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#### **Multi-Year Planning Workshop & RMP Steering Committee Meeting**

#### January 22, 2020

9:00 AM – 3:30 PM

**REMOTE ACCESS**

**Audio by Phone: (415) 594-5500, Access Code 943-326-397#**

**Slides:** [**https://join.me/sfei-conf-cw1**](https://join.me/sfei-conf-cw1)

**AGENDA**

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|  | **MULTI-YEAR PLANNING WORKSHOP (Continued from October)** |  |
| **1.** | **Introductions and Review Agenda** Goals for the meeting:   * Review actions from MYP Workshop * Set the planning budget for workgroups | 9:00  Tom Mumley |
| **2.** | **Discussion/Decision: Update on Status and Trends Review and Redesign** The small group has met twice to discuss the goals and scope of a Status & Trends redesign. We will report on our progress and suggestions for next steps. The SC will need to decide whether to progress with the effort and how to fund the effort.  Materials: Memo to discontinue bivalve monitoring, see page xx  Desired outcome:   * Approve next steps for review * Approve use of Program Review funds * Approve discontinuation of Bivalve Status & Trends sampling * Discuss use of funds allocated to Bivalve monitoring | 9:10  Melissa Foley, Jay Davis |
| **3.** | **Information & Discussion: Update on Workgroup Coordination and Planning Costs** The 2020 budget now includes line items for the four workgroups that do not have strategy funds to coordinate workgroup meetings. All six workgroups will have line items in 2021 and no coordination costs as special studies.  The TRC agreed to take on the role of workgroup coordination. This will be a standing item at the March TRC meetings.  Materials: None  Desired outcomes:   * Informed committee on workgroup accounting * Discuss charge questions for the March TRC meeting | 9:40  Melissa Foley |
| **4.** | **Decision: Setting Planning Budgets for Workgroups**  To be efficient in proposal development and workgroup meetings, the Steering Committee needs to set clear planning budgets for each of the workgroups.  The Program Manager will compare available funding for special studies in 2021 to identified high priority studies. The Program Manager and Lead Scientist will present the types of special studies being proposed for each Workgroup for discussion by the SC and TRC. Materials: Draft 2020 Multi-Year Plan <https://www.sfei.org/documents/2020-rmp-multi-year-plan> **Desired outcomes:**   * Approve planning budgets for WGs * Give direction to workgroups or the Technical Review Committee on topics that are a high priority for the Steering Committee | 10:10  Melissa Foley |
| **5.** | **Break** | 10:40 |
|  | **STEERING COMMITTEE MEETING** |  |
| **1.** | **Review SC agenda** | 10:50  Tom Mumley |
| **2.** | **Decision: Approve Meeting Summary from October 23, 2019, and Confirm/Set Dates for Future Meetings** Scheduled meetings:April 22, 2020 July 22, 2020  Proposed meetings (4th Wednesdays): SC: October 28, 2020Scheduled meetings:TRC: March 12, 2020TRC: June 11, 2020TRC: September 10, 2020IS EVERYONE GETTING CALENDAR INVITES & AGENDA PACKAGES? Materials: SC Meeting Summary, see pages xx-xx  Desired outcome:Approve meeting summary, confirm existing meeting dates, and set dates for future meetings | 10:55  Tom Mumley |
| **3.** | **Information: TRC Meeting Summary**  Topics discussed at the most recent TRC meeting included:  * Microplastics in bivalves presentation - microplastics present in all samples, mainly fibers; Bay similar to other locations around the world; not a great bioindicator because they are selective filter feeders * Review of S&T bivalve sampling plan - S&T review subgroup will make a determination for 2020 sampling * Decision on North Bay margins sediment sampling locations * Data Exploration Challenge - ends at the end of January; TRC will judge the entries in March * Microplastics strategy - Becky will present at this meeting also * Update from the Data Services team on lab timeliness and tool updates * Reviewed possible options for 2020 Intercalibration studies   Materials: TRC Meeting Summary, see pages xx-xx Desired Outcome:Informed Committee | 11:05  Melissa Foley |
| **4.** | **Information: RMP Financial Update for 2019 Quarter 3**The RMP Financial Update report summarizes the balance of budgeted and reserved RMP funds as well as its cash position. An update on outstanding dredger contributions will also be provided. Materials: Financial Update Memo, see pages xx-xx Desired outcome:  * Informed Committee | 11:15  Jen Hunt |
| **5.** | **Decision: Dredger Fee Schedule Renewal**  The three-year dredger fee schedule expired at the end of 2019. We will discuss the challenge of meeting the dredger contribution going forward and develop a plan for further discussions on future fee structures.  Materials: 2017 Dredger Fee Memo, see page xx  Desired outcome:   * Approve one-year extension of current dredging fees | 11:40  Melissa Foley |
|  | **Lunch (provided)** | 12:00 |
| **6.** | **Decision: Approve the 2020 Budget and Detailed Workplan**  The 2020 Detailed Workplan and Budget presents the revenue, expenses and deliverables that are planned for 2020. In July, the Steering Committee approved the special studies for 2020. In September, the TRC reviewed proposed budgets for Status and Trends Monitoring. The Detailed Workplan includes the special studies plus Program Management, Governance, Data Services & Quality Assurance, Annual Reporting, Communications, and Status and Trends Monitoring. The Steering Committee needs to approve this workplan so that work can begin.  Materials: 2020 Detailed Workplan, see pages xx-xx  Desired outcome:   * Approve the 2020 Budget and Detailed Workplan | 12:30  Melissa Foley |
| **7.** | **Decision: Allocating Minimum Mandatory Penalty Funds to Projects**  MMP Funds have been accumulating and total ~$70K. We will discuss how to allocate these funds to projects, including the possible use of the SEP list.  Materials: SEP list, see pages, xx-xx  Desired Outcome:   * Determine a process for allocating MMP funds * Approve using a portion of MMP funds for North Bay selenium work | 12:50  Melissa Foley |
| **8.** | **Decision: Approve the Multi-Year Plan**  The draft MYP was presented at the October MYP workshop. Comments from the meeting have been incorporated. Revisions to the Plan will be highlighted.  Materials:   * Draft Final Multi-Year Plan, <https://www.sfei.org/documents/2020-rmp-multi-year-plan>   Desired outcomes:   * Approve Multi-Year Plan | 1:10  Melissa Foley |
| **9.** | **Decision: Approve the addition of one proposal from the Sediment WG to the SEP list** The TRC approved the addition of one project from the Sediment WG to the SEP list.  Materials: USGS sediment flux proposal, see pages xx-xx  Desired Outcome:   * Approve the addition of this project to the SEP list | 1:30  Melissa Foley |
| **10.** | **Information: Review Incomplete Projects from 2016-2019** Review incomplete projects from 2016-2019 and provide a timeline for completion. Materials: Ongoing projects table, see pages xx-xx  Desired Outcome:  * Informed Committee | 1:45  Melissa Foley |
| **11.** | **Science Update: Microplastics in SF Bay and Future Priorities** Results from the Moore microplastics study in San Francisco Bay, knowledge gaps, and future study priorities.  Materials: None  Desired Outcome:   * Informed Committee | 2:05  Diana Lin |
| **12.** | **Information: Annual Meeting Date, Upcoming Reports, and Communications Products**  Confirm the date of the 2020 Annual Meeting, review upcoming reports, and the outline for the 2020 RMP Update.  Materials: None Desired Outcomes:Informed Committee  * Confirm the 2020 Annual Meeting date | 2:45  Jay Davis |
| **13.** | **Discussion: Status of RMP Deliverables and Action Items**  Highlight new columns added to reports to better track delays.  Materials: Action Items & Deliverables Stoplight Reports, see pages xx-xx Desired outcome: Informed committee about the status of RMP deliverables | 3:05  Melissa Foley |
| **14.** | **Discussion: Plan Agenda Items for Future Meetings**  Desired Outcome: Identify future agenda items | 3:15  Jay Davis |
| **15.** | **Discussion: Plus/Delta** | 3:25 |
| **16.** | **Adjourn** | 3:30 |

Recently Completed RMP Reports/Products

Sedlak, M.; Sutton, R.; Miller, L.; Lin, D. 2019. Microplastic Strategy Update. SFEI Contribution No. 951. San Francisco Estuary Institute: Richmond, CA.

Sun, J.; Davis, J. A.; Stewart, R.; Palace, V. 2019. Selenium in White Sturgeon from North San Francisco Bay: The 2015-2017 Sturgeon Derby Study. SFEI Contribution No. 897. San Francisco Estuary Institute: Richmond, CA.

Yee, D.; Gilbreath, A. N.; McKee, L. J.; Davis, J. A. 2019. Conceptual Model to Support PCB Management and Monitoring in the San Leandro Bay Priority Margin Unit - Final Report. SFEI Contribution No. 928. San Francisco Estuary Institute: Richmond, CA.

Yee, D.; Wong, A.; Buzby, N. 2019. Characterization of Sediment Contamination in South Bay Margin Areas. SFEI Contribution No. 962. San Francisco Estuary Institute: Richmond, CA.