,000 from Undesignated Funds to the task in the 2017 budget for Selenium Workgroup Coordination. Karin North seconded the motion. The motion for approval was carried by all present members.

**Action Items**

- Schedule a phone call to finish discussing the rest of the proposed budget for USGS clam work for selenium monitoring. (Jay Davis, 11/9/16)

## 6. Decision: Approve matching funds for Microplastics proposal

The Steering Committee was able to move quickly to approve a funding request for \$75,000 to match \$880,000 of funds from the Moore Foundation for a 2-year microplastics study. The details of the request were outlined in a memo and had been discussed earlier in the day at the multi-year workshop.

**Decisions**

- John Coleman motioned to approve adding \$40,000 of FY17 AMR Funds and \$35,000 of Undesignated Funds (\$75,000 total) to the 2017 budget for indirect costs associated with a microplastics study that will be funded by a \$880,000 foundation grant. Karin North seconded the motion. The motion for approval was carried by all present members.

## **7. Decision: Approve list of SEP-eligible projects and discuss process for adding new projects to this list**

Phil Trowbridge presented the latest criteria for RMP studies that would be eligible for SEP funding and the current list of eligible projects. Some members of the Steering Committee expressed the opinion that sixteen proposed topics for supplemental environmental projects is too many. The current list will serve for now but the list will need review and trimming in the future.

### **Decisions**

- Adam Olivieri motioned to approve the memo about SEP-eligible projects after making the following edits: remove 2-year completion criterion and change “budget range” to “estimated budget range”. Karin North seconded the motion. The motion for approval was carried by all present members.

### **Action Items**

- Revise SEP funds memo and provide latest version to the Water Board (Phil Trowbridge, by 11/5/16)

## **8. Decision: Approve the 2017 Budget and Detailed Workplan**

Phil Trowbridge presented the 2017 budget and workplan. The total budget for the year is \$3.761 million. The \$1.315 million for special studies in the budget had been approved by the SC in July. The Steering Committee discussed a few of the line items of the budget. Specifically, there was discussion about whether a new workgroup was needed for the issues of reverse osmosis concentrate disposal, shallow water discharges, and green infrastructure. It was agreed to wait until the 2018 budget to make that decision. A discussion surrounding the cost of the 2017 Pulse took place where members of the Committee expressed that the current \$25,000 set aside for printing 1,500 copies seems high. There was interest in getting rid of the paper copies and only publishing documents online. Phil Trowbridge mentioned that the minimum number of copies we would like to print is around 1,000 (this is what the RMP did for the 2015 RMP Update and all copies were distributed). Members decided that the current budget for the Pulse will do for now but may need to be revisited.

### **Decisions**

- Karin North motioned to approve the 2017 RMP Budget and Detailed Workplan. Jessica Burton Evans seconded the motion. The motion for approval was carried by all present members.

### **Action Items**

- Add tabled discussion about the Pulse Report budget to January 17, 2017 Steering Committee meeting. (Phil Trowbridge, 11/5/16)

## 9. Information: Planning for Upcoming RMP Communication Products

Jay Davis presented ideas for ways to celebrate the RMP's 25th Anniversary. The proposal was to "celebrate the people of the RMP" by highlighting individuals and showcasing their past experiences, hobbies outside of work, interests that led to their current position, what projects they're currently involved with, etc. The following ideas were proposed, but the Steering Committee would like to discuss the ideas further in January:

- Celebrate the members of the RMP governance committees
  - Begin with the Steering Committee then the Technical Review Committee and, finally, the Workgroups
  - Start off by recognizing those who have recently retired (Karen Taberski & Rob Lawrence)
- Celebrate the staff members of SFEI and the RMP
- Celebrate by workgroup - with pictures of the committees and small blurbs about individuals
- Celebrate individuals both inside and outside of SFEI
  - Highlight one person within SFEI alongside an external partner
- Introduce new members to the RMP committees and new partners

### **Decisions**

- The working theme for the 2017 Pulse will be "The 25th Anniversary of the RMP" (consensus).
- The working plan for the 2017 Annual Meeting will be to coordinate dates and agendas with the State of the Estuary (SOTEC) but to hold a separate meeting from SOTEC (consensus).

### **Action Items**

- Add tabled discussion about the RMP's 25th anniversary to the January 17, 2017 Steering Committee meeting. (Phil Trowbridge, 11/5/16)
- Develop a detailed plan for the 2017 Pulse and 25th Anniversary to present at the January 17, 2017 Steering Committee meeting. (Jay Davis, 1/10/17)

## 10. Discussion: Status of RMP Deliverables and Action Items

Phil Trowbridge presented an update on the status of all RMP deliverables and action items. There was no discussion.

## 11. Discussion: Plan agenda items for future meetings

An informal consensus was to cover informatics, communications, and the 25th anniversary in the "Science Update" for the January 2017 SC meeting.

**Action Items:**

- Schedule updates for the following: Informatics/Communications/25th Anniversary (January) and PCB/Margins (April) (Phil Trowbridge, 11/5/16)
- Send Jessica Burton Evans meeting invites for all scheduled SC and TRC meetings. (Ila Shimabuku, 11/5/16)
- Send a meeting invite for 7/25/17 to the SC. Follow up with an email to seated members asking if they have any conflicts. (Ila Shimabuku, 11/5/16)