

CALIFORNIA WATER QUALITY MONITORING COUNCIL

**California Estuary Monitoring Workgroup
Meeting Agenda**

Wednesday, January 8th – 9:00 AM to 12:00 PM

Delta Conservancy Conference Room
1450 Halyard Drive, Suite 6, West Sacramento



IMPOTANT INFORMATION!!

REMOTE ACCESS: Available via **WebEx**. Please visit <http://www.webex.com/> **Meeting number: 196 749 047**
Call-in number **888-861-1254** Participant access code: **104035**

Item	1	Approx. Time
Title of Topic:	Introduction and Announcements	10 min
	1) Introductions 2) Review notes from last CEMW meeting 3) Review agenda for today	
Desired Outcome:	Approve meeting notes	
Attachment:	pdf: Longterm planning notes	
Members Attended:	Alexander Tasoff (SWRCB), Bill Templin (DWR), Cliff Harvey (SWRCB) Dave Zezulak (CDFW), Hilde Spautz (CDFW), Jason Lofton (SRCSD), Jennifer Salisbury (SWRCB), Jon Marshack (CWQMC), Karen Jackson (SWRCB), Kelsey Cowin (SFCWA), Kris Jones (CWQMC), Kristal Fadke (Delta Conservancy), Matt Dekar (USFWS), Meghan Sullivan (CVRWQCB), Shaun Philippart (DWR), Stephanie Fong (SFCWA), Stephen McCord (McCord Environmental), Terry Fleming (EPA).	

Item	2	Approx. Time
Title of Topic:	Liaison Reports	45 min
Background:	The Monitoring Council and the Council's workgroups are actively working on several items (SB 1070). This agenda item is for the routine update on key activities or	

	<p>decisions made by other workgroups or the Council, followed by a brief discussion of how the activities would impact the CEMW.</p> <ol style="list-style-type: none"> 1. CA WQMC and audit: Jon Marshack and Kris Jones 2. CA Wetland Monitoring Workgroup: Kristal Davis Fadtke and Kris Jones 3. Healthy Streams Partnership: Lori Webber 4. Data management Workgroup: Tony Hale? 5. BOG workgroup for "Is it safe to eat fish?": Jon Marshack 6. Safe to Swim Workgroup: Jon Marshack 7. Ocean/Rocky Intertidal Workgroup: Kris Jones
Desired Outcome	Information Exchange and ideas to integrate existing Portals
Contact Person:	<p>Jon Marshack jmarshack@waterboards.ca.gov</p> <p>Kris Jones Kristopher.Jones@water.ca.gov</p>
Notes:	<ol style="list-style-type: none"> 1. The last CA WQMC meeting addressed a number of updates as well as the review of the Tri-annual audit. State Stewardship of the National Wetland Inventory and National Hydrography Data Set continue to move forward. A Memorandum of Understanding is being developed for California NHD stewardship among interested state and federal agencies. The Safe to Drink mockup was approved, and the workgroup will move forward in the development of a portal. Review of the Triannual audit can be found at http://www.mywaterquality.ca.gov/monitoring_council/meetings/index.shtml. 2. CA Wetland Monitoring Workgroup: The last meeting focused on status and trends. The workgroup continues to look for supporters of a Level 1 mapping program, while they continue to prioritize the evaluation of Level 2, CRAM data. 3. Streams Partnership: The next meeting will take place on January 16th. The Healthy Watershed Initiative Report has been released and can be found http://www.mywaterquality.ca.gov/monitoring_council/healthy_streams/docs/ca_hw_report_111213.pdf. The workgroup will be working on incorporating the results of the report on the Healthy Streams Portal. 4. Data Management Workgroup: The workgroup continues to focus on developing and assessing Portal infrastructure and data standards. 5. BOG: The next meeting on January 10th. 6. Safe to Swim: No update 7. Ocean Workgroup: The road mapping effort continues. CEMW should consider the overlap between data on estuaries and coastal ocean and see how the workgroups can support each other's efforts.

Item	3	Approx. Time
Title of Topic:	Coordination with Next State of the Bay Report	45 min
Background:	<p>Judy Kelly will be here to tell about the planning and efforts to assemble SFEP's next State of the Bay Report. We based our Portal framework on the SOTB Report; and share an interest in making estuary-wide assessments, rather than Bay-specific and Delta-specific assessments (as have been more common in the past), so it</p>	

	makes sense to collaborate. This is for some initial idea sharing, and we will plan for a more detailed discussion of actions for collaboration at the March meeting.
Desired Outcome	Information share and idea building
Contact Person:	Stephanie Fong sfong@sfcwa.org Judy Kelly Judy.Kelly@waterboards.ca.gov
Notes:	Judy Kelly briefed the CEMW on the next State of the Bay Report and how the workgroup can play a role in the development. There is currently a 2 year work cycle set in place for a completed report to be presented at the 2015 State of the Estuary conference. The next report is looking to have a wider scope, including more information on the system (Bay and Delta) as a whole. Most of the next report needs to be interactive and online. Funding resources for this edition of the report is much more limited than the 2011 report. A position is being filled at SFEP to manage this task and coordinate with the CEMW.

Item	4	Approx. Time
Title of Topic:	Roles and Responsibilities	20 min
Background:	As the CEMW has grown, the Roles and Responsibilities have changed. Bill has drafted a new Roles and Responsibilities document that more accurately reflects our evolution. Please review the materials	
Desired Outcome	Decision: Approve updated Roles and Responsibilities with minor revisions Action: Volunteer or recommend leads	
Contact Person:	Stephanie Fong sfong@sfcwa.org Bill Templin William.Templin@water.ca.gov	
Attachment:	RolesandReposibilities_010814.docx	
Notes:	Discussion on the draft Roles and Responsibilities document focused on relaxing the language and structure. Due to the quasi-voluntary nature of this effort the language needs to be less restrictive and have less weight on the facilitator. Outreach needs to be more of a group effort. Moving forward the revisions will be made and presented to the group at the March meeting. It was also recognized that these Roles and Responsibilities might not work for other estuary sections of the portal.	
Action Items:	Workgroup members need to discuss how their management's goals can match the goals of the CEMW and explore the possibility of funding. Revision of the Roles and Responsibilities Document. Any specific revisions/comments should be sent to Bill Templin.	

Item	5	Approx. Time
Title of Topic:	Worker Bee Tools	10 min
Background:	We have demonstrated Asana, the project management tool and how it can be used to keep worker bees on track. In an attempt to document the various tools we can use, we shared the SOP Emily put together at the last meeting. I propose we use the attached 1-page workplans to track progress and resources used. What are other priority tools people would like documented?	
Desired Outcome	Information share and support for workplans	
Contact Person:	Stephanie Fong sfong@sfcwa.org	
Attachment:	Workplan_template.docx (not yet attached)	
Notes:	Workgroup agreed to use the 1 page Workplan Template as a guide in moving individual sections of the Portal forward. Project leaders requested a meeting to go over worker bee tools in more depth. Including the use of ASANA.	
Action Items:	Set Up meeting with Section Leads to discuss Worker Bee Tools.	

Item	6	Approx. Time
Title of Topic:	Long-term Planning	45 min
Background:	At our last meeting, we agreed to review our Roles and Responsibilities (which has now been updated), charter, historic decisions document, and example strategic plans. This discussion is to determine if others feel the charter and historic decisions documents need to be updated and to get suggestions on how best to do so. We are also hoping to get suggestions on strategic planning process that have been successful.	
Desired Outcome	Discussion of issues and shared suggestions on other strategic plans or planning processes that have worked for others.	
Contact Person:	Stephanie Fong sfong@sfcwa.org	
Attachment:	Charter CEMW junedraft.docx, CEMW History of Decisions.docx	
Notes:	As the one-page Workplans are pulled together for individual sections, the Workgroup will use these as a way to pull together a Strategic Plan.	

Item	7	Approx. Time
Title of Topic:	Wrap up	5 min
Background:	Recap of any suggestions/decisions made, tasks assigned along with due dates for those tasks, and next steps.	

Desired Outcome	Clear communication and expectations
Contact Person:	Stephanie Fong sfong@sfcwa.org

Parking Lot: Items not addressed during this meeting, but should be brought back for discussion at a later date. This list is not prioritized.	
Title of Topic: <ul style="list-style-type: none"> • Performance measures • Climate change • Jellyfish in the zooplankton story • Other living resources (e.g., mammals, plants, etc) 	
Important Dates:	Likely Contact Person:
Update to the State of Science Report	Darcy Austin
2015 State of the Estuary Report	Judy Kelly
Future MAST Report?	Matt/Anke/Larry/Gregg
Future IEP Newsletter?	Bill/Randy/?