

SFEP

SAN FRANCISCO



ESTUARY
PARTNERSHIP

Implementation Committee

August 23, 2017
9:30 am - 12:30 pm
1515 Clay Street, Second Floor
Room 10
Oakland, CA

MEETING AGENDA

- 9:30 **1. Welcome and Introductions**
Amy Hutzel, Chair
- 9:45 **2. Public Comment**
Any member of the public may address the IC on any matter regarding implementation of the Estuary Blueprint. Speaker will be limited to three minutes.
- 9:50 **3. Approve 05/24/17 Meeting Summary (Action)**
(Attachment 1)
- 10:00 **4. Director's Report**
(Attachment 2)
- 10:15 **5. Estuary Blueprint Presentation Template**
Heidi Nutters, SFEP
- 10:30 **6. Estuary Blueprint Progress**
(Attachment 3)
Director
- 10:50 **Break**
- 11:00 **7. Partnership Updates**
- Healthy Watersheds, Resilient Baylands Project
Darcie Luce, SFEP
Erica Spotswood and Scott Dusterhoff, SFEI
 - State of the Estuary Conference
Karen McDowell, SFEP
- 11:45 **8. Draft Revised Bylaws**
(Attachment 4)
Director
- 12:15 **10. Concluding Business/Meeting Road Map**
- 12:30 **11. Adjourn**

San Francisco Estuary Partnership
Implementation Committee Meeting
Wednesday, May 24, 2017
1515 Clay Street, Oakland

MEETING SUMMARY

1. Welcome and Introductions

Tom Mumley, Vice Chair, called the meeting to order.

2. Public Comment

There were no public comments

3. Approve 03/1/17 Meeting Summary

The March 1, 2017 Meeting Summary was approved. Motion to approve by Luisa Valiela, seconded by Jessica Law. Motion carried.

4. Director's Report

Caitlin Sweeney highlighted several items from the Director's Report attachment, including:

Pumpout Nav App

App is now available and people are encouraged to download and rate it.

Restoration Authority

Luisa Valiela provided an update on Advisory Committee activities. A series of workshops are being offered, open to the public. Advisory Committee is working to scope out issues related to monitoring and defining disadvantaged communities.

DC Trip

Caitlin Sweeney and Darcie Luce travelled to DC for an annual NEP trip. While in DC, omnibus budget provided level funding for NEPs for FY 16-17. Caitlin and Darcie visited almost all representatives, and provided new handouts about SFEP and our programs. Remaining uncertainty for FY 17/18 budget.

ABAG/MTC Consolidation

MTC is meeting to finalize the contract for services and current plan is to consolidate on July 1. SFEP staff should receive offer letters from MTC next week. SFEP will move over to Beale Street in the late fall. Permit assistance staff will remain at the Water Board office.

5. Estuary Blueprint Progress

Staff provided an update of 2017 and 2018 Blueprint Tasks. A number of suggestions were made to this report. IC requested that a SFEP contact person be added to the

report. Some IC members expressed interest in getting more involved in Blueprint tasks, and can contact staff members responsible. Discussion on Task 23-2 and significant interest in this task.

Action Item: Staff will coordinate an IC comment letter and/or talking points for individual IC members if time allows on the Draft Plan Bay Area, focused on getting more recognition of water issues and Estuary Blueprint in the plan of action. Public comments are due June 1.

Action Item: Staff will provide updated table with task status updates with contact information for individual tasks.

6. Bay Area Resilient By Design

Amanda Brown-Stevens, Director of Resilient by Design, provided a presentation on the Resilient by Design Challenge. Geographic extent includes the nine Bay Area counties. Collecting input on community members about potential locations around the Bay. Currently putting together the RFQ that will describe the types of experience sought by different team members. IC emphasized that an “implementable” project includes permittable and that teams should include project managers and people experienced with permitting.

7. Partnership Updates

State of the Estuary Conference

Karen McDowell, SFEP

Conference website is now up to date and will be further updated along with a new SFEP website in mid-June. Call for posters will be coming out in June. Have selected 16 final concurrent sessions. Registration will be open in August.

Highway 37

Pat Eklund, Novato City Council

Highway 37 improvement project, strongly transportation focused. Regular meetings have been ongoing for 2-3 years to address congestion and sea level rise. Working to get environmental organizations more engaged in the project, as well as for other stakeholders. Soliciting participation from IC members who might be interested in attending meetings.

8. IC Nominating Committee Report

The IC Nominating Committee made a series of recommendations for 12 proposed new IC members across various categories. Discussed interest in bringing in representation from business and agricultural community, ideas for adding agenda items that pertain to watersheds broadly rather than shoreline issues specifically, as well as how to retain IC participation from members who are critical but do not attend meetings. Caitlin will be contacting IC members who do not have alternates to assign ones. Discussed possibility

of making meetings available by phone & webinar to support broader participation by IC members.

Motion to approve the Nominating Committee's recommended new members by Pat Eklund, seconded by Barbara Salzman. Motion carried with one adjustment: Adjust NOAA Office for Coastal Management (listed in packet as NOAA Coastal Services Center) with an alternate from NOAA Sentinel Site Cooperative.

9. SFEP FY 2017-2018 Work Plan

Proposed final work plan was discussed. Survey was sent to IC members to prioritize discretionary NEP funds across unfunded Estuary Blueprint tasks. Top scoring tasks were 4-2 and 13-4, as well as to develop a communications plan (associated with Action 32). \$40K allocated to 4-2 and \$10K allocated to communications plan.

Motion to approve workplan by Beth Hunning, seconded by John Andrew.
Motion carried.

10. Concluding Business/Meeting adjourned

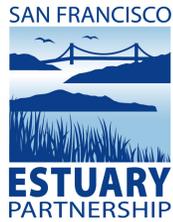
Meeting adjourned at 12:30 pm.

Attendees:

IC Members: Alyson Aquino (USDA NRCS), Gary Stern (NOAA Fisheries), Carol Mahoney (Zone 7), Michael Vasey (SFBNERR), Tom Mumley (SFBRWQCB), Luisa Valiela (USEPA), Pat Eklund (ABAG), Barbara Salzman (Marin Audubon), Beth Huning (SF Bay Joint Venture), Jessica Law (Delta Stewardship Council), Warner Chabot (SFEI), Matt Fabry (SMCSP), Jessica Martini-Lamb (SCWA), Jane Lavelle (SFPUC), John Andrew (DWR)

Public: Jenna Judge (SF Bay Sentinel Site Cooperative), Amanda Brown-Stevens (Resilient By Design)

SFEP Staff: Caitlin Sweeney, Karen McDowell, Natasha Dunn, James Muller, Heidi Nutters, Darcie Luce, Josh Bradt, Rebecca Darr, Athena Honore



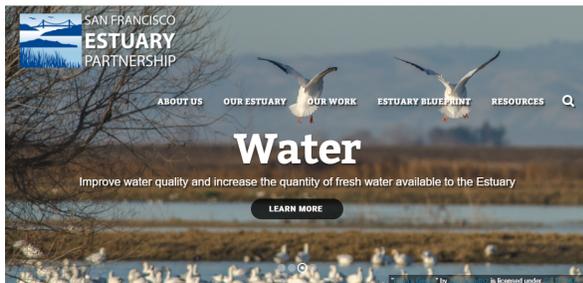
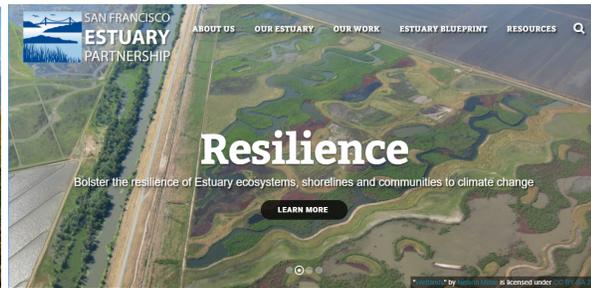
Director's Report

August 16, 2017

PROGRAM HIGHLIGHTS

New Website!

The Partnership launched our revised website in June. The Estuary Blueprint provides the foundation for the organization and structure of the new website, with highlighted projects and programs organized under Estuary Blueprint goals. The new website incorporates more modern technology to present content in new and improved ways, and allows us greater flexibility for continued growth. www.sfestuary.org.



2017 State of the Estuary Conference



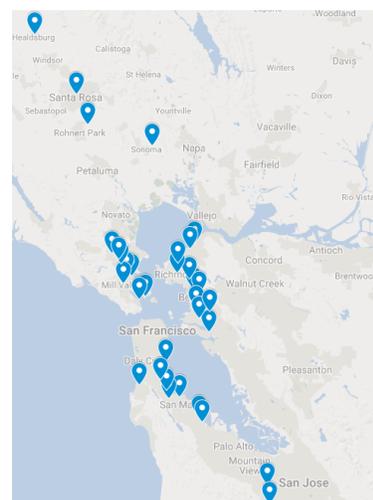
Planning is well underway for the 2017 State of the Estuary Conference. Make sure your calendars are marked for October 10-11, at the Oakland Scottish Rite Center. Registration and program links will be posted mid August. The early bird deadline is September 19.

North Richmond Shoreline Festival

This year's [Annual North Richmond Shoreline Festival](#) at Richmond's Point Pinole Regional Park on Saturday, October 7 coincides with Bay Day (sponsored by Save the Bay). SFEP staff will table at this always well-attended, family-friendly event to distribute the North Richmond Shoreline Vision document. This Vision document builds on both recent and past community and stakeholder engagement, as well as upland transition zone analyses in the face of sea level rise to recommend compatible land use strategies. SFEP staff will lead tours of the restored Dotson Family Marsh.

Sewer Lateral Repair Report Completed

SFEP summer intern, Kelly Miller, a graduate student at Middlebury Institute of International Studies conducted research and completed a report on sewer lateral ordinances in the Bay Area. This report completed Estuary Blueprint tasks 26.1 and 26.2 and can be found at www.sfestuary.org/sewer-lateral-ordinances/



SFEP to Host California Sea Grant Fellow

The Sea Grant Fellows Program provides a unique educational opportunity for students to acquire “on the job” experience in marine and/or coastal resources policies and programs. The program matches highly motivated and



qualified graduate students and recent graduates with hosts in state, federal, or municipal agencies in California for a 12-month paid fellowship. SFEP was selected as a participating host for the 2018 class of Sea Grant Fellows. After a “matching workshop” in the Fall, the selected Fellow will start in January 2018 and will be primarily working on advancing the Wetlands Regional Monitoring Program (Estuary Blueprint Action 2).

Pharmaceutical CEC Reduction Efforts Moving Forward with Ordinances

Estuary Blueprint Task 25.3 supports pharmaceutical reduction efforts, such as the passage of additional ordinances similar to Alameda County's Safe Drug Disposal program, and calls for the passage of three additional ordinances in the Bay-Delta. This fall will be a key opportunity to pass these ordinances in order to build support for a statewide version that will be re-introduced in January 2018. Contra Costa County is the most recent county to pass an ordinance, in December 2016. Alameda, City and County of San Francisco, Marin, San Mateo, and Santa Clara counties also have passed ordinances. Sacramento and Sonoma counties are working to develop ordinances, while Napa, Solano, San Joaquin, and Yolo have not yet begun the process. SFEP will be supporting the passage of additional ordinances by providing samples and facilitating calls between jurisdictions interested in passing an ordinance and jurisdictions who have successfully passed ordinances.

SF Bay Restoration Authority

The Authority plans to release the first request for proposals in September 2017 and make the first round of grants in early 2018. The next Authority Board Meeting will be September 8, 2017 in Fremont.

Resilient By Design



The [Resilient By Design](#) challenge has launched in the Bay Area. A jury has selected the 10 design teams to out of over 50 proposals received from all over the world. The names of the competing firms will be released at the start of the Research Phase (September 10 through November 2). During this phase the teams along with the Research Advisory Committee (RAC) will learn about the proposed study sites (currently over 60) and the Bay Area through field trips, issue-based workshops, and community events. On December 8, the RAC, which includes SFEP's Josh Bradt, will match the design teams with their specific sites to initiate a the 5 month Collaborative Design Phase. The Jury will evaluate the products in May 2018 to announce the winning designs.

SB-5 California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access

SB-5 (De Leon) passed in the Senate in May and is now in the Assembly Committee on Water, Parks and Wildlife. The bill would enact the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access For All Act of 2018, which, if approved by voters, would authorize issuance of just under 4 billion dollars in bond proceeds to finance the Act. The bill would provide for the submission of these provisions to the voters at the June 5, 2018 primary election.

COMPLETED PROJECTS

Oro Loma Horizontal Levee Pilot Project – Construction Completed!

With the completion of the 2-acre "Equalization Basin" that provides extra wet weather storage capacity and the 1.4 acres of experimental habitat slope (the horizontal levee itself), the construction phase of this pilot project is officially done. A few months ago, the Oro

Loma staff opened the valve of the secondary treated wastewater and let it run through the system.



This pilot project is now entering the monitoring phase. Various parameters will be monitored to assess the ecotone slope both as habitat and for treating wastewater effluent. The twelve parallel cells of the ecotone slope are designed to mimic different combinations of soil and plants that can be found in the region. Water quality testing will assess what combination is most effective in polishing the secondary wastewater effluent, a critical design element for future similar projects along the Bay's edge. The first monitoring results are expected in the Fall.



Ora Loma Ecotone Slope

The Ora Loma project is funded through Round 2 of the Integrated Regional Water Management Grants.

OUTREACH

SFEP Communications Plan - Call for IC Contributions

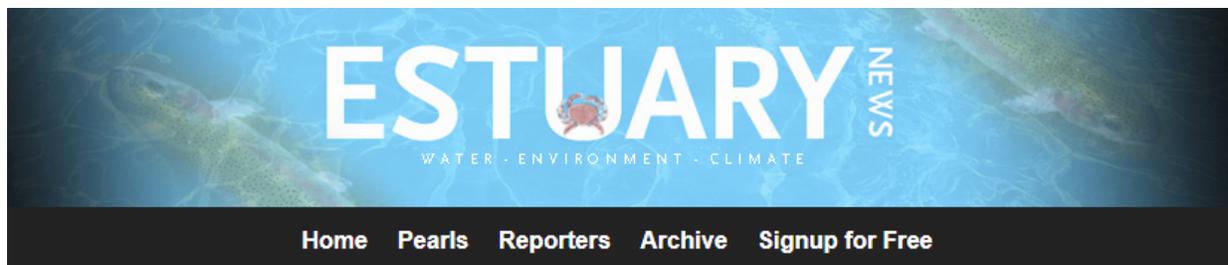
Earlier this year, the IC directed staff to devote a portion of NEP FY 17-18 funds to the development of a communications plan, in accordance with Estuary Blueprint Action 32. This process will begin in October. IC members are invited to support the plan's development by providing guidance, suggestions, and feedback. If you are interested in contributing, please contact Darcie Luce at darcie.luce@sfestuary.org or (510) 622-2448.

Estuary News



The June issue of Estuary News covers multi-benefit project metrics, blue carbon, pricepoints for ecosystem services, toxic algae, outdoor schools, avian refugees from the northwest and more. The issue also explores a cutting edge Los Angeles project that taps local stormwater for habitat creation, and compares the tiny Tijuana Estuary with our own Bay-Delta bruiser. [Explore the June issue online.](#)

In addition, the Estuary News website received a major makeover during SFEP's website revision process and is now truly an online magazine. [Explore the new site](#) to read in depth feature stories, access the archive, get to know the reporters and see the list of sponsors and Editorial Board members, as well as enjoy the new "Estuary Pearls" section with "Pearls in the ocean of information that our reporters didn't want you to miss."



Senate Passes National Estuaries Week Resolution

On August 3 the Senate unanimously approved a resolution designating the week of September 16-23, 2017 as National Estuaries Week. Sponsored by Senator Sheldon Whitehouse (D-RI) and cosponsored by 28 Senators, including our own Senators Feinstein and Harris, the bipartisan legislation recognizes the importance of coastal and estuarine regions to our national economy and reaffirms the Senate's continued support for protecting and restoring estuaries.

SFEP will be celebrating National Estuaries Week with our partners regionally and across the country. Explore Restore America's Estuaries National Estuaries Week website for information and events: <https://www.estuaries.org/national-estuaries-week>.

PROGRAM MANAGEMENT

Director Appointed Chair of SF Bay Joint Venture Conservation Delivery Committee

SFEP Director Caitlin Sweeney was appointed by the Chair of the San Francisco Bay Joint Venture Management Board to be the new Chair of the Conservation Delivery Committee. The Conservation Delivery Committee executes the Joint Venture's implementation Strategy by reviewing and recommending projects to the Management Board and tracking accomplishments of Joint Venture projects, and guides and contributes to revisions of the Implementation Strategy. The Joint Venture is currently undertaking a revision of its Implementation Strategy, offering many opportunities for integration with the Estuary Blueprint. The Chair of the Conservation Delivery Committee also sits on the Executive Board of the Joint Venture, furthering collaboration between SFEP and the Joint Venture.

ABAG/MTC Consolidation Update

The staff of ABAG transitioned to MTC on July 1st. The organizational chart of MTC now includes a new "Local Government Services" division, with former ABAG Acting Executive Director, Brad Paul, as the Deputy. The Local Government Services division includes SFEP, as well as ABAG's Energy Program, Insurance Program, and Finance Authority for Non-Profits. Again, ABAG retains its independent legal status as a joint powers entity and

ABAG's policy bodies will set policy for how the MTC consolidated staff implements ABAG's program, including SFEP. ABAG retains the ability to apply for, and accept, future grants in its own name. We ask for all our partners' patience as we undergo the process of learning how to operate under an entirely new agency!

The Partnership is scheduled to move to the MetroCenter (at 375 Beale Street in San Francisco) once the 5th floor of the building is fully constructed, estimated December, 2017.

Plan Bay Area Approved



The Final Plan Bay Area 2040 and Environmental Impact Report was approved by ABAG and MTC on July 26, 2017.

The Chair and Vice Chair of the IC sent a comment letter on the Draft Plan Bay Area (attached), identifying how the Estuary Blueprint intersects with Plan Bay Area (such as within the resiliency section) and encouraging additional language in the plan regarding water quality and supply. The Final Plan Bay Area retained language about SFEP in the "Action Plan" recommendations for resilience, and specifically calls out SFEP as a program of ABAG that will be a key partner in implementing the Action on expanding the region's network of natural infrastructure.

Though the Final Plan Bay Area does not include additional language on water quality and supply, SFEP staff will continue to work with other staff within MTC/ABAG to address these issues in the next Plan Bay Area.

IC Changes

We are thrilled to welcome many new members to the Implementation Committee!

After the May 24, 2017 vote to add twelve new members to the IC, SFEP staff worked with the IC Nominating Committee to extend invitations to the identified organizations and designate primary and alternate representatives. Of the twelve invited members, we welcome representatives from eleven organizations. The Bay Area Air Quality Management District declined to participate on the IC as they felt there was not enough of a direct connection to their work to justify the commitment needed to be adequately involved.

However, the Air District has expressed their desire and willingness to be engaged on an as-needed basis where appropriate.

The new IC members are:

Organization	Primary Representative	Alternate
Bay Area Council	Rachele Trigueros <i>Policy Manager</i>	Adrian Covert <i>Vice President, Public Policy</i>
Bay Area Open Space Council	Deb Callahan <i>Executive Director</i>	VACANT
California State Department of Fish and Wildlife	Greg Martinelli <i>Wildlife and Lands Program Manager</i>	VACANT
Central Valley Regional Water Quality Control Board	Adam Laputz <i>Assistant Executive Officer</i>	VACANT
East Bay Regional Park District	Bob Nisbet <i>Asst General Manager, Acquisition, Development, and Stewardship</i>	VACANT
Environmental Justice for Water Coalition	Nahal Ghoghaie <i>Bay Area Program Coordinator</i>	Colin Bailey <i>Executive Director</i>
Metropolitan Transportation Commission	Randy Rentschler <i>Director, Legislation and Public Affairs</i>	Brad Paul <i>Deputy Executive Director, Local Government Services</i>
NOAA Coastal Services Center/Sentinel Site Cooperative	Becky Smyth <i>West Coast Director/Regional Division Chief</i>	Jenna Judge <i>Coordinator, Sentinel Site Cooperative</i>
Pacific Gas and Electric	Diane Ross-Leech <i>Director, Environmental Policy</i>	Anne Jackson <i>Principal, Environmental Policy</i>
Resource Conservation Districts	Leigh Sharp <i>Executive Director, Napa RCD</i>	Kellyx Nelson <i>Executive Director, San Mateo RCD</i>
Sacramento-San Joaquin Delta Conservancy	Campbell Ingram <i>Executive Officer</i>	Debra Kustic <i>Deputy Executive Officer</i>

Please note that Partnership staff are continuing to work with all IC members to identify primary and alternate representatives and many new alternates have been designated. A current full membership roster is attached and can also be found on the [Partnership's website](#).

Road Map for IC Meetings (proposed 2018 dates and locations)

November 15, 9:30 am - 12:30 pm (Oakland)

Confirmed

- Approve revised IC Bylaws
- Solicit nominations for Chair and Vice Chair

Potential

- Action 18: incorporating freshwater flow messages in partner materials
- Action 1: watershed-based aquatic resource protection
- Action 29: ocean acidification project
- Ora Loma horizontal levee project
- IRWM Program

March 7, 9:30 am - 12:30 pm (San Francisco)

Confirmed

- Draft work plan and budget
- Select Chair and Vice Chair

Potential

- Action 2: Regional Wetland Monitoring Program
- Highway 37 Update
- Novato Creek Dredged Sediment Beneficial Reuse Project

May 23, 9:30 am - 12:30 pm (Oakland)

Confirmed

- Approve final work plan and budget

August 22, 9:30 am - 12:30 pm (San Francisco)

November 14, 9:30 am - 12:30 pm (Oakland)

SFEP

SAN FRANCISCO

ESTUARY
PARTNERSHIP

Implementation Committee

1515 Clay Street
Suite 1400
Oakland, CA 94612

June 1, 2017

MTC Public Information
375 Beale Street, Suite 800
San Francisco, CA 94105

RE: Comments on Draft Plan Bay Area 2040

To Whom it May Concern,

The San Francisco Estuary Partnership (Partnership) was established in 1988 as part of the National Estuary Program under the Clean Water Act as a U.S. Environmental Protection Agency program to restore the water quality and ecological integrity of the San Francisco Bay-Delta Estuary. The Partnership is guided by a 40-member Implementation Committee, comprised of representatives from local, state, and federal agencies; business and industry; and environmental organizations.

On behalf of the the Implementation Committee, we appreciates the opportunity to submit the following comments on the Draft Plan Bay Area 2040 for consideration.

The Partnership recently collaborated with more than 70 partners throughout the region to develop long-term goals and a 5-year action plan to increase the health of the Estuary and the surrounding communities. The resulting Estuary Blueprint is a comprehensive, collective vision for the region's future. The Estuary Blueprint was approved by the Implementation Committee and the Partnership's Executive Council comprised of: the Regional Administrator, US EPA Region 9; the Regional Director, US Fish and Wildlife Service Pacific Southwest Office; the Secretaries of California EPA and the Resources Agency; and the Executive Director of the Association of Bay Area Governments.

The Estuary Blueprint's 32 "Actions" advance long-term goals for habitats and living resources, resilience to climate change, water quality and quantity, and stewardship. The Actions intersect with the Plan Bay Area in several areas including resiliency. We support the Resilience Actions identified in the Plan Bay Area 2040 Action Plan and gratefully acknowledge the inclusion of the San Francisco Estuary Partnership in the action "Expand the region's network of natural infrastructure." This action is also an identified priority in the Partnership's Estuary Blueprint.

However, the Draft Plan Bay Area 2040 document does not explicitly address the serious role of water quality and supply and the health of San Francisco Bay as a major priority for Bay Area communities. The recent drought has demonstrated the importance of considering both drinking water supply reliability and Bay water quality in future planning scenarios. Housing, job growth, and transportation are inextricably linked to and influenced by management of our natural resources. The approved 2016 Estuary Blueprint provides a comprehensive set of goals and actions that addresses these issues. The Plan Bay Area 2040 document would be greatly improved by recognizing

the Estuary Blueprint as a guiding document for water-related resiliency activities.

Note: the document is online (www.sfestuary.org/ccmp) and can be added to the links on the Resources tabs on the Plan Bay Area 2020 homepage.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Hutzel". The signature is fluid and cursive, with the first name being more prominent.

Amy Hutzel, Chair

A handwritten signature in black ink, appearing to read "Thomas Mumley". The signature is more stylized and less legible than the one above, with a large initial "T" and "M".

Thomas Mumley, Vice Chair

SFEP Implementation Committee

IC Member Roster - August 2017

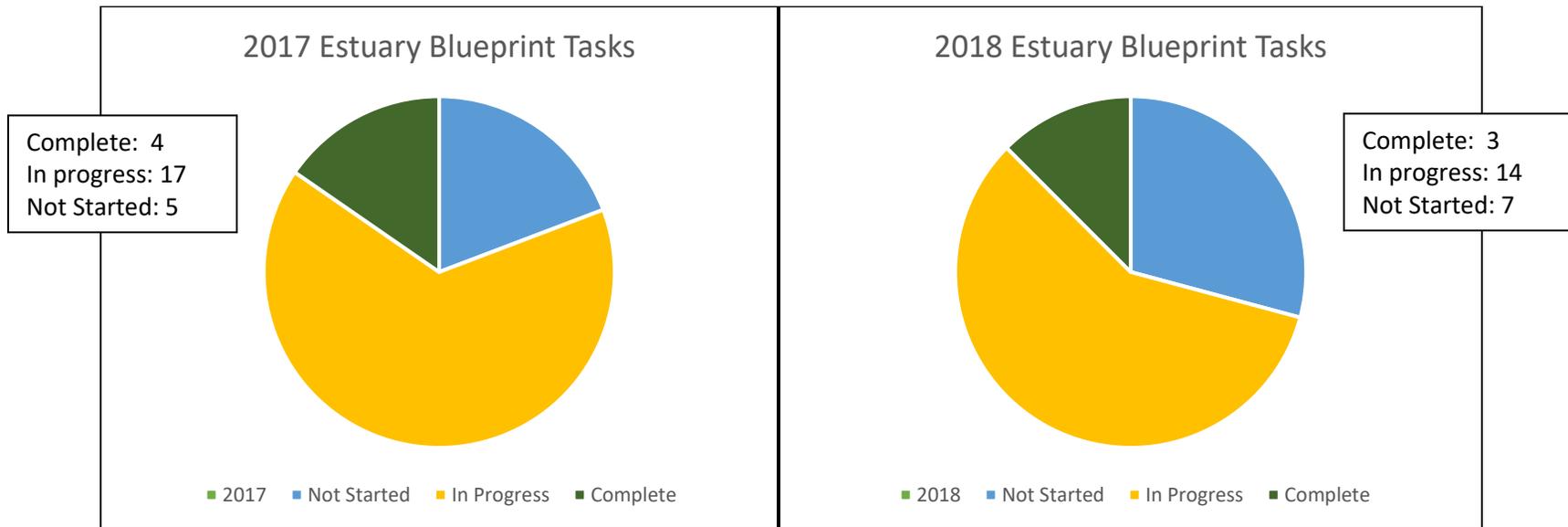
MEMBER	Primary Rep	Email	Alternate Rep	Email
Association of Bay Area Governments	Pat Eklund	pateklund@comcast.net		
Audubon Society	Barbara Salzman	BSalzman@att.net		
Bay Area Clean Water Agencies Association	David Williams	dwilliams@bacwa.org	Lorien Fono	lfono@bacwa.org
Bay Area Council	Rachele Trigueros	rtrigueros@bayareacouncil.org	Adrian Covert	acovert@bayareacouncil.org
Bay Area Flood Protection Agencies Association	Carol Mahoney	cmahoney@zone7water.com	Rick Thomasser	Richard.Thomasser@countyofnapa.org
Bay Area Open Space Council	Deb Callahan	deb@openspacecouncil.org		
Bay Planning Coalition	John Coleman	john@bayplanningcoalition.org	Betty Kwan	betty@bayplanningcoalition.org
Bay Area Stormwater Management Agencies Association	Matt Fabry	mfabry@smcgov.org	Jim Scanlin	Jims@acpwa.org
California State Coastal Conservancy	Amy Hutzel	ahutzel@scc.ca.gov	Matt Gerhart	Matt.Gerhart@scc.ca.gov
California State Department of Fish and Wildlife	Greg Martinelli	greg.martinelli@wildlife.ca.gov		
California State Department of Water Resources	John Andrew	jandrew@water.ca.gov	Michelle Selmon	mselmon@water.ca.gov
California State Natural Resources Agency	Chris Potter	chris.potter@resources.ca.gov		
Central Valley Regional Water Quality Control Board	Adam Laputz	Adam.Laputz@waterboards.ca.gov		
Citizens Committee to Complete the Refuge	Arthur Feinstein	arthurfeinstein@earthlink.net	Carin High	howardhigh1@comcast.net
Delta Conservancy	Campbell Ingram	Campbell.Ingram@deltaconservancy.ca.gov	Debra Kustic	Debra.Kustic@deltaconservancy.ca.gov
Delta Stewardship Council	Jessica Law	Jessica.Law@deltacouncil.ca.gov	Rainer Hoenicke	rainer.hoenicke@deltacouncil.ca.gov
East Bay Regional Park District	Bob Nisbet	bnisbet@ebparks.org		
Environmental Justice for Water Coalition	Nahal Ghoghaie	nahal@ejcw.org	Colin Bailey	colin@ejcw.org
Friends of the Estuary	Paula Trigueros	pjtrigueros@comcast.net	Rick Morat	rjmorat@gmail.com
Local Government	Melody Tovar	mtovar@ci.sunnyvale.ca.us		
Metropolitan Transportation Commission	Randy Rentschler	RRentschler@mtc.ca.gov	Brad Paul	bradp@abag.ca.gov
Natural Resources Conservation Service	Alyson Aquino	Alyson.Aquino@ca.usda.gov	Jackie Charbonneau	jackie.charbonneau@ca.usda.gov
Natural Resources Defense Council	Kate Poole	kpoole@nrdc.org		
NOAA Fisheries	Korie Schaeffer	korie.schaeffer@noaa.gov	Gary Stern	gary.stern@noaa.gov

IC Member Roster - August 2017

NOAA Office for Coastal Management/Sentinel Site Cooperative	Rebecca Smyth	rebecca.smyth@noaa.gov	Jenna Judge	jenna.judge@noaa.gov
Pacific Gas and Electric	Diane Ross-Leech	dpr5@pge.com	Anne Jackson	AMH3@pge.com
Resource Conservation Districts	Leigh Sharp	leigh@naparcd.org	Kellyx Nelson	kellyx@sanmateorcd.org
San Francisco Bay Conservation and Development Commission	Steve Goldbeck	steve.goldbeck@bcdc.ca.gov		
San Francisco Bay Joint Venture	Beth Huning	bhuning@sfbayjv.org	Sandra Scoggin	sscoggin@sfbayjv.org
San Francisco Bay National Estuarine Research Reserve	Mike Vasey	mvasey@sfsu.edu	Aimee Good	aimee@sfsu.edu
San Francisco Bay Regional Water Quality Control Board	Thomas Mumley	thomas.mumley@waterboards.ca.gov	Naomi Feger	naomi.feger@waterboards.ca.gov
San Francisco Estuary Institute	Warner Chabot	warnerc@sfei.org	Josh Collins	josh@sfei.org
San Francisco Public Utilities Commission	Jane Lavelle	jlavelle@sflower.org		
Save San Francisco Bay	David Lewis	dlewis@savesfbay.org		
Sonoma County Water Agency	Jessica Martini-Lamb	Jessica.Martini.Lamb@scwa.ca.gov		
US Army Corps of Engineers	Thomas Kendall	Thomas.R.Kendall@usace.army.mil	Michele Palmer	Michele.L.Palmer@usace.army.mil
US Environmental Protection Agency	Luisa Valiela	valiela.luisa@epa.gov	Sam Ziegler	Ziegler.Sam@epamail.epa.gov
US Fish and Wildlife Service	John Klochak	John_Klochak@fws.gov		



Estuary Blueprint 2017 and 2018 Task Status Updates August 23, 2017



Estuary Blueprint 2017 and 2018 Task Status Updates

August 23, 2017

2017 Tasks

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Develop and implement a comprehensive, watershed-scale approach to aquatic resource protection	1.1	Develop a written framework that explains the need for watershed-based aquatic resource protection; frames an approach to meet this need; and identifies and incorporates supporting technical tools and policies. The framework should also address relevant regulatory and governance issues	Complete framework.	15	SFEI	Josh Bradt josh.bradt@sfestuary.org
Identify, protect, and create transition zones around the Estuary	4.1	Develop a regional steering committee and technical advisory committee to guide a bay-wide, science-based, inventory of existing and projected future transition zones. Base the inventory on current baylands restoration projects, land use, ownership, topography, elevation, and other criteria consistent with climate change adaptation science and regional, state, and federal agency initiatives.	Establish transition zone inventory steering and technical advisory committees.	100	SFBJV, SFEP	Heidi Nutters heidi.nutters@sfestuary.org
Protect, restore, and enhance seasonal wetlands	8.1	Re-establish the Interagency Vernal Pool Stewardship Initiative among state and federal agencies. Build relationships through the Initiative with land trusts and conservancies, landowners, Resource Conservation Districts, and municipalities to coordinate planning efforts.	Re-establish the Vernal Pool Stewardship Initiative.	0	SFEP	Caitlin Sweeney caitlin.sweeney@sfestuary.org
Restore watershed connections to the Estuary to improve habitat, flood protection and water quality	12.2	Advance a multi-benefit project in the Yolo Bypass by establishing a common vision for improvements supported by local, state, and federal agencies.	Initiate construction of multiple fish passage improvement projects within the Yolo Bypass.	50	DWR	Adrien Baudrimont baudrimont@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Manage sediment on a regional scale and advance beneficial reuse	13.1	Strengthen Long Term Management Strategy (LTMS) policies on the beneficial reuse of dredged material by expanding programs such as "SediMatch." Resolve logistical issues in matching sediment supply from dredging projects and upland construction sites with habitat restoration and shoreline adaptation projects.	Expand and improve SediMatch.	65	BCDC, SF Bay JV, SFEI	Adrien Baudrimont adrien. baudrimont@sfestuary.org
Manage sediment on a regional scale and advance beneficial reuse	13.2	Identify funding to pay for the additional costs of dredged materials disposal beyond "least-cost" options, including costs for offloaders to pump sediment for beneficial reuse projects on Estuary shorelines.	Identify and secure funding.	0	SF Bay Joint Venture	Adrien Baudrimont adrien. baudrimont@sfestuary.org
Manage sediment on a regional scale and advance beneficial reuse	13.4a	Advance understanding of how the creation of sandy beaches and their replenishment provides multiple benefits in terms of ecosystem health, shoreline erosion control, and sea level rise adaptation. Create (or enhance an existing) monitoring tool to identify potential sites for sandy beach creation or replenishment projects, choose pilot project sites, and track progress. Provide information about the benefits of sandy beaches to regulators and the restoration community.	Release the monitoring and tracking tool.	0	SF Bay JV	Adrien Baudrimont adrien. baudrimont@sfestuary.org
Demonstrate how natural habitats and nature-based shoreline infrastructure can provide increased resiliency to changes in the Estuary environment.	14.1	Develop a primer on how bayshore projects can be designed and optimized to achieve multiple rather than single benefits. Challenge designers and planners to look beyond a primary objective and find opportunities to incorporate not only flood protection but also habitat enhancement and recreational access, among other objectives, in proposed projects.	Develop primer and implement outreach strategy for primer.	10	SFEI, SFEP	Adrien Baudrimont adrien. baudrimont@sfestuary.org
Advance natural resource protection while increasing resiliency of shoreline communities in the Bay Area	15.2	Integrate resiliency and natural resource protection into Plan Bay Area. Lay the groundwork for a more comprehensive regional resiliency effort.	Complete resiliency section in the 2017 update of Plan Bay Area.	75	BARC, SCC	Heidi Nutters heidi.nutters@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Integrate natural resource protection into state and local government hazard mitigation, response, and recovery planning	16.1	Establish and implement innovative approaches for integrating natural resources into hazard mitigation, response and recovery planning in the Delta.	Complete the Delta Levee Investment Strategy.	100	Delta Stewardship Council	Heidi Nutters heidi.nutters@sfestuary.org
Improve regulatory review, permitting, and monitoring processes for multi-benefit climate adaptation projects	17.3a	Analyze current San Francisco Bay Regional Water Quality Control Board regulations and policies governing the permitting of multi-benefit projects designed to address sea level rise. Develop findings, alternatives, and recommendations to support the Board's evaluation of baylands climate adaptation projects. Address concerns about balancing long-term wetlands protection, restoration, and enhancement against short terms losses in ecosystem function.	Complete report with recommendations.	65	SF Bay Regional Board	Adrien Baudrimont adrien.baudrimont@sfestuary.org
Improve regulatory review, permitting, and monitoring processes for multi-benefit climate adaptation projects	17.3b	Analyze current San Francisco Bay Regional Water Quality Control Board regulations and policies governing the permitting of multi-benefit projects designed to address sea level rise. Develop findings, alternatives, and recommendations to support the Board's evaluation of baylands climate adaptation projects. Address concerns about balancing long-term wetlands protection, restoration, and enhancement against short terms losses in ecosystem function.	Revised policies as necessary.	0	SF Bay Regional Board	Adrien Baudrimont adrien.baudrimont@sfestuary.org
Improve regulatory review, permitting, and monitoring processes for multi-benefit climate adaptation projects	17.4	Bring major permitting and regulatory agencies together with project implementers and other key stakeholders in workshops to facilitate the creation of a more transparent and predictable system for the review and approval of multi-species and multi-benefit projects over the long-term. Design a model process and overall system that reduces time and conflicts while also outlining a roadmap for those entering into this process for the first time.	Institute a once or twice yearly workshop.	5	Coastal Hazards Adaptation Resiliency Group	Adrien Baudrimont adrien.baudrimont@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Improve the timing, amount, and duration of freshwater flows critical to Estuary health	18.1	Work with partners to disseminate a report highlighting the contribution of freshwater flows to the health of the lower Estuary, San Francisco Bay.	Disseminate report.	100	SFEP	Darcie Luce darcie.luce@sfestuary.org
Develop long-term drought plans	19.1	Fund an assessment that analyzes which retail and wholesale water supply agencies around the Estuary have long-term water supply plans for five to 10 year drought.	Complete assessment.	90	SFEP	Darcie Luce darcie.luce@sfestuary.org
Expand the use of recycled water	22.1	Promote existing outreach activities educating the public about recycled water. Encourage the sharing of informational materials, resources, and program models among municipalities, wastewater agencies, and drinking water agencies.	Develop platform for sharing resources	5	BACWA, SFEP	Darcie Luce darcie.luce@sfestuary.org
Integrate water into the updated Plan Bay Area and other regional planning efforts	23.2	Incorporate water and San Francisco Bay related issues into the Plan Bay Area 2017 update. Consider ways to reduce per capita water use and optimize water recycling in the update, as well as issues such as landscape water use, water quality, stormwater management (low impact development and green infrastructure), and drought preparedness.	Complete an update of Plan Bay Area.	80	SFEP, ABAG	Josh Bradt josh.bradt@sfestuary.org
Manage stormwater with low impact development and green infrastructure	24.1	Develop outreach materials on lessons learned and the current state of LID benefits knowledge.	Develop materials.	100	SFEP, EPA	Josh Bradt josh.bradt@sfestuary.org
Manage stormwater with low impact development and green infrastructure	24.2	Improve the San Francisco Estuary Institute's LID tracking tool "GreenPlan-IT." Enhance all components of the LID planning tool, "GreenPlan-IT."	Complete refined GreenPlan-IT.	80	SFEP, EPA	Josh Bradt josh.bradt@sfestuary.org
Decrease raw sewage discharges into the Estuary	26.1	Review sewer lateral repair ordinances currently in operation around the region, and target 30 percent of the uncovered jurisdictions for assistance in developing and passing sewer ordinance modeled on existing ordinances.	Complete review and identify jurisdictions.	10	SFEP	James Muller james.muller@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Decrease raw sewage discharges into the Estuary	26.4a	Develop a mobile app for boaters to report broken pumpouts, and for marinas to report pumpout use and operational status; pilot a mobile pumpout program for marinas and recreational boaters in the Oakland Estuary. Install 10 new dockside pumpout systems in marinas to increase the size and availability of the pumpout network.	Launch application and pilot program.	90	SFEP	James Muller james. muller@sfestuary.org
Decrease raw sewage discharges into the Estuary	26.5	Work with the Bay Area Pollution Prevention Group (BAPPG) to identify new audiences for outreach messages about reducing non-flushable items to sanitary sewers to reduce sanitary sewer overflows	Identify new audiences.	0	SFEP	James Muller james. muller@sfestuary.org
Implement Total Maximum Daily Load projects in the Estuary, including projects to reduce mercury, methylmercury, pesticides and areas of low dissolved oxygen	27.1	Develop and implement a multi-media outreach campaign aimed at reducing household indoor and outdoor pesticide use.	Complete final report on outreach campaign.	75	SFEP	James Muller james. muller@sfestuary.org
Advance nutrient management in the Estuary	28.1	Secure additional funding to ensure continuation of long-term monitoring of nutrient-related parameters in the Bay through the San Francisco Bay Regional Water Quality Control Board's Nutrient Management Strategy.	Secure funding and continue monitoring.	35	SF Bay Regional Board, SFEI	Karen McDowell karen. mcdowell@sfestuary.org
Advance nutrient management in the Estuary	28.2	Undertake and fund water quality research to attain an improved quantitative understanding of San Francisco Bay's "dose response" to nutrients.	Secure funding and continue research.	35	SF Bay Regional Board, SFEI	Karen McDowell karen. mcdowell@sfestuary.org
Advance nutrient management in the Estuary	28.4	Develop a Nutrient Research Plan for the freshwater Sacramento-San Joaquin Delta through the Central Valley Regional Water Quality Control Board. Use the plan to determine whether nutrient objectives are needed to protect beneficial uses in upper Estuary.	Complete Delta Nutrient Research Plan.	70	Central Valley Regional Board	Karen McDowell karen. mcdowell@sfestuary.org

2018 Tasks

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Develop and implement a comprehensive, watershed-scale approach to aquatic resource protection	1.2	Develop criteria to evaluate watersheds that could be used to pilot the Task 1-1 framework. Select a pilot watershed that drains into San Francisco Bay based on these criteria.	Complete criteria and select pilot Bay watershed	0	SFEI, SFEP	Josh Bradt josh.bradt@sfestuary.org
Establish a regional wetland and stream monitoring program	2.1	Develop and implement a Bay Area and Delta regional wetland monitoring plan that establishes separate, yet closely coordinated, steering committees for the upper and lower Estuary. The plan will identify regulatory and management monitoring priorities, as well as existing wetland, stream, or riparian monitoring efforts, to determine where there may be opportunities for partnerships and where there are gaps.	Hold initial meeting of the steering committees.	15	SF Bay JV, SF Bay Regional Board, SFEI	Heidi Nutters heidi.nutters@sfestuary.org
Establish a regional wetland and stream monitoring program	2.2	Determine how much funding is needed to support program management and administration, technology purchase and upgrades, hardware and software operations and maintenance, practitioner training, and annual data synthesis and report; develop a business model to meet these funding needs .	Complete the business model.	0	SF Bay JV, SFEP	Heidi Nutters heidi.nutters@sfestuary.org
Establish a regional wetland and stream monitoring program	2.3	Complete the California Aquatic Resource Inventory (CARI) for the Delta; complete riparian inventories for the Delta and the Bay Area; upload the inventories into the California EcoAtlas information system	Complete the Delta CARI and the Delta and Bay Area riparian inventories.	0	SF Bay JV, SFEI	Heidi Nutters heidi.nutters@sfestuary.org
Identify, protect, and create transition zones around the Estuary	4.2	Complete a regional inventory of transition zones based on the methodology developed by the technical advisory committee.	Complete Bay transition zone inventory.	25	SF Bay JV, SFEP	Heidi Nutters heidi.nutters@sfestuary.org
Protect, restore, and enhance seasonal wetlands	8.3	Develop a white paper on best practices for grazing management to protect seasonal wetlands and enhance habitat quality.	Complete white paper.	0	SF Bay JV	Caitlin Sweeney caitlin.sweeney@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Increase the efficacy of terrestrial predator management	10.1a	Develop a map showing priority areas in the San Francisco Estuary where actions can be taken to reduce feral cat predation on sensitive species, particularly Ridgway's Rail. This cat predator threat assessment and opportunities map will include: 1) locations of known or suspected feral cat colonies and feeding stations; 2) identification of entity(s) maintaining each cat colony (individual, group-sanctioned, or city and county authorized activity); 3) jurisdictions of landowners with the authority and willingness to enforce the law (map to include all landowners of marshes and adjacent areas); 4) information on city and county cat-feeding station laws; 5) presence of critical Ridgway's Rail populations; and 6) extent of housing and urban development, including landfills and transfer stations.	Produce feral cat threat assessment and opportunities map	0	Point Blue, USFWS	Karen McDowell karen.mcdowell@sfestuary.org
Manage sediment on a regional scale and advance beneficial reuse	13.3	Identify funds and conduct research and monitoring to quantify all potential sediment sources to the Estuary. Determine sediment needs for maintaining current habitats under various sea level rise projections.	Complete study and share results.	30	SF Bay JV, SFEI	Adrien Baudrimont adrien.baudrimont@sfestuary.org
Demonstrate how natural habitats and nature-based shoreline infrastructure can provide increased resiliency to changes in the Estuary environment.	14.2	Develop a system for describing the variety of shorelines around the Estuary based on shoreline features, ecosystem processes, land use, and other relevant factors.	Develop shoreline typologies.	10	SFEI, SFEP	Adrien Baudrimont adrien.baudrimont@sfestuary.org
Improve the timing, amount, and duration of freshwater flows critical to Estuary health	18.2	Assist the State Water Resources Control Board in updating the San Francisco Bay/Sacramento-San Joaquin River Delta Water Quality Control Plan (Bay Delta WQCP) by providing concise, scientifically sound data to the State Board during its deliberations and by keeping the public and local officials informed.	Complete update of the Bay-Delta WQCP with updated flow objectives.	20	SFEP	Darcie Luce darcie.luce@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Improve the timing, amount, and duration of freshwater flows critical to Estuary health	18.3	Work with relevant partners and agencies to more broadly incorporate integrated freshwater flow and habitat messages and information in public outreach materials or relevant programs.	Add messages to the materials of at least 3 partners.	10	SFEP	Darcie Luce darcie.luce@sfestuary.org
Reduce water use for landscaping around the Estuary	21.1	Work with water supply agencies, municipalities, the California Department of Water Resources (DWR), the California State Water Resources Control Board, and others to develop a standardized approach to quantifying and reporting on water use for all new and existing landscaped areas. Use the latest available technology, as well as the methodology developed by DWR for the update 2015 MWELO, and other methods as appropriate.	Ensure standardized reporting in place.	5	SFEP	Darcie Luce darcie.luce@sfestuary.org
Reduce water use for landscaping around the Estuary	21.2	Working with the partners identified in Task 21-1, develop permanent (i.e., non-drought) performance standards against which progress in reducing landscape water use region-wide will be measured.	Ensure performance standards in place.	5	SFEP	Darcie Luce darcie.luce@sfestuary.org
Expand the use of recycled water	22.2	Collaborate with BACWA's Recycled Water Committee and others to: expand incorporation of recycled water in local and regional water resources planning processes; identify opportunities for the broader use of recycled water; overcome funding and planning gaps; and address regulatory and permitting constraints.	Hold three meetings.	5	BACWA, SFEP	Darcie Luce darcie.luce@sfestuary.org
Manage stormwater with low impact development and green infrastructure	24.3	Partner with local jurisdictions to analyze LID and GI potential in select areas using Green Plan-IT and other applicable planning tools, and integrate findings into relevant agency planning mechanisms and policies for adoption and implementation.	Complete identification and analysis.	65	SFEP, US EPA	Josh Bradt josh.bradt@sfestuary.org
Manage stormwater with low impact development and green infrastructure	24.4	Develop and promote a comprehensive regional road map that identifies key policies, documents, legislation, agencies, and specific actions needed for integrating GI with future climate change, transportation, and other infrastructure investments, including looking for opportunities to implement large regional projects.	Complete work plan.	65	SFEP, US EPA	Josh Bradt josh.bradt@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Manage stormwater with low impact development and green infrastructure	24.5	Create and make available to municipalities and other interested parties design tools for LID retrofits, such as: cost-effective, low maintenance standard design details for LID retrofits of typical road configurations; unit cost estimates for both LID retrofit practices and non-LID standard street details; and “lessons learned” reports on previous grant- or local agency-funded LID retrofit projects.	Complete design tools and make available.	100	SFEP, US EPA	Josh Bradt josh.bradt@sfestuary.org
Manage stormwater with low impact development and green infrastructure	24.6	Create a GIS-based database to track completed LID and GI projects in the public and private realms; coordinate the database with Total Maximum Daily Load (TMDL) accounting systems developed by other local partners to identify and quantify the load reduction benefits of LID and GI.	Launch database.	70	SFEP, US EPA	Josh Bradt josh.bradt@sfestuary.org
Address emerging contaminants	25.2	Support the continuation and evaluate the effectiveness of the regional education program aimed at reducing or eliminating the use of triclosan and triclocarban. Evaluate tools, such as non-purchase agreements, ordinances, or inclusion as a priority product by the California Department of Toxic Substances Control, to reduce personal care products containing triclosan or triclocarban.	Complete evaluations.	100	Bay Area Pollution Prevention Group, CA PSP, SFEP	Darcie Luce darcie.luce@sfestuary.org
Decrease raw sewage discharges into the Estuary	26.2	Produce and promote a white paper that describes existing and potential funding mechanisms for residents to help pay for private sewer line repair and replacement, such as grant programs and financing strategies	Complete white paper.	10	SFEP	James Muller james.muller@sfestuary.org
Implement Total Maximum Daily Load projects in the Estuary, including projects to reduce mercury, methylmercury, pesticides and areas of low dissolved oxygen	27.2	Evaluate Best Management Practices (BMPs) in Suisun Marsh to improve marsh water quality and address dissolved oxygen and methylmercury impairment. Characterize managed wetland responses to BMPs through water quality modeling.	Develop water quality model.	50	SF Bay Regional Board, SFEP, Suisun RCD	James Muller james.muller@sfestuary.org

Action Name	Task #	Task Description	Milestone	% Complete	Owner	SFEP Contact
Advance nutrient management in the Estuary	28.3	Update the Nutrient Management Strategy for San Francisco Bay based on monitoring and modeling and load reduction study results from Tasks 28-1 and 28-2.	Update Nutrient Management Strategy.	0	SF Bay Regional Board, SFEI	Karen McDowell karen.mcdowell@sfestuary.org
Engage the scientific community in efforts to improve baseline monitoring of ocean acidification and hypoxia effects in the Estuary.	29.1	Convene scientists from around the San Francisco Estuary, including from leading marine laboratories and universities, to identify potential impacts of ocean acidification and hypoxia on beneficial uses of the state's waters. Build a conceptual model that can inform design and implementation of monitoring approach.	Convene workshop and complete a meeting summary with recommended actions.	100	SFEI, SFEP	Heidi Nutters heidi.nutters@sfestuary.org
Champion and implement the CCMP	32.3a	On a five-year cycle, provide current information about the health status of the Estuary through an updated State of the Estuary Report. Continue to gather data for current indicators, and develop new indicators that provide needed information regarding Estuary health and align with actions in the CCMP.	Develop a strategy for updating the 2015 State of the Estuary Report, including advancing new indicators.	0	SFEP	Caitlin Sweeney caitlin.sweeney@sfestuary.org

SFEP

SAN FRANCISCO

**ESTUARY**
PARTNERSHIP

MEMO

DATE: August 16, 2017

TO: **Implementation Committee Members**

FROM: Caitlin Sweeney, SFEP Director

RE: Agenda Item #8 - Draft Bylaws

The Implementation Committee is currently governed by a memo on Member Selection Process and Expectations (developed and approved in 2011), and set of Operating Procedures (last revised and approved in 2011).

With the adoption of the 2016 Estuary Blueprint, the convening of an Ad Hoc IC Member Nominating Committee, and the addition of eleven new IC members, it is an appropriate time to review and revise the IC's procedures.

Attached are Draft Bylaws for discussion at the August 23 IC meeting, with the current Selection Process and Expectations Memo and Operating Procedures also attached for reference.

The Draft Bylaws were developed to meet the following main objectives:

- Condense where possible, and refine and clarify where needed
- Encourage and sustain engaged IC membership
- Reflect the following guiding principles recommended by the Ad Hoc IC Member Nominating Committee approved by the IC:
 - IC members should represent entities rather than individuals
 - Entities should reflect a range of categories of Estuary Blueprint implementers, partners, and supporters
 - Each IC member entity should designate a primary and alternate representative

Please review the draft bylaws and come ready for a discussion at the August 23rd meeting. I will revise the draft bylaws based on the discussion and bring a revised version to the November 2017 meeting for a vote.

DRAFT 8/16/17**Bylaws****San Francisco Estuary Partnership Implementation Committee****I. Committee Operation**

- A. Meetings will be held quarterly on a Wednesday in March, May, August, November, from 9:30 am to 12:30 pm, unless otherwise specified. Proposed meeting dates for the following year are provided to members at the August meeting of each year and finalized by the November meeting.
- B. SFEP staff in consultation with the committee Chair and Vice Chair will develop an agenda for each meeting.
- C. Agenda and meeting materials will be emailed to members and posted on SFEP's website at least one week prior to the meeting date.
- D. A written summary of each meeting will be prepared by SFEP staff, approved at the following committee meeting, and posted on the SFEP website.

II. Meeting Structure/Ground Rules

- A. Meetings will be run by the Chairperson. At times when a dispute surfaces and/or a formal vote is necessary, the Chair has the responsibility to ensure that the interaction remains orderly.
- B. Should a formal process be needed, the Chair shall run the meeting according to Robert's Rules of Order. (At the same time, as stated in the Rules there should always be flexibility as to the strictness of application of the rules - dependent on the particular situation and the members' knowledge of parliamentary procedure).
- C. Both members and non-members may speak at committee meetings after being recognized by the Chair. Members should be recognized first.
- D. The committee shall strive for a constructive, collaborative process, with active participation of all members and will conduct meetings according to the following ground rules:
 - All committee members take responsibility for the overall conduct and outcome of each meeting
 - Speak one at a time
 - Every perspective deserves to be heard

- Be honest and respectful
- Take sidebar conversations out of the room
- Do not repeat points
- Step up, step back (speak up to make your point, but make sure to not dominate the conversation)
- Have fun

III. Voting Procedures

- A. There are no quorum rules. Decisions are made by member representatives that are present at the meetings.
- B. Substantive items that are raised should be agendaized for future meetings.
- C. Motions may be made by any voting member of the committee. All motions must be seconded by a voting member of the committee.
- D. Procedural motions may be made and a vote taken at the same meeting. Motions for other than procedural issues may be made; however, only a non-binding intent vote can be taken at the meeting during which a non-procedural motion was first made.
- E. The Committee shall strive for a participatory or consensus process in discussing issues and arriving at a decision. Consensus is defined as general agreement of all members of the consensus group. Specifically, it is all members of the group being at level four or above on the following consensus scale:
 1. I can say an unqualified “yes” to the decision. I am satisfied that the decision is an expression of the wisdom of the group.
 2. I find the decision perfectly acceptable.
 3. I can live with the decision; I’m not especially enthusiastic about it.
 4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision. I am willing to support the decision because I trust the wisdom of the group.
 5. I do not agree with the decision and feel the need to stand in the way of the decision being accepted.
 6. I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be reached.
- F. Failing consensus, a vote shall be taken, with a simple majority (51%) of those present needed for a motion to pass. Each member gets one vote.

- G. When a vote is taken, only the decision will be recorded. The actual vote count will only be used when the decision is close.
- H. The Committee may take formal action between meetings if necessary due to timing constraints, such as sending a comment letter by a deadline. In these instances, Committee members may be asked by the Chair to vote via email. In these instances, unanimous consent (meaning no objections raised) is necessary for approval.

III. Membership

- A. Maintaining an effective and vibrant Committee depends in part on the active participation and commitment of the members. Committee positions need to be filled by people with the time commitment to make the four quarterly meetings and to contribute ideas and energy to the Committee.
- B. Members whose representatives do not participate in meetings will be asked to either designate replacement representatives or to step down from the Committee. Two missed meetings within a 12 month period will result in a warning, and three missed meetings in a 12 month period will require a replacement or resignation.
- C. Members represent organizations, not individuals. Each member should designate a primary and an alternate representative. If a primary or alternate representative of a Committee member vacates their position as a primary or alternate, the Director of SFEP will work with the member to identify a replacement representative.
- D. Changes to Committee membership (removing or adding member entities) must be approved by the Implementation Committee and the Executive Council. The Committee may convene an ad hoc member subcommittee to review Committee membership and recommend revisions to the full Committee.
- E. The Chair and Vice Chair will serve a two-year term, beginning in even-numbered years. The current Chair will solicit nominations for members who wish to serve as the upcoming Chair or Vice Chair, convening an ad hoc nominating committee if necessary to create a nomination slate. The slate will be sent to IC members in advance of the first meeting in an election year. The Committee will select these positions at the first meeting of each even-numbered year. The newly elected Chair and Vice Chair will assume their roles at the second meeting of even-numbered years. Because the San Francisco Bay Regional Water Quality Control Board (Regional Board) is a lead agency implementing the CCMP, at least one of the Chair and Vice Chair shall be a member of the Regional Water Board.

- F. Committee members express only their own viewpoints to the media. Committee members agree not to characterize the viewpoints of other committee members when contacted by media representatives about business related to SFEP, nor to use the media as means to unilaterally influence any process related to SFEP.

To: SFEP Implementation Committee (IC)

From: Judy Kelly, Director, SFEP
Thomas Mumley, Chair IC

Date: May 11, 2011

Re: IC Member Selection Process and Expectations

The Strategic Plan's Goal 2, Objective 8 calls for better efficiency and clarification for Implementation Committee (IC) decision-making. To that end, we've drafted for IC consideration this two-part memo, which includes:

1. A suggested process for Implementation Committee recruitment and appointment
2. Desired characteristics of Implementation Committee members

Finally, a set of proposed revisions to the Implementation Committee *Operating Procedures* are included in the May 25th Agenda packet. Action on this agenda item will be scheduled for the August meeting.

1. Recruitment and Appointment Process

Maintaining an effective and vibrant IC depends in part on the active participation and commitment of the members. IC positions need to be filled by people with the time commitment to make the four quarterly meetings and to contribute ideas and energy to the Committee.

The Executive Director will report to the IC once a year on the status of IC membership and recommend actions to keep a full complement of members using the process outlined below:

1. Preceding the nomination process for a vacant IC position, the SFEP Director should have a written resignation letter or email that may include a recommendation for a replacement candidate.
2. Candidate names and contact information may be forwarded to the Director from various sources (existing IC members, staff, stakeholders). Information about a candidate should confirm the desire to serve on the Implementation Committee and include what background would make the candidate a good addition to the IC.
3. After review, the Director will contact candidate and determine readiness to serve on SFEP's Implementation Committee. The Director will discuss with the candidate their motivation for being on the IC, contributions s/he intends to make, and how service on the Implementation Committee of SFEP could benefit their home organization.
4. The Director will present a list of candidates to the full Implementation Committee for discussion and recommendation for appointment. Under the terms of the State of California CCMP approval letter (1993) the Executive Council must appoint the IC membership; new IC members will serve pending EC approval as the EC meets only infrequently.

2. Desired Characteristics of Implementation Committee Members¹

The Management Committees of all 28 of the National Estuary Programs have two essential purposes: **guidance** and **support**. Ideally, these committees represent a mix of people with skills in either or both of these broad categories.

Under “**guidance**,” SFEP Implementation Committee members are charged with representing their home entity (i.e. agency or NGO)’s interests in the actions of the SFEP. This includes ensuring home entity support for the goals and objectives of the CCMP; ensuring SFEP staff awareness about home entity management needs and priorities; and advice and guidance regarding the SFEP workplan, mission, and purpose.

Under “**support**,” the Implementation Committee is charged with representing SFEP’s interest in the community, which may include generating resources to fulfill its mission and strategic plan, assisting with public relations, and enhancing the SFEP’s reputation and credibility.

As a result, there are some “must-have” characteristics of Implementation Committee members:

- ✓ A commitment to the work of the SFEP, with the understanding that this is a commitment of time and energy
- ✓ A willingness to represent the SFEP to the public and to speak in support of the CCMP
- ✓ Authority to speak on behalf of the home entity and a commitment to participate in meetings, events, and other IC-related activities
- ✓ Common sense and the ability to exercise good judgment
- ✓ Contribute to IC diversity to balance the Committee in terms of perspectives and focus
- ✓ Support projects within home entity programs which implement the CCMP

The IC needs to represent specific constituencies (i.e. state and federal implementation agencies). The IC should also have members whose skill sets can advance the Partnership’s work, and who can expand the Committee’s effectiveness within their own constituencies or communities. This is particularly important in light of the apparent need of local government agencies to do more with less; to evaluate risks of proposed action or inaction to the communities they serve in light of climate change, environmental regulations, and conflicting resource management goals; and to effectively convey complex information to constituents, watershed stewards, or community groups.

Examples of these desired skill sets might include:

- ✓ Demonstrated effectiveness in a leadership position as decision-maker in a public agency or private institution with the ability to advance SFEP’s mission
- ✓ Active in an applicable scientific field and able to connect science with environmental management and policy concerns
- ✓ Experience in water rights and public law
- ✓ Experience in urban planning, design, and redevelopment
- ✓ Experience in estuarine environmental restoration work

¹ Parts of this section are based on “The Best of The Board Café” publication by CompassPoint Nonprofit Services (Masaoka, 2003)

**San Francisco Estuary Partnership
Implementation Committee (IC) Operating Procedures**

Management Committee Operating Procedures

Adopted July 9, 1987

Revised July 13, 1990

IC Operating Procedures

Adopted February 4, 1994 - Management Committee Procedures

Revised November 3, 2006 - IC revised Operating Procedures to include Procedures for Voting and Reaching Consensus.

Revised August 24, 2011 to include sections from Rotating Chair and Vice-Chair through Meeting Ground Rules.

Structure of Meeting: In general, the committee shall strive for a participatory or consensus process in discussing issues and arriving at a decision. Meetings will be run by the Chairperson, and these operating procedures and general rules of professional courtesy apply. At times when a dispute surfaces and/or a formal vote is necessary, the Chair has the responsibility to ensure that the interaction remains orderly. Should a formal process be needed, the Chair shall run the meeting according to Robert's Rules of Order. (At the same time, as stated in the Rules there should always be flexibility as to the strictness of application of the rules - dependent on the particular situation and the members' knowledge of parliamentary procedure.) Substantive items that are raised should be agendaized for future meetings.

Recognition of Members During a Debate: Both members and non-members may speak at committee meetings after being recognized by the Chair. Members should be recognized first.

Motions: Motions may be made by any voting member of the committee. All motions must be seconded by a voting member of the committee.

Procedural motions may be made and a vote taken at the same meeting. Motions for other than procedural issues may be made; however, only a {non-binding intent} vote can be taken at the meeting during which a non-procedural motion was first made.

Quorum: There are no quorum rules; this means decisions are made by members/alternates that are present at the meetings.

Procedures for Voting and Reaching Consensus: As noted above, "the IC shall strive for a participatory or consensus process in discussing issues and arriving at a decision." Consensus is defined as general agreement of all members of the consensus group. Specifically, it is all members of the group being at level four or above on the following consensus scale.

1. I can say an unqualified 'yes' to the decision. I am satisfied that the decision is an expression of the wisdom of the group.
2. I find the decision perfectly acceptable.
3. I can live with the decision; I'm not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to stand in the way of the decision being accepted.

6. I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be reached.

Failing consensus, a vote shall be taken, with a simple majority (51%) needed for a motion to pass.

Rotating Chair and Vice Chair: The Chair and Vice Chair will serve a two-year term, beginning in even-numbered years. The current Chair will solicit nominations for IC members who wish to serve as the upcoming Chair or Vice Chair, convening an ad hoc nominating committee if necessary to create a nomination slate. The slate will be sent to IC members in advance of the first meeting in an election year. The IC will select these positions at the first meeting of each even-numbered year. The newly elected Chair and Vice Chair will assume their roles at the second meeting of even-numbered years.

Because the Regional Water Board is the lead agency implementing the CCMP, at least one of the Chair and Vice Chair shall be a member of the Regional Water Board.

Facilitation: A facilitator may assist the Chair of the Implementation Committee to ensure smooth and effective IC meetings.

Attendance: Participants agree to make a good faith effort to participate in all scheduled meetings and activities. When it becomes necessary to replace individuals who miss meetings on a regular basis, the Director, working with the Chair and consulting with IC members, will recommend changes to the IC membership to the Executive Council for final approval. (*See process expressed in May 11, 2011 memorandum from Director and Chair to the IC.*)

Agendas: Agendas will be developed by staff with assistance from the Steering Committee and/or the facilitator as needed. Draft agendas will be prepared and distributed at least one week before each meeting.

Meeting Summaries: A written summary of each IC meeting will be prepared by SFEP staff, approved at the following meeting of the IC, and posted on the project website.

Meeting Schedules: Meeting schedules for Implementation Committee meetings will be set by the members with input from the SFEP staff.

Open Dialogue: Implementation Committee members are asked to assist in creating and maintaining an atmosphere where everyone feels free to express their views, and where ideas or comments will not be taken out of the context in which they were expressed.

Statements to the Media: IC members express only their own viewpoints to the media. Implementation Committee members agree not to characterize the viewpoints of other IC members when contacted by media representatives about business related to SFEP, nor to use the media as means to unilaterally influence any process related to SFEP.

Meeting Ground Rules: The Implementation Committee will conduct meetings according to the following ground rules:

- All IC members take responsibility for the overall conduct and outcome of each meeting.
- Members agree to speak one at a time.
- If members need to engage in side conversations, they will step outside the room.
- Cell phones and other PDAs will be turned off during the meetings.

- All ensure that the principles of collaboration and meeting ground rules are observed.
- Participants are free to question, in good faith, actions of others that may come within the scope of these ground rules.