








Bay RMP Action Items

Key to Status Colors:

Green indicates greater than 90 days until the deliverable is due.

Yellow indicates a deliverable is due within 90 days.

Red indicates a deliverable that is overdue.

Primary	Deliverable	Assigned To	Due Date	Status	Comments	Meeting Date
Steering Committee Action Items from 4/19/16	Follow up with Rob Lawrence to find a new USACE representative or, if necessary, send a formal request to the USACE senior management	Philip Trowbridge	07/12/16	Complete		04/19/16
Steering Committee Action Items from 4/19/16	Develop procedures for using RMP funds as grant matching funds and report back to the SC	Philip Trowbridge	07/12/16			04/19/16
Steering Committee Action Items from 4/19/16	Discuss with Tom Mumley the possibility of using RMP funds as match for a Resilient Landscapes Water Quality Improvement Fund proposal. Bring the proposal back to the SC for approval if it is justified.	Philip Trowbridge	04/29/16	Complete		04/19/16
Steering Committee Action Items from 4/19/16	Distribute more information on the Resilient Landscape's Water Quality Improvement Fund proposal to the Steering Committee, if RMP funds will be used as match.	Philip Trowbridge	05/06/16	Complete		04/19/16
Steering Committee Action Items from 4/19/16	Send invoices for the AMR supplemental RMP contribution to all wastewater participants by mid May to give agencies the option of using left-over money in their budgets for this fiscal year.	Lawrence Leung	06/01/16			04/19/16
Steering Committee Action Items from 4/19/16	Revise guidance to workgroups to indicate that ranking of proposals is mandatory and that all workgroups should have extra projects scoped out to be ready for SEP settlements.	Phil Trowbridge	05/01/16	Complete		04/19/16
Steering Committee Action Items from 4/19/16	Modify the list of "new focus areas" based on SC feedback and continue to refine the concepts for the November SC meeting.	Philip Trowbridge	06/30/16			04/19/16
Steering Committee Action Items from 4/19/16	Add agenda item to the July 2016 SC meeting to consider a maximum undesignated reserve fund cap and plans for fee increases for the next three years	Philip Trowbridge	07/12/16	Complete	Added to list of agenda items.	04/19/16
Steering Committee Action Items from 4/19/16	Update and finalize the Internal Review report.	Philip Trowbridge	06/30/16		Add the lead staff for each area.	04/19/16
Steering Committee Action Items from 4/19/16	In the internal review document, include IEP as an external partner with whom to develop a stronger working relationship. Attend IEP meetings for the next year.	Philip Trowbridge	06/30/16			04/19/16
Steering Committee Action Items from 4/19/16	Post 1/19/16 meeting summary to website	Jennifer Sun	05/01/16	Complete		04/19/16
Steering Committee Action Items from 4/19/16	Schedule the next Steering Committee meeting for 1/17/17	Jennifer Sun	05/01/16	Complete		04/19/16
Technical Review Committee Action Items from 3/29/16	Post December 15, 2016 TRC meeting summary to the Bay RMP website	Jennifer Sun	04/15/16	Complete		03/29/16
Technical Review Committee Action Items from 3/29/16	Convene the New Focus Areas subcommittee to further refine potential new focus areas to prepare for the Multi-Year Planning workshop in November	Philip Trowbridge	06/30/16			03/29/16
Technical Review Committee Action Items from 3/29/16	Include link to the 2002-2003 CTR report and appendix in the 2015 report on CTR analytes	Don Yee	09/30/16			03/29/16
Technical Review Committee Action Items from 3/29/16	Talk to the Water Board regarding the potential policy implications for the six analytes with MDLs greater than criteria	Don Yee	06/30/16	Complete	Received feedback at SC meeting that the six non-detected compounds are not a priority for follow-up work.	03/29/16

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Technical Review Committee Action Items from 3/29/16	Find out if individual white sturgeon samples were archived and are available for mercury analysis, and if so, request the analysis	Jennifer Sun	04/22/16	Complete	Only composite samples were archived	03/29/16
Technical Review Committee Action Items from 3/29/16	Analyze PBDE trends in the Guadalupe River from 2005-2014 and report results to the TRC	Lester McKee	09/21/16			03/29/16
Technical Review Committee Action Items from 3/29/16	Update 2016 RMP Annual Meeting agenda with TRC suggestions	Jay Davis	04/15/16	Complete		03/29/16
Technical Review Committee Action Items from 3/29/16	Send an email to the TRC and other reviewers to mark their calendars for the RMP Update first draft review period of 5/15-5/31	Jay Davis	04/22/16	Complete	RMP Update will be presented at the 6/9/16 TRC meeting.	03/29/16
Technical Review Committee Action Items from 3/29/16	Review short term archive sample list (> 5 years old) and create an optimized sample set for external distribution	Jennifer Sun	06/30/16		Whole bivalve archives from 2004-2008 have been delivered to DPH, and fish archives have been shipped to SIU. Archive sample lots were consolidated (7 lots closed).	03/29/16
Technical Review Committee Action Items from 3/29/16	Schedule the next TRC meeting date for September 21	Jennifer Sun	04/15/16	Complete		03/29/16
Technical Review Committee Action Items from 3/29/16	Send the powerpoint presentations on draft RMP monitoring results to the TRC	Jennifer Sun	04/15/16	Complete		03/29/16
Steering Committee Action Items from 1/19/16	Post November 10, 2015 Multi-Year Planning Meeting Summary and Steering Committee Meeting Summary, and 2016 Multi-Year Plan to the Bay RMP and SFEI websites.	Jennifer Sun	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Discuss options for the RMP to serve as a mitigation project for 401 Water Quality Certifications with Peter Carroll and Regional Board staff	Tom Mumley	04/30/16	Complete	This funding source was not deemed viable by RB2. No further action.	01/19/16
Steering Committee Action Items from 1/19/16	Discuss options to develop Alternative Monitoring and Reporting Requirements for refinery dischargers in exchange for increased RMP fee payments with Peter Carroll and Regional Board staff	Tom Mumley	04/30/16	Complete	This funding source was not deemed viable by RB2. No further action.	01/19/16
Steering Committee Action Items from 1/19/16	Schedule a meeting with dredgers and Bay Planning Coalition in March	Philip Trowbridge	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Send comment letter on the Tentative Order for Alternative Monitoring and Reporting Requirements to the Water Board	Philip Trowbridge	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Prepare a specific proposal for RMP matching funds for the Flood Control 2.0 grant	Lester McKee	02/28/16	Complete	Will be on SC agenda for 4/19/16.	01/19/16
Steering Committee Action Items from 1/19/16	Allocate up to \$189,330 in funds from Undesignated Funds for the three approved wet weather monitoring projects. Include a note that the Steering Committee approved the use of up to the total requested amount, with the understanding that RMP staff should pursue other funding sources to reduce the cost to the RMP (e.g. SFEP funding for Guadalupe River monitoring)	Philip Trowbridge	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Set up the new Guadalupe River Hg and SSC monitoring project in Deltek and prepare contracts	Philip Trowbridge	02/15/16	Complete	Check Google Sheet and Deltek. Be prepared for TAA with USGS.	01/19/16
Steering Committee Action Items from 1/19/16	Prepare to implement the Guadalupe River Hg Study	Lester McKee	03/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Include the development of long-term Guadalupe River mercury and Bay sediment study plans, stakeholders and funding sources in RMP external coordination efforts.	Lester McKee	06/30/16			01/19/16
Steering Committee Action Items from 1/19/16	Have discussions with potential Delta stakeholders and funders. Coordinate discussions with Tom Mumley and the Water Board.	Philip Trowbridge	06/30/16			01/19/16

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Steering Committee Action Items from 1/19/16	Send a notification to the NMS planning committee that the RMP Steering Committee has approved \$31,000 from RMP allocated funds in 2016 for wet weather and spring bloom nutrients monitoring, and ask for any objections. The Steering Committee includes three members of the NMS planning committee, who all voted in favor of the proposal.	Dave Senn	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Work with USGS and RTC collaborators to refine the approved proposal and ensure that the approved funds will provide the maximum benefit possible.	Dave Senn	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Set up contracts with RTC to implement the wet-weather nutrient monitoring.	Jennifer Hunt	02/29/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Allocate funds from Undesignated Funds for up to \$25,000 to fund the development of a Microplastics Strategy in 2016	Lawrence Leung	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Set up a Microplastics Strategy project in Deltak	Philip Trowbridge	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Include Karin, Jim, Tom, and Adam on a planning group to guide the development of the Microplastics Strategy	Rebecca Sutton	02/15/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Add a yearly update on modeling to the list of science updates for the Steering Committee	Jay Davis	02/28/16	Complete	Added to agenda list.	01/19/16
Steering Committee Action Items from 1/19/16	Consider a revision to the report name, or change it to "Regional Monitoring Program Update." Revise the column on the Program Impact page that currently reads "Decisions Informed by the RMP" to reflect the fact that decisions are actively being informed (not past tense) and the RMP is not the only source of information for these decisions	Jay Davis	05/15/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Reserve Friday, October 7th as the Annual Meeting date at the Brower Center	Jennifer Sun	02/15/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Implement workplan for the RMP Internal Review and prepare a summary of outcomes for the April Steering Committee meeting	Philip Trowbridge	04/19/16	Complete	Will be on SC agenda for 4/19/16.	01/19/16
Steering Committee Action Items from 1/19/16	Review overdue deliverables in smartsheets and make sure all have revised deadlines in their comments	Philip Trowbridge	01/31/16	Complete		01/19/16
Steering Committee Action Items from 1/19/16	Schedule the Multi-Year Planning Meeting and fall Steering Committee meeting for November 1, 2016	Jennifer Sun	01/31/16	Complete		01/19/16
Technical Review Committee Action Items from 12/15/15	Follow-up with Tom Hall regarding the schedule for finalizing data from the 2016 water cruise	Philip Trowbridge	01/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Provide information to the TRC on how CEC Action Plans will be produced and rolled out for public comment	Naomi Feger	04/15/16	Complete	This information will be presented at the ECWG meeting in April 2016.	12/15/15
Technical Review Committee Action Items from 12/15/15	Prepare a slide that explains how the data from all the different PCB studies will be used to inform the other studies and the broader management questions about PCBs	Jay Davis	05/20/16	Complete	This information will be presented at the PCB WG meeting.	12/15/15
Technical Review Committee Action Items from 12/15/15	Convene meetings of interested stakeholders about potential new focus areas for the RMP to better define the RMP's role/niche. Put this issue back on the TRC agenda for the March 2016 meeting	Philip Trowbridge	03/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Send the TRC the slides from the meeting showing the schedule for data release from the 2016 workplan in order to solicit comments on datasets of high priority	Philip Trowbridge	01/15/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Send notifications to the TRC when RMP datasets are available on CD3	Amy Franz	03/31/16	Complete	This is an ongoing action item	12/15/15
Technical Review Committee Action Items from 12/15/15	Dispose of the archived whole mussel samples as well as the duplicate sediment samples from 1992-2002. Add a discussion to the March TRC agenda about possible uses of other archive materials, including the Risebrough samples	Philip Trowbridge	03/31/16	Complete	Plan is to only dispose of the whole tissue mussel samples for now. Will discuss the rest of the possible samples to discard with the TRC.	12/15/15

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Technical Review Committee Action Items from 12/15/15	Set up a webinar to present a demo of CD3 enhancements and the archive tool	Cristina Grosso	06/30/16		Presentation will be on CD3 only. Archive tool is just for internal use. The tool will be presented in December to the TRC.	12/15/15
Technical Review Committee Action Items from 12/15/15	Contact EBMUD and AXYS regarding next steps for PCB interlab study	Don Yee	01/15/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Find out which labs currently hold the NOAA and EPA contracts and get information on their methods for PCBs	Don Yee	01/15/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Schedule a conference call with the TRC in late February or early March to present new information and a decision on the laboratory	Philip Trowbridge	03/15/16	Complete	A subcommittee of the TRC was formed. The group met by teleconference in February.	12/15/15
Technical Review Committee Action Items from 12/15/15	Get a cost estimate for the USGS to perform high frequency mapping in South Bay and Suisun Bay during El Nino conditions	Philip Trowbridge	01/15/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Develop a list of the pros/cons and utility of the data for all of the possible options for El Nino nutrient monitoring (high frequency mapping cruises, RTC proposal, nutrient flux measurements)	Philip Trowbridge	01/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Update microplastics strategy proposal by adding: (1) more emphasis on analytical methods and quality assurance; (2) pre-workshop engagement with stakeholders to refine the management questions; and (3) a full day workshop (instead of a half day)	Rebecca Sutton	01/11/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Take the microplastics proposal to the Steering Committee for approval in January	Philip Trowbridge	01/18/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Provide Nirmela with the SEM results for the wastewater effluent samples from Bay Area POTWs	Rebecca Sutton	01/11/16	Complete	Initial comments from Dr. Mason have been provided to Nirmela, and a conference call is advised for further questions.	12/15/15
Technical Review Committee Action Items from 12/15/15	Explicitly list the TRC as reviewers for all items on in the Upcoming Bay RMP Reports and Technical Products table	Philip Trowbridge	01/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Share product review procedures with RMP staff	Philip Trowbridge	01/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Check in with Naomi Feger and WB staff to make sure that the RMP and the Water Board are on the same page with the CEC Action Plan and CEC Strategy	Rebecca Sutton	03/31/16	Complete	Water Board staff were consulted as to potential new CEC management questions and revised strategy scope. Our understanding is that one of the four CEC Action Plans is still in progress, and when it's done, all four will be released.	12/15/15
Technical Review Committee Action Items from 12/15/15	Call Tom Hall to determine a potentially accelerated schedule for the processing of the CTR data from the 2015 Bay RMP Water Cruise	Philip Trowbridge	01/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Talk with partners (BACWA, SCVWRD, SCCWRP) regarding management questions about RO concentrate	Philip Trowbridge	03/31/16	Complete		12/15/15
Technical Review Committee Action Items from 12/15/15	Confirm and then schedule a TRC meeting date of June 14	Philip Trowbridge	01/31/16	Complete	Meeting date was changed to June 9.	12/15/15
Steering Committee Action Items from 11/10/15	Contact SCVWD regarding funding for the Guadalupe mercury monitoring	Tom Mumley	11/30/15	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Revise the study proposals based on feedback and report back to the SC in January	Philip Trowbridge	01/19/16	Complete	Proposals have been revised. On agenda for 12/15 TRC meeting.	11/10/15

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Steering Committee Action Items from 11/10/15	Update Detailed Workplan and Budget with the approved change and add final budgets and deliverables to accounting software	Philip Trowbridge	11/30/15	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Follow up with Tom Mumley, Naomi Feger, and John Coleman regarding the development of a new dredger fee formula	Philip Trowbridge	11/30/15	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Create agenda item on the Stormwater Science Updates. Schedule Rusty Holleman to give a science update at the January 2016 Steering Committee meeting.	Philip Trowbridge	11/14/15	Complete	Items on agenda.	11/10/15
Steering Committee Action Items from 11/10/15	Discuss and potentially develop a crowdfunding page for microplastics monitoring	Philip Trowbridge	11/30/15	Complete	Discussed option internally within SFEI. The option was deemed unlikely to raise significant funds and could be problematic.	11/10/15
Steering Committee Action Items from 11/10/15	Prepare outline of the 2016 RMP Update to present at the January 2016 Steering Committee Meeting	Jay Davis	01/19/16	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Continue discussions with John Coleman regarding potential funding from legacy contaminated sites	Philip Trowbridge	11/30/15	Complete	This funding source was not deemed viable by RB2. No further action.	11/10/15
Steering Committee Action Items from 11/10/15	Talk to Tom Mumley about a strategy for pursuing new revenue through non-MS4 Phase II stormwater permittees	Adam Olivieri	11/30/15	Complete	This funding source was not deemed viable by RB2. No further action.	11/10/15
Steering Committee Action Items from 11/10/15	Update deliverables smartsheet to reflect that the Selenium Information Synthesis report will be a summary powerpoint	Philip Trowbridge	11/30/15	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Send email to stakeholders containing PDF of the Multi-Year Plan, including a reminder of the December 4th review deadline	Philip Trowbridge	11/14/15	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Add a discussion item to the next Steering Committee meeting about using RMP monies as matching funds for grant applications.	Philip Trowbridge	01/19/16	Complete	Add to list of upcoming agenda items	11/10/15
Steering Committee Action Items from 11/10/15	Develop a plan for an internal retreat	Philip Trowbridge	01/19/16	Complete		11/10/15
Steering Committee Action Items from 11/10/15	Look into adding Selenium to stormwater monitoring, particular in South Bay	Lester McKee	12/01/15	Complete	Selenium was added	11/10/15
Steering Committee Action Items from 11/10/15	Prepare an explanation for how STLS, PCB, and margins S&T studies are related.	Philip Trowbridge	01/19/16	Complete	A synthesis slide for the RMP presentations was created.	11/10/15
Technical Review Committee Action Items from 9/22/15	Post June 30, 2015 TRC meeting summary to the website	Jennifer Sun	10/22/15	Complete		09/22/15
Technical Review Committee Action Items from 9/22/15	Inform RMP participants in the next RMP eUpdate that copies of previous year's Pulse publications are available upon request	Jay Davis	10/31/15	Complete		09/22/15
Technical Review Committee Action Items from 9/22/15	Prepare proposals and monitoring budgets for (1) Golden Gate sediment flux monitoring, and (2) Lower South Bay sediment flux monitoring. The proposals will include monitoring, data review, and data analysis as separate tasks that may be funded separately	David Schoelhamer	10/16/15	Complete	The proposal and budget for Golden Gate sediment flux monitoring has been received.	09/22/15
Technical Review Committee Action Items from 9/22/15	Send Karen Taberski a summary of the Guadalupe River sampling design and criteria for triggering a sampling event	Lester McKee	10/16/15	Complete		09/22/15
Technical Review Committee Action Items from 9/22/15	Discuss Priorities for monitoring Guadalupe River, Mallard Island, and mercury wet deposition during extreme wet weather monitoring with Carrie Austin and other TMDL staff. Report back to Lester McKee with monitoring priorities, for which he will prepare monitoring proposals	Karen Taberski	10/16/15	Complete		09/22/15
Technical Review Committee Action Items from 9/22/15	Prepare proposals and monitoring budgets for (1) Guadalupe River monitoring, (2) Mallard Island monitoring, and (3) mercury wet deposition monitoring if recommended by Water Board staff	Lester McKee	10/30/15	Complete		09/22/15
Technical Review Committee Action Items from 9/22/15	Send STLS meeting agendas to Luisa Valiela and other interested parties	Lester McKee	10/22/15	Complete	Luisa Valiela was added to the STLS mailing list.	09/22/15

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Steering Committee Action Items from 7/21/15	Post April 21, 2015 SC meeting summary to the website	Jennifer Sun	07/31/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Post prior and future TRC and SC meeting agenda packages on the main SFEL website calendar and program pages, including separate files for each agenda item	Jennifer Sun	08/15/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Update the 2012, 2013, and 2014 Nutrients modeling budgets to reflect the consolidation of remaining funds into the 2014 budget year	Lawrence Leung	08/15/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Schedule a presentation by Rusty Holleman at a future SC meeting, to provide an update on the nutrient modeling workplan and the potential use of these models to provide insight into other RMP program areas (e.g. emerging contaminants, PCBs, margins)	Philip Trowbridge	09/30/15	Complete	Presentation scheduled for January 2016 SC meeting	07/21/15
Steering Committee Action Items from 7/21/15	Develop a proposal for transitioning the RMP to a fiscal year without disrupting the RMP's planning and governance process to present at the November SC meeting	Philip Trowbridge	01/30/16	Complete	Presented at 4/19/16 SC meeting. SC agreed to stop planning for a fiscal year transition.	07/21/15
Steering Committee Action Items from 7/21/15	Provide Karin North with a summary table of loads reported and invoices paid by each POTW over the past few years	Lawrence Leung	08/15/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Respond to Novato's question regarding load calculations for RMP fees, allow them to remove recycled water from their load calculation	Lawrence Leung	08/15/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Lead a conversation with BACWA to determine whether BACWA can pay RMP fees for all POTWs	Karin North	10/31/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Revise budget for the 2015 Sturgeon Muscle Plug Study and Undesignated Funds balance to reflect a \$12,000 increase. Update the deliverables for the study to reflect the expanded scope.	Jennifer Sun	08/07/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Set up budgets and deliverables for the approved 2016 Special Studies	Philip Trowbridge	08/07/15	Complete	Budgets have been created in Deltek. Need to add deliverables to smartsheet for 3016.00.	07/21/15
Steering Committee Action Items from 7/21/15	Organize discussions with the Water Board and PCB workgroup regarding the short- and long-term implications of special studies budget cuts for implementing the PCB strategy	Jay Davis	09/30/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Update the charge to the New Revenue Subcommittee and schedule the first subcommittee meeting	Philip Trowbridge	08/07/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Invite John Coleman to participate in the subcommittee	Philip Trowbridge	08/07/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Communicate with the Delta RMP and Contra Costa County Stormwater Program that all of CCC should continue to pay fees to the Bay RMP	Philip Trowbridge	08/07/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Prepare a list of actions that will be taken to coordinate with the Delta RMP. This list will be vetted with the Delta RMP co-Chairs and included in the 2016 Bay RMP Detailed Workplan	Philip Trowbridge	11/02/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Update the budget and deliverables for the 2015 Water Cruise to reflect the additional \$26,000 approved for CTR monitoring	Jennifer Sun	08/07/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Create calendar events on the SFEL website for the SC meetings on January 19 and April 19, 2016, and send meeting invites to the SC	Jennifer Sun	07/31/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Update the meeting summaries and agendas that are available on the RMP Google Site and redistribute the link to the SC and TRC	Jennifer Sun	07/31/15	Complete		07/21/15
Steering Committee Action Items from 7/21/15	Send slides for Selenium Science Update to Peter Carroll	Jennifer Sun	07/31/15	Complete		07/21/15
Technical Review committee Action Items from 6/30/15	Post March 11, 2015 TRC meeting summary to the Bay RMP google sites	Jennifer Sun	07/15/15	Complete		06/30/15

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Technical Review committee Action Items from 6/30/15	Update PCB workgroup that the TRC has recommended a 2015 funding level of \$40k. Obtain an updated proposal from the PCB Workgroup	Jay Davis	07/14/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Follow up with Chris Beegan to determine if funds can be procured from the Water Board to partially fund the Effects of clay on E. estuaris study	Karen Taberski	07/20/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Obtain price quote for trace metals analyses by SFPUC	Don Yee	07/14/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Update budget and Bay Margins study design to include trace metals analyses by SFPUC instead of Brooks Rand Laboratories	Philip Trowbridge	07/14/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Prepare a formal recommendation to remove or reduce nutrients monitoring in the S&T Water Cruise plan, based on data collected as part of the Nutrient Management Strategy	Dave Senn	07/14/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Evaluate the possibility of conducting a selenium interlab calibration study using a Cutter-like method and discuss the priority for this work with Barbara Baginska	Philip Trowbridge	07/20/15	Complete	Barbara Baginska responded that an interlab comparability study for Se in water was not a priority at this time.	06/30/15
Technical Review committee Action Items from 6/30/15	Prepare memo for the Steering Committee requesting Undesignated Funds to add analyses of all CTR constituents not recently monitored to the 2015 Water Cruise.	Philip Trowbridge	07/14/15	Complete	On agenda for 7/21/15 SC meeting.	06/30/15
Technical Review committee Action Items from 6/30/15	Add a version number to the 2015 RMP QAPP to uniquely identify the document once it is approved	Don Yee	08/15/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Send an email to all TRC committee members to propose and confirm a March 29, 2016 meeting date	Jennifer Sun	07/15/15	Complete		06/30/15
Technical Review committee Action Items from 6/30/15	Add (1) an Archive Database Web Application Demo, and (2) a discussion of the current archive size and budget to the December 20, 2015 TRC meeting agenda	Philip Trowbridge	11/30/15	Complete	Recorded in list of potential agenda items.	06/30/15
Technical Review committee Action Items from 6/30/15	Add item to the July 21, 2015 Steering Committee agenda for requesting Undesignated Funds for the 2015 Sturgeon Muscle Plug study	Philip Trowbridge	07/14/15	Complete		06/30/15