

**Action Items and Meeting Minutes of the
Aquatic Science Center and the San Francisco Estuary Institute
Board of Directors
June 25, 2015**

Action Items

#	Action Item	Who?	When?	Status
1	Member Board Terms	Warner Chabot	Research before next board meeting	In review
2	Coordinate RMP Program Overview	Warner/Phil	For September Board meeting	Complete
3	New Board member packet	Warner	For September Board meeting	Complete

**Meeting Minutes of the
Aquatic Science Center and the San Francisco Estuary Institute
Board of Directors
June 25, 2015**

Directors Present:

Director Name	Board Position	Representation	Affiliation	ASC	SFEI
Tim Vendlinski	Director non-voting	Regulatory - EPA Ex-Officio	EPA	X	X
Vicky Whitney	Director	Regulatory - Ex-Officio	SWRBC	X	
Prabhakar Somovarapu	Director	Management	Sacto Regional County Sanitation District, Sac Area Sewer District	X	X
Laura Pagano	Director	RMP-BACWA	SFPUC, Wastewater Enterprise	X	X
Alan Ramo	Director	Governance	Golden Gate University		X
Adam Laputz	Alternate for	Regulatory - RB5	Central Valley Regional Water	X	

	Pamela Creedon		Quaity Control Board		
Dave Tucker	Director	Management	City of San Jose - Ret	X	X
Dave Williams	ASC Chair	Management	BACWA	X	X
Jim Fielder	SFEI- Chair	Management	Santa Clara Valley Water District	X	X
Mitch Avalon	Director	Management	Contra Costa Co. Public Works	X	X
John Callaway	Director	Science	University of SF	X	X
Dyan Whyte	(Alt of Bruce Wolfe)	Regulatory - RB2 ex officio	SFBWQCB	X	
Kirsten Struve	(alt for Dave Williams)		City of Palo Alto	X	

Others Present:

Warner Chabot, Executive Director, SFEI
 Phil Trowbridge, RMP Program Manager, SFEI
 Tony Hale, Environmental Informatics Program Director, SFEI
 Lawrence Leung, Associate Finance Director, SFEI
 Joanne Cabling, Admin Assistant, SFEI

Joint Business Meeting

1. **Call to order, determination of quorum, review and approval of agenda for Joint Board and individual ASC and SFEI business.** - The Meeting was called to order at 10:02 AM. The agenda was approved.
2. **Closed Session: 10:05-11:40**
3. **Public Comment** - None
4. **Action: Consent Items** - March 6, 2015 Meeting Minutes and Action Items were presented to the Board. Motion to approve was moved by Prabhakar Somavarapu, seconded by Mitch Avalon. Board approved. Dave Williams abstained due to not being present during the March 6 meeting.
5. **Executive Director's Report** - Warner Chabot gave a brief overview on SFEI-ASC's external accomplishments and internal program. This included updating the board on the status of the State of the Estuary Report, partnering with BCDC, various strategic meetings and workshops. The Board gave their comments and feedback. Laura Pagano suggested that the Board be notified via email of meetings and events and expressed interested in attending.
6. **Program Updates** - Tony Hale, the Program Director of Environmental Informatics, presented the new SFEI-ASC website with a brief overview of the new and modern technology. The Board showed approval for the new website.

7. Report on Executive Committee / Audit Committee Meeting of June 10, 2015 - A discussion was made on the topic of switching RMP get year from calendar to Fiscal. A few of the Board of Directors, whose organizations are affiliated with RMP, discussed the obstacles. Phil Trowbridge, Program Manager of the RMP reported on the the decisions made by the RMP's Steering Committee. Trowbridge stated that without a financial incentive to change over, the Committee decided to not to change their budget planning process. But if the Board of Directors give the direction for RMP to go to a fiscal year, the RMP would can do so, but will not happen until FY 18-19. The Board decided to table this issue and to first get an overview of the RMP and what role the Board has with RMP oversight.

8. Report on Governance Committee meeting of June 17, 2015.

David Williams presented the Governance Committee's recommendations for the New SFEI-ASC Board members. Warner Chabot gave an overview of the four chosen candidates, Jim Kelly, Skyli McAfee, James Wheaton and Ann Hayden. A few of the Board Members stated their concerns of overlap and competition for projects with the candidates' organizations and how to integrate the new board members. Alan Ramo explained that the new members will bring in new energy and the opportunity for committee vacancies to be filled.

Warner Chabot also noted that the list of candidates that were not chosen this time around would be a good list to choose from, should the time come again to vote in new members. Motion to approve was moved by Prabhakar Somavarapu, seconded by David Williams, board approved.

9. Board Member Reports - Mitch Avalon gave a presentation at the Russian River Association meeting. He reported that many great comments about SFEI were made by participants.

10. Adjourn Joint Business Meeting and Call ASC Business meeting to order

11. ASC 1 - Operations and Program Plan Update - Warner Chabot informed the Board that the budget is back to a 12 month period with a slim profit margin of 1.2%. He recommended that new proposals should be budgeted at 2.95 when allowable. Board approved unanimously.

Prabhakar Somavarapu abstained from voting on the following projects:

- 8110 - Klamath Basin Monitoring Program
- 8111 - Delta Regional Monitoring Program
- 8111.15 - Delta Regional Monitoring Program FY15
- 8111.16 - Delta Regional Monitoring Program FY16
- 8112 - Delta Mercury Exposure Reduction Program

Victoria Whitney abstained from voting on the following projects:

- 8110 - Klamath Basin Monitoring Program
- 8111 - Delta Regional Monitoring Program
- 8112 - Delta Mercury Exposure Reduction Program
- 8113 - Nutrient Science Plan for SF Bay
- 8115 - Reference Beach Sampling phase II
- 81xx - SWAMP
- 8412 - SOTER
- 84xx - ERS Data Management
- 8606 - CEDEN RDC

- 12. ASC 2 - Authorize and Designate a Representative to Negotiate Contracts or Agreements.** This is the standard annual practice to designate the Executive Director as a representative to negotiate contracts or agreements. Moved by Prabhakar Somavarapu, seconded by David Tucker, Board unanimously approved.
- 13. ASC 3 - Adjourn ASC meeting. Call SFEI meeting to Order.**
- 14. SFEI 1 - Operations and Program Plan Update.** Lawrence Leung presented the operations report to the Board stating that the year to date surplus is now \$385K. By the end of the fiscal year, the surplus will be \$446K. Leung went on to explain the Audits. July 2014 thru June 2015 yearly audit will begin on August 10 - 14 with R.J. Ricciardi, Inc. The CA Department of Finance randomly selected and audited a Department of Fish and Wildlife grant. ASC did not indicate any issues or findings. Board unanimously approved.
- 15. SFEI 2 - Executive Director Authorities & Authorize and Designate a Representative to Negotiate Contracts Or Agreements.** Motioned by Laura Pagano, seconded by David Tucker. Board unanimously approved.
- 16. SFEI 3 - ADJOURN SFEI MEETING at 1:05 PM**