



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
Steering Committee Action Items from 04/21/15	Post January 29, 2015 SC meeting summary to the RMP website	Jennifer Sun	05/01/15	Complete	
Steering Committee Action Items from 04/21/15	Add an action item to the fall 2015 SC meeting agenda to discuss the RMP Program Review and use of program review funds	Philip Trowbridge	11/10/15	Complete	This item will be on the agenda in October 2015.
Steering Committee Action Items from 04/21/15	Add an agenda item to a future SC meeting to discuss how to efficiently collect fees from small dredgers	Philip Trowbridge	11/10/15		
Steering Committee Action Items from 04/21/15	Transfer \$50,000 from the 2014 RMP budget to a Set-Aside Fund for Monitoring Contingency	Lawrence Leung	05/08/15	Complete	Wasn't in Deltak. Also was not an expense as in prior years. No changes need to be made.
Steering Committee Action Items from 04/21/15	Merge Set-Aside funds as directed by the SC	Lawrence Leung	05/08/15	Complete	
Steering Committee Action Items from 04/21/15	Memorialize processes for allocating Monitoring Contingency and Undesignated Funds	Lawrence Leung	05/15/15	Complete	Financial update memos to the SC shall include a table with the last both the current balance of the Undesignated Funds and a list of all deposits and withdrawals made in the preceding 12 months. A note was added to the Reserve Ledger with instructions for authorizing the use of the Monitoring Contingency Set-Aside funds.
Steering Committee Action Items from 04/21/15	Convene a SC subcommittee for new revenue options. The group will prepare a position paper describing the pros, cons, and viability of the different revenue options for the July SC meeting	Philip Trowbridge	07/24/15		
Steering Committee Action Items from 04/21/15	Accelerate the effort to develop a new algorithm for dredgers fees through the Bay Planning Coalition	Philip Trowbridge	06/01/15	Complete	
Steering Committee Action Items from 04/21/15	Communicate the 2016 special study budget options to the Workgroups	Philip Trowbridge	06/30/15	Complete	
Steering Committee Action Items from 04/21/15	Prepare document to address the concerns raised by the SC about the Bay Margins study design, send to TRC workgroup to review	Don Yee	05/15/15	Complete	The study design was revised to address concerns raised by the SC. The revised document was distributed to the TRC and SC as part of the TRC agenda package for the 6/30/15 meeting.

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Steering Committee Action Items from 04/21/15	Send final Bay Margins study design rationale document to the SC over email	Don Yee	05/22/15	Complete	The study design was revised to address concerns raised by the SC. The revised document was distributed to the TRC and SC as part of the TRC agenda package for the 6/30/15 meeting.
Steering Committee Action Items from 04/21/15	Transfer \$86,370 from the Undesignated Funds to the 2015 budget and update the budget tables	Lawrence Leung	05/08/15	Complete	Updated Reserve Ledger, 2015 RMP Budget Spreadsheet, and 2015 RMP Deltek Plan. Updated Deltek budget numbers on the back end.
Steering Committee Action Items from 04/21/15	Confirm the units for perfluorinated compounds in POTW effluent	Rebecca Sutton	05/01/15	Complete	
Steering Committee Action Items from 04/21/15	Strike "Draft" from the final charter title and update the header with the approval date	Philip Trowbridge	05/08/15	Complete	
Steering Committee Action Items from 04/21/15	Add a review and update of the charter to the annual schedule for SC agenda items.	Philip Trowbridge	05/08/15	Complete	The review will occur at the October meeting at which the SC elects the chair and vice chair
Steering Committee Action Items from 04/21/15	Post the charter on the RMP website in a prominent location	Jennifer Sun	06/01/15	Complete	A link has been added to the Bay RMP Program Page on the new website under "Additional Materials."
Steering Committee Action Items from 04/21/15	Distribute the charter in an RMP eNewsletter	Jay Davis	05/29/15	Complete	
Steering Committee Action Items from 04/21/15	Jay Davis will review the draft Pulse article on Water Quality in 2065 and share it with collaborators ASAP and reviewers within the next week after the SC meeting	Jay Davis	04/27/15	Complete	
Steering Committee Action Items from 04/21/15	Work with the RB and BACWA to convene a discussion of CTR monitoring requirements and how the RMP could assist	Philip Trowbridge	06/01/15		The Water Board and BACWA have held initial discussions on this topic. This action item will be kept open until a decision regarding RMP involvement is made.
Steering Committee Action Items from 04/21/15	Talk with Dave Senn about the deadlines for the Nutrient Conceptual Model report	Philip Trowbridge	05/15/15	Complete	
Steering Committee Action Items from 04/21/15	Change the RMP calendar for the fall SC meeting to 11/10/15 and send a new invitation to the SC	Philip Trowbridge	05/15/15	Complete	
Technical Review Committee Action Items from 03/11/15	Contact Jan O'Hara to get compiled data on PCBs from Envirostor. These data will be used to determine if any older data can replace new sites.	Don Yee	04/10/15	Complete	Jan in contact with Alicia on getting the GIS data layers (for the PMU work). Current layers are just locations of sites, not monitoring data from the sites.
Technical Review Committee Action Items from 03/11/15	Update the margins proposal before sending it to the SC. (1) Add exclusion criteria for sites that are too deep (e.g., in channels); (2) Add a simple definition of the habitat that will be sampled (e.g., mud flat); (3) Add the definition of Central Bay and clarify that is is not the same as the RB2 definition; (4) Add deadlines to the reporting section - March 2016 for presentation of preliminary data and lessons learned to the TRC, December 2016 for final report.	Don Yee	04/10/15	Complete	Revised proposal in the package.
Technical Review Committee Action Items from 03/11/15	Send out figures from each section of the SOTE Report for the committee to review and ask for comments by 3/20/15	Jay Davis	03/13/15	Complete	

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Technical Review Committee Action Items from 03/11/15	Talk with Dave Senn about proposing a concurrent session on nutrients at the SOTE Conference, or perhaps just giving a talk during water quality session.	Philip Trowbridge	03/26/15	Complete	
Technical Review Committee Action Items from 03/11/15	Work with the STLS Team to develop a workplan for left over STLS funds (\$133k) to present to the TRC by 4/7/15 and then the SC by 4/14/15 with deliverables and budget	Lester McKee	04/07/15	Complete	
Technical Review Committee Action Items from 03/11/15	Work on language in the Charter to address comments from the TRC regarding defined seats.	Philip Trowbridge	04/14/15	Complete	
Technical Review Committee Action Items from 03/11/15	Modify the roster of Workgroups and Science Advisers per the proposal as modified by the TRC and develop a new organization chart showing the RMP committees, workgroups, and strategy teams	Philip Trowbridge	04/14/15	Complete	The RMP Charter contains the new org chart of WGs, strategy teams, and committees.
Technical Review Committee Action Items from 03/11/15	Look into making the smartsheet reports on the website filterable and will develop instructions for adding the meeting calendar to one's personal calendar	Jennifer Sun	04/14/15	Complete	The reports cannot be made filterable. The calendar can be easily added for Google users but it is a bit more complicated for others. The calendar will just be used as a reference.
Technical Review Committee Action Items from 03/11/15	Amy Chastain and Eric Dunlavey will followup up with BACWA regarding the need for CTR monitoring	Amy Chastain	06/30/15		
Steering Committee Action Items from 01/29/15	Post November 13 SC and Multi-Year Planning Workshop meeting summaries to the website.	Philip Trowbridge	04/21/15	Complete	
Steering Committee Action Items from 01/29/15	Distribute expanded outline for the Pulse Report to the subcommittee	Jay Davis	04/21/15	Complete	
Steering Committee Action Items from 01/29/15	Prepare a proposal for \$133k of unused 2014 stormwater monitoring funds for the TRC to review and the SC to approve	Lester McKee	04/21/15	Complete	Will send out with TRC package
Steering Committee Action Items from 01/29/15	Add a discussion regarding RMP Program Review funds to an upcoming SC agenda	Philip Trowbridge	10/31/15		This action item was deferred to October 2015 when the SC will have the time for a broader ranging discussion of the goals and options for a Program Review.
Steering Committee Action Items from 01/29/15	Prepare a proposal regarding fees for 2016 and 2017 to be paid by NRG	Philip Trowbridge	04/21/15	Complete	
Steering Committee Action Items from 01/29/15	Revise Charter and distribute to SC and TRC for additional comments	Philip Trowbridge	04/21/15	Complete	
Steering Committee Action Items from 01/29/15	Send calendar invites for the rest of the 2015 SC meetings to SC Representatives	Philip Trowbridge	04/21/15	Complete	
Steering Committee Action Items from 01/29/15	Post meeting materials on from last two meetings on RMP website	Jennifer Sun	04/21/15	Complete	
Technical Review Committee Action Items from 12/10/14	0. Work with SFEI staff to make schedule for upcoming RMP relevant meetings and workshops available to committee members. Make sure that final reports are announced are made available when they are complete.	Philip Trowbridge	03/11/15	Complete	Sent a list of upcoming meeting to SC and TRC in 2/27/15. Currently working on a shared Google calendar to make this process more transparent.
Technical Review Committee Action Items from 12/10/14	1. Update the summary on page 14 of packet. 9/23 TRC Meeting, Items to Approve section. Tom Hall not Tom Mumley seconded the motion.	Philip Trowbridge	03/11/15	Complete	

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Technical Review Committee Action Items from 12/10/14	2. Update the 9/23 TRC summary on the top of page 15: The current cost of the margins sampling with MLML is 6 times less, Karen was not referring to Bay Protection sampling from 1994.	Philip Trowbridge	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	3. Page 19 of the packet, second paragraph: "Therefore, they cannot be released at the time", should be "Therefore, the cannot be released at the same time".	Philip Trowbridge	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	4. At the BACWA Executive Board Meeting, bring up the need for a meeting with the Water Board about the available CTR data, how to truncate old data, and whether new CTR data are needed.	Tom Hall	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	5. Share the draft RMP Charter with the TRC when it is ready for review with instructions to forward their comments to their SC representatives.	Philip Trowbridge	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	6. Talk with Letitia Grenier regarding ocean acidification research in the SOTER and develop a proposal for some background ocean acidification research for the TRC to consider for 2016.	Philip Trowbridge	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	7. Organize a group to assist with the manuscript on the RMP and its influence on management. Invite all TRC and SC members to participate.	Philip Trowbridge	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	8. Evaluate whether other sources of data for PCBs in margin sediments (Envirostor, Geotracker) should be compiled and compile them if appropriate.	Don Yee	03/11/15	Complete	Readily available data in CEDEN and from Bay Protection were compiled.
Technical Review Committee Action Items from 12/10/14	9. Set up subcommittee to look at the weighting and exclusion issues with the probabilistic monitoring design.	Don Yee	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	10. Work with Don Stevens to expand the sample frame for Status and Trends sediment sampling to cover the margin areas.	Don Yee	03/11/15	Complete	The pros/cons of this approach were discussed. It would be a big deal to make this change. Comparisons to past surveys would be invalid. We will revisit this idea in 2017 after the first round of margins sampling is complete but before the next normal sediment sampling round.
Technical Review Committee Action Items from 12/10/14	11. Prepare a revised monitoring design for Bay margins sediments for the March 2015 TRC meeting.	Don Yee	03/11/15	Complete	
Technical Review Committee Action Items from 12/10/14	12. Follow up with David Baldwin at NOAA regarding the Copper and the Olfactory Nerve Study.	Philip Trowbridge	03/11/15	Complete	
Steering Committee Action Items from 11/13/14	0. Update the Current and Anticipated Management Decisions, Policies and Actions table on page 6 of the draft MYP to reflect the feedback from the meeting.	Philip Trowbridge	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	1. Produce a "frame of reference" document on where we are and where we are going with mercury and PCBs in the basin.	Tom Mumley	09/30/15		The RB has committed to producing this deliverable before the 2015 RMP Multi-Year Planning meeting (normally in October).

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Steering Committee Action Items from 11/13/14	2. Make the MYP available on the website more easily. Make sure stakeholders have the actual URL of the document and direct links to important documents.	Philip Trowbridge	01/29/15	Complete	The 2015 Program Plan, Detailed Workplan and Multi-Year Plan were added to the RMP main page. The URL was emailed to the TRC and SC on 2/27/15.
Steering Committee Action Items from 11/13/14	3. Have review comments in by December 15th - this is to be based on the current document, with the knowledge that there is cleanup that is in progress already	Reviewers	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	4. Incorporate edits on the MYP received at the 11/13/14 meeting and via email and produce a new version of the report for the January SC meeting.	Jay Davis	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	5. Update the RMP Special Studies 2013-2018 table on Page 13 to make it clearer that 2016-2018 numbers are estimates.	Philip Trowbridge	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	6. Amend tables on pages 13, 18 and 19 to reflect MYP discussion.	Philip Trowbridge	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	7. Add an item to the TRC agenda to discuss how to synthesize various PCB projects	Philip Trowbridge	01/29/15	Complete	The various PCB projects planned for 2015 were discussed at the 12/10/14 TRC meeting.
Steering Committee Action Items from 11/13/14	8. Research the potential impacts of ocean acidification on the Bay and prepare a special study proposal for the TRC to consider.	Jennifer Sun	05/31/15	Complete	RMP staff will prepare a proposal for the June TRC meeting.
Steering Committee Action Items from 11/13/14	9. Track the adoption of CEC guidance by the State Water Board and determine if there will be any funding allocated to implementation.	Rebecca Sutton	04/30/15	Complete	The status of State funding for CECs was discussed at the ECWG meeting on 4/30/15.
Steering Committee Action Items from 11/13/14	10. Distribute the MYP Workshop meeting summary to the SC in January and ask for approval. Even though the SC does not include everyone who was present at the MYP workshop, the SC is the appropriate body to approve the summary.	Philip Trowbridge	01/29/15	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items from 11/13/14	11. Past Multi-Year Plan meeting summaries are valuable and should be posted on the RMP website.	Jennifer Sun	01/29/15	Complete	Posted 2012 and 2013 Multi-Year Plan meeting summaries to the Google Site
Steering Committee Action Items from 11/13/14	100. Confirm TRC minutes from 9/23/14. Double check who reported on the Charter Review (listed as Chris Sommers)	Philip Trowbridge	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	101. In section starting on page 20, clean up use of "unencumbered" vs. "undesignated"	Lawrence Leung	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	102. Develop consistent representation of \$200k reserve policy within the Undesignated fund. Add a note to the Balance Sheet that the RMP has a policy to maintain a \$200k minimum balance of the Undesignated Funds.	Lawrence Leung	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	103. Figure out where to appropriately account for the Caltrans money. They are contractually obligated to pay us. Are these funds additional revenue that goes directly into the Undesignated Fund?	Lawrence Leung	01/29/15	Complete	CalTrans funds are part of the 23.5% of fees allocated to stormwater agencies. The RMP receives the CalTrans funds later in the year, which is why they are tracked separately.
Steering Committee Action Items from 11/13/14	104. Water Board staff will attend a meeting of the BACWA Permits Committee discuss whether water testing for CTR parameters is necessary.	Tom Mumley	01/29/15	Complete	This deliverable should be completed by the RB and BACWA before the next TRC meeting (3/11/15).

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Steering Committee Action Items from 11/13/14	105. Send out a proposal for the 2015 Pulse to SC via email.	Jay Davis	01/29/15	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items from 11/13/14	106. Add an item to the January SC agenda to discuss Set-Aside Funds, Monitoring Contingency, CalTrans payments, and Undesignated Funds. Clarify the rationale for having \$100k in S&T Monitoring Set-Aside Funds in 2023.	Philip Trowbridge	01/29/15	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items from 11/13/14	107. Schedule 2-3 meetings with the BPC, Water Board, and others regarding the algorithm for dredger fees. Schedule an initial planning meeting with BPC. Need a final answer by September 2015.	Philip Trowbridge	01/29/15	Complete	Phil Trowbridge met with BPC on 1/8/15 and developed a plan for meetings in 2015.
Steering Committee Action Items from 11/13/14	108. Add an item to the January SC agenda to discuss whether both the Program Plan and the Detailed Workplan are needed. The 2015 Program Plan was not approved at the November 13, 2014 meeting.	Philip Trowbridge	01/29/15	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items from 11/13/14	109. Prepare a proposal for how to deal with the Cooling Water fees for the SC to consider in January 2015. The proposal put forward by NRG was reduce their fees from 4% to 1% of the RMP budget, retroactive to 2015.	Philip Trowbridge	01/29/15	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items from 11/13/14	110. Propose several options for the slate of 2015 SC meeting dates.	Philip Trowbridge	01/29/15	Complete	
Steering Committee Action Items from 11/13/14	111. Work with NIST, Don Yee, Meg Sedlak, and Jay to complete the late deliverables by the end of the year (Broadscan report, Coring manuscript, PFC manuscript, and Bird Egg report, respectively).	Philip Trowbridge	01/29/15	Complete	3 of the 4 late deliverables were completed and sent out for review in January. The coring manuscript is still not complete because an external coauthor is non-responsive. All of these deliverables will continue to be tracked in the stoplight report.
Steering Committee Action Items from 11/13/14	112. Check with Tom Mumley on completion of previous action items.	Philip Trowbridge	01/29/15	Complete	
Technical Review Committee Action Items from 09/23/14	1. Phil Trowbridge will add the table that details the changes to the S&T monitoring design to the RMP webpage.	Philip Trowbridge	12/10/14	Complete	Completed 2/27/15 and emailed to SC and TRC.
Technical Review Committee Action Items from 09/23/14	2. Phil Trowbridge will add a parenthetical note to the minutes of the June 17, 2014 TRC meeting to document the decision made by the TRC over email regarding the recommended special studies for 2015.	Philip Trowbridge	12/10/14	Complete	
Technical Review Committee Action Items from 09/23/14	3. Don Yee will talk to Karen Taberski's contacts to see if there is a way to reduce the costs for margins field sampling.	Don Yee	12/10/14	Complete	go updated quote from Rusty.
Technical Review Committee Action Items from 09/23/14	4. Don Yee will develop sample site exclusion criteria for margins monitoring.	Don Yee	12/10/14	Complete	Exclusion criteria developed during subcommittee meeting.
Technical Review Committee Action Items from 09/23/14	5. Phil Trowbridge will determine the amount of savings there was from changing the S&T design.	Philip Trowbridge	12/10/14	Complete	The estimated savings from the S&T design changes is \$120k per year. This value was reported to the SC in the 1/29/15 SC budget memo.
Technical Review Committee Action Items from 09/23/14	6. Phil Trowbridge will talk to Rob Lawrence about the dredging community's interest in the Alcatraz monitoring station and will wait to hear from other funders to see if RMP funds are needed to maintain the program.	Philip Trowbridge	12/10/14	Complete	USACE confirmed its interest in the Alcatraz monitoring site. In May 2015, BOR decided to provide funding to the program so an increase in RMP funds is not needed.

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Technical Review Committee Action Items from 09/23/14	7. Phil Trowbridge will email the Steering Committee to ask for their approval of using \$8,000 to include 2012 data in the 2006/2009 bird egg report.	Philip Trowbridge	12/10/14	Complete	Request was approved by the SC.
Technical Review Committee Action Items from 09/23/14	8. Phil Trowbridge will send out a poll to the TRC to ask if the second or third Wednesday of the month work as a standing date for TRC meetings.	Philip Trowbridge	12/10/14	Complete	
Technical Review Committee Action Items from 09/23/14	9. Phil Trowbridge stated he will ask Dave Senn and Emily Novick to get back to Tom Hall about what the specific modules of the nutrient assessment framework were.	Philip Trowbridge	12/10/14	Complete	
Steering Committee Action Items from 07/15/14	6. Phil Trowbridge will scope out the effort and role that the RMP (or SFEI) could play for catastrophic event monitoring	Philip Trowbridge	11/13/14	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items from 07/15/14	16. Phil Trowbridge will create a calendar of key stakeholder meetings that the RMP should attend each year.	Philip Trowbridge	11/13/14	Complete	RMP staff will meet with BACWA, BASMAA, WSPA, BPC, LTMS, and RB2 during the year.
Technical Review Committee Action Items from 06/17/14	7. Bridgette DeShields will send the Selenium Strategy team a copy of the Tetra Tech Se report.	Bridgette DeShields	09/23/14	Complete	
Technical Review Committee Action Items from 06/17/14	8. Dave Senn will ask Raphe Kudela to focus on increasing the accuracy of estimates of water concentrations from the SPATT bag algal toxin concentrations, as indicated in the original proposal.	Dave Senn	09/23/14	Complete	A SPATT-to-concentration calibration will be part of the final report.
Steering Committee Action Items from 05/06/14	6. Phil Trowbridge will come back to the SC in July with a more detailed margins sampling plan.	Philip Trowbridge	07/15/14	Complete	A more detailed margins sampling plan was presented to the TRC in December 2012.
Technical Review Committee Action Items from 03/25/14	4. Karen Taberski will ask Barbara Baginska if she is okay with sampling Selenium at a lower frequency in sediment.	Karen Taberski	06/17/14	Complete	
Technical Review Committee Action Items from 06/29/12	1. Chris Sommers offered to provide examples of good reports for managers	Chris Sommers	09/30/12	Complete	Not completed. This is an action item from 2012 that is no longer relevant.
Technical Review Committee Action Items from 03/13/12	2. Convene the mercury strategy team to discuss the next steps in the process of developing plans for mercury work	Jay Davis	06/30/12	Complete	Not completed. This is an action item from 2012 that is no longer relevant.
Steering Committee Action Items from 06/07/11	2. Discuss developing a plan for monitoring after a catastrophic event to the Bay	Philip Trowbridge	09/30/11	Complete	On 1/29/15 SC Agenda
Steering Committee Action Items					
Technical Review Committee Action Items					
STLS Team Action Items					
STLS Team Action Items from DATE					