



## Delta RMP Steering Committee Meeting October 23, 2015 9:30 am – 3:30 pm

*Central Valley Regional Board, 11020 Sun Center Drive #200, Rancho Cordova, CA*

Board Room

WebEx:

<https://waterboards.webex.com/waterboards/j.php?MTID=mc43927a8b9762fb20f7c47adc2f0de13>

Meeting number: 743 104 602

Meeting password: rmp

Call-in: 1-888-686-9124

Attendee access code: 580 245 1

### Agenda

<b>1.</b>	<p><b>Introductions and Review Agenda</b> Establish quorum</p>		<p>9:30 Brock Bernstein</p>
<b>2.</b>	<p><b>Decision: Approve Meeting Summary from June 16, 2015.</b></p>	<p>6/16/15 Mtg Summary RMP Decision Record (Excel Spreadsheet)</p>	<p>9:35 Brock Bernstein</p>
<b>3.</b>	<p><b>Information/Decision: TAC Meeting Summary and Monitoring Update</b> The TAC co-Chairs will summarize the outcomes of the TAC meeting on 9/23/15, provide a progress report on the monitoring programs for current use pesticides and pathogens, and present the recommended option for external review of the Monitoring Design.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> <li>• Informed committee regarding TAC activities and recommendations</li> <li>• Discussion of process for external review of Monitoring Design</li> </ul>	<p>9/23/15 Mtg Summary</p> <p>Slides regarding external review of the Monitoring Design</p>	<p>9:45 Stephen McCord Joe Domagalski Brian Laurenson</p>
<b>4.</b>	<p><b>Information: Delta RMP Financial Update</b> This update will cover remaining balances of all budgets, details of FY15/16 expenses and revenue, balance of the Undesignated Funds Reserve, SWAMP contract funds in FY16/17, and coordination with the SF Bay RMP.</p>	<p>Financial Update Memo</p>	<p>10:45 Philip Trowbridge</p>



	<p>Desired Outcome:</p> <ul style="list-style-type: none"> <li>Informed committee regarding Program finances</li> </ul>		
5.	<p><b>Discussion: Supplemental Budget Request for Pesticide Laboratory Confirmation Study</b>                  When the FY15/16 workplan and budget was approved, some participants requested a small study to confirm the USGS laboratory results for pesticides by a second laboratory. The TAC has discussed the proposed study and requests guidance from the Steering Committee regarding the objectives and budget for the study.</p> <p><u>Desired outcome:</u></p> <ul style="list-style-type: none"> <li>Guidance to the TAC on study objectives and budget</li> </ul>	Supplemental Funding Request Memo	11:15 Thomas Jabusch Stephen McCord Joe Domagalski
	<b>Lunch break</b>		11:45
6.	<p><b>Discussion: Communications Plan</b>                  The Communications Plan describes the products and internal review processes that will be used to report Delta RMP data. The first communication product will be a compilation of foundational documents for the program. This product is due in January 2016 and is a specific deliverable for the Water Board funding. The Steering Committee needs to approve the outline for this short report.</p> <p><u>Desired outcome:</u></p> <ul style="list-style-type: none"> <li>Provide feedback on draft Communications Plan</li> <li>Approve of the outline for the Foundational Documents report.</li> </ul>	Draft Communications Plan  Outline for Foundational Document Summary	12:15 Thomas Jabusch
7.	<p><b>Discussion: Program Planning Documents</b>                  The Steering Committee has requested a plan for how data and information from the Delta RMP (and other programs) will be used to adaptively manage the Program. There have</p>	Draft Program Planning Overview  Draft Decision Flow Chart	1:00 Brock Bernstein



	<p>also been questions about how the Delta RMP will interface with regulatory programs. The Program Planning Overview outlines the timing and process for Program updates. A draft decision flow chart illustrates how the program might interface with regulatory agencies.</p> <p>Desired Outcome:</p> <ul style="list-style-type: none"> <li>• Provide feedback on Program Planning Overview</li> <li>• Provide feedback on Decision Flow Chart</li> <li>• Provide direction on what more is needed, if anything.</li> </ul>		
	<p><b>Short Break</b></p>		<p>1:45</p>
<p>8.</p>	<p><b>Decision: Approve policies for</b></p> <ul style="list-style-type: none"> <li>• Adequate Participation</li> <li>• Conflict of Interest</li> <li>• Request for Proposals Guidance</li> </ul> <p>In addition, ASC will provide an update on the Memorandum of Agreement that is being drafted by counsel to facilitate FY16/17 invoicing.</p> <p><u>Desired Outcome:</u></p> <ul style="list-style-type: none"> <li>• Approve Adequate Participation Policy</li> <li>• Confirm or revise Conflict of Interest Policy</li> <li>• Approve RFP guidance</li> <li>• Update regarding Memorandum of Agreement for FY16/17</li> </ul>	<p>Draft Adequate Participation language</p> <p>Memo regarding Conflict of Interest Policy</p> <p>Draft Guidance for Requests for Proposals</p>	<p>1:55 Adam Laputz Linda Dorn Philip Trowbridge</p>
<p>9.</p>	<p><b>Decision: Request for Second Seat for Agriculture on Steering Committee</b></p> <p>The East San Joaquin and Westside Water Quality Coalitions have requested a second seat for Agriculture on the Steering Committee.</p> <p>Desired Outcome:</p> <ul style="list-style-type: none"> <li>• Decision on changing Steering Committee seats</li> </ul>		<p>2:40 Adam Laputz Linda Dorn</p>



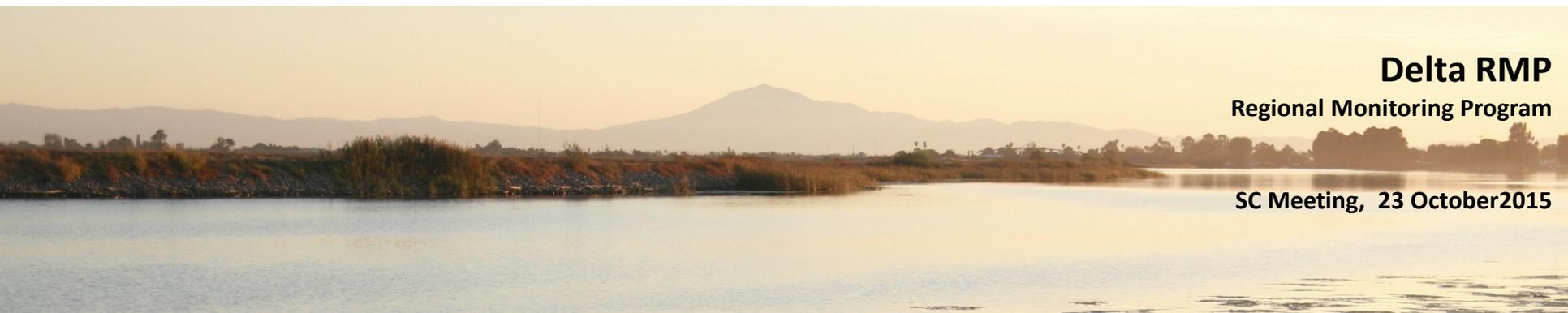
<p><b>10.</b></p>	<p><b>Discussion: Status of Deliverables, Action Items and Upcoming Meetings</b></p> <p>Desired outcome: To inform the committee about Delta RMP deliverables and upcoming meetings.</p>	<p>Delta RMP Stoplight Reports</p>	<p>3:00 Philip Trowbridge</p>
<p><b>11.</b></p>	<p><b>Plus/Delta, set dates and agenda topics for upcoming meetings</b></p> <p>The next meeting will focus on multi-year planning for the program. The Steering Committee will review the prioritized management and associated assessment questions and the monitoring design and special studies to address them.</p> <p>Desired outcome:</p> <ul style="list-style-type: none"> <li>• A date for the next meeting</li> <li>• Informed committee regarding the purpose of the next meeting</li> </ul>		<p>3:15 Brock Bernstein</p>
<p><b>12.</b></p>	<p><b>Adjourn</b></p>		<p>3:30</p>

# External Review of Monitoring Design

## Background

At the June 16, 2016 meeting , the Steering Committee asked for a proposal for an external review of the Monitoring Design.

The Technical Advisory Committee discussed different options for the review at the September 24, 2015 meeting.



# External Review of Monitoring Design

## Recommendations from the TAC

### *Objectives of the Review*

- Are the indicators correct?
- Is the study design for each indicator sufficient?

### *Process*

- Convene an expert panel
  - Can select leading scientists with no conflict of interest
  - Need a small budget – *\$5k honoraria per panelist*

# External Review of Monitoring Design

## Next Steps

- Allocate funding
- Develop charge for the expert panel
- Identify and recruit expert panel based on the specialized input that is desired





DATE: October 15, 2015  
TO: RMP Steering Committee  
FROM: Philip Trowbridge  
RE: Summary of Delta RMP Financials – period ending 9/30/15

The purpose of this memorandum is to provide an update of budgets and expenses for all open RMP budget years (FY14/15 and FY15/16) and the balance of Program Reserve funds. All of the values presented are current through 9/30/15.

### **Delta RMP FY14/15 Budget**

#### Revenue

All of the expected contributions for the FY14/15 Delta RMP budget have been received. See Table 1 for a breakdown of contributions. The total revenue received (\$302,903) exceeded the original revenue estimate (\$251,000). Excess revenue (\$51,903) was added to the Undesignated Funds Reserve.

#### Expenses

The FY14/15 budget was originally \$251,000 but was adjusted down to \$210,000 by the Steering Committee. At the June 16, 2015 meeting, the Steering Committee voted to move funds that had been allocated for Current Use Pesticide Monitoring (\$41,000) in the FY14/15 budget to the FY15/16 budget.

Expenses to date are within budget. Expenses on Governance tasks were slightly higher than budget but cost savings for Program Management and Logistics tasks offset the increase. All of the labor tasks have been completed and associated funds are exhausted. The only remaining funds in this budget are for subcontractors for Pathogens Monitoring and Nutrient Synthesis. Figure 1 shows a comparison of expenses to budget by category. For more detailed information on budgets and expenses by line item, please refer to Table 2. The expenses by labor/direct costs and subcontractors are:

- Labor/Direct Costs: Expended 100% of the budget (i.e., \$67,925 of \$68,000)
- Subcontractors: Expended 21% of the budget (i.e., \$29,840 out of \$142,000).

## **Delta RMP FY15/16 Budget**

### Revenue

A total of \$619,990 in the contributions for the FY15/16 Delta RMP budget has been received. In addition, a total of \$241,369 has been invoiced with payments due by January 15, 2016. Finally, a total of \$261,555 in additional revenue is expected, pending approval of monitoring exchanges or contracts for donations. See Table 3 for a breakdown of contributions for FY15/16.

The revenue received to date (\$619,990) is less than the FY15/16 budget (\$892,938). If all invoiced revenue arrives as expected, the total revenue will be \$861,359, which will be almost equal to the budget. The additional expected revenue should be enough to reach the budget total and add to a potential surplus for the year. **Therefore, implementation of the FY15/16 workplan can proceed without any budget cuts.**

### Expenses

Expenses to date have been minimal. Only 4% of the budget has been spent (\$41,345 of the \$892,938 budget) over 25% of the year. However, most of the budget is for subcontractors who have not yet submitted invoices. For labor tasks such as Program Management and Governance, expenses to date have been approximately 12% of budget. Figure 2 shows a comparison of expenses to budget by category. For more detailed information on budgets and expenses by line item, please refer to Table 4. The expenses by labor/direct costs and subcontractors are:

- Labor/Direct Costs: Expended 12% of the budget (i.e., \$38,104 of \$319,300)
- Subcontractors: Expended 1% of the budget (i.e., \$3,240 out of \$573,638).

## **RESERVE FUNDS**

Excess revenue (\$51,903) from FY14/15 was added to the Undesignated Funds Reserve. Since this was the first contribution to the Reserve, the total balance of the Reserve is currently \$51,903.

Table 5 shows a running list of deposits and withdrawals into the Undesignated Funds Reserve. The transfer of \$41,000 between the FY14/15 and FY15/16 budget is shown on this ledger as an accounting practice.

## Figures and Tables

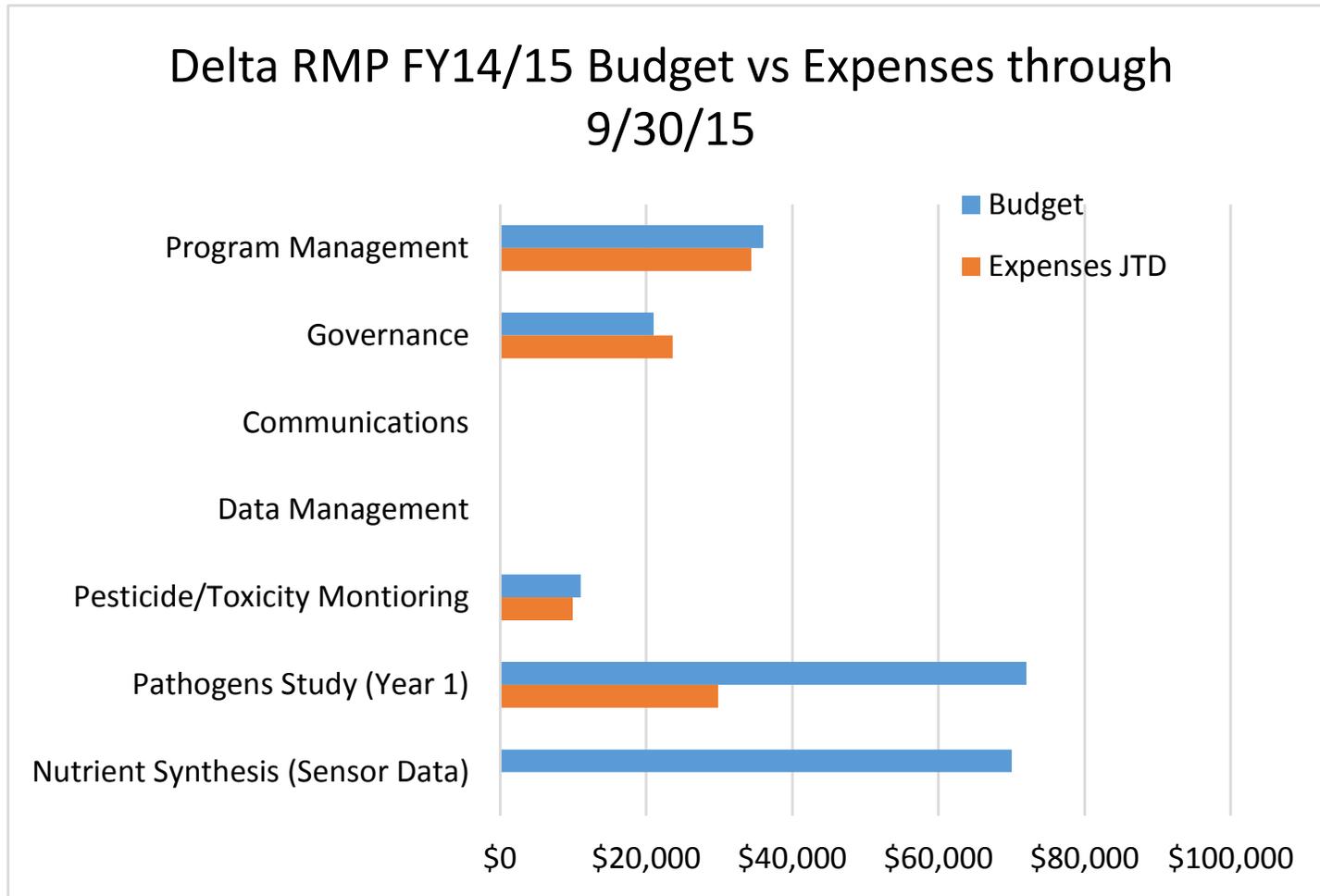


Figure 1: Delta RMP FY14/15 Budget. Budget and expenses from 1/1/15 through 9/30/15 by category.

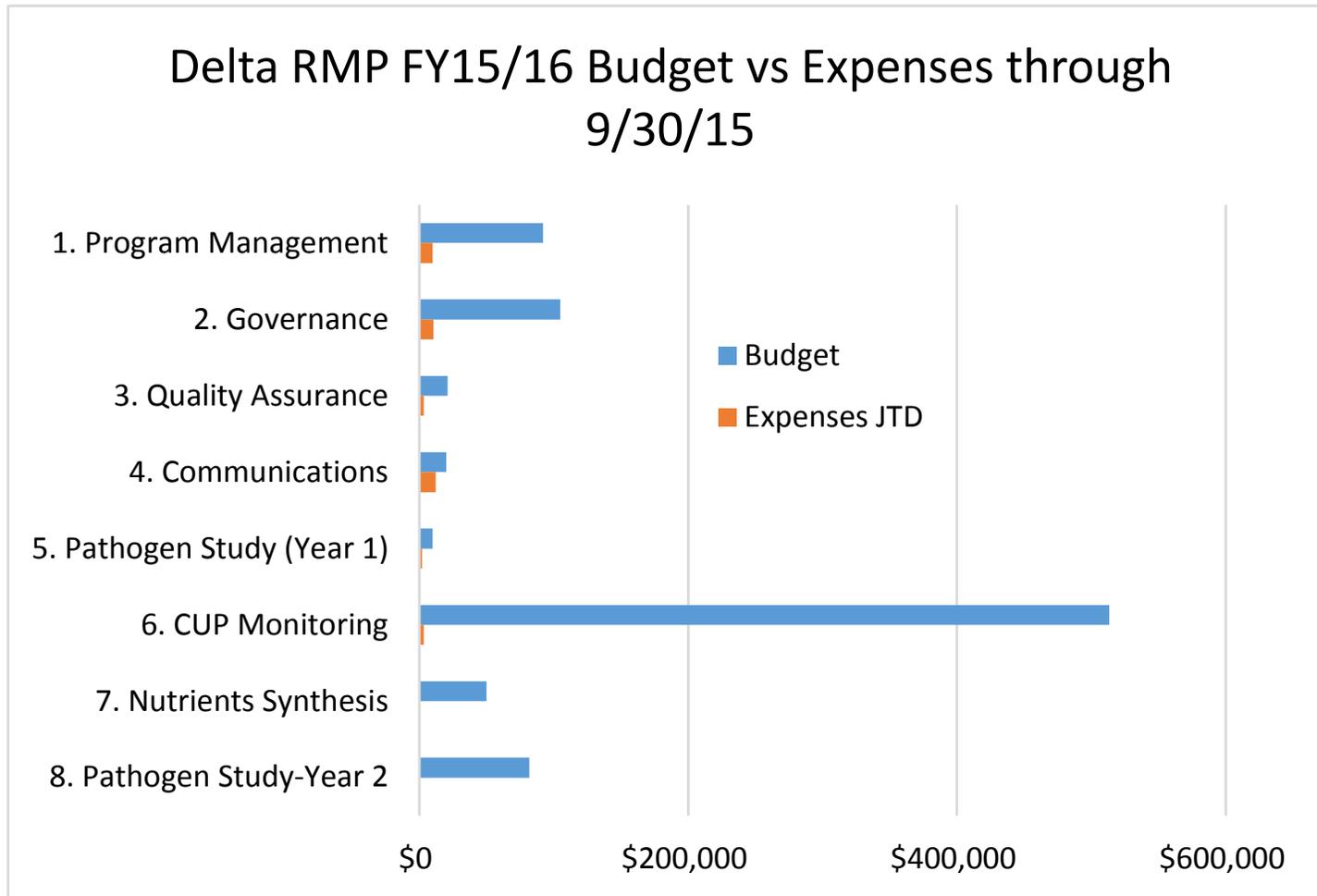


Figure 2: Delta RMP FY15/16 Budget. Budget and expenses from 7/1/15 through 9/30/15 by category.

Table 1: Delta RMP FY14/15 Revenue (expected, invoiced or received) through 9/30/15 by participant group.

	Expected	Invoiced	Received	Total
MS4 Phase 1			\$70,000	\$70,000
POTW			\$132,903	\$132,903
SFCWA			\$100,000	\$100,000
Total			\$302,903	\$302,903
Revenue Assumed for Workplan Budget				\$251,000
FY14/15 Budget				\$210,000
Carryover to FY15/16 Budget				\$41,000
Surplus to Undesignated Funds Reserve				\$51,903

Received Revenue = Funds received by ASC plus SWAMP contract funds  
 Invoiced Revenue = Funds for which ASC has sent invoices to participants  
 Expected Revenue = Funds that are expected but are not formally committed through an invoice or contract.

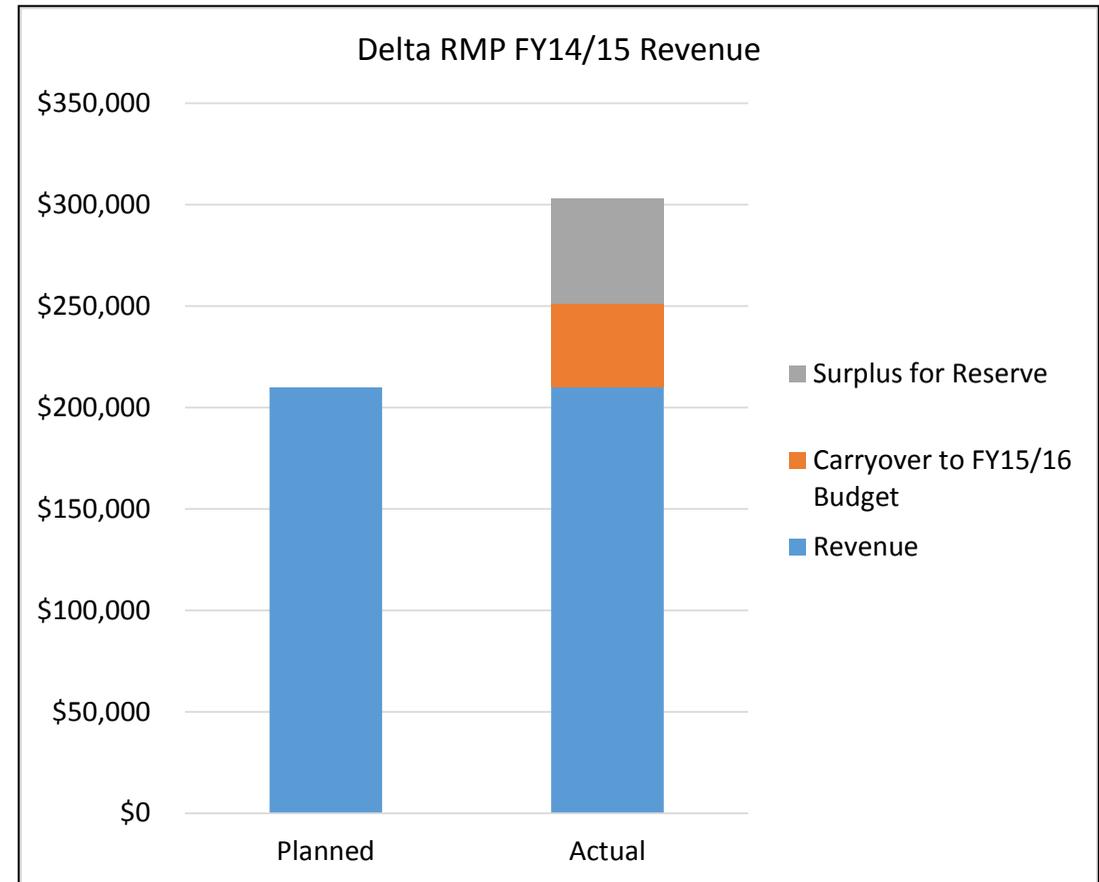


Table 2: Delta RMP FY14/15 Budget. Budget and expenses from 1/1/15 through 9/30/15 by line item.

	FY14/15 Original Budget	Budget Adjustment	FY14/15 Final Budget	FY14/15 Expenses as of 9/30/015	FY14/15 Funds Remaining as of 9/30/15	Comments
Program Management	\$36,000		\$36,000	\$34,393	\$1,607	task closed
Governance	\$21,000		\$21,000	\$23,600	-\$2,600	task closed
Communications	\$0		\$0	\$0	\$0	
Data Management	\$0		\$0	\$0	\$0	
Pesticide/Toxicity Monitoring						
<i>Logistics and Coordination</i>	\$11,000		\$11,000	\$9,932	\$1,068	task closed
<i>Field Sampling and Pesticide Lab</i>	\$41,000	-\$41,000	\$0	\$0	\$0	moved to FY15/16 budget
<i>Toxicity/TIE Lab</i>	\$0		\$0	\$0	\$0	
Pathogens Study (Year 1)	\$72,000		\$72,000	\$29,840	\$42,160	
Nutrient Synthesis (Sensor Data)	\$70,000		\$70,000	\$0	\$70,000	
Total	\$251,000	-\$41,000	\$210,000	\$97,765	\$112,235	

Table 3: Delta RMP FY15/16 Revenue (expected, invoiced or received) through 9/30/15 by participant group.

	Expected	Invoiced	Received	Total
ILRP	\$73,555	\$73,780		\$147,335
MS4 Phase 1	\$88,000	\$100,000		\$188,000
MS4 Phase 2		\$20,000	\$129,999	\$149,999
POTW		\$47,589	\$162,165	\$209,754
SFCWA	\$100,000			\$100,000
RB5			\$267,000	\$267,000
Carryover from FY14/15			\$41,000	\$41,000
Water Board Funds for Comms Plan			\$19,826	\$19,826
<b>Total</b>	<b>\$261,555</b>	<b>\$241,369</b>	<b>\$619,990</b>	<b>\$1,122,914</b>
Revenue Assumed for Workplan Budget				\$895,826
Surplus or Deficit				TBD*

\*TBD once all revenue has been received. Received revenue is still less than budget.

Received Revenue = Funds received by ASC plus SWAMP contract funds  
 Invoiced Revenue = Funds for which ASC has sent invoices to participants  
 Expected Revenue = Funds that are expected but are not formally committed through an invoice or contract.

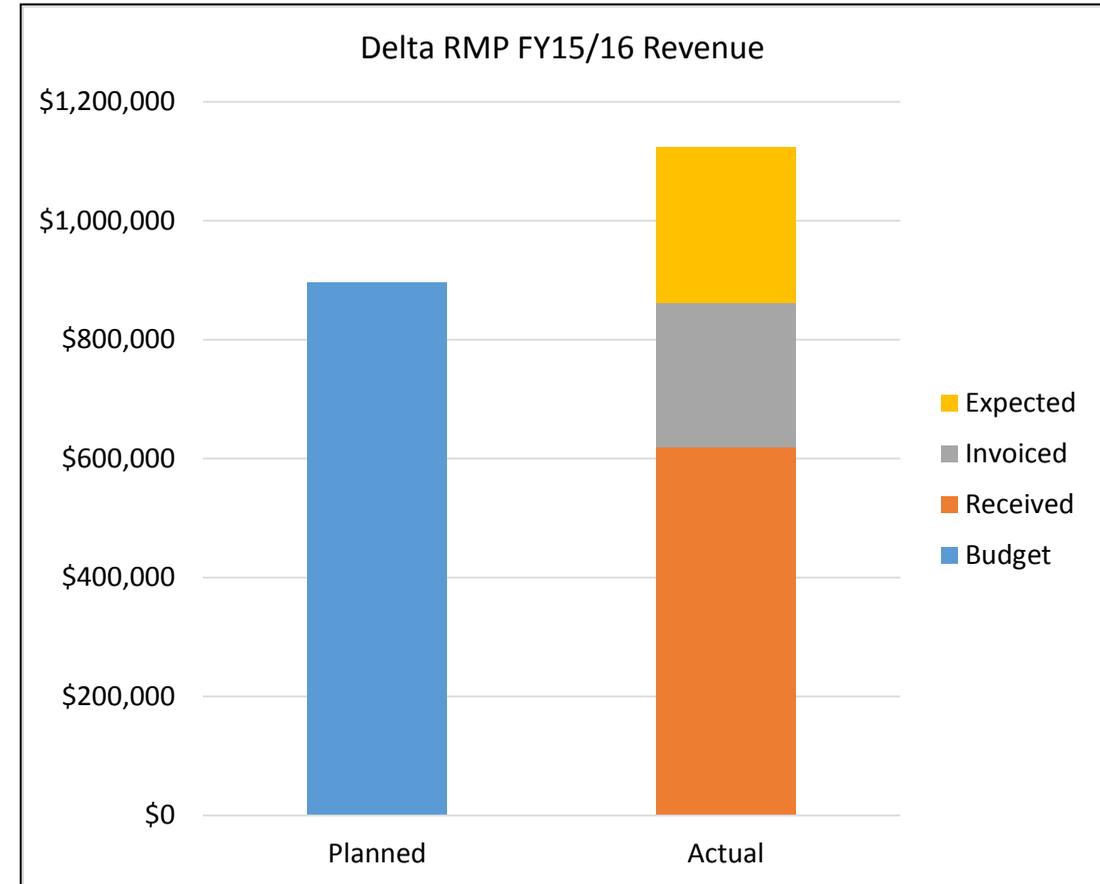


Table 4: Delta RMP FY15/16 Budget. Budget and expenses from 7/1/15 through 9/30/15 by line item.

		FY15/16 Original Budget	Budget Adjustment	FY15/16 Final Budget	FY15/16 Expenses as of 9/30/015	FY15/16 Funds Remaining as of 9/30/15	Comments
1. Program Management	A. Program Planning	\$45,000		\$45,000	\$4,261	\$40,739	
	B. Contract and Financial Management	\$47,000		\$47,000	\$5,677	\$41,323	
2. Governance	A. SC meetings	\$45,900		\$45,900	\$1,410	\$44,490	
	B. TAC meetings	\$59,000		\$59,000	\$9,223	\$49,777	
3. Quality Assurance	A. Quality Assurance System	\$10,000		\$10,000	\$243	\$9,757	
	B. Technical Oversight and Coordination	\$11,000		\$11,000	\$3,246	\$7,754	
4. Communications*	A. Communications Plan	\$16,000		\$16,000	\$12,132	\$3,868	
	B. Communications Product	\$4,000		\$4,000	\$0	\$4,000	
5. Pathogen Study (Yr 1)	A. Data Management	\$10,000		\$10,000	\$1,864	\$8,136	
6. CUP Monitoring	B. Pesticide Laboratory Work	\$189,208		\$189,208	\$0	\$189,208	
	C. Toxicity Laboratory Work	\$287,830		\$287,830	\$0	\$287,830	
	D. Data Management	\$21,000		\$21,000	\$3,289	\$17,711	
	E. Reporting	\$15,000		\$15,000	\$0	\$15,000	
7. Nutrients Synthesis	A. Synthesis Report - Monitoring Data Gaps	\$50,000		\$50,000	\$0	\$50,000	
8. Pathogen Study-Year 2	A. Monthly Pathogen Sampling	\$72,000		\$72,000	\$0	\$72,000	
	B. Data Management	\$10,000		\$10,000	\$0	\$10,000	
		\$892,938	\$0	\$892,938	\$41,345	\$851,593	

\*funded by \$20,000 from the Water Board contract with ASC. Aside from this task, this contract has \$1,216 left for final reporting and contract closeout.

Table 5: Delta RMP Undesignated Funds Reserve Ledger.

Budget Year	Deposit or Withdrawal	Reserve Type	Authorization	Date of Authorization	Amount	Comment
FY14/15	Deposit	Undesignated Funds	Steering Committee	6/16/2015	\$41,000	Release funds allocated for CUP monitoring in FY1415 budget in order to re-allocate these funds into the FY1516 budget for CUP monitoring.
FY14/15	Deposit	Undesignated Funds		10/15/2016	\$51,903	Extra revenue received in FY14/15. Actual revenue minus budgeted expenses for FY1415 (number is updated whenever budget is changed, date reflects most recent update)
FY15/16	Withdrawal	Undesignated Funds	Steering Committee	6/16/2015	-\$41,000	Release funds allocated for CUP monitoring in FY1415 budget in order to re-allocate these funds into the FY1516 budget for CUP monitoring.
TOTAL		Undesignated Funds			\$51,903	



DATE: October 15, 2015

TO: RMP Steering Committee

FROM: Thomas Jabusch, ASC and Phil Trowbridge, ASC

RE: Supplemental Budget Request for Undesignated Funds for Secondary Laboratory Analysis for Pesticides

### **REQUESTED ACTION**

Some Delta RMP participants have requested that 5% of the samples for Current Use Pesticides (CUP) should be analyzed by two different laboratories. The purpose of the study would be to confirm accuracy and evaluate bias in the chemical analyses by the primary laboratory (USGS). ASC prepared a proposal and supplemental budget request in the amount of \$12,847 for the TAC to review at its September 24, 2015 meeting. In subsequent discussions, the TAC did not reach consensus about the need for the study nor the design for the study. In order to move this process forward, we request that the Steering Committee provide the TAC with guidance on the objectives of the study and a budget limit.

### **FISCAL SITUATION**

Undesignated Funds Balance: \$51,903 (as of 10/15/15)

### **EXPLANATION**

In FY15/16, the RMP has contracted the U.S. Geological Survey (USGS) Pesticide Fate Research Group (PFRG) Organic Chemistry Research Laboratory (OCRL) to conduct analyses of the occurrence of current use pesticides (CUPs) in water samples because of its unique analytical capabilities to assess the occurrence of 153 current-use pesticides and pesticide degradates. The USGS method have been developed and standardized for distinct research activities that are conducted on a frequent or ongoing basis and for types of data that are produced in large quantities and adhere to high scientific standards of excellence. However, quality-assurance procedures are different from those of certified testing laboratories routinely contracted by regulated dischargers. Due to its research mission, OCRL does not pursue mandatory proficiency testing as required of commercial laboratories seeking accreditation as a

certified testing laboratory. Therefore, some program participants have proposed that 3 of the 60 FY15/16 CUP samples (5%) be split and sent to a second laboratory for comparison.

Based on the request for a second lab analysis of 3 samples, ASC staff presented a proposal at the September 24 TAC meeting to split 3 samples for analysis by the CA Dept. of Fish and Wildlife Water Pollution Control Laboratory (WPCL). TAC members asked to review the available analytes and their MDLs for the candidate second laboratories (WPCL and others) to make sure they are compatible with the USGS lab, especially for pesticides that are currently being detected. They also made the following recommendations:

- Space the samples over 3 sampling events and sites: at Buckley Cove as soon as possible, at Vernalis during the rainy season, and at Ulatis in March.
- Deliver samples to both labs within required hold time
- Add matrix spikes to the cost proposal

However, the email discussion following the meeting revealed several major disagreements by TAC members regarding a) the objectives for having a second lab, b) the most practical design for achieving the objectives, and c) how to apply the information learned from a second lab analysis. TAC members agreed to the idea of forming a subgroup that would work on the objectives and the most practical design for achieving the objectives. To guide this work, we ask the SC to provide direction on the objectives of the study and a not-to-exceed budget.

**Delta Regional Monitoring Program**

***Communications Plan***



**Prepared for**  
Delta RMP Steering Committee  
October 2015

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## **1. Introduction**

The mission of the Delta Regional Monitoring Program (RMP) is to inform decisions on how to protect and restore beneficial uses of water in the Delta, by producing objective and cost-effective scientific information critical to understanding regional water quality conditions and trends. To achieve this mission, the Delta RMP developed a Monitoring Design (ASC 2015) that contains detailed assessment questions relevant to each of the program's priority management questions. This Communications Plan describes the products and processes that are being proposed to the Delta RMP Steering Committee to guide the interpretation and reporting of its data to answer the assessment questions.

## **2. Reporting**

The reporting goal of the Delta RMP is to generate communication products that inform and educate target audiences about Delta water quality conditions and trends. The information in such products is targeted at the highest priority questions faced by managers. The program achieves its full value only to the extent that the data it produces are synthesized, interpreted, and reported in a manner accessible to its various audiences. Therefore, the proposed key information product will be an interpretive report ("Pulse of the Delta") that summarizes monitoring results and synthesizes relevant information.

### **2.1 Target Audiences**

The target audiences for Delta RMP communication products include internal (program participants) and external stakeholders (other Delta managers and policymakers, local scientists and the scientific community at large, and the public). Delta RMP communication products aim to effectively serve these diverse audiences. To meet the Delta RMP reporting goal, the communication products need to provide objective and accessible information, distributed in a timely and effective manner.

### **2.2. Access to RMP Data**

Delta RMP data will be the foundation of RMP communication products. Therefore, release of data to program participants and the public is an important step in the communication process. Final monitoring data will be publicly available after being reviewed and analyzed internally and after reports are produced, although RMP parties can have access to working copies of the data.

ASC will upload the provisional data to the password-protected Delta RMP TAC Google website as soon as they are available, from where they will be pulled into the password-protected workerbee space of the California Estuaries Portal. Provisional data will be provided to the TAC in a downloadable format and will be clearly marked as draft.

Final data will be available for download via Contaminant Data Display and Download (CD3, at <http://cd3.sfei.org>) and incorporated into the California Environmental Data Exchange Network (CEDEN, at <http://www.ceden.org/index.shtml>); and additional portals such as Bay Delta Live (<http://www.baydeltalive.com/>) and the California Estuaries Workgroup

(<http://caestuaries.opennrm.org/>) web portals as funding allows. CD3 is an innovative visualization tool for accessing water quality data that allows users to perform spatial queries to dynamically map, chart, and download data.

### **2.3. Communication Products**

The Delta RMP will produce an Annual Data Report, which documents the activities of the program each year; an interpretive main report (*The Pulse of The Delta*) that summarizes monitoring results and synthesizes the information they provide; and technical reports that document specific studies and synthesize information from diverse sources in relation to specific topics and prioritized assessment questions.

#### *Data Report*

The Annual Monitoring Report will present the results of the previous July-June fiscal year of sampling. Interpretation of the results will be very basic. The main purpose of this report is to share the final data with project partners and collaborators in a timely way.

#### *Technical Reports*

Technical reports will be produced to provide a more in-depth evaluation of monitoring and special study results. Technical reports will facilitate technical peer review of Delta RMP studies. A technical report may be appropriate for each of the monitoring elements after 2-3 years of study.

#### *The Pulse of the Delta*

A summary report (*The Pulse of the Delta*) will be the main public reporting vehicle for Delta RMP information (data interpreted relative to the Program's management questions). The Steering Committee will decide when to publish a Pulse of the Delta and its theme. The first two editions of the Pulse of the Delta (ASC 2011, ASC 2012) preceded the Delta RMP's current organizational structure. The information in the Pulse of the Delta will include Delta RMP monitoring data as well as other relevant information.

### **2.4. Internal review process**

All Delta RMP communication products will go through internal technical review and Steering Committee approval. The Technical Advisory Committee (TAC) is the lead group for providing technical review. Technical subcommittees or workgroups may be invited to review products or components of a product that fall in their specific expertise at the same time as the TAC. For example, the nutrient subcommittee will be invited to review nutrient synthesis reports. Before they are released to the public, all communication products require final approval by the Steering Committee. Some results would be expected to be suited for publication in the peer-reviewed literature, which would involve an additional layer of review.

### **2.5. External review process**

The SC will decide on a case-by-case basis whether communication products should be submitted to external review. The TAC, Steering Committee, or staff may recommend additional external expert peer review for draft technical or summary reports. Depending on

the timeline and specific needs, external review may be done in parallel to or following internal review.

When planning a new communication product, an advisory group representative of targeted audiences may be formed to help focus the content and outreach.

## **2.6. Communication channels**

At this time, the Delta RMP does not have its own independent communication channels to reach internal and external target audiences. It would benefit the program to develop these channels eventually. The following sections describe the current communication channels.

### *Website*

Currently, there are two websites with different purposes for the Delta RMP. The Central Valley Regional Water Quality Control Board (Water Board) maintains a web page for the Delta RMP that lists recent program news and updated events, SC and TAC meeting information and materials, and access to reports

([http://www.waterboards.ca.gov/centralvalley/water\\_issues/delta\\_water\\_quality/comprehensive\\_monitoring\\_program/index.shtml](http://www.waterboards.ca.gov/centralvalley/water_issues/delta_water_quality/comprehensive_monitoring_program/index.shtml)).

ASC maintains a Google site for the TAC that features a basic home page with an interactive event calendar and a link to the Water Board's Delta RMP page (<https://sites.google.com/a/sfei.org/delta-rmp/home>). The TAC Google site also features a password-restricted area that provides access to technical materials, archived documents, and collaborative workspace for members of the TAC and its subcommittees.

In the future, program participants and external stakeholders would benefit from a single website for online information about the program, access to documents, and the schedule of upcoming events.

### *Email subscription list*

Currently, distribution of communication products relies on external communication channels of program partners and participants; including the Delta Water Quality Issues Lyriss email list (maintained by Water Board staff) and the Delta eNews electronic newsletter (maintained by California Department of Water Resources).

An integrated Delta RMP website and email list would allow for announcements to be archived for easy access outside of the email applications.

### *Social Media*

Additional considerations would be a social media presence such as a Twitter feed and/or Facebook page to raise awareness about the program and to garner support for its activities and interest in its findings.

### *Public Notice of Meetings*

All meetings are open to the public and publicly noticed through the Delta Water Quality Issues Lyriss list. Agenda and materials (except the draft minutes) are posted on the Water Board's

Delta RMP web page at least one week in advance. Water Board staff is responsible for maintaining the web page and sending emails through Lyris.

*Annual Meeting*

An Annual Meeting would provide an opportunity for the diverse groups involved in the Program to interact. It also provides outreach to groups not directly involved in the program and a venue for obtaining input from external stakeholders. The SC will decide when to hold an annual meeting and the theme and objectives of the meeting.

**2.7. Delta RMP reporting schedule**

Table 1 provides an overview of the Delta RMP reporting cycle. This schedule was developed by assuming that monitoring will be conducted on a July-June fiscal year basis and that the fall is a good season to release Pulse reports.

Basic data will be reported through various web portals and Annual Monitoring Reports. Data will be collected on fiscal year basis, with each monitoring year ending on June 30. The data will be quality assured and uploaded to web portals for public access by January 1. The Annual Monitoring Report will present these data with minimal interpretation by March 1.

Interpretation of the data will be completed less frequently, in consultation with the Technical Advisory Committee, and at the direction of the Steering Committee. It is anticipated that technical reports, produced every 2-3 years, will synthesize results and make recommendations for monitoring adaptations and future studies.

The Pulse of the Delta (ASC 2011; ASC 2012) is envisioned as the main interpretive reporting vehicle for Delta RMP results. The themes of the Pulse of the Delta will be outlined by the Steering Committee based on prior technical reports. The Pulse of the Delta will be released in the fall season to provide maximum impact of the program during the Bay Delta Science Conference and the State of the Estuary Conference.

**Table 1. Delta RMP reporting cycle.**

<b>Deliverable</b>	<b>Frequency</b>	<b>Release date</b>
<i>Data uploads</i>		
Provisional data (available to TAC members)	Variable	Variable
CD3	Annually	March 1
CEDEN	Annually	March 1
California Estuaries web portal	Annually	March 1
<i>Reports</i>		
Annual Monitoring Reports (including QA report)	Annually	March 1
Technical Reports	Variable	Variable

Pulse of the Delta	Variable	Fall
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Table 2 presents the proposed reporting schedule for the first four years of the Delta RMP, building toward a Pulse of the Delta in the fall of 2018. The general concept is that nutrient synthesis reports in FY15/16 and FY16/17 and technical reports for Current Use Pesticides and Pathogens in FY17/18 would provide the majority of the content for the Pulse of the Delta in FY18/19.

**Table 2. Proposed Delta RMP reporting schedule through FY18/19.**

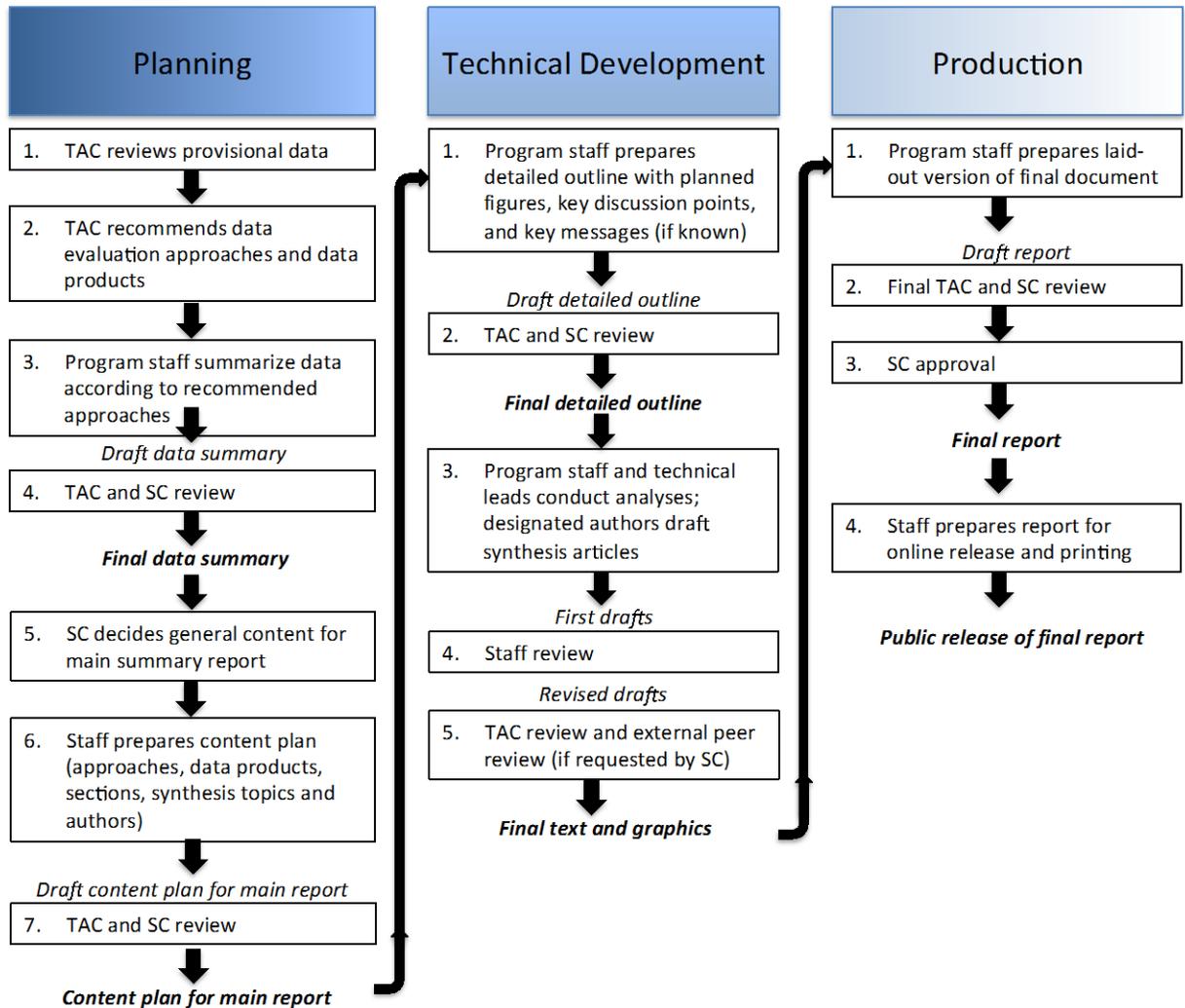
Program Element	FY 15/16	FY 16/17	FY 17/18	FY 18/19
Current Use Pesticides	Monitoring	Monitoring	Tech Report/ Monitoring	Monitoring
Mercury		Monitoring	Monitoring	Tech Report/ Monitoring
Nutrients	Synthesis	Synthesis/ Monitoring	Monitoring	Monitoring
Pathogens	Monitoring	Monitoring	Tech Report	
Pulse of the Delta				(Released in the fall quarter)

### 3. Data Analysis and Interpretation

The key interpretive product of the program will be the Pulse of the Delta, which will be produced at regular intervals (e.g., annually or every two years). Analyses will emphasize past trends, current status, and projected future trends. Pulse topics could also eventually include causal analyses and more complex syntheses. The over-arching objective will be to answer the priority management questions *using the most appropriate and credible scientific methods*.

The exact methods for data analysis are not prescribed in this plan because doing so would limit the options for the program. Instead, program participants will develop the interpretation of Delta RMP data collectively in a science-based and collaborative process.

With oversight by the TAC, program staff and technical leads will conduct the relevant analyses by evaluating the data in light of the assessment questions, the best scientific methods, and any stated benchmarks or performance targets. A solid review process (see Section 2) ensures that information generated by the program is high quality, objective, relevant, and approved by the SC. The flowchart in Figure 1 summarizes the process for planning, technical development, and production of the Pulse of the Delta.



**Figure 1.** Process for planning, technical development, and production of the Pulse of the Delta

#### 4. References

ASC. 2011. The Pulse of the Delta: Monitoring and Managing Water Quality in the Sacramento San-Joaquin Delta. Re-thinking Water Quality Monitoring. Contribution #630. Aquatic Science Center, Oakland, CA. [http://www.aquaticscience.org/2011\\_ASC\\_PulseOfTheDelta\\_final.pdf](http://www.aquaticscience.org/2011_ASC_PulseOfTheDelta_final.pdf)

ASC. 2012. Pulse of the Delta: Linking Science and Management Through Regional Monitoring. Contribution #673. Aquatic Science Center, Richmond, CA. [http://www.aquaticscience.org/ASC\\_2012\\_Delta\\_Pulse.pdf](http://www.aquaticscience.org/ASC_2012_Delta_Pulse.pdf)

ASC. 2015. Monitoring Design Summary. Prepared for the Delta Regional Monitoring Program. Prepared by Aquatic Science Center, Richmond, CA. [http://www.swrcb.ca.gov/centralvalley/water\\_issues/delta\\_water\\_quality/comprehensive\\_monitoring\\_program/2015\\_0616\\_deltarmp\\_design.pdf](http://www.swrcb.ca.gov/centralvalley/water_issues/delta_water_quality/comprehensive_monitoring_program/2015_0616_deltarmp_design.pdf).

# Outline

## Delta RMP Foundations Document

Summary of guiding principles, processes, and governance structure of the Delta RMP

1. Introduction
2. Mission
3. Goals and Objectives
4. Management Questions
5. Principles of Operation
  - Focus on the Delta
  - Focus on the highest priority water quality information needs
  - Contributing to holistic understanding of the Bay-Delta
  - Leveraging activities and resources
  - Clearly described and transparent processes and agreements
  - Adaptability and flexibility
  - Collaborative culture
6. Governance
  - Organizational chart
  - Roles, responsibilities, structure, decision-making process, and rosters for:
    1. Steering Committee
      - a. Membership
      - b. Decisions
      - c. Categories and seats
      - d. Notice
      - e. Meeting frequency
      - f. Participation
    2. Technical Advisory Committee
    3. Implementing Entity
      - a. ASC is operational entity for beginning period of Delta RMP
7. Financial Management

## Outline

### 8. Acknowledgements

- Full list of past and present SC Members

### Appendix

#### Milestones in the Formation of the Delta RMP

- Delta RMP a priority in the State Water Resource Control Board's and Central Valley Water Board's Delta Strategic Plan
- Stakeholder kick-off meeting
- Initial stakeholder process
- NPDES stakeholder interviews and meeting
- Formation of SC and TAC
- NPDES permit amendment to allow for participation in Delta Regional Monitoring Program in lieu of individual monitoring efforts. Resolution No. R5-2013-0130.
- Approved Monitoring Design
- First contributions
- First sample collection
- *Visual: timeline*

**Delta Regional Monitoring Program**

***Program Planning Overview***



**Prepared for**  
Delta RMP Steering Committee  
October 2015

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## 1. Program Planning Overview

The annual program planning cycle allows adaptation, re-evaluation and adjustment of assessment questions and monitoring design. **Figure 1** illustrates how the main program planning documents and associated steps in the adaptive management process relate to one another.

**Table 1** outlines the program planning cycle. Program planning is a continuing process by which monitoring outcomes inform changes to the monitoring design and other implementation decisions. An annual Steering Committee planning meeting will provide an opportunity for review of the prioritized management and associated assessment questions and the monitoring design and special studies to address them. The Steering Committee will identify adaptations needed to the monitoring program, which will inform whether any updates are required to the monitoring design. Updates to the monitoring design will be reflected in the workplan and budget and updates to the Quality Assurance Program Plan (QAPP). Monitoring results and Field Sampling and Quality Assurance (QA) reports provide information for the Technical Advisory Committee (TAC) to recommend changes to the monitoring design.

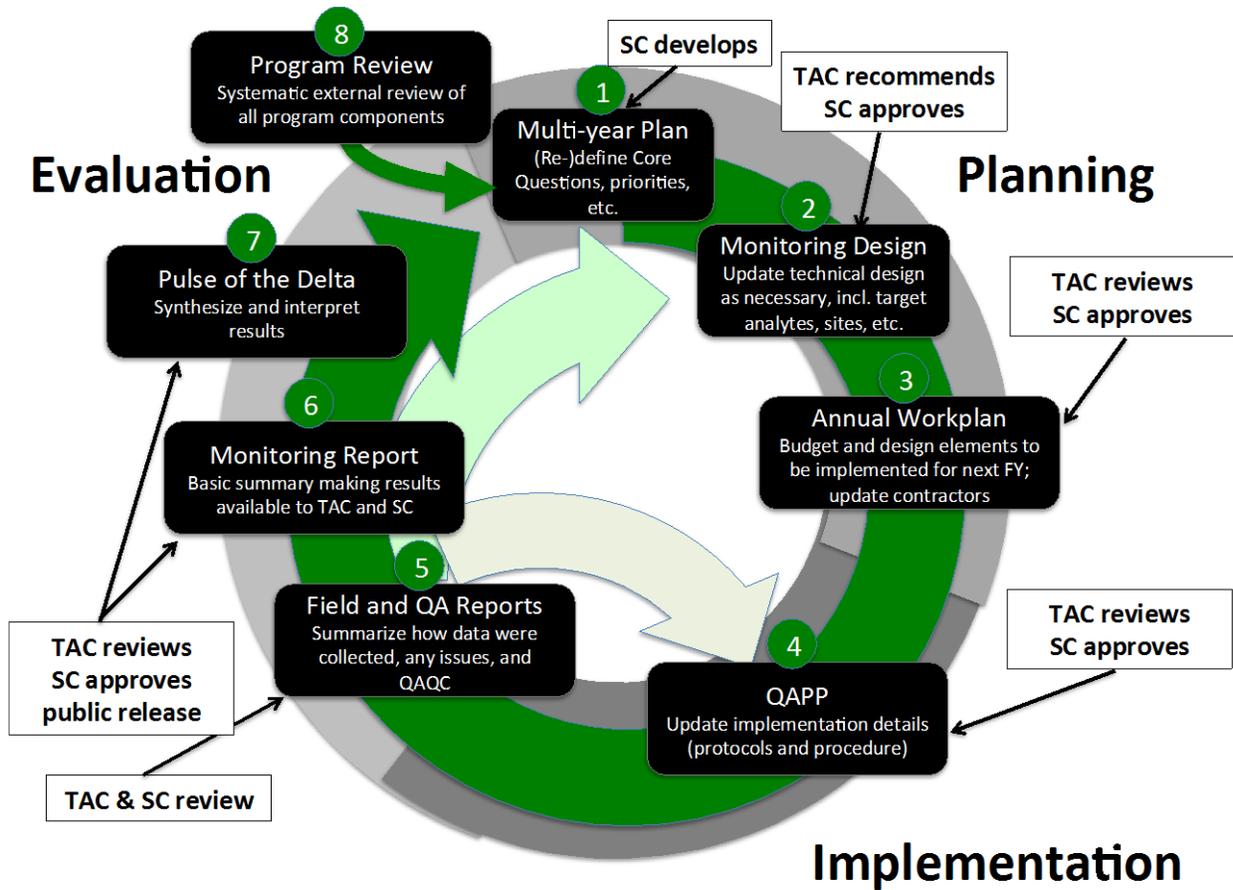
In addition, the RMP will coordinate with other programs to leverage program resources. **Table 2** outlines planning documents and coordination points with external partners and what kind of input is needed by when for each of the steps in the planning cycle. For example, updates to the monitoring design, such as updating lists of target analytes, will be informed by monitoring plans and recommendations provided by the Irrigated Lands Regulatory Program (ILRP).

**Figure 1** and **Table 2** also refer to a multi-year plan and a program review. A multi-year planning process will allow periodic re-evaluation of management questions, upcoming management decisions, and program priorities, as well as preliminary budget allocations for longer periods of time. An intensive, periodic program review would convene an expert panel to examine all or specific aspects of the program, including objectives and management questions, sampling design, overall adequacy and allocation of resources, QA expenses, data management, data analysis, information dissemination, and use of information by target audiences.

**Table1. Program planning cycle.**

Document	Content	Frequency (relative due date)
Multi-Year Plan	Summary of <ul style="list-style-type: none"> <li>– Core questions</li> <li>– Upcoming management decisions</li> <li>– Priority studies</li> <li>– Preliminary budget allocations for next 3-5 years</li> </ul>	2-5-year cycle (TBD, as necessary)  (Start and frequency to be decided by the SC)
Monitoring Design	Prioritized management and associated assessment questions and monitoring design and special studies to address them.	Annual Steering Committee planning meeting/workshop (starting in January 2016): <ul style="list-style-type: none"> <li>– Update annually</li> </ul>
Annual Workplan	Annual budget and program activities	Annually (April)
Quality Assurance Program Plan (QAPP)	Target analyte lists, field sampling protocols, sampling sites, laboratory contractors, and other design features in the QAPP will be updated as needed. Updates to the target analyte lists, methods, and contractors will be based on: (1) updates to the Monitoring Design, (2) approved Annual Workplan and Budget. (3) Coordination with other monitoring programs.	Annually (May)
Field and QA Reports	Field and QA reports are part of the decision basis for updates to the Monitoring Design, Workplan, and QAPP.  The Field Sampling Report will document how samples were collected, target sampling sites, actual sampling sites, how	Annually (May)

	<p>many samples were collected, measurements made using field instruments, and any deviations from the QAPP for field sampling methods.</p> <p>The QA Report will document the quality assurance / quality control measurements performed by laboratories, the results of these tests relative to data quality objectives, any data that were deemed unusable, and any deviations from the QAPP for laboratory methods.</p>	
Monitoring Report	Basic documentation of the results of the previous year of sampling. Review of results will directly influence updates to the monitoring design and other implementation decisions	Annually (March)
Pulse of the Delta	Main reporting vehicle for Delta RMP information (data interpreted relative to the Program's management questions). Part of decision-basis for multi-year planning.	To be decided by Steering Committee
Program Review	In-depth external review	5-year cycle (starting in with an in-depth review of the initial Program Plan) – Planned date to be decided by the SC



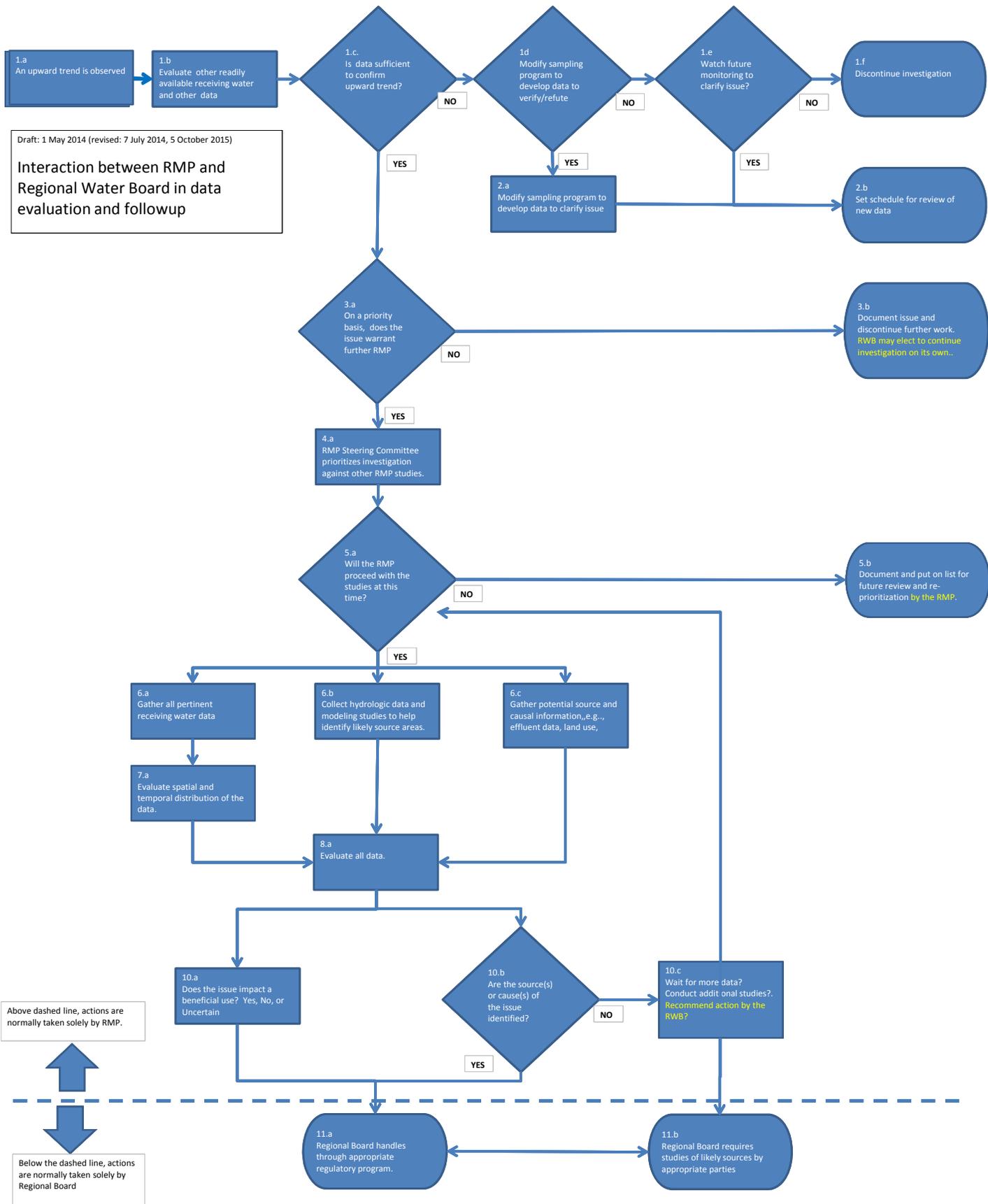
**Figure 1. Flow diagram illustrating the Delta RMP’s adaptive management cycle.** The shading represents the three broad phases of the management cycle: planning, implementation, and evaluation. The circular arrow represents the general sequence of main program products and associated steps. The additional arrows represent additional important feedback loops: a review of previous monitoring results documented in the Annual Monitoring Report will directly influence updates to the monitoring design and other implementation decisions; lessons learned from sampling implementation and QAQC review will directly influence updates to the QAPP (e.g., QC procedures, SOPs).

**Table 2. Planning documents and important coordination points for updating Delta RMP Plans and Monitoring Design.**

Planning Document (anticipated date)	Internal input needed (anticipated date)	External input needed (anticipated date)	Needed from
Multi-year Plan <ul style="list-style-type: none"> <li>• Core questions</li> <li>• Priorities</li> </ul> (January, every 2-5 years)	Summary reports from previous monitoring years (Available by December 1)	Information about <ul style="list-style-type: none"> <li>• Long-term Management Plans and Priorities</li> <li>• Prioritization and timing of current and future policies and actions</li> </ul> (Due by December)	<ul style="list-style-type: none"> <li>– Regional Board</li> <li>– State Water Board</li> <li>– Delta Stewardship Council</li> <li>– USEPA</li> </ul>
Monitoring Design (January, annually)	Summary reports and monitoring results from previous monitoring years (Available by December 1)	Monitoring Plan updates (including sites, target analytes, frequency) and Study Plans (By December 1)	<ul style="list-style-type: none"> <li>– Regional Board</li> <li>– Ag coalitions in Sac and SJ watersheds</li> <li>– IEP</li> <li>– SWAMP</li> <li>– USGS</li> </ul>
		Monitoring Results (By December 1)	<ul style="list-style-type: none"> <li>– Regional Board</li> <li>– Ag coalitions in Sac and SJ watersheds</li> <li>– IEP</li> <li>– SWAMP</li> <li>– USGS</li> </ul>
		Updated pesticide use data and output from Pesticide Use Risk Model (By December 1)	<ul style="list-style-type: none"> <li>– DPR</li> </ul>
		Recommendations for pesticides and degradates to add/drop (By December 1)	<ul style="list-style-type: none"> <li>– ILRP Pesticide Evaluation Advisory Group</li> </ul>
Annual Workplan (March/April)	Multi-Year Plan; TAC recommendations based on Multi-Year Plan; Updated Monitoring Design; Specific requests for in-kind contributions (January)	In-kind contribution proposals (By April)	<ul style="list-style-type: none"> <li>– All program participants planning on in-kind contributions (e.g., IEP, ag coalitions)</li> </ul>
		Cost estimates or proposals (By April)	<ul style="list-style-type: none"> <li>– Existing and potential contractors for field sampling and laboratories</li> </ul>
		Confirmation of no-cost in-kind contribution offers	<ul style="list-style-type: none"> <li>– External partners (e.g., MWQI)</li> </ul>
QAPP	Field and QA reports Annual Monitoring Results (by March)	Updated SOPs (By May)	<ul style="list-style-type: none"> <li>– Contractors for field sampling and laboratories</li> </ul>

Draft: 1 May 2014 (revised: 7 July 2014, 5 October 2015)

### Interaction between RMP and Regional Water Board in data evaluation and followup



Above dashed line, actions are normally taken solely by RMP.

Below the dashed line, actions are normally taken solely by Regional Board

# DRAFT-Criteria for Determining Adequate Participation in the Delta RMP

The Regional Board allows, through permit provisions, permitted dischargers in the Sacramento/San Joaquin watershed to demonstrate “adequate participation” in the Delta RMP *in lieu* of performing specified monitoring tasks that are otherwise required by their permits. Permitted dischargers are entities subject to NPDES or WDR permit requirements for monitoring. The Regional Board relies on the Delta RMP Steering Committee to define what “adequate participation” is, and whether or not dischargers and other members of the Steering Committee are adequately participating in the Delta RMP. The Steering Committee expects and depends on the Regional Board to be sufficiently flexible in its approval of proposed monitoring requirement exchanges, so as to encourage permitted dischargers to participate.

The Steering Committee is currently comprised of two seats for regulatory agencies (USEPA and the Central Valley Water Board), one seat for water supply (State and Federal Water Contractors Agency), one seat for coordinated monitoring (Interagency Ecological Program), three seats for publically owned treatment works (POTWs-one each representing small, medium, and large POTWs), two seats for stormwater (one representing large cities, and one representing smaller cities), one seat for irrigated agriculture, and one seat for the Resources Agency that has not been filled. The Steering Committee has determined as a basic criteria for “adequate participation” in the Delta RMP, as contributing financially, or in kind, to the RMP at the level established on a yearly basis as described below. In-kind services do not include participation on the Steering Committee (SC), or Technical Advisory Committee (TAC), or any subcommittees formed by either the SC or TAC. In-kind contributions may count towards a participant’s contribution, but only if they can be monetized and replace a cost that the program would have to pay otherwise. In-kind contributions must replace an expense in the approved program budget.

The Steering Committee agreed participation by a category, such as USEPA, can hold a seat on the Steering Committee, without contributing financially, but is not allowed to vote on financial issues. Participation by regulatory agencies may consist of providing resources directly or indirectly to the program through programs, grants, or in-kind services.

Each Steering Committee category (coordinated monitoring program, permittees, regulatory, resources agency, and water supply) will be assigned, by the Steering Committee, a specified portion of the total program budget. As a starting point, these amounts may be determined using the previous year’s level of support for each category. The Steering Committee will consider the following factors when assigning participation costs:

- Exchange of existing individual monitoring,
- Approved program budget,
- Whether additional funds are expected throughout the year.

The following factors will be considered when making a determination of adequate participation.

1. **Exchange of Existing Individual Monitoring:** An individual permitted discharger may be deemed to have adequate participation in the Delta RMP, for a particular funding year, if they

contribute funds to the program not less than the savings due to receiving water monitoring reduction approved by the Regional Water Board.

Steering Committee categories are expected to negotiate within their group to develop an ongoing formula for the expected contribution for each of its members. Individual members of a permitted discharger category are responsible only for contributing their individual funding allotment. Failure of any member to contribute their expected individual funding shall not result in an increase of funding requirements for the other members.

For participants that do not have permits issued by the Regional Water Board requiring monitoring that could be exchanged, adequate participation will consist of funding or in-kind services contributed to the RMP that are reasonably equivalent to other participants in the Delta RMP. The Steering Committee must consider for such participant whether the entity may vote based on the level of participation. For example, any entity may provide funding to the Delta RMP, but the Steering Committee must consider what level of funding would constitute a “voting” Steering Committee member.

2. **Program Budget:** The total Delta RMP program budget will be set by the Steering Committee. The budget should realistically estimate funds likely to be received, and only those Steering Committee members that contribute funds or approved in-kind services to the Delta RMP may vote on the budget. SC members should recuse themselves from voting, if the group they represent does not contribute financially at the level established for adequate participation.
3. **Whether Additional Funds are Expected:** The Delta RMP may receive grants, new participants, or funding from unanticipated sources. These funds will be used in developing the program budget, and could be used for determining adequate participation.



DATE: October 15, 2015  
TO: RMP Steering Committee  
FROM: Philip Trowbridge  
RE: Delta RMP Conflict of Interest Policy

The Steering Committee requested the opportunity to review the conflict of interest (COI) policies in Delta RMP foundational documents. COI is mentioned in the Financial Management Plan and the Committee Roles document that were approved by the Steering Committee on March 27, 2015. The relevant text from these documents is shown on page 2 of this memo.

The COI language in the Financial Management Plan mandates the standard “duty to disclose and recuse” by any committee member with a real or perceived conflict of interest with a decision or recommendation, forbids the Technical Advisory Committee from recommending specific contractors, and references the California Government Code for guidance on how to handle conflicts of interest if they arise.

The COI language in the Committee Roles document relates to operations of the Technical Advisory Committee. It requires any member with a conflict of interest to recuse himself from funding recommendations.

There are no apparent deficiencies or inconsistencies in the COI policies for the Delta RMP. No changes are recommended.

**Conflict of Interest Language in the Financial Management Plan (Approved 3/27/15)**

All Program Participants serving on Delta RMP committees shall avoid both actual and perceived conflicts of interest when making decisions or recommendations. Any committee member with an actual or perceived conflict of interest in a contract has a duty to disclose this interest to the committee and to recuse himself/herself from the decision. In order to avoid potential conflicts of interest with technical contractors, the Technical Advisory Committee shall not recommend specific contractors, but may provide criteria to be used in the contractor selection process. Additional details about handling conflicts of interest by public officials are available in [Government Code Sections 1090-1099](#).

**Conflict of Interest Language in the Committee Roles document (Approved 3/27/15)**

A conflict of interest may also arise if members of the TAC or its subcommittees have a direct financial interest in a funding recommendation or decision (e.g., a consultant or researcher intending to bid on a contract for a proposed program activity). The participation of local scientists in planning processes can bring tremendous value to the RMP, but the RMP needs to ensure that the monitoring that is recommended and performed is not inappropriately biased by scientists that may have a conflict of interest. In cases where a conflict of interest exists, the TAC or subcommittee members will recuse themselves from funding recommendations.

# Attachment A

## Draft Guidance for Issuing and Evaluating Requests for Proposals (RFPs) for the Delta RMP 4/23/15

### Introduction

The purposes of the Request for Proposal (RFP) process are to ensure:

- Accountability, good governance, and transparency;
- Effective and efficient use of program resources; and
- Achievement of program objectives and quality standards.

Implementing Entity for the Delta RMP will prepare the RFP and manage the RFP process. The Delta RMP Steering Committee (SC) will approve the RFP and approve the selected contractor.

### Steps in the RFP Process

1. **The Implementing Entity obtains SC approval for proposed work, budget, and schedule.** Work described in an RFP should correspond directly to a workplan task or subtask with an approved budget and schedule.
2. **The Implementing Entity assembles an advisory group to assist with developing the RFP and evaluating proposals.** The advisory group could be the whole Technical Advisory Committee (TAC), a TAC subgroup, and/or other subject-area experts. In some instances (e.g. work is non-technical in nature), the SC or a SC subgroup may serve as the advisory group. The advisory group should not include individuals with an actual or potential conflict of interest in the RFP.
3. **The Implementing Entity writes the RFP with feedback and assistance from the advisory group.** The RFP should include specific, closed questions by which to evaluate and compare each proposal's technical merit. Proposal scoring criteria and weighting should correspond to the requirements, services, and features of the project.
4. **The Implementing Entity solicits or invites proposals.** Based on the project needs, the Implementing Entity may solicit proposals from specific vendors or distribute a general solicitation via appropriate channels.
5. **The Implementing Entity and advisory group review proposals.** The Implementing Entity may pre-screen proposals based on minimum or non-negotiable project requirements. Advisory group members may be asked to score individual proposals or otherwise provide feedback to the Implementing Entity. Any advisory group member with an actual or perceived conflict of interest in a proposal has a duty to disclose this interest to the group and to recuse himself/herself from the entire RFP process.
6. **The Implementing Entity requests external review as necessary.** The Implementing Entity may ask external reviewers with specific expertise to participate in the evaluation.
7. **The Implementing Entity compiles feedback on proposals and recommends a contractor for the SC to approve.** The recommendation report will include a summary of the contractors who

submitted proposals, the costs of the various proposals, and feedback received from the advisory group and others.

8. **SC votes to award the contract.** Considering all of the factors presented by the Implementing Entity and any other relevant information, the SC will vote to award the project contract with any necessary amendments.
9. **The Implementing Entity develops, negotiates, and signs contract.** As the fiscal/operating agent, the Implementing Entity will enter into partnerships, contracts, and other legal agreements on behalf of the Delta RMP. The Implementing Entity will negotiate details concerning schedules and project deliverables, and act as the contract manager.

#### **Typical Information to Include in RFPs**

1. Delta RMP background and status
2. Project description
3. Eligibility requirements (if any)
4. Required products and services
5. Schedule with milestones
6. Evaluation criteria
7. Format for proposals
8. Format and instructions for budgets included with proposals
9. Any other information needed to evaluate and score responses
10. Contact information and deadline for proposal submissions

## Delta RMP Deliverables Scorecard Report

### Key to Status Colors:

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

Yellow indicates a deliverable due within 90 days.

Red indicates a deliverable that is overdue.

Project	Primary	Deliverable	Assigned To	Due Date	Status	Comments
Delta RMP (FY14/15)	Pathogens Monitoring	Set up contracts with BioVir and Eurofins	Thomas Jabusch	04/06/15	Complete	
Delta RMP (FY14/15)	Data Management	Prepare QAPP for FY14/15	Thomas Jabusch	04/15/15	Complete	QAPP completed and sent to SWAMP QAO for review.
Delta RMP (FY14/15)	Pesticide/Toxicity Monitoring	Set up contract with USGS for pesticide analyses	Thomas Jabusch	04/30/15	Complete	
Delta RMP (FY14/15)	Pesticide/Toxicity Monitoring	Arrange for UCD/ATL to participate in SCCWRP Interlaboratory Calibration Study	Thomas Jabusch	04/30/15	Complete	APHL will participate in the study without funding from the Delta RMP.
Delta RMP (FY14/15)	Nutrient Synthesis	Set up contract with USGS for synthesis of high-frequency sensor data	Thomas Jabusch	05/15/15	Complete	
Delta RMP (FY14/15)	Program Management	Revised Monitoring Design	Thomas Jabusch	05/22/15	Complete	The Monitoring Design has been revised and was sent to the TAC and SC on 6/8/15 for review.
Delta RMP (FY14/15)	Program Management	FY15-16 Annual Program Workplan	Philip Trowbridge	05/22/15	Complete	FY15/16 Budget and Workplan sent to SC on 6/9/15.
Delta RMP (FY14/15)	Program Management	Framework for Interpretation of Monitoring Results	Thomas Jabusch	05/22/15	Complete	An outline for the Communications Plan was included in the revised Monitoring Design sent on 6/8/15 and will be discussed at the 6/16/15 SC meeting.
Delta RMP (FY14/15)	Program Management	FY15/16 Revenue Projections and Plan for Efficiently Invoicing Participants	Philip Trowbridge	05/22/15	Complete	
Delta RMP (FY14/15)	Program Management	Quarterly financial reports	Lawrence Leung	05/31/15	Complete	
Delta RMP (FY14/15)	Program Management	System for tracking deliverables and action items	Philip Trowbridge	05/31/15	Complete	For June SC meeting
Delta RMP (FY14/15)	Data Management	Set up templates and EDD reports for the pesticide/toxicity and pathogen laboratories	Amy Franz	05/31/15	Complete	EDDs for pathogens labs have been created. EDDs for pesticide/toxicity labs has been deferred to FY15/16.
Delta RMP (FY14/15)	Pesticide/Toxicity Monitoring	Collect two rounds of samples and analyze the samples for pesticides and toxicity	Contractors	06/30/15	Complete	This task has been deferred to FY15/16 workplan.
Delta RMP (FY14/15)	Nutrient Synthesis	Final report on high-frequency sensor data nutrient synthesis	USGS	12/31/15		
Delta RMP (FY14/15)	Pathogens Monitoring	Pathogens Year 1 Final report	Contractors	06/30/16		
Delta RMP (FY15/16)	Program Management	Supplemental Budget Request to analyze split samples for CUPs	Thomas Jabusch	08/31/15	Complete	
Delta RMP (FY15/16)	Program Management	Prop 1 Application	Jennifer Sun	09/16/15	Complete	An application for 2 years of mercury monitoring (\$640k) was submitted in response to the DFW solicitation.

Project	Primary	Deliverable	Assigned To	Due Date	Status	Comments
Delta RMP (FY15/16)	Governance	TAC Meeting #1 and Summary	Thomas Jabusch	09/30/15	Complete	
Delta RMP (FY15/16)	Communications	Communications Plan	Thomas Jabusch	09/30/15		The draft Communications Plan and Program Planning Outline were sent to the TAC on 9/17/15 and the Steering Committee on 10/15/15.
Delta RMP (FY15/16)	Governance	Steering Committee Meeting #1 and Summary	Philip Trowbridge	10/30/15		
Delta RMP (FY15/16)	Governance	TAC Meeting #2 and Summary	Thomas Jabusch	12/31/15		
Delta RMP (FY15/16)	Governance	Steering Committee Meeting #2 and Summary	Philip Trowbridge	01/31/16		
Delta RMP (FY15/16)	Communications	Communications Product	Thomas Jabusch	01/31/16		a summary of Delta RMP accomplishments to date and a charter document (compiled from existing foundational documents)
Delta RMP (FY15/16)	Program Management	MOU for financial management and invoicing	Philip Trowbridge	03/31/16		
Delta RMP (FY15/16)	Governance	TAC Meeting #3 and Summary	Thomas Jabusch	03/31/16		
Delta RMP (FY15/16)	Governance	Steering Committee Meeting #3 and Summary	Philip Trowbridge	04/29/16		
Delta RMP (FY15/16)	Nutrients Synthesis	Nutrient Monitoring Design Synthesis Report	Thomas Jabusch	04/30/16		A draft of the report will be prepared by April 30, 2016 so that the recommendations can be considered for funding in the FY16/17 Workplan. The final report will be completed by June 30, 2016.
Delta RMP (FY15/16)	Program Management	FY16/17 Annual Workplan and Budget	Philip Trowbridge	05/13/16		Draft in May 2016. Final by June 30, 2016.
Delta RMP (FY15/16)	Governance	Steering Committee Meeting #4 and Summary	Philip Trowbridge	06/30/16		
Delta RMP (FY15/16)	Governance	TAC Meeting #4 and Summary	Thomas Jabusch	06/30/16		
Delta RMP (FY15/16)	Quality Assurance	QAPP Update	Thomas Jabusch	06/30/16		
Delta RMP (FY15/16)	Pathogens Study	Data Management of Year 1 Pathogens Data	Amy Franz	07/31/16		Data from BioVir and Eurofins. Formatting, transcribing field collection information, performing QA/QC review, and uploading field and analytical results to SFEI's RDC database and replicating to CEDEN.
Delta RMP (FY15/16)	Pathogens Study	Quality Assurance Report on Year 1 Pathogens Data	Don Yee	09/30/16		QAO report. Funded from Data Management budget.
Delta RMP (FY15/16)	CUP Monitoring	Field Sampling Report for FY15/16 CUP Monitoring	Thomas Jabusch	09/30/16		
Delta RMP (FY15/16)	CUP Monitoring	Data Management of FY15/16 CUP Data	Amy Franz	12/31/16		Pesticide, toxicity, copper, carbon, SSC. Labs: USGS and UCD and a second pesticide lab to be named later.
Delta RMP (FY15/16)	CUP Monitoring	Quality Assurance Report for FY15/16 CUP Monitoring	Don Yee	12/31/16		QAO report. Funded from Data Management budget.
Delta RMP (FY15/16)	CUP Monitoring	Annual Monitoring Report for FY15/16 CUP Monitoring	Thomas Jabusch	02/28/17		
Delta RMP (FY15/16)	Pathogens Study	Data Management of Year 2 Pathogens Data	Amy Franz	07/31/17		Data from BioVir and Eurofins. Formatting, transcribing field collection information, performing QA/QC review, and uploading field and analytical results to SFEI's RDC database and replicating to CEDEN.
Delta RMP (FY15/16)	Pathogens Study	Quality Assurance Report on Year 2 Pathogens Data	Don Yee	07/31/17		QAO report. Funded from Data Management budget.

## Delta 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	Meeting Date	Deliverable	Assigned To	Due Date	Status	Comments
1	TAC Action Items from 9/24/15	09/24/15	Follow-up with Jamie Anderson at DWR regarding funding for mercury monitoring to calibrate the DWR mercury model	Philip Trowbridge	10/23/15		
2	TAC Action Items from 9/24/15	09/24/15	Research options for collecting samples at Buckley Cove in the middle of the channel and report back to the TAC	Joe Domagalski	11/01/15		
3	TAC Action Items from 9/24/15	09/24/15	Search for modeling information about lateral mixing at Buckley Cove	Stephen McCord	11/01/15	Complete	
4	TAC Action Items from 9/24/15	09/24/15	Organize a teleconference of the TIE subcommittee to discuss further edits to the TIE guidance, the TIE treatment list, an update on the Ceriodaphnia issue at AHPL, and the cost per treatment for TIEs so that the group can manage its budget of \$40,000 for the year	Thomas Jabusch	10/16/15		
5	TAC Action Items from 9/24/15	09/24/15	Modify the Supplemental Budget Request with a required matrix spike sample, the schedule, and locations of the sampling	Thomas Jabusch	10/09/15	Complete	
6	Steering Committee Action Items from 06/16/15	06/16/15	Post all final minutes to the Regional Board's Delta RMP website and add a note to the website saying "Draft meeting summaries are available upon request from the Regional Board"	Selina Cole	06/30/15	Complete	
7	Steering Committee Action Items from 06/16/15	06/16/15	Update the Monitoring Design with changes approved at the meeting and then post as final on the website.	Thomas Jabusch	06/30/15	Complete	
8	Steering Committee Action Items from 06/16/15	06/16/15	Put an agenda item on the next SC meeting agenda to discuss the conflict of interest policy and the guidelines for issuing RFPs.	Philip Trowbridge	10/23/15	Complete	On agenda for 10/23 SC meeting.
9	Steering Committee Action Items from 06/16/15	06/16/15	Schedule and hold a conference call between the Regional Board and MS4 Phase II communities regarding participation and fees for the Delta RMP.	Stephanie Hiestand	07/31/15		
10	Steering Committee Action Items from 06/16/15	06/16/15	Add Stephanie Hiestand to the QAPP as the representative for MS4 Phase II communities	Thomas Jabusch	06/30/15	Complete	
11	Steering Committee Action Items from 06/16/15	06/16/15	Use a doodle poll to schedule the next meeting in September or October.	Philip Trowbridge	06/30/15	Complete	
12	Steering Committee Action Items from 06/16/15	06/16/15	Schedule a discussion for the next meeting to identify the scope and panel for an external review of the Monitoring Design	Thomas Jabusch	10/23/15	Complete	Included on agenda for 9/24/15 TAC meeting.
13	Steering Committee Action Items from 06/16/15	06/16/15	Regional Board staff will set up an internal meeting with Diane Messina and Adam Laputz to discuss potential participation by Caltrans	Patrick Morris / Selina Cole	09/01/15		Regional Board staff reached out to Caltrans but the meeting was canceled.
14	TAC Action Items from 5/27/15	05/27/15	Mike Johnson and Karen Ashby will provide comments on the Monitoring Design by June 1st. Debra Denton and Tessa will provide comments by June 4th.	TAC members	06/04/15	Complete	Debra Denton provided comments on June 1, 2015.
15	TAC Action Items from 5/27/15	05/27/15	ASC will revise the Design document and send it back out the TAC with 5 business days for review.	Thomas Jabusch	06/08/15	Complete	

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16	TAC Action Items from 5/27/15	05/27/15	Stephen McCord will convene a conference call or online polling method before June 16th so that he can report to the SC whether the TAC recommends approval or provisional approval of the revised Monitoring Design.	Stephen McCord	06/15/15	Complete	
17	TAC Action Items from 5/27/15	05/27/15	Adam agreed to follow up with Rich Breuer to learn if the requirement for State Board approval of the QAPP only applied to SWAMP-funded part of the work or the full QAPP.	Adam Laputz	06/03/15	Complete	
18	TAC Action Items from 5/27/15	05/27/15	ASC should make sure the QAPP data management provisions are SWAMP compatible. Phil agreed to check with Cristina Grosso about this.	Philip Trowbridge	06/03/15	Complete	SFEI data management procedures are SWAMP compatible.
19	TAC Action Items from 5/27/15	05/27/15	After receiving comments from the laboratories by June 1st, ASC will revise the QAPP and send it back out to the TAC with 5 business days to review.	Thomas Jabusch	06/08/15	Complete	
20	TAC Action Items from 5/27/15	05/27/15	Stephen McCord will schedule a conference call or online polling tool before June 16th in order to determine whether the TAC recommends approval of the QAPP or provisional approval. Stephen McCord will provide a verbal report to the SC on June 16th.	Stephen McCord	06/15/15	Complete	
21	TAC Action Items from 5/27/15	05/27/15	Discuss with the SC co-chairs about having a joint meeting of the SC and TAC to decide about the funding allocations for FY15/16	Philip Trowbridge	06/03/15	Complete	Recommendation added the FY15/16 workplan report to the SC.
22	TAC Action Items from 5/27/15	05/27/15	Revise the budget for the SC to show the available funding relative to the "bare bones" Monitoring Design funding levels so the SC can make the trade-off decisions.	Philip Trowbridge	06/05/15	Complete	
23	TAC Action Items from 5/27/15	05/27/15	Stephen McCord will send an email to the TAC with the proposal to officially approve the TIE subcommittee members as discussed in the May 27 meeting	Stephen McCord	06/03/15	Complete	
24	TAC Action Items from 5/27/15	05/27/15	ASC will receive comments on the TIE process memo. When all the comments have been received, ASC will send them to the TIE subcommittee to review and incorporate into the memo, which will be shared with the whole TAC.	Thomas Jabusch	06/10/15	Complete	
25	TAC Action Items from 5/27/15	05/27/15	Mike Johnson agreed to send Stephen McCord his notes with questions about the Hyalella test.	Mike Johnson	06/03/15	Complete	
26	TAC Action Items from 5/27/15	05/27/15	Stephen Clark agreed to send Stephen McCord information about possible special studies that could be done to resolve questions about the Hyalella test.	Stephen Clark	06/03/15	Complete	
27	TAC Action Items from 5/27/15	05/27/15	Brian Laurenson agreed to send Stephen McCord his comments on the last set of slides for the SC which had information on possible special studies.	Brian Laurenson	06/03/15	Complete	
28	TAC Action Items from 5/27/15	05/27/15	Stephen McCord agreed to write a memo to the SC with options regarding the Hyallella test.	Stephen McCord	06/09/15	Complete	
29	TAC Action Items from 5/27/15	05/27/15	Provide an update on any nexus between Delta RMP and Central Valley Pyrethroids TMDL	Tessa Fojut	03/31/16		
30	TAC Action Items from 4/22	04/22/15	Thomas and Stephen will develop a develop a full chronology of TAC decisions, in a format similar to Delta RMP Record of Decisions (SC).	Thomas Jabusch	05/22/15	Complete	
31	TAC Action Items from 4/22	04/22/15	Thomas will distribute SCCWRP study objectives and protocol to the TAC, when available	Thomas Jabusch	05/22/15	Complete	On agenda for 5/27/15
32	TAC Action Items from 4/22	04/22/15	Thomas and Stephen will compare and contrast study objectives to Delta RMP's interests and concerns regarding Hyalella, especially regarding the issue of environmental relevance	Thomas Jabusch	05/22/15	Complete	To be completed with Stephen McCord

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33	TAC Action Items from 4/22	04/22/15	Thomas: Consider adding phenotype testing and supplying Delta environmental samples for 2nd round of testing	Thomas Jabusch	05/22/15	Complete	Re phenotype testing: Can create a running wish list of special studies such as the phenotype testing.
34	TAC Action Items from 4/22	04/22/15	Coordinate the TIE subcommittee	Thomas Jabusch	05/22/15	Complete	
35	TAC Action Items from 4/22	04/22/15	Linda (AHPL) will generate a treatment template to clearly describe TIE treatments to be performed	Linda Deanovic	05/22/15	Complete	
36	TAC Action Items from 4/22	04/22/15	Stephen will articulate a question to SC asking whether TIE's should track down non-pesticide causes of toxicity, if funds allow	Stephen McCord	06/16/15	Complete	To be discussed at SC meeting on 6/16/15.
37	TAC Action Items from 4/22	04/22/15	Cam will draft a document to accompany the TIE decision flow chart	Cam Irvine	05/22/15	Complete	Include communications protocols and additional insight on decision process. To be completed with Thomas Jabusch
38	TAC Action Items from 4/22	04/22/15	Joe and Jim will clean up the USGS pesticide sampling triggers	Joe Domagalski	05/22/15	Complete	Edits were provided by Stephen McCord and discussed at the TAC meeting
39	TAC Action Items from 4/22	04/22/15	Jim will add "alert" levels for the USGS to use to alert AHPL of possible events	Jim Orlando	05/22/15	Complete	In QAPP.
40	TAC Action Items from 4/22	04/22/15	Jim and Joe will add a field to the field log to document sampling conditions	Jim Orlando	05/22/15	Complete	Part of USGS standard practice. The sampling conditions log will be used to improve event triggers based on experience.
41	TAC Action Items from 4/22	04/22/15	Thomas will provide a clean draft final monitoring design to the TAC for review	Thomas Jabusch	05/22/15	Complete	On agenda for 5/27/15
42	TAC Action Items from 4/22	04/22/15	Review the draft QAPP	TAC members	05/01/15	Complete	Notify Thomas Jabusch of any delays
43	TAC Action Items from 4/22	04/22/15	Identify points in data flow chart when TAC members can access data, and clarify frequency of QA review for monthly sampling events	Cristina Grosso	05/22/15	Complete	In QAPP.
44	TAC Action Items from 4/22	04/22/15	Set up a password-protected space for provisional data on the CA Estuaries Workgroup portal	Stephanie Fong	05/22/15	Complete	SFEI-ASC will make provisional data files available by posting them to the TAC website, from where they can be viewed and downloaded by TAC members and transferred to the worker bee space of the Estuaries portal.
45	Steering Committee Action Items from 03/27/15	03/27/15	ASC will revise the minutes from the 1/22/15 SC meeting. The paragraph on Hyalella on page 7 and the second action item underneath it should show that there were concerns about the lab methodologies and interlaboratory comparability for the Hyalella test procedure in water.	Thomas Jabusch	04/30/15	Complete	
46	Steering Committee Action Items from 03/27/15	03/27/15	Adam Laputz will share the decision-making flow chart with ASC.	Adam Laputz	04/30/15	Complete	Linda Dorn has shared the flow chart with Thomas Jabusch.
47	Steering Committee Action Items from 03/27/15	03/27/15	Patrick Morris will find out if the SWAMP contract with ATL can fund participation in the SCCWRP interlaboratory comparability study.	Patrick Morris	04/30/15	Complete	SWAMP contract manager confirmed that funds can be used to analyze samples for the study.
48	Steering Committee Action Items from 03/27/15	03/27/15	ASC and the TAC Co-Chairs will prepare a 1-hour agenda item for the next SC meeting on the interpretation and application of monitoring results, with a focus on pesticides monitoring. The TAC recommendations, the draft decision-making flow chart, and the TIE decision matrix will be included in the presentation.	Thomas Jabusch	05/31/15	Complete	On the agenda for the 6/16/15 meeting

	Primary	Meeting Date	Deliverable	Assigned To	Due Date	Status	Comments
49	Steering Committee Action Items from 03/27/15	03/27/15	Schedule agenda item to discuss and resolve any changes that were made by the TAC to the Management Questions on page 6 (Pesticide Table 1) of the revised Monitoring Design.	Thomas Jabusch	05/31/15	Complete	On the agenda for the 6/16/15 meeting
50	Steering Committee Action Items from 03/27/15	03/27/15	ASC will make sure the TAC website is up to date and ensure that the April 22 TAC meeting is publicly noticed.	Thomas Jabusch	04/08/15	Complete	
51	Steering Committee Action Items from 03/27/15	03/27/15	ASC will contact Val Connor at SFCWA to get documentation about previous work by SFCWA, USGS, and RB5 to develop target analyte lists for pesticides.	Thomas Jabusch	04/30/15	Complete	
52	Steering Committee Action Items from 03/27/15	03/27/15	ASC will work with the TAC, ILRP, and RB5 to come up with the recommended list of target pesticides for the FY15/16 workplan. The list will reside in the Monitoring Design.	Thomas Jabusch	05/15/15	Complete	ASC has compiled a master list that compares the target pesticides for ILRP and the different labs. RB5 and ILRP met to discuss the list.
53	Steering Committee Action Items from 03/27/15	03/27/15	ASC will develop a process for reviewing and updating the list of target pesticide analytes as part of the Communications Plan in FY15/16.	Thomas Jabusch	09/30/15	Complete	The process was included in the draft Communications Plan and Project Planning Cycle.
54	Steering Committee Action Items from 03/27/15	03/27/15	Joe Domagalski will send ASC the final report from a recent USGS study of pesticides.	Joe Domagalski	04/30/15	Complete	
55	Steering Committee Action Items from 03/27/15	03/27/15	ASC will revise the FY14/15 workplan as directed by the SC: (1) update Section 5 to be refer to the SCCWRP interlaboratory comparability study; (2) update the Vendor Selection Form for the USGS Pesticide Lab; and (3) update the Vendor Selection Form the USGS nutrient synthesis.	Philip Trowbridge	04/03/15	Complete	
56	Steering Committee Action Items from 03/27/15	03/27/15	ASC will revise the Financial Management Plan as directed by the SC: (1) attach the process for RFPs; (2) require SC approval for sole source contracts; and (3) refer to the Implementing Entity generically.	Philip Trowbridge	04/03/15	Complete	Items 2 and 3 are complete. The RFP process has been revised but needs SC review at the next meeting before being attached as guidance to the Financial Management Plan.
57	Steering Committee Action Items from 03/27/15	03/27/15	Linda Dorn and Patrick Morris will revise the Adequate Participation language and will bring it back to the SC at the next meeting.	Linda Dorn	05/31/15	Complete	
58	Steering Committee Action Items from 03/27/15	03/27/15	ASC will include an option for external science advisers or a program review in the FY15/16 workplan. ASC will research whether the Delta Science Program's science panel can serve this role.	Philip Trowbridge	05/31/15	Complete	There may be a way for the DSC to facilitate the review but (a) the SC will still need to budget some funds for it and (b) the review would most likely consider the Delta RMP within the broader context of all Delta monitoring programs.
59	Steering Committee Action Items from 03/27/15	03/27/15	Tim Vendlinski will attend the April 22, 2015 TAC meeting.	Tim Vendlinski	04/22/15	Complete	
60	Steering Committee Action Items from 03/27/15	03/27/15	Selina Cole will update the Delta RMP website and publicly notice the TAC meeting via the Delta Water Quality lyrics list	Selina Cole	04/10/15	Complete	
61	Steering Committee Action Items from 03/27/15	03/27/15	ASC will work with Stephen McCord and Joe Domagalski on options for TAC Co-Chairs in FY15/16. The three options are (1) to continue with Stephen and Joe as Co-Chairs providing coordination and leadership; (2) to have ASC provide coordination and Stephen and Joe provide leadership; and (3) to have ASC provide coordination with an unpaid Chair. The value of the in-kind service by the unpaid Chair should be part of the calculation.	Philip Trowbridge	05/31/15	Complete	
62	Steering Committee Action Items from 03/27/15	03/27/15	ASC will send out a list of Decisions and Action Items from the 3/27/15 meeting by 4/3/15.	Thomas Jabusch	04/03/15	Complete	

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63	Steering Committee Action Items from 03/27/15	03/27/15	ASC will send a doodle poll for the next SC meeting. The meeting must be before 6/16/15 and may need to be even sooner depending the time needed for any RFPs that may be needed.	Thomas Jabusch	04/03/15	Complete	
64	Steering Committee Action Items from 01/22/15	01/22/15	ASC will provide draft SOTER indicator write-ups when they are ready to the TAC and SC for review and comment.	Jay Davis	03/27/15	Complete	
65	Steering Committee Action Items from 01/22/15	01/22/15	ASC will provide a pdf version of the Delta RMP poster to the SC	Thomas Jabusch	01/29/15	Complete	
66	Steering Committee Action Items from 01/22/15	01/22/15	ASC will revise the minutes of the last two SC meetings to correct inaccuracies.	Thomas Jabusch	03/27/15	Complete	
67	Steering Committee Action Items from 01/22/15	01/22/15	ASC will report back to the SC about whether the proposed contractors for the FY14/15 workplan would be in compliance with the State Contracting Manual and if there is any appearance of conflict of interest. In particular, ASC will check the legality of contracting USGS for the pesticide analyses, high-frequency data analysis, and potentially field sampling, with Joe Domagalski (USGS) as one of the co-chairs.	Philip Trowbridge	03/27/15	Complete	
68	Steering Committee Action Items from 01/22/15	01/22/15	ASC will sign up members of the TIE subcommittee	Thomas Jabusch	03/27/15	Complete	
69	Steering Committee Action Items from 01/22/15	01/22/15	The TAC will provide the SC with information about evaluating and interpreting Hyalella data, recommendations regarding the Hyalella strain to be used, and identify the scientific issues involved with interpreting and/or qualifying test results.	Stephen McCord	03/27/15	Complete	
70	Steering Committee Action Items from 01/22/15	01/22/15	ASC will revise the Monitoring Design document based on comments received from the SC.	Thomas Jabusch	05/31/15	Complete	
71	Steering Committee Action Items from 01/22/15	01/22/15	ASC will send the Monitoring Design document (11/3/14 draft) and the list of identified changes to the SC mailing list and ask participants to submit additional revisions by 1/30/15.	Thomas Jabusch	01/29/15	Complete	
72	Steering Committee Action Items from 01/22/15	01/22/15	ASC and Brock Bernstein will convene conference calls, if there are conflicting comments that get to the core of the design and are high priority to resolve.	Thomas Jabusch	03/27/15	Complete	
73	Steering Committee Action Items from 01/22/15	01/22/15	ASC will develop a new document that defines the Delta RMP's process for data analysis and interpretation, reporting, and application of results to address the management questions. This document should also contain an annual schedule for coordinating with deadlines of different organizations.	Thomas Jabusch	12/31/15	Complete	Communications Plan. Program Planning Overview.
74	Steering Committee Action Items from 01/22/15	01/22/15	ASC will add sole source justifications to the FY14/15 Annual Workplan	Philip Trowbridge	03/27/15	Complete	
75	Steering Committee Action Items from 01/22/15	01/22/15	ASC will follow up with Gregg Erickson to find out if there is an existing contract between ASC, DWR, and USGS.	Philip Trowbridge	03/27/15	Complete	
76	Steering Committee Action Items from 01/22/15	01/22/15	Since there will not be an RFP, ASC will subtract \$4,500 from the pesticide/toxicity budget.	Philip Trowbridge	03/27/15	Complete	
77	Steering Committee Action Items from 01/22/15	01/22/15	Patrick Morris will investigate whether FY15/16 onwards SWAMP funds can be used for other purposes, such as pesticides analyses.	Patrick Morris	03/27/15	Complete	Currently the only SWAMP contract that could be used for the Delta RMP is for toxicity analyses.
78	Steering Committee Action Items from 01/22/15	01/22/15	ASC will prepare a process for FY15/16 and onwards to ensure that selection of contractors complies with the public contracting code and avoids any actual or apparent conflict of interest.	Philip Trowbridge	03/27/15	Complete	

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79	Steering Committee Action Items from 01/22/15	01/22/15	ASC shall implement appropriate funding mechanisms (e.g., invoice, contract) as needed to meet the needs of different Delta RMP members.	Philip Trowbridge	03/27/15	Complete	
80	Steering Committee Action Items from 01/22/15	01/22/15	ASC will assist the SC in developing a longer-term funding mechanism (e.g., MOU) that will lower administrative costs and provide a more formal basis for participation	Philip Trowbridge	03/31/16	Complete	The MOA was added as a deliverable for the FY15/16 workplan.
81	Steering Committee Action Items from 01/22/15	01/22/15	Val Connor will review the Financial Management Plan with SFCWA's attorney.	Val Connor	03/27/15	Complete	Action item deleted.
82	Steering Committee Action Items						
83	TAC Action Items						