



**Bay RMP Multi Year Planning Workshop and Steering Committee Meeting**  
 October 24, 2018  
 San Francisco Estuary Institute

**Meeting Summary**

**Attendees**

<b>SC Member</b>	<b>Affiliation</b>	<b>Representing</b>	<b>Present</b>
Eric Dunlavy	City of San Jose	POTW-Large	<b>Yes</b>
Leah Walker	City of Petaluma	POTW-Small	<b>Yes</b>
Karin North**	City of Palo Alto	POTW-Medium	<b>Yes</b>
Adam Olivieri	BASMAA / EOA, Inc.	Stormwater	<b>Yes</b>
John Coleman	Bay Planning Coalition	Dredgers	<b>Yes</b>
Craig Conner	US Army Corps of Engineers	USACE	
Tom Mumley*	SFB Regional Water Quality Control Board	Water Board	<b>Yes</b>
Naomi Feger	SFBRWQCB Alternate	Water Board	<b>Yes</b>
Maureen Dunn	Chevron	Refineries	<b>Yes</b>

\* Chair, \*\* Vice Chair

<b>TRC Member</b>	<b>Affiliation</b>	<b>Representing</b>	<b>Present</b>
Luisa Valiela	USEPA	US-EPA IX	<b>Yes</b>
Richard Looker	SFBRWQCB	Water Board	<b>Yes</b>
Bridgette DeShields*	Integral Consulting	Refineries	<b>Yes</b>
Chris Sommers	BASMAA	Stormwater	<b>Yes</b>
Simret Yigzaw	City of San Jose	POTWs	<b>Yes</b>
Tom Hall	EOA, Inc.	POTWs	<b>phone</b>

\* Chair

**Guests and Staff**

- Phil Trowbridge - SFEI
- Jay Davis - SFEI
- Ila Shimabuku - SFEI
- Nina Buzby - SFEI
- Letitia Grenier - SFEI
- Warner Chabot - SFEI
- Becky Sutton - SFEI
- Pat Walsh - SFEI
- Jing Wu - SFEI
- Scott Dusterhoff - SFEI
- Alicia Gilbreath - SFEI
- Jen Hunt - SFEI

## Multi Year Planning Workshop

### 1. Introductions and Review Agenda

Tom Mumley welcomed participants, including new SC member Maureen Dunn who had taken over for Peter Carroll as the new representative for refineries. Peter Carroll intended to continue his participation on the Selenium Workgroup. Tom also allowed for introductions, and reviewed the multi-year planning workshop agenda.

### 2. Discussion: Anticipated management decisions and policies, and related information needs

Phil Trowbridge presented a table outlining anticipated management decisions and policies, and actions by regulatory agencies that manage Bay water quality. Phil highlighted specific items as high priorities warranting RMP attention, noting that the topics align well with the current direction of RMP Workgroups. Attendees made comments on additional topics for inclusion in the table and there was discussion surrounding outcomes of RMP work that related to broader policies and legislation.

When discussing topics related to wetlands, Chris Sommers, Luisa Valiela, and Naomi Feger noted the importance of the cross pollination of knowledge between the Wetland RMP and stormwater stakeholders and experts. The issue of recycled water and the relation to a reduction in flows was raised by Leah Walker, leading to the addition of another potential future driver to the table.

**Action Items:**

- Create a separate table in the 2019 Multi Year Plan outlining legislation/policies/decisions/outcomes that RMP efforts have contributed to (e.g., copper in brake pads, triclosan, PBDEs, and microbead ban). (Jay Davis, 1/16/19)

- Find a venue/meeting to bring up an agenda item to cross pollinate knowledge between stormwater folks and Wetland RMP. Next year, have the WRMP bring concrete tasks on how to continue this collaboration/integration into the future. (Luisa Valiela, 11/30/18)
- Make adjustments to the Decisions, Policies, and Actions table in the 2019 Multi Year Plan related to highlighted lines and add “Reduced wastewater and stormwater flows into the Bay” as a potential future driver. (Phil Trowbridge, 10/25/18)

### 3. Decision: Setting Planning Budgets for Workgroups

Phil Trowbridge gave a brief overview of the Multi-Year Plan and mentioned that Status and Trends monitoring and USGS support make up the largest portions of the RMP budget. Phil noted the possible loss of monthly USGS Bay Cruises, though maintained that contributing a similar amount of RMP funds to such work would be worthwhile. He presented both RMP costs and the balance of set-aside funds over a 10-year window, as well as the forecasted costs of special studies.

Phil Trowbridge and Jay Davis then presented the multi-year planning budgets for individual Workgroups - noting a new tactic meant to help establish budgets. Workgroups were prompted to delineate projects that were “must-do’s” and “should-do’s,” with the idea that must-do projects would likely be funded. For each Workgroup MYP table, Jay and Phil noted which projects were “must-do’s” and attendees discussed these prioritizations and associated budgets. With these specifications, workgroup “must-do” costs only exceeded available funds by 50% (as opposed to 100% last year).

The group discussed strategies to address the mismatch between funds and proposed costs. Chris Sommers proposed prompting Workgroups to develop full proposals that meet a target maximum value, and Tom Mumley suggested incorporating a 10% buffer to incite the development of new ideas meant for SEP funding. Given the large amount of effort by the TRC last year, these additional ideas would not require the creation of full proposals but rather, in attempts to have a more tiered level of effort, short informative paragraphs.

At the end of the discussion, Phil Trowbridge noted in previous years the presentation of Workgroup MYP tables at the Workshop did not generate much discussion. This year’s meeting shows improvement, and last year’s large effort to approve special studies will likely be reduced this year.

#### **Action Items:**

- Create additional pie charts showing breakdown of where costs are going, that include actual dollar amounts (as a new chart or in addition to existing percentages). Use an asterisk or note to help identify costs funded by external entities. (Nina Buzby, 12/31/18)
- Lower the priority of Sediment WG stream gage project from “must-do” to “should-do” (Phil Trowbridge, 10/25/18)

- Remove the Sediment WG modeling task and incorporate into SPLWG instead (Nina Buzby, 12/31/18)
- Flag “must-do” items that are part of multi-year studies (Nina Buzby, 12/31/18)
- Recalculate WG budgets and present SC updated table again at January meeting (Nina Buzby, 1/23/19)

#### 4. Summary, Action Items, Adjourn Planning Session

Jay Davis motioned to recognize Phil Trowbridge for his exceptional contributions to the Bay RMP as Program Manager, as follows.

*“The Steering Committee recognizes Phil Trowbridge for outstanding contributions to the RMP. Phil has set a new standard of excellence for the RMP Manager position. Under his leadership, the Program has grown and become stronger than ever, and has a solid foundation for continued success.”*

The motion for approval was carried by all present members.

Other comments:

- “Meeting Hero” - Richard Looker
- “Synthesize and feed back ideas from group discussion” - Naomi Feger
- “Not just a technocrat or a bureaucrat, but the best of both” - Tom Mumley
- “Still benefit from you no matter where you are” - Karin North
- “The RMP family is a family, it’s not goodbye it’s see you soon” - Phil Trowbridge

## Steering Committee Meeting

#### 5. Introductions, Review Agenda and Confirm Chairs

Tom Mumley allowed again for introductions, and reviewed the afternoon agenda. SC Chair and Vice Chair positions were confirmed with special thanks from Phil Trowbridge to Tom Mumley and Karin North for their contributions and efforts over the past year.

**Decision:**

- Leah Walker motioned to confirm Tom Mumley and Karin North will continue in their roles and Steering Committee Chair and Vice Chair, respectively. Eric Dunlavey seconded the motion. The motion was carried by all present members.

## 6. Approve Meeting Summary from July 25, 2018 and confirm/set dates for future meetings.

There were no comments on the July SC meeting summary before approval. Leah Walker mentioned a conflict with the future January meeting date, but noted that Robert Wilson would attend in her place. Ila Shimabuku outlined conflicts with the October SC meeting relating to the State of the Estuary Conference and Microplastic Symposium and presented alternate date options. SC meetings were scheduled through October 2019.

### **Decision:**

- Leah Walker motioned to approve the July 25 Steering Committee meeting summary. Eric Dunlavey seconded the motion. The motion for approval was carried by all present members.

### **Action Items:**

- Reschedule October SC meeting for 10/30/19 (Ila Shimabuku, 10/31/18)

## 7. Information: TRC Meeting Summary

Phil Trowbridge summarized the September TRC meeting and its main focus: reviewing S&T monitoring design and budget, discussing future intercomparison studies, and finalization of copper results. Phil reminded the SC members of the ongoing Data Visualization Challenge that was first discussed at the TRC. Luisa Valiela invited SC members to attend the December TRC meeting since there will be a guest speaker: Karina Nielsen from SFSU speaking on ocean acidification.

## 8. Information: RMP Financial Update for 2018 Quarter 3

Phil Trowbridge commenced the RMP financial update by noting that Jen Hunt will be taking over his role related to RMP finances after his departure. He noted that to this point in the year less than 75% of the budgeted amount has been spent on special studies efforts, while greater than 75% has been spent on programmatic costs. The year should end on balance with no additional funds left over. Phil moved on to propose that the tasks from prior years (2015-2017) and their associated unencumbered amounts be transferred to undesignated funds.

Lastly, Phil presented the proposal to increase the amount of money in the Reserve from \$200,000 to \$400,000. There was discussion by the SC that this increase would require additional messaging. Most notably, communicating the definition and purpose of allocating money to the Reserve.

**Decisions:**

- Leah Walker motioned to approve the transfer of 2015-2017 unencumbrances as a surplus to undesignated funds. Karin North seconded the motion. The motion for approval was carried by all present members.
- Leah Walker motioned to approve an increase to the Reserve amount to \$400k (from \$200K) with a note defining the purpose and economic incentive to having a Reserve which are to be prepared for economic downturns that could affect RMP revenue. Karin North seconded the motion. The motion for approval was carried by all present members.

**Action Items:**

- Increase Reserve amount to \$400k. (Patrick Walsh, 12/05/18)
- Create language that defines and explains the incentive and purpose of increasing the Reserve amount (Jay Davis, 12/31/18)

**9. Decision: Approve Undesignated Funds to Analyze Samples of Runoff from the North Bay Fires for Chemicals of Emerging Concern**

Rebecca Sutton reiterated the findings Kevin Lunde recently presented on the non-target analysis (NTA) monitoring of the 2017 North Bay fires. She outlined the need for additional sample analysis relating to the Region 2 second flush samples and Region 1 first flush samples. The SC agreed that both additional tasks would provide helpful further detail to the current results as well as allow for interesting data comparison. In this request for \$22,000 of additional funding, Rebecca noted that the majority of the sum would go towards laboratories (\$20K) and a minor amount for SFEI labor (\$2K).

**Decision:**

- Leah Walker motioned to approve the additional funding to be taken from Undesignated Funds. John Coleman seconded the motion. The motion for approval was carried by all present members.

**Out of Order Item: Circulation of 2018 RMP Annual Meeting Photos**

Naomi Feger suggested that RMP staff look into options for sharing photos from the Annual Meeting and possibly the results of the meeting evaluation survey as well. Karin North suggested sharing the photos using the Shutterfly Platform, and mentioned the added benefit of improved photo organization.

**Action Item:**

- Look into options to make Annual Meeting photos accessible through the Annual Meeting website, or using a platform like Shutterfly. (Nina Buzby, 11/16/18)

## 10. Decision: Confirm Fees for 2020

Phil Trowbridge reminded the SC of the practice of planning fees in three-year increments to help ease planning efforts. He presented the existing numbers to the SC and noted that the agenda item was a confirmation of these values.

**Decision:**

- Tom Mumley motioned to confirm the fees for 2020 and both Adam Olivieri and Karin North seconded the motion. The motion for approval was carried by all present members.

## 11. Decision: Approve the 2019 Budget and Detailed Workplan

Phil Trowbridge presented an overview of the 2019 Detailed Workplan and Budget, noting the Program revenue and corresponding costs broken down into three categories: programmatic, status and trends, and special studies. Additionally he gave a brief outline of the status and trends design reviewed by the TRC in September, the special studies budget, and plans for interest and set-aside funds. Phil explained that the expected interest earned in 2019 could be deposited into Undesignated Funds, rather than included as revenue, to prevent guesswork in future budget planning.

Phil noted that last year's efforts to cut back on program management costs were effective, but approached the lowest limit necessary to run the Program and in the future this budget should be increased. In addition to this slight increase in program management costs, Phil also explained the higher costs associated with communications and data management relating respectively to the publication of The Pulse and the new task of DMMO database maintenance. He also pointed out the high cost of archiving samples.

**Decision:**

- Leah Walker motioned to approve the budget and Detailed Workplan. Tom Mumley seconded the motion. The motion for approval was carried by all present members.
- Leah Walker motioned to approve the transfer of \$60K earned in interest to Undesignated Funds. Tom Mumley seconded the motion. The motion for approval was carried by all present members.

**Action Items:**

- Reach out to Jan Thompson (USGS) to inquire about her retirement timeline and how this may affect the RMP. (Jay Davis, 11/30/18)

## 12. Decision: Select Theme for the 2019 Pulse Report and Discuss Upcoming Reports and Communication Products

Jay Davis began by presenting the results of the Annual Meeting evaluation survey, noting the high response rate and overall positive feedback. Jay mentioned the main point of improvement would be to better the balance of who attends the meeting (i.e., increase stormwater presence).

The SC shared additional comments commending the RMP on a successful meeting, and Karin North made the suggestion to charge a nominal fee (e.g., \$40) to non RMP-paying members to help with costs and minimize “no-show” attendees.

Jay Davis then presented a preliminary outline for the upcoming Pulse with a proposed theme of “Pollutant Pathways to the Bay.” The outline followed the pattern of providing a basic overview, important regulations, recent findings and present loads, as well as future challenges for each pathway. The SC was in support of this theme. Karin North and Tom Mumley discussed shortening or combining the proposed section on atmospheric deposition and Maureen Dunn asked for specifics on how the data on “present loads” would be sourced.

There was also discussion on how this topic would relate to the State of the Estuary Report planned for next year. Jay Davis and Luisa Valiela noted that there seemed to be crossover, and future coordination would be beneficial. Jay also noted the need for new graphics and infographics on pollutant pathways and asked the SC for suggestions to help in these efforts. Karin North suggested that good infographics would make the Pulse valuable for teachers and schools.



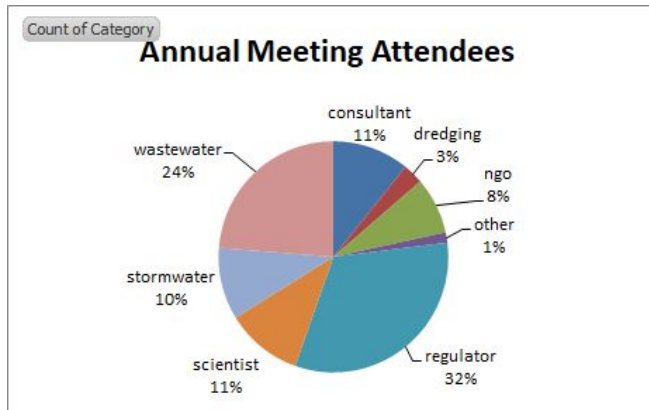
Finally, Jay Davis asked the SC for suggested topics for the December Estuary News article. He mentioned in past years CECs have been covered in December, and Rebecca Sutton suggested covering pharmaceuticals given the recent report release and SB212 legislation. Jay also relayed that Estuary News also suggested adding a Q&A with Phil Trowbridge to the article.

**Decision:**

- The SC approved the proposed Pulse theme.

**Action Items:**

- Make new pie chart of Annual Meeting attendees based on the registration list, not just survey responses. (Nina Buzby, 11/19/18)



- Coordinate Pulse and State of the Estuary Reports. (Jay Davis and Luisa Valiela, 07/01/19)
- Look into sources, pathways, loadings data and confer with the TRC and SC. (Jay Davis, 06/01/19)
- Send out East Bay Express EBMUD article to SC members. (Jay Davis, 10/25/18)
- Reach out to Robert Wilson for Pulse education graphics. (Leah Walker, 11/2/18)
- For the Science Update at the January SC meeting, consult with Becky regarding the possibility of a CEC item, then run it past Tom and Karin. (Jay Davis, January 15)

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

Phil Trowbridge presented the stoplight report and gave an update on RMP action items and deliverables. He noted the delay in a few reports related to extenuating hurricane delays, late lab results, long external review periods, and backlogged RMP staff efforts.

Phil also explained the plan for delegating deliverable management to Ila Shimabuku in his absence.

Jay Davis noted the upcoming Sport Fish Strategy meeting scheduled for November 14th and encouraged the attendance of any SC members who had interest.

**Action Items:**

- Contact Brian and Beth with LTMS to finish review of the sediment bioaccumulation evaluation report. (Luisa Valiela, 10/26/18)
- Change due date of Steinberger Slough report to January 2019. (Ila Shimabuku, 10/31/18)
- Send out the Sport Fish Strategy meeting invitation. (Jay Davis, 10/26/18)

**Adjourn**