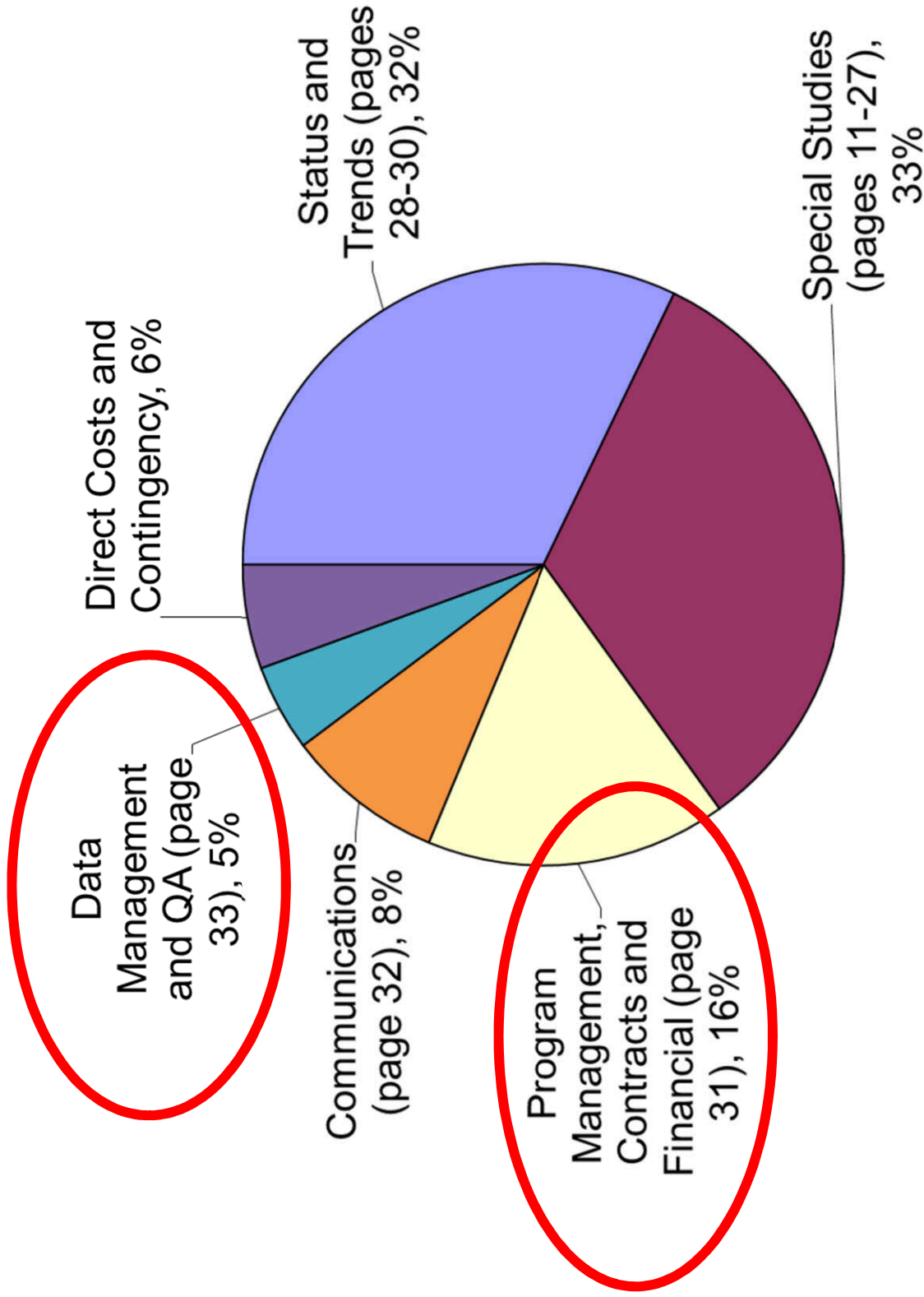


# Overview of Program Management



- What do we do?
  - Contracts, tracking, quarterly SC/TRC RMP meetings, coordination among internal and external entities
- What's working? What's not?
  - Workgroups
  - Timeliness
  - Other issues?



# RMP EXPENSES: 2012



# Program Management

- Contract and financial management (\$160K)
  - Lawrence Leung, Frank Leung and Meg Sedlak
- Workgroups (\$100K)
  - Lester McKee, Don Yee, Jay Davis, Susan Klosterhaus, Meg Sedlak, Dave Senn
- Program coordination (\$265K)
  - RMP core - Jay, Meg and Rachel (20% ~400 hrs/yr)
  - Sr Staff - Don, Lester, Susan, Thomas, Dave (3% ~ 70 hrs)
  - Admin – Linda and Meredith (3% ~ 100 hrs)
  - ~ 30 staff work on some aspect of the RMP (data management, field work, graphics, etc.)



# Contracts and Financial

- Participant fees
  - Approx. 75 participants
- Developing contracts/ scope of work/ amendments
  - Approx. 60 open contracts at any given time
- Reviewing invoices
  - Approx. 200 invoices annually
- Development of budgets / tracking

# Workgroups



- 1 to 2 meeting per year depending on issues/work



# Workgroup Updates

- Workgroup Quarterly Update
  - Summary of purpose of group
  - Electronic links
  - Abstracts/ summaries of reports
  - Meeting summaries and dates of next event
  - Other ideas for improvement?
- Each SC meeting to focus on a Workgroup

# Improving Workgroup Meetings



- Realistic agendas
  - Discuss with RWQCB staff/ select stakeholders 4 weeks in advance
- Assign a timekeeper
- Minutes / action items out within a week
- Consider having external staff chair meeting
- Others?

# Program Coordination

- Quarterly TRC & SC meetings
- Strategy meetings and documents (e.g., Hg, PCB, dioxins, nutrients, etc.)
- Annual CTAG-TRC meetings
- Lots of meetings, much coordination and synthesizing, and many presentations







# Program Coordination

- Strategic planning and review (e.g., S&T, communications, etc.)
  - MYP
- External coordination
  - Presentations to RMP participants (LTMS, BACWA, refineries, BASMAA, etc.)
  - LTMS, IEP, NorCal SETAC
  - Information requests



# Program Coordination

- Technical support for RMP participants (e.g. ambient sediment concentration meeting with USEPA/ NOAA))
- Internal coordination
  - Staff meetings (e.g., workflow, data, and deliverables)

# Coordination among other organizations



- RMP to track other efforts that are closely related
  - USGS Hg work, Delta
- Include list in MYP



# Deliverables

- Improving timeliness
  - We can do better
- Causes for delay
  - Staff turnover (Melwani, Oram, Greenfield, Lent, etc.)
    - Hiring 2 new staff
  - Overcommitted staff
    - Working to better map schedules and realistic timelines



# New Deliverables Chart

- Stoplight
  - Opportunity for SC to review, provide comments, redirect or terminate projects
    - Red, yellow, green
    - Red donut – needs to be reviewed by SC
    - Red dot – has been reviewed and new schedule okay
  - Will bring red light project to SC each meeting to evaluate



# Red light projects -Status

- PFC Sources
  - Plan to complete before June 30<sup>th</sup>
  - 85% complete
- AXYS Mussel Watch
  - Final comments from AXYS received and ready to submit for publication
- EEPS Summary
  - Outline approved Oct 2011
  - Plan to complete by June 30<sup>th</sup>



# Red light projects -Status

- PAH and Flatfish
  - Draft report for May 15<sup>th</sup> meeting
  - NOAA to present at EEWG
- Bird Egg Report
  - Summary in last year's Pulse
  - Anticipate draft by Fall

# Red Light projects - Status



- Benthic Index Report
  - Project report almost complete. Work put on hold while a mesohaline index developed.
  - Finish in absence of index?
- Storm Water Regional Model and Land Use Classification report
  - Almost finished and will post this week



End





# QA/QC

- Copper analyses
- Reductive precipitation/ column chelation
- Blinds, duplicates, water particulate/dissolved vs total
- Cyanide – better method
- Grainsize – light scattering vs sieve
- QAPP