Attachment 4

FY 02/03 Annual Report

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Table of Contents

1.0 Executive Summary

The mission of the Clean Estuary Partnership (CEP) is to use sound science, adaptive management, and public collaboration to develop and implement technically valid and cost-effective strategies including TMDLs that result in identifiable, sustainable water quality improvements for San Francisco Bay. In FY 02/03 program participants consisted of the Bay Area Stormwater Management Agencies Association (BASMAA), the Bay Area Clean Water Agencies (BACWA), and the San Francisco Bay Regional Water Quality Control Board. In addition, the Western States Petroleum Association (WSPA) became a financial participant to the Program but elected not to become a signatory to the Memorandum of Understanding (MOU) establishing the CEP. This report presents a summary of the activities undertaken during FY 02/03, the second year of the Clean Estuary Partnership (CEP). The Fiscal Year commenced on July 1, 2002 and ended June 30, 2003.

Highlights for the year included:

Management and Coordination (Executive Management Board)

- Preparation of a draft multi-year work plan
- Preparation and adoption of a FY 02/03 work plan
- Changing the Program's Committee structure to establish the Participation & Outreach Committee as a full committee of the EMB rather than a sub-committee of the Admin Committee
- Establishing a process for development and funding of technical projects

Technical Studies (Technical Committee)

- Established technical workgroups for water quality contaminants ofcConcern
- Established procedure for internal review and external peer review of documents
- Established procedure for consideration of unsolicited study proposals
- Implemented nine (9) technical projects or activities
- Identified and assessed eleven additional technical projects for potential funding; two (2) were incorporated into other funded projects, three (3) were deferred to FY 03/04 and six (6) were dropped from further consideration.

Program Administration (Admin Committee)

- Establishment of an Administrative Annual Calendar
- Development and adoption of a FY 02/03 budget
- Adoption of Administrative Committee Scope and operating policies
- Preparation and adoption of a FY 01/02 annual report
- Contracting with AMS for Coordination services and sub-contracting with thirteen individuals for firms for additional technical and support services
- Development and adoption of a Consulting Service Contacting Guideline
- Establishment of procedures for the review and distribution of CEP documents
- Development and adoption of CEP equipment inventory tracking procedures

Program Annual Finances (Cash Basis)

- Total new revenues received from CEP participants was $1,376,672
- The FY 02/03 budget was $1,469,213
- Program expenditures were $628,147
- $326,605 dollars were encumbered at the end of the FY to cover ongoing and unfinished technical projects and activities
- $514,460 in unspent and unencumbered funds were transferred forward to the FY 03/04 budget

Public Participation & Outreach (P&O Committee)

- Conduction of stakeholder interviews and presentation of key findings to EMB
- Development of the CEP Participation and Outreach plan
- Coordination with the environmental/environmental justice community
- Initiate planning for the Environmental Technical Representative Position
- Development of the CEP Website and Consolidated Stakeholder Database
- Development of a public outreach matrix of current public outreach initiatives by CEP member organizations
- Development and distribution of legacy pollutant fact sheet
- Support for the Mercury TMDL public meeting conducted by the RWQCB
- Dissemination and analysis of collected stakeholder feedback information
- Development of options for supporting stakeholder review of interim CEP work products

Information Management

- Further development and finalization of the CEP web site
- Development and implementation of a program management component of the CEP website to facilitate access of program documents and draft products
- Development of a Contact Manager which combines multiple contact lists of program stakeholders and interested parties and facilitates sending CEP e-mails and regular postal mailings of CEP information

2.0 Introduction

The development of Total Maximum Daily Loads (TMDLs) for certain pollutants in San Francisco Bay is required because the Bay and its tributaries have been designated as impaired water bodies under Section 303(d) of the federal Clean Water Act [303(d) list]. The San Francisco Bay Regional Water Quality Control Board, the Bay Area Clean Water Agencies, and the Bay Area Stormwater Management Agencies Association have signed a Memorandum of Understanding reflecting their belief that a collaborative approach for developing TMDLs will be the most effective method for achieving sustainable water quality benefits for the Bay. The Clean Estuary Partnership (CEP) has been formed to implement the intent of this Memorandum of Understanding.

The mission of the Clean Estuary Partnership (CEP) is to use sound science, adaptive management, and public collaboration to develop and implement technically valid and cost-effective strategies including TMDLs that result in identifiable, sustainable water quality improvements for San Francisco Bay. The CEP is comprised of four program elements: Coordination, Administration, Participation and Outreach, and Technical Projects. For additional information about the Clean Estuary Partnership, visit www.cleanestuary.org.

3.0 Committee and Program Participants

3.1 Executive Management Board

Voting Members: Loretta Barsamian-Chairperson, Regional Water Quality Control Board (RWQCB); Donald P. Freitas, Bay Area Storm Water Management Agencies Association (BASMAA); Jim Kelly, Bay Area Clean Water Association (BACWA). Alternative Representatives, RWQCB: Tom Mumley and Ron Gervason; BASMAA: Jim Scanlin and Debra Caldon; BACWA: Chuck Weir and Michael Carlin.
Active Participants: Andy Gunther (CEP Program Coordinator), Geoffrey Brosseau (BASMAA), Don Birrer (BACWA), Tom Mumley (RWQCB), Dyan Whyte (RWQCB), Kevin Buchan (WSPA), Jim Scanlin (Alameda Countywide Clean Water Program), Chuck Weir (EBDA).

3.2 Technical Committee

Voting Members: David Tucker – Committee Chairperson (BACWA), Tom Mumley (RWQCB), Arleen Feng (BASMAA).
Active Participants: Dane Hardin – Committee Coordinator, Andy Gunther – CEP Program Coordinator, Khalil Abu-Saba (CEP staff), Jim McGrath/Andy Jahn (Port of Oakland), Chris Sommers (EOA, Inc., representing the Santa Clara Valley Urban Runoff Pollution Prevention Program), Jon Konnan (EOA, Inc., representing the San Mateo County Urban Runoff Program) Jay Davis/Mike Connor (San Francisco Estuary Institute).

3.3 Administrative Committee

Voting Members: Donald P. Freitas – Committee Chairperson (EMB), Chuck Weir (BACWA), Robert Davidson (BASMAA), Dyan Whyte (RWQCB).
Active Participants: Jay Johnson – Committee Coordinator, Andy Gunther – CEP Program Coordinator, Don Birrer (BACWA), Geoffrey Brosseau (BASMAA), Tom Mumley (RWQCB), Laura Speare (RWQCB), Kevin Buchan (WSPA).

3.4 Participation & Outreach Committee

Voting Members: Chuck Weir – Committee Chairperson (BACWA), Laura Speare (RWQCB), and Geoffrey Brosseau (BASMAA).
Active Participants: Rebecca Bryson -Committee Coordinator, Andy Gunther - CEP Program Coordinator, Jackie Kepke (CH2Mhill), Marcie Adams (Public Affairs Management). Bruce Frisbey (City of San Jose), Sheila Tucker (Tucker Environmental Consultant), and Julia Fishman (O'Rorke Inc.).

Minutes of Committee meetings for FY 02/03 can be found in Appendix 4.2 and on the CEP website at www.cleanestuary.org.

4.0 Program Accomplishments

Key accomplishments for the program in FY 02/03 include:

- Begin CEP implementation by populating committees and initiating work
- Establishing and refining the process for technical project development and adoption
- Developing and refining a draft multi-year plan
- Approving and implementing several technical projects to assist with completion of the mercury and PCB TMDLs

4.1 Program Management & Coordination

4.1.1 Program Planning Key Accomplishments

The EMB established as a goal for the CEP to prepare a multi-year plan for the program and annual work plans that describe projects to be implemented. In FY 02/03, the CEP made progress on both these goals.

<u>Multi-year Work plan</u>

Based upon the mission statement adopted in FY 01/02, a concept for the Multi-year Work Plan (MYP) was developed by CEP staff and reviewed by the EMB in the Fall of 2002. While originally a 5-year plan was to be prepared, in consideration of the long-term nature of the CEP goals, it was decided to develop a "multi-year plan" that had a structure to plan beyond a five-year timeframe. From this concept an outline was prepared and twice revised prior to its adoption in January of 2003, and the first draft of the MYP was reviewed by the EMB in February 2003.

Not long after the completion of the first draft of the MYP the State of California released its draft guidance for TMDL development. This guidance included a planning framework for implementing TMDLs, and it was decided to revise the structure of the MYP to make it consistent with the draft State guidance. This required significant revisions to the draft MYP, and these revisions were nearing completion at the end of FY 02/03.

FY 02/03 Work Plan

Since FY 02/03 began only a few months after the CEP staff was hired, it was not possible to prepare a annual work plan prior to the beginning of the fiscal year. The EMB did adopt a budget for the year (Section 4.3.2) that projected revenue and allocated expenditures for the year. In so doing, the EMB established five major program areas for structuring the CEP annual work plans. These areas are Coordination, Administration, Participation and Outreach, Information Management, and Technical, with the latter including a series of technical projects. Each of these major program areas are described below.

Coordination. For the CEP to effectively implement its mission, a well-defined and maintained process is required to support open communication among partners, identify the collective agenda, reach consensus on priorities, clarify disagreements, and make well-documented decisions. These activities are undertaken as part of the coordination component of the CEP. Tasks include preparation of meeting agendas and minutes, monthly reporting, annual and multi-year work plan development, and solicitation of outside funding.

Participation and Outreach. The Participation and Outreach component contributes to achieving the goals of establishing a transparent public process to promote constructive collaboration and preparing publicly accessible descriptions of impairments and strategies. Activities being undertaken include (1) facilitating the involvement of key stakeholders in the process of strategy development, (2) preparing targeted outreach products for key stakeholders, particularly elected officials, regarding the process of TMDL development and implementation, and (3) developing and distributing educational materials for the general public.

Through the Participation and Outreach program the CEP will conduct proactive outreach to key stakeholders to encourage their participation and review of the conceptual models being developed for each pollutant. The CEP will also assist the State, as needed, to conduct public workshops associated with the release and distribution of the Preliminary Project Report, Final Project Report, and Basin Plan Amendments for each TMDL. Finally, the CEP will work collaboratively to develop “fact sheets” and other public education materials.

Information Management. The information management program component of the CEP utilizes the Internet to make accessible the information necessary to support and maintain a collaborative process among the large number of CEP participants distributed across the San Francisco Bay Area. Central to the design of the CEP web site is the need to provide efficient flow of information among participants and CEP staff regarding multiple projects, tasks, schedules and budgets. The site must also provide information for the general public and first-time visitors about the program’s mission, goals, and project components, with concise summaries of CEP activities and useful links to related programs.

Technical Program. The largest part of the CEP is the technical program, which includes all of the scientific and technical projects designed to support development and implementation of TMDLs for San Francisco Bay. Project concepts are developed by the technical work groups, and these concepts are reviewed by the Technical Committee and integrated into a annual work plan. Prior to implementation, detailed scopes of work are prepared and reviewed for each project.

During FY 02/03 the CEP developed a process for peer review. Peer review is an essential component of the CEP technical program, and includes both “internal” and “external” peer review. The former involves

review of first or "internal" draft documents by various local experts participating on CEP committees or work groups. After products have received internal review and are revised, external review by independent scientific experts will be conducted if participants believe it necessary.

While all documents will receive internal peer review through the activities of CEP Work Groups and Committees, it is likely that not all documents will require external peer review. External review will be initiated when it appears necessary to verify the validity of the findings and interpretations of a report or study and will contribute to building consensus among CEP participants. In these instances, the CEP Technical Committee will prepare focused questions for the external peer reviewers to make sure that comments address issues of concern. The CEP has appropriated funds to be used to pay external reviewers for their time, as experience suggests, this is the most effective method for receiving thoughtful and timely reviews.

Administration. The Program Administration component of the CEP includes those tasks that ensure smooth and cost-effective management and functioning of the CEP. This component ensures a satisfactory audit trail is in place to document the expenditure of public funds, and provides updated cost-tracking information to the Program Coordinator, managers of technical projects, and the Administrative Committee. This program component includes the preparation and execution of subcontracts and task orders, the administrative tracking of subcontractor invoices and deliverables, and preparation of monthly financial reports for the Administrative Committee and EMB. This task also supports the preparation of multi-year and annual budgets for the CEP, and support for third-party auditors.

4.1.2 Program Management Key Accomplishments

Executive Management Board Actions

During FY 02/03, the Executive Management Board (EMB) approved an implemented the Committee structure to operate the CEP (Figure 1). The CEP is governed by the EMB, which is comprised of representatives of the MOU signatories, and is managed by a Program Coordinator (a competitive solicitation was conducted after execution of the MOU to hire a Program Coordinator. A consulting team, headed by Applied Marine Sciences (www.amarine.com) was contracted to provide these services). Three standing committees (Technical, Administrative, and Participation and Outreach) and several technical work groups report to the EMB. Additional technical work groups will be established in the future as the CEP technical program expands to address additional pollutants.

New Program Policies

At the start of the fiscal year, the Participation and Outreach Committee was known as the "Public Outreach Subcommittee," of the Administrative Committee. The EMB concurred with the Admin Committee's recommendation to change the sub-committee's status to that of a full committee reporting directly to the EMB.

Establish process for development and funding of technical projects.
In FY 02/03, the CEP developed and adopted a process for the identifying and funding of technical projects. In spring of each year, the Technical Committee adopts a recommended budget identifying projects to be implemented in the coming fiscal year. Each technical project in this budget is tied closely to a prioritized set of management questions that were developed and reviewed by the Committee and its work groups. Each project is briefly described in a standard format that identifies the management question, the expected project deliverables, how those deliverables will address the management question, and an estimated budget. At this phase, the estimated budgets for projects are normally based upon professional judgment of workgroup members or CEP staff, or informal bids received from potential contractors.

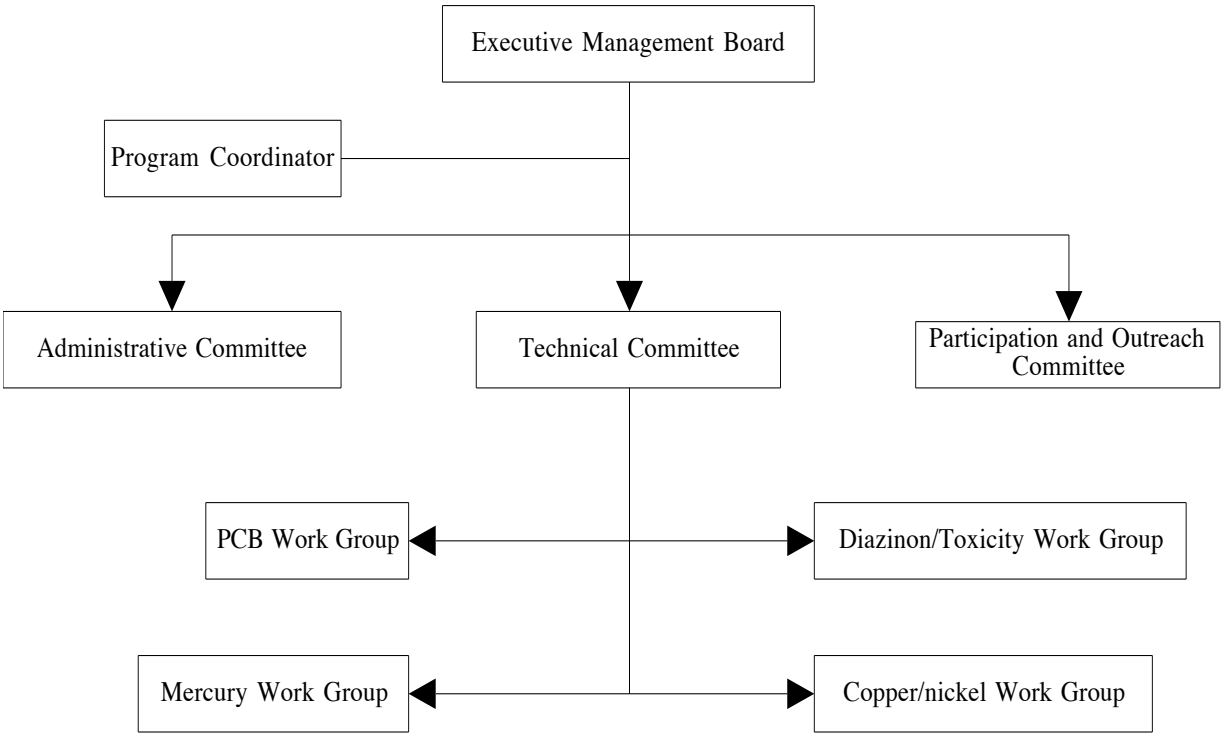

Figure 1 - Organization of the Clean Estuary Partnership

The Administrative Committee integrates the Technical Committee's recommendations with those from the Participation and Outreach Committee to prepare an overall budget for adoption by the Executive Management Board. This budget presents an estimate of revenue for the fiscal year (including carryover from the previous fiscal year), and the estimated expenditures for the CEP by task in each program area (Coordination, Administration, Participation and Outreach, Technical).

While this budget describes how the EMB expects funds to be allocated, it is considered a plan and does not authorize the expenditure of funds. The Administrative Committee makes separate recommendations for each task in each program area, to authorize the expenditure of funds. In the CEP, these are termed *appropriations*. Appropriations can cover the entire fiscal year for a particular task or project, a portion of the year, or only certain tasks within a project.

To appropriate funds for technical projects, the Technical Committee establishes priorities for implementation of the projects identified in the adopted technical budget. For each project, the next step is preparation of a conceptual scope of work that describes the project in some detail, including a statement of work, description of deliverables, and suggested contractors to perform the work. As appropriate, conceptual scopes of work are developed by technical work groups or CEP staff. The Technical Committee reviews conceptual scopes of work, revises them as necessary, and approves them for funding. The conceptual scope of work is then forwarded to the Administrative Committee, and it serves as the request for appropriation of funds.

Prior to implementation of the project, a detailed scope of work is prepared. This document expands on the conceptual scope as requested by the Committee, normally including a more detailed budget and schedule of deliverables. This document is typically developed as the first task by the contractors selected to perform the project, with no more than 10% of the appropriated funds. The Technical Committee reviews and approves the detailed scope of work prior to initiation of the project.

Attachment 4

Program Partners & Participants

In FY 02/03, the Program Participants consisted of the Bay Area Stormwater Management Agencies Association (BASMAA), the Bay Area Clean Water Agencies (BACWA) and the San Francisco Bay Regional Water Quality Control Board. In addition, the Western States Petroleum Association (WSPA) became a financial participant to the Program but elected not to be a full partner and signature to the Memorandum of Understanding establishing the CEP.

Collaborative Activities

A key element of the Participation and Outreach Plan prepared by the Participation and Outreach Committee was to work to improve the participation in the CEP by environmental/environmental justice organizations. During FY 02/03, CEP staff met with representatives of environmental organizations to introduce them to the CEP and begin to explore ways to integrate the environmental community into the TMDL process through participation in the CEP. See section 4.4 for details.

4.2 Technical Studies

4.2.1 Key Accomplishments

Establishment of Technical Workgroups

The Technical Committee implemented a process for identifying and managing technical projects to support TMDL and water quality attainment efforts. This process involves the use of standing workgroups (or group of pollutants) to help articulate management questions and identify projects to address each management question. The workgroups report to the Technical Committee and include representatives from each CEP partner and other organizations who have relevant technical expertise for the pollutants of interest. The process for identification and implementation of technical projects is shown in Figure 1. Several projects were implemented through this process in FY 02/03 and they are discussed is Section 4.2.2. Other projects were developed in FY 02/03 for implementation in FY 03/04 and these also are described in the Section 4.2.2.

Standing workgroups were established for Mercury, PCBs, Copper/Nickel, and Diazinon/Toxicity. The Technical Committee decided to serve as the Workgroup for Legacy Pesticides, Dioxin, Selenium, and projects that do not currently apply to a specific pollutant, such as investigation of modeling requirements. Rather than create an additional workgroup for copper/nickel, it was decided to use the existing Copper/Nickel North of the Dumbarton Bridge Coordinating Committee to fulfill this role. Workgroup members are provided below as activities for each pollutant group are discussed.

Procedure for Internal Review and External Peer Review of Documents

This procedure was designed to govern the internal review and external peer review of CEP technical documents. Peer review may be performed on scopes of work and written reports related to CEP technical projects and TMDL project reports prepared by the Regional Board. Peer review is an essential component of the technical activities of the CEP, and has been tightly integrated into the process of CEP technical project development, implementation, and application of project findings.

Procedure of Consideration of Unsolicited Study Proposals

This procedure, adopted by the Technical committee, describes the process for consideration of unsolicited proposals.

Attachment 4

Implemented Technical Projects

A total of seven projects were proposed and funded by the CEP in FY 02/03 in support of one or more contaminants of concern. These included two projects for mercury (4.02 and 4.05), two for PCB's (4.02 and 4.10), one for copper/nickel (4.11), one for legacy pesticides (4.20), one for Diazinon Toxicity (4.13) and one Special Technical Project (4.07).

Identified Technical Projects

A total of thirteen additional technical projects were initially identified for funding and implementation in FY 02/03 or were either dropped from further consideration by the workgroup or deferred for further action in FY 03/04.

4.2.2 TMDL & Water Quality Attainment Efforts

Seven projects were implemented, and an additional thirteen were identified, according to the process described in Section 4.2.1, in support of TMDL and water quality attainment efforts in FY 02/03. These study efforts are described under the pertinent water quality pollutant sections below.

Mercury

San Francisco Bay is impaired by mercury because fish tissue collected from the Bay often contains relatively high concentrations of mercury. The California Office of Environmental Health Hazard Assessment has issued fish consumption advisories warning people to limit their consumption of San Francisco Bay fish. In addition, studies have shown that birds consuming fish and other organisms from San Francisco Bay pass mercury to their eggs, potentially contributing to reproductive failures. Sources of mercury include runoff from inactive mines, urban runoff, wastewater discharges, atmospheric deposition, and resuspension of historic deposits of mercury-laden sediment already in San Francisco Bay.

The Regional Board issued the Preliminary Mercury TMDL Project Report in June 2000, prior to the formation of the CEP. The Final Mercury TMDL Project Report was released in June 2003.

Workgroup

Workgroup members include: Richard Looker (SFRWQCB), Carrie Austin (SFRWQCB), Dave Drury (BASMAA), Bill Elgas (BACWA), and Khalil Abu-Saba (CEP Staff).

Implemented Projects

The CEP conducted two separate projects in FY 02/03 to support the development of the Final Mercury TMDL Project Report by preparing technical materials to support the source assessment, developing concepts for implementation, and preparing a draft conceptual model.

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**

Attachment 4

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
Mercury & PCBs *(Mercury)*	1) What is the pollutant load from small tributaries to the Bay? 2) What is the Guadalupe River load to the Bay in light of sediment removal in the lower watershed and the uncertainty with this number?	4.02	*Guadalupe River Loads Assessment (Year 1).* This project monitors mercury and other pollutant loads into the depositional zone of the Guadalupe River. This project uses continuous monitoring of flow and suspended load, combined with discreet grab samples for chemical analysis, to assess pollutant loads from a significant tributary that is impacted by both legacy mining and urban industrial uses. The two primary pollutants of concern are mercury and PCBs. This direct measurement approach will reduce uncertainties associated with watershed load estimates derived using the "Simple Method," which relies on land-use specific estimates of runoff and rainfall, and to model pollutant loads. The CEP will help fund the second year of this project in FY03-04
Mercury *(Mercury)*	1) What are the current and planned projects / programs external to the CEP that may provide useful information for the San Francisco Bay mercury TMDL, and how do we track these projects and programs to assist in answering management questions and reduce duplication of effort? 2) What is the relative bioavailability of mercury from different sources to San Francisco Bay? 3) At what locations are current methylation rates and methylmercury flux the highest? 4) Can existing wetlands be managed or new wetlands be designed to minimize net methylation rates or limit exposure to methylmercury that is produced?	4.05	Adaptive Implementation of the Mercury TMDL (coordination with other programs, bioavailability, methylation, wetlands development)

Attachment 4

Ongoing Activities

Projects proposed by the Mercury workgroups or Technical Committee for implementation in FY 02/03, but which were dropped until FY 03/04 include:

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**	**Project Status**
Mercury *(Mercury)*		4.15	Support for adaptive Implementation of Mercury TMDL	Deferred Until FY 03/04
Mercury *(Mercury)*		4.17	Summarize Mine Sites and Extant Remediation Plans in Central Valley	Information was captured in Project 4.05. Project dropped from further consideration.

PCB's

In 1994, the State issued a sport fish consumption advisory cautioning people to limit their consumption of fish caught in San Francisco Bay. This advisory is due in part to concerns about high concentrations of polychlorinated biphenyls (PCBs) found in sampled fish. PCBs were manufactured in the United States and used widely from the late 1920s through the 1970s. They are of particular concern because they are toxic, persist in the environment, and accumulate in the tissue of fish, wildlife and humans.

Addressing the PCBs problem illustrates the challenges of dealing with "legacy" pollutants. A significant proportion of PCBs pollution in San Francisco Bay happened decades ago, before the potential health effects of PCBs were widely known. Because PCBs degrade very slowly in the environment, their toxic effects are still with us today, and removing large quantities of PCB-contaminated sediment from San Francisco Bay for disposal in hazardous waste facilities will be very costly. It is expected that the Preliminary PCB TMDL Project Report will be issued by the Regional Board in Fall 2003.

Workgroup

Workgroup members include: Fred Hetzel (SFRWQCB), Jon Konnan (BASMAA), Dan Watson (BACWA), Andy Jahn (Port of Oakland), Jay Davis (SFEI), and Paul Salop (CEP Staff).

Implemented Projects

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
PCBs & Mercury *(Mercury)*	1) What is the pollutant load from small tributaries to the Bay? 2) What is the Guadalupe River load to the Bay in light of sediment removal in the lower watershed and the uncertainty with this number?	4.02	Guadalupe River Assessment

Attachment 4

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
PCB's *(PCBs)*		4.10	Assessment of PCBs and other contaminants of concern in near-shore sediments of south and central San Francisco Bay: This project is focused on two data gaps essential to completion of the TMDL for PCBs in San Francisco Bay. This first data gap is the concentrations of PCBs in surface sediments of the near-shore environment, which will help further characterize PCB concentrations in the Bay and may help select interim numeric targets for PCBs in sediments. These targets are proposed as triggers for remedial actions in the watershed. The Regional Monitoring Program's (RMP) 1993 – 2001 sediment samples come from the deeper channels of the Bay, whereas PCBs entering the Bay will first impact near-shore regions. This data gap may be filled by compiling and summarizing existing data, so the project is being conducted in two stages – an assessment of near-shore concentrations using existing data, and additional sampling and analysis if existing data are not sufficient. The second data gap is information on PCB concentrations in surface and subsurface sediments downstream of known PCB spill sites. Collecting this information is a first step in assessing the feasibility of remedial activities as PCB TMDL implementation alternatives. If substantial concentrations (i.e., 1-10 ppm or greater) of PCBs are found in relatively small areas, then removal or isolation of those hot spots could result in significant, cost-effective improvements to the recovery rate of San Francisco Bay.

Ongoing Activities

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**	**Project Status**
PCBs *(PCBs)*		4.08	Review and Summarize Sediment Data from Nearshore Environment	Project incorporated into scope of Project 4.10

Additional projects were discussed and considered by the workgroup for implementation and funding in FY 03/04.

<u>Cu/Ni</u>

San Francisco Bay was placed on the 1998 303(d) list for copper and nickel because ambient concentrations of these metals exceeded existing water quality standards established to ensure protection of sensitive species of aquatic life. The concern was that observed levels of copper and nickel in San Francisco produce toxicity to Bay organisms and therefore adversely affected the Bay ecosystem and

associated beneficial uses. Sources of copper and nickel to San Francisco Bay include in-Bay sediment sources, urban runoff, and treated wastewater discharges.

Investigations of copper and nickel toxicity in San Francisco Bay have indicated that adopted water quality standards over-predict the toxic effects of these metals in the estuary. Given that the beneficial use is currently protected (e.g., no toxicity apparent) at copper and nickel concentrations slightly above existing objectives, the State has selected the development of site-specific objectives as the appropriate strategy to attain water quality standards for these pollutants in San Francisco Bay. This process is being completed in two phases for San Francisco Bay, with the first phase addressing the Bay south of the Dumbarton Bridge, with the second phase being for the rest of the Bay. The CEP project identified for implementation in FY03-04 (Table 2) is directed at the area north of the Dumbarton Bridge.

Workgroup

Workgroup members include: Richard Looker (SFRWQCB), Tom Mumley (SFRWQCB), Geoff Brosseau (BASMAA), Larry Bahr (BASMAA), Gail Chesler (BACWA), Dan Glaze (WSPA), Khalil Abu-Saba (CEP).

Implemented Projects

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
Copper /Nickel *(Cu/Ni)*	1) What information beyond that already compiled for the 2002 303(d) list process and the Lower South Bay (LSB) Impairment Assessment Report is needed to make a determination of whether or not there is impairment North of Dumbarton for copper and nickel? 2) How are we going to monitor and interpret data to assess condition? 3) What are appropriate pollution prevention strategies, both baseline and more stringent ones to be triggered by specific conditions measured through monitoring program? 4) Based on the Water Effects Ratio report information, what are appropriate Site-Specific Objectives (SSOs)? 5) To what extent can the LSB SSO Basin Plan amendment "package" be used as a template for the North of Dumbarton SSO Basin Plan Amendment package?	4.11	Copper and Nickel Site Specific Objectives for SF Bay North of the Dumbarton Bridge

Ongoing activities

Additional projects were discussed and considered by the workgroup for implementation and funding in FY 03/04.

Selenium

The Bay is listed for selenium because of potential reproductive impacts to diving ducks and other wildlife in the estuary. In addition, the Office of Environmental Health Hazard Assessment issued a

human health advisory regarding consumption of two species of ducks by hunters. The Department of Fish and Game measured selenium in scoter and scaup at concentrations above known to cause reproductive harm in other bird species. The accumulation of selenium in fish and birds appears to have been exacerbated by the introduction of the Asian Clam (*Potamocorbula amurensis)*, as its prodigious filter-feeding and large populations have moved considerable mass of selenium into the benthic food web and thus to diving ducks and large fishes such as sturgeon.

There has been no work completed on the TMDL for selenium in San Francisco Bay as of June 2003. The Regional Board has scheduled the completion of the Preliminary TMDL Project Report for Selenium in San Francisco Bay for June 2008. The Final TMDL Project Report is scheduled for completion in June 2009. It is assumed that it will not be necessary to gather much additional field data for this project, given the large existing database collected by the Regional Monitoring Program and other agencies. In addition, the Regional Board has already implemented a program to control selenium discharges from refineries, one of two the major sources of selenium. The CEP has identified a project to write a Conceptual Model/Impairment Assessment report for selenium to be implemented in FY03-04 (Table 2).

Workgroup
The Technical Committee serves as the workgroup for Selenium.

Implemented Projects
The following projects were initially proposed for implementation in FY 02/03, but after consideration by the Technical Committee and CEP staff, was never implemented and dropped form further consideration. No projects were implemented for Selenium in FY 02/03.

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
Selenium *(TC)*		4.16	Retrospective TMDL Development for Selenium

Ongoing activities
Additional projects were discussed and considered by the workgroup for implementation and funding in FY 03/04.

Diazinon Toxicity
Diazinon and toxicity impairment have been identified in urban creeks and in the Bay. These two areas are addressed separately in the CEP process. CEP projects addressing each area were identified for implementation in FY 03/04.

Urban Creeks. San Francisco Bay Area urban creeks exceed water quality standards for aquatic toxicity, primarily due to runoff of the common insecticide diazinon. Diazinon is a common insecticide used throughout the Bay Area to manage a broad spectrum of pests, such as ants and grubs. Although only a small fraction of the diazinon applied outdoors reaches surface water, that fraction is sufficient to result in diazinon concentrations that are toxic to test organisms. The Regional Board issued the Preliminary Project Report for Diazinon and Pesticide-related Toxicity in Urban Creeks in September 2002. The Final TMDL project report is expected to be released in the fall of 2003. This schedule is more aggressive than that for PCBs and mercury, and reflects the fact that the major regulatory action to reduce loads (the banning of diazinon for many uses by the USEPA) has already occurred. Thus, implementation actions will mainly involve monitoring the decline of diazinon concentrations and determining of aquatic toxicity declines as well.

San Francisco Bay. San Francisco Bay was listed as impaired for diazinon in 1998 due concern that toxicity observed in the Bay was caused by diazinon draining from agricultural and urban lands in runoff.

Pulses of diazinon have been documented traveling down the San Joaquin River and entering the estuary, and episodes of toxicity in the north Bay (Napa east to Antioch) and in sloughs draining urbanized watersheds have been documented by the Regional Monitoring Program. The listing recognizes that other pesticides could be contributing to the toxicity. There has been no work completed on the TMDL for Diazinon/Toxicity in San Francisco Bay as of June 2003. Given that recent data show significant declines in diazinon concentrations in the Bay and the cessation of episodes of toxicity, it may be that the project to be completed will be de-listing rather than a TMDL.

Workgroup

Workgroup members include: Bill Johnson (SFRWQCB), Jim Scanlin (BASMAA), Buphinder Dhaliwal (BACWA), Armand Ruby (CEP Staff), Andy Gunther (CEP Staff).

Implemented Projects

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
Diazinon / Toxicity (urban creeks) *(Diazinon/ Toxicity)*	1) Is the diazinon phase out reducing concentrations in urban creeks? 2) Is there still a toxicity problem as diazinon concentrations go down?	4.13	Monitoring Plan for Diazinon and Toxicity in Urban Creeks

Ongoing activities

Additional projects were discussed and considered by the workgroup for implementation and funding in FY 03/04.

Dioxin/Furans

In 1998, the US EPA added "dioxin-like compounds" to California's 303(d) list due to EPA's analysis of available data that indicated potential human health risk from eating fish contaminated with these pollutants. EPA concluded that the fish consumption beneficial use of San Francisco Bay is being impaired, and that narrative standards which prohibit the discharge of toxic pollutants in amounts which adversely affect beneficial uses are not being met. Because the State had already included dioxin-like PCBs in its submittal to EPA, the practical effect of EPA's decision was to add dioxins and furans to the list. The specific compounds included are 2,3,7,8-TCDD, 1,2,3,7,8-PeCDD, 1,2,3,4,7,8-HxCDD, 1,2,3,6,7,8-HxCDD, 1,2,3,7,8,9-HxCDD, 1,2,3,4,6,7,8-HpCDD, and OCDD. There is significant uncertainty regarding future regulatory action for these compounds. The Regional Board is not planning to prepare a TMDL for dioxin/furans.

Workgroup

The Technical Committee serves as the workgroup for Dioxins/Furans.

Implemented Projects

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
Dioxin *(TC)*		4.15	Air Deposition Uncertainty Assessment for Dioxins

Ongoing activities

Once the CEP has prepared a conceptual model/impairment assessment, the next steps to be taken are unknown.

Legacy Pesticides

Legacy pesticides refer to the organochlorine pesticides DDT, dieldrin, and chlordane, that (in most applications) are no longer legal to use. Like PCBs, these substances are resistant to degradation and accumulate in biota, and the concentration of these substances in some sport fish samples from San Francisco Bay exceed human health screening values. The Bay was listed as impaired for these substances in 1998 by the USEPA due to concern about human health impacts from eating contaminated fish from the Bay. There has been no work completed on the Legacy Pesticides TMDL as of September 2003. The Regional Board has scheduled the completion of the Preliminary TMDL Project Report for Legacy Pesticides for June 2005. The Final TMDL Project Report is scheduled for completion in December 2006. The CEP will prepare a conceptual model/impairment assessment (Table 2), after which the next steps to be taken are unknown.

Workgroup

The Technical Committee serves as the workgroup for Legacy Pesticides.

Implemented Projects

Pollutants *(Workgroups)*	**Management Questions**	**Project #**	**Project Title & Information**
DDT *(TC)*		4.20	DDT Analysis of Previously Collected Sediment Samples

Ongoing activities

No additional projects were discussed or considered by the workgroup for implementation and funding in FY 03/04.

Cyanide

The 1995 Basin Plan set the San Francisco Bay saltwater cyanide (acute) objective at 5 mg/L even though the U.S. Environmental Protection Agency (EPA) had established a saltwater chronic criterion of 1.0 mg/L in 1984. The U.S. EPA reestablished the 1.0 mg/L cyanide criterion for San Francisco Bay when it promulgated the California Toxics Rule in May of 2000. This more stringent criterion may not be appropriate for San Francisco Bay for a number of reasons, and recent work in Puget Sound led the State of Washington to the develop and adopt a site-specific chronic cyanide criterion of 2.8 mg/L for parts of Puget Sound.

Since the four species tested in Puget Sound are also resident to San Francisco Bay, the Regional Board staff has tentatively reviewed and recommended a cyanide site-specific chronic objective of 2.9 mg/L for San Francisco Bay. A substantial body of technical work has been produced in support of site-specific objectives for cyanide in the Bay, and submitted to Regional Board staff.

Workgroup

The Technical Committee serves as the workgroup for Cyanide.

Implemented Projects

No projects for Cyanide were proposed for implementation in FY 02/03.

Ongoing activities

The next steps for Cyanide are to review available information, communicate the findings and recommendations to the public, and develop a petition to the Regional Board requesting a site-specific objective for cyanide. Additional projects were discussed and considered by the workgroup for implementation and funding in FY 03/04.

Attachment 4

Multi-Pollutant Projects & Special Studies

From time to time projects are required that may pertain to more than one pollutant or may be designed to examine processes that affect numerous pollutants.

Workgroup

Depending on the principal water quality parameter of concern, any of the standing workgroups may propose or oversee a multiple contaminant project. In addition, the TC may act as the workgroup for the project.

Implemented Projects

The following projects were implemented in FY 02/03.

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**
Multi-Pollutant *(TC)*	How can numerical models be used in an efficient and cost-effective fashion to guide TMDL development and implementation?	4.07	Future Modeling Needs
Multi-Pollutant *(TC)*		4.18	Project Management and Integration of Studies
Multi-Pollutant *(TC)*		4.19	Outside, third-party Peer Review

Ongoing activities

Pollutants *(Workgroup)*	**Management Questions**	**Project #**	**Project Title & Information**	**Project Status**
Multi-Pollutant *(TC)*		4.01	Refine Standard Method for Estimating Loads in urban Run-off	Dropped
Multi-Pollutant *(TC)*		4.03	Characterize Bedded Sediments in Napa and Sonoma watersheds	Dropped
Multi-Pollutant *(TC)*		4.04	Sources and pathways of PBDE's	Dropped
Multi-Pollutant *(TC)*		4.06	Improve Estimate of Mixed Layer Depth for Numerical Models	Deferred to FY 03/04
Multi-Pollutant *(TC)*		4.09		dropped
Mercury, PCB's, Legacy Pesticides and Dioxins\ *(Mercury)*	How much of the urban stormwater mercury load may be avoided through current and planned storm water program activities?	4.12	Options and Expected Benefits from Urban Stormwater Implementation Actions	Deferred to FY 03/04
Multi-Pollutant *(TC)*		4.14	Quality Assurance Project Plan	Dropped

Additional projects were discussed and considered by the workgroup for implementation and funding in FY 03/04.

4.3 Program Administration

4.3.1 Key Accomplishments

Establishment of a CEP Administrative Annual Calendar

An annual calendar (July 02 Admin Committee Meeting Minutes) outlining when key events, such as the annual budget cycle, was established by the Admin Committee and approved by the EMB. It was noted that the draft calendar would undergo regular modification in order to respond to unique annual requirements.

Establishment of the Participation & Outreach Committee

Mid-fiscal year, the Participation & Outreach (P&O) sub-committee of the Admin Committee was elevated to full Committee status reporting directly to the EMB. This action was taken to permit quicker response and more direct communication between the P&O Committee and the EMB.

Administrative Committee Scope and Operating Policies

The Admin Committee developed and adopted a set of operating policies (July 02 Admin Committee Meeting Minutes) that established the Committees roles and responsibilities, voting and participating membership, and key tasks it needed to accomplish. The policies were subsequently adopted by the EMB.

Annual Report

An annual report for FY 01/02 was prepared and adopted summarizing the accomplishments, actions, and financial activities which occurred during the fiscal year.

Fiscal Year Budget & Annual Work Plan

An annual work plan and associated budget was developed and adopted for FY 02/03 (August 02 Admin Committee Meeting Minutes). A preliminary annual work plan and budget for FY 03/04 was also developed and adopted (June 03 Admin Committee Meeting Minutes).

CEP Logo and Letterhead

The Admin Committee requested the P&O Committee to develop a logo for the CEP which could be used on formal communications and documents prepared by the CEP.

4.3.2 FY 02/03 Financial Analysis

Revenues & Budget

In FY 02/03, the total new revenue received, on a cash basis, by CEP from participants and bank interest was $1,376,672. This total included $1,320,286 in participant contributions, $9,616 in interest, and $46,770 in FY 01/02 contributions received in FY- 02/03 from Alameda County. In addition, $92,542 in unspent FY 01/02funds were rolled over into FY 02/03. These monies established a FY 02/03 budget of $1,469,213 (Table 1).

Table 1: Clean Estuary Partnership Financial Analysis for FY 02/03

Attachment 4

Carryover Funds from FY 01/02	$92,542
Participant Contributions	$1,320,286
Interest Earned	$9,616
FY 01/02 Receivables (Alameda County)	$46,770
Total Revenue	$1,469,214
Total Expenditures	($628,147)
Encumbered Funds	($326,605)
FY 02/03 Ending Balance (Carryover to FY 03/04)	$514,460

Expenditures

During FY 02/03 the Program incurred $626,147 in expenses (on a cash basis). Table 2 presents the expenditure of funds in FY 02/03 relative to Key Program Tasks. These expenses were paid out to two subcontractors and the East Bay Municipal Utility District, as outlined in Table 3. In addition, $326,605 dollars were encumbered to cover FY 02/03 contracted work which will not be completed until FY 03/04. These encumbered funds represent the difference between the appropriated funds for those tasks less any monies paid as of June 30, 2003.

In June 2002, the Executive Management Board of the CEP approved a no cost extension of the FY 01/02 contract with AMS, until September 2002, to allow time to develop a FY 02/03 work plan and budget. The FY work plan and budget were approved in August 2002 and began on September 1, 2002. The expenditures outlined in Table 2 are from the 10-month period beginning September 1, 2002 and ending June 30, 2003.

A total of $514,460 in unspent and unencumbered funds were transferred forward to the FY 03/04 budget.

Table 2: Clean Estuary Partnership Expenditures for FY 02/03

Program Task	**Program Participant/Contractor**				
	EBMUD	**Birrer**	**AMS**	**Other[1]**	**Total**
Task 1 Program Coordination & Technical Program Study Design & Support			$233,833		$233,833
Task 2 Program Administration	$4,685	$22,823	$44,102		$71,610
Task 3 Participation & Outreach			$99,975		$99,975
Task 4 Technical Studies			$222,730		$222,730
TOTAL	$4,685	$22,823	$600,640		$628,147

[1] Payments made directly from BACWA to other federal or state organizations such as the USGS or ABAG.

Contracting

AMS entered into sub-contracts with thirteen companies or individuals in order to execute authorized studies, projects or tasks (Table 3). In addition, BACWA, through the City of San Jose, entered into a contract with the USGS to assist the San Francisco Estuaries Institute conduct a study on the Guadalupe River (Task 4.02). Table 4 presents a listing of these companies, the study or task they were contracted to

provide assistance on and the payment s made to them during the fiscal year. Many of these project or tasks are ongoing into FY 03/04 and represent the majority of the encumbered funds referenced above.

Table 3: Subcontractors to CEP in FY 02/03

Subcontractor	Technical Project or Program Task	Technical Project or Program Task Description	FY 02/03 Payments
Axys Analytical	Task 4.20	Analysis of Previous collected sediment samples for Legacy Pesticides	$8,580
CONCUR, Inc.	Task 1	CEP Program Coordination	$10,130
	Task 3	Public Outreach & Participation	$43,102
Creation Chamber	Task 3.02	CEP website: Contact Manager and Project Management components	$9,800
EOA, Inc	Task 4.11	Develop a conceptual scope for the impairment assessment for Cu/Ni north of the Dumbarton bridge	$4,136
Hydroconsult Engineers	Task 1	FY 01/02 Annual Report	$1,265
Larry Walker & Associates	Task 1	CEP Program Coordination	$ 9,402
	Task 4.05	Refine mercury TMDL allocation and implementation scheme	$ 14,612
LFR, Inc.	Task 4.05	Refine mercury TMDL allocation and implementation scheme	$10,000
Public Affairs Management	Task 3.03	Development of a CEP Logo	
San Francisco Estuary Institute	Task 4.02	Small Tributary Loads: Guadalupe River Study Year 1	$49,749
	Task 4.10	Assessment of PCBs in nearshore sediments of South and Central SF Bay.	$4,864
Bob Smith	Task 4.10	Assessment of PCBs in nearshore sediments of South and Central SF Bay.	
TDC Environmental, LLP (Kelly Moran)	Task 1	CEP Program Coordination	$8,952
	Task 4.05	Refine mercury TMDL allocation and implementation scheme	$475
Tetra Tech, Inc.	Task 1	CEP Program Coordination	$2,704
	Task 4.05	Refine mercury TMDL allocation and implementation scheme	$22,220
	Task 4.07	Assess future TMDL modeling needs: Peer Review Workshop	$2,000
URS	Task 4.05	Refine mercury TMDL allocation and implementation scheme	$9,675
USGS	Task 4.02	Small Tributary Loads: Guadalupe River Study Year 1	
TOTAL			**$211,666**

4.3.3 New Administrative Procedures & Guidelines

CEP Consulting Service Contracting Guideline

A Consulting Service Contracting Guideline (July 02 Admin Committee Meeting Minutes) was prepared and adopted which established the principals by which the CEP contracts with individuals or firms to conduct its business in accordance with the Memorandum of Understanding signed by the CEP partners. These procedures allow for the establishment of a qualified contractor's roster from which firms or individuals can be contracted with to perform tasks or projects, including administrative, coordination and technical studies.

Attachment 4

Review, Comments and Distribution of Documents

The Committee established that working drafts of all CEP documents should be distributed to the respective Committee members only. Final drafts, when sent to the EMB for adoption or acceptance, become available to the general public. All working draft documents are products in process and should only be shared by workgroup members and interested Committee members.

Committee Vice-Chair

Each committee should have a vice-chair who assumes the duties and responsibilities of the Committee chair during their absence. The vice-chair is selected from one of the other CEP Partner representatives to the Committee.

CEP Inventory Tracking

Guidance and procedures were adopted by the Admin Committee (December 02 Admin Committee Meeting Minutes) for identifying what constituted CEP equipment and assets and how the ownership and disposition of these items would be tracked by the Program.

4.4 Participation & Outreach

4.4.1 Key Accomplishments

Stakeholder Interviews Conducted and Key Findings Summarized

To inform the development of the overall CEP participation and outreach plan, CONCUR conducted structured interviews with 28 individuals representing 27 organizations from a broad range of interests, including environmental groups, public agencies, homeowner groups, and industry and civic associations. The intent was to identify primary interests and concerns of stakeholders as well as types of information (such as reports, newsletters, web site postings, public meetings, technical findings, proposed implementation plan, regulatory implications) stakeholders would find most useful. In addition, respondents were asked for ideas of ways in which the CEP might partner and better communicate with existing organizations. The findings of these interviews were detailed in a Summary of Findings, which was used to inform development of the CEP Participation and Outreach Plan.

Development of the CEP Participation and Outreach Plan

The Committee developed the CEP Participation and Outreach Plan, based on the results of the Summary of Findings from the stakeholder interviews. Various elements of the plan include: recruitment and funding of an Environmental Technical Representative, periodic updates to all stakeholders on the status of all TMDL-related documents and activities, support for Regional Board to coordinate their stakeholder outreach efforts, and the development of educational materials and briefings, not only for the general public, but also elected officials and the media.

Coordination with the Environmental/EJ Community

Committee members met with key members of the environmental/EJ community to determine how best to incorporate their input in the CEP - both at a technical and at a policy level. These meetings resulted in the agreement to develop an Environmental Technical Representative position. Both Leo O'Brien and Michael Stanley-Jones also agreed to serve as the environmental and EJ representatives to the CEP and to attend EMB and CEP Committee meetings as appropriate. In this capacity, they have begun outreach to Bay Area environmental/EJ organizations about the CEP and the status of TMDL efforts in the San Francisco Bay. The Committee will work with these representatives to apply for grants to fund their continued participation and outreach efforts in the future.

4.4.2 Coordination of Outreach to Key Stakeholders

Development of the Environmental Technical Representative Position

The CEP Participation and Outreach Committee has created a position for an Environmental Technical Representative modeled after the process used for the Copper/Nickel Initiative in the South Bay. This representative will be responsible for reviewing and commenting on relevant documents and conceptual models, framing questions for analysis and helping to scope contracts for technical analysis. In addition to these responsibilities, he or she will to be responsible for meeting quarterly with members of the environmental/EJ community to review key concepts/conceptual models, to brief the members on emerging areas of technical agreement and remaining areas of disagreement or uncertainty, and to highlight potential areas of concern.

A Scope of Work for the position was developed by Committee members in conjunction with Michael Stanley-Jones (California Clean Water Action, Environmental Justice Coalition for Water), Leo O'Brien (Waterkeepers) and the Rose Foundation.

Development of the CEP Website and Consolidated Stakeholder Database

Committee members coordinated closely with AMS staff to develop the content and functionality of the CEP website. In developing the website, the Committee built a consolidated stakeholder database with the contact lists of all three organizations. This database is now being used to distribute both CEP and Regional Board mailings and updates. As part of this effort, stakeholders' contact information has been updated and additional contacts have been added as appropriate.

Matrix of Activities

The Committee developed a matrix of all public outreach-related initiatives currently underway by CEP member organizations in order to identify areas of potential overlap and coordination.

On-going Activities

The nomination and selection process is being lead by Michael Stanley-Jones and Leo O'Brien. They expect to have a candidate in the second quarter of FY03-04. Once approved, this representative will become a regular participant at Technical Committee meetings, and work group meetings, as appropriate.

4.4.3 Development of Public Outreach Materials

Legacy Pollutant Fact Sheet

Committee members redesigned the legacy pollutant fact sheet. This fact sheet and the Regional Board's TMDL fact sheet were then distributed in May 2003 mailing to all Bay Area City Managers, Public Works Directors, and Planning Directors as well as a broad array of other key stakeholders. The mailing was intended to introduce the CEP and provide an overview of TMDLs and other water quality attainment strategies underway in the San Francisco Bay.

On-Going Activities

Several other fact sheets and educational materials are under development. These include a Frequently Asked Questions document, a fact sheet on the Basin Plan Amendment process and informational material on specific pollutants such as mercury and/or PCBs. There are also efforts underway to identify relevant educational materials from other organizations and create a clearinghouse of information on the CEP website.

4.4.4 Support for Regional Board Stakeholder Meetings and Related Activities

Public Meetings for the Mercury TMDL

The CEP provided support to the Regional Board for the October 31st Mercury meeting as well as July 2nd meeting for the Final TMDL Project Report. CEP staff provided some pre-meeting strategic planning and review of documents. CEP staff also recorded comments and produced a summary of comments from both meetings.

Dissemination and Analysis of the Stakeholder Feedback Form

As part of the July 2nd Mercury meeting, CEP staff worked with Regional Board staff to develop a stakeholder feedback form. The aim was to provide meeting participants and members of the Mercury Watershed Council the opportunity to (1) comment on the stakeholder process used for the mercury TMDL and (2) make recommendations for future TMDL process. CEP staff synthesized the results of the feedback forms and provided a set of recommendations to both Regional Board staff and members of the CEP.

On-Going Activities

CEP staff will provide similar support for the public meetings of upcoming TMDLs, such as PCBs and Diazinon.

4.4.5 New Participation and Outreach Procedures

CEP Support for Stakeholder Review of Interim Work Projects

Based on feedback received from the stakeholder evaluations, the Committee is discussing the possibility of having CEP staff support opportunities for stakeholders to review certain sections of the TMDL reports before they are released as final documents. One option for CEP is to support the Regional Board in producing a series of discussion documents related to the various topics/proposed recommendations within the report that stakeholders could comment on between the preliminary report and the development of the final report. Another option is to have focused working group meetings based on the various sections in the report. Alternatively, the Regional Board could conduct individual meetings with stakeholders before the documents are finalized as was done with the dredging community between the two mercury reports. Such a meeting was hosted in October 2003 between the Regional Board and members of the environmental/environmental justice community.

Coordinate Media Campaigns

In FY 03/04, the Participation and Outreach Committee will coordinate closely with the BASMAA/BACWA Media Relations Campaign to conduct targeted outreach to generate media coverage and jointly develop press release, opinion editorials (op eds) and promo materials, as needed. The first joint campaign will focus on the Basin Plan Amendment process for mercury.

Periodic Electronic Updates

In FY 03/04, the Committee members will coordinate with Regional Board staff to develop periodic email updates on the status of various TMDL-related documents, studies, and reports.

Briefings of Elected Officials

Once the Multi-Year Plan is finalized, the Participation and Outreach Committee will provide support for the CEP Program Coordinator and senior CEP members to conduct briefings with city and county agency representatives and elected officials to inform them about the CEP as well as TMDLs and what the implications are for their constituents.

4.5 Information Management

4.5.1 Web Site

The public web site and project managers Intranet for the Clean Estuary partnership was launched in late 2002 and continues to serve as an information resource on the CEP. The site was developed according to an Information Management Plan, which is available on the CEP web site: http://cleanestuary.org/projects/documents/index.cfm?fuseaction=document&documentID=14&reportID=14&taskID=13&projectID=10). This plan called for the site to be structured into two sections – a section for the public describing the CEP and a section for CEP managers and affiliates to manage projects, subscribers and mailings.

To date, the web site has over 1,800 unique subscribers with over 200 subscribers added in the last three months alone. The web site also functions as an efficient way for CEP affiliates to communicate – using both the project manager and the mailing application to compose and distribute mailings.

One flaw of the CEP web site is that it is overly technical and assumes the public is already familiar with the mission and goals of the CEP. To address this problem, a redesign of the web site will be undertaken in FY 03/04 that will make the site easier to navigate, provide more background information on the CEP and made the process of subscribing to lists simpler.

4.5.2 Web Based Program Management

A integral part of the CEP website is the creation of a "Projects" section which facilitates the posting of various draft and final documents generated by CEP contractors for access by work group and committee members. This module of the web site was designed to be access controlled, limiting access to documents based on an individual's clearance. The module is Internet accessible and documents can be uploaded to the site from any location and by anyone who has access authorization to do so.

4.5.3 Web Based Contact Manager

As an additional module added to the web site after inception, a "contact manager" application was installed which allows CEP managers to create mailing lists that the public can subscribe to. Approximately 1,400 subscribers were collated from a dozen mailing lists forwarded from the California Regional Board, Bay Area Stormwater Managers Association and other agencies. New visitors add themselves to the subscription lists, thus the contact manager becomes "self-managing".

We are currently in the process of preparing a subscriber mailing which will go to every subscriber in the database that has an email address. The mailing will ask that they go to the CEP web site home page and type in their user name and password to update their contact information and subscription preferences. To goal of this mailing it to let people know about the resource the CEP web site provides and to make the subscriber list better tuned to the needs of the subscribers. For those subscribers that do not have email addresses, a physical mailing may be planned in the future.

5.0 Appendices

5.1 Coordinator's Reports

5.2 Committee Meeting Minutes

5.2.1 Executive Management Board

5.2.2 Technical Committee

5.2.3 Administrative Committee

5.2.4 Participation & Outreach Committee