

**California Estuary Monitoring Workgroup (CEMW)**  
**DRAFT Roles and Responsibilities**  
**March 11, 2014**

**Workgroup Facilitators and Tenure**

1. The long term goal of the CEMW is for the group to be led by two persons, one from a state agency, and one from a federal agency.
2. No Federal and State agencies stepped forward so, for the first 2 years, the CEMW has been facilitated by two persons, one from the State and Federal Water Contractors Agency, and one from The Bay Institute.
  - a. The facilitation has been conducted under the guidance of the Interagency Ecological Program (IEP) Coordinators.
    - i. The IEP Coordinators include technical and senior staff representing the six federal and three state agencies that participate in the IEP.
3. Tenure has been proposed to be a period of two years.
  - a. This tenure can be extended by vote of the CEMW.
  - b. State and federal participants are able to designate a state or federal facilitator at any time to replace the non-agency facilitators.
    - i. It is assumed that this will occur over time.
4. Staff Support for the Facilitators
  - a. Will come from either:
    - i. their representative organizations or
    - ii. From a partner agency.

**Roles and Responsibilities**

- 1. Estuary Portal "Lead" Facilitator & Staff** (Stephanie Fong, [sfong@sfcwa.org](mailto:sfong@sfcwa.org) 916-400-4840 & Kelsey Cowin [KCowin@sfcwa.org](mailto:KCowin@sfcwa.org) State and Federal Contractors Water Agency
  - a. Agendas will be:
    - i. Drafted by facilitators or support staff not less than 2 weeks before each meeting.
    - ii. Sent out to the IEP Coordinators and any other persons identified on the draft agenda as responsible for an agenda item (speakers, giving presentations, etc.).
    - iii. Facilitators will revise or recommend changes to the agendas as needed.
    - iv. A final agenda will be sent by email to all members not less than one week before the next meeting.
    - v. One standing agenda item will be to identify upcoming topics at future meetings, and this list will be the basis for the draft agenda.
    - vi. Any member or IEP Coordinator requesting to add or revise an agenda topic can do so by sending an email to support staff (or facilitators) and these will be reflected in the draft agenda.
    - vii. Final agenda content, order of presentation, and speakers or presenters will be determined by the facilitators.

- b. The lead facilitator will run the meeting according to the agenda and will also facilitate conversations, discussions, and decision-making.
- c. Meeting notes will be taken by support staff and, as mentioned above; minutes based on these notes will be produced before the next meeting and circulated with the draft agenda. All members will be given the final minutes along with the final agenda within a week of the next scheduled meeting.

**2. San Francisco Bay-Delta Estuary Coordinator** – Bill Templin (California Department of Water Resources/IEP) [william.templin@water.ca.gov](mailto:william.templin@water.ca.gov) (916-376-9819) <http://www.water.ca.gov/bdma/staff/> and Leticia Grenier (for Judy Kelly, San Francisco Estuary Partnership, (510-622-8137) [jakelly@waterboards.ca.gov](mailto:jakelly@waterboards.ca.gov) <http://www.sfestuary.org/about-us/sfep-staff/> (See p. 353 to 365 here: [http://water.epa.gov/type/oceb/nep/upload/2007\\_05\\_09\\_oceans\\_nepccr\\_pdf\\_large\\_section4.pdf](http://water.epa.gov/type/oceb/nep/upload/2007_05_09_oceans_nepccr_pdf_large_section4.pdf) )

- a. Will check in monthly with the 5 Section Leads to determine their progress, needs, and agenda items for the monthly Workgroup meetings.
- b. Will coordinate with the “Lead Facilitator” to provide agenda items from Section Leads.
- c. Section Leads for 5 key attributes –

i. **Water (Quality and Quantity) -**

- i. Quality - Erin Foresmen (U.S. Environmental Protection Agency [Foresman.Erin@epa.gov](mailto:Foresman.Erin@epa.gov) 916-930-3722 & Meghan Sullivan [msullivan@waterboards.ca.gov](mailto:msullivan@waterboards.ca.gov) 916-464-4858 (CVRWQCB)
  - a. Reach out to other CEMW members or colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.
  - b. Help pursue grants to support nonprofit involvement in the stewardship group
  - c. Start with the [State of the Bay report](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) [http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship\\_SOB2011.pdf](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) “health indicators” and determine if these are appropriate for use in the entire estuary or if there are better choices for the Delta
    - a. Safe for Aquatic Life (phytoplankton, zooplankton, benthics, fish birds & mammals)
    - b. Safe for Humans to Eat
    - c. Safe for Humans to swim
- ii. Quantity – Bill Templin [william.templin@water.ca.gov](mailto:william.templin@water.ca.gov) (916-376-9819) (California Department of Water Resources) / Jonathan Rosenfield [rosenfield@bay.org](mailto:rosenfield@bay.org)
  - a. Reach out to other CEMW members or colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.
  - b. Help pursue grants to support nonprofit involvement in the stewardship group
  - c. Start with the [State of the Bay report](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) [http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship\\_SOB2011.pdf](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) “health indicators” and determine if these are appropriate for use in the entire estuary or if there are better choices for the Delta
    - a. Inflow

- b. Outflow
  - c. Storage
- ii. Habitat-
  - i. Reach out to other CEMW members or colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.
  - ii. Help pursue grants to support nonprofit involvement in the stewardship group
  - iii. Start with the [State of the Bay report](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) [http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship\\_SOB2011.pdf](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) “health indicators” and determine if these are appropriate for use in the entire estuary or if there are better choices for the Delta
    - a. Estuarine Open Water
    - b. Tidal Marshes and Flats
    - c. Watersheds
- iii. Living Resources – Shaun Philippart [shaun.philippart@water.ca.gov](mailto:shaun.philippart@water.ca.gov) (916) 375-4825 & Kris Jones [kristopher.jones@water.ca.gov](mailto:kristopher.jones@water.ca.gov) (916) 376-9756
  - i. Reach out to other CEMW members or colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.
  - ii. Help pursue grants to support nonprofit involvement in the stewardship group
  - iii. Start with the [State of the Bay report](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) [http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship\\_SOB2011.pdf](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) “health indicators” and determine if these are appropriate for use in the entire estuary or if there are better choices for the Delta
    - a. Benthics – Shaun Philippart [shaun.philippart@water.ca.gov](mailto:shaun.philippart@water.ca.gov) (916) 375-4825 (California Department of Water Resources)
    - b. Birds - Hilde Spautz (California Department of Fish & Wildlife)
    - c. Phytoplankton – Tiffany Brown [tiffany.brown@water.ca.gov](mailto:tiffany.brown@water.ca.gov) (916) 376-9723 (California Department of Water Resources)
    - d. Fish – Kris Jones [kristopher.jones@water.ca.gov](mailto:kristopher.jones@water.ca.gov) (916) 376-9756 (California Department of Water Resources)
    - e. Mammals - ?
- iv. Ecological Processes –
  - i. Reach out to other CEMW members or colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.
  - ii. Help pursue grants to support nonprofit involvement in the stewardship group
  - iii. Start with the [State of the Bay report](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) [http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship\\_SOB2011.pdf](http://sfep.sfei.org/wp-content/uploads/2012/12/8Stewardship_SOB2011.pdf) “health indicators” and determine if these are appropriate for use in the entire estuary or if there are better choices for the Delta
    - a. Floods
    - b. Food Web
- v. *Stewardship* - Jason Lofton [loftonj@sacsewer.com](mailto:loftonj@sacsewer.com) 916)- 876-6008 (Sac Regional) & Bill Templin [william.templin@water.ca.gov](mailto:william.templin@water.ca.gov) (916-376-9819) (California Department of Water Resources) or Heidi Sprautz CDFW (Grants... EPA Wetlands...)
  - i. Reach out to other CEMW members or colleagues in other organizations, local agencies and authorities, potential affected parties, and possible partners.
  - ii. Help pursue grants to support nonprofit involvement in the stewardship group
  - iii. Start with the [State of the Bay report](#) examples of “health indicators” and determine if these are appropriate for use in the entire estuary or if there are better choices for the Delta. Their indicators were:

- a. Water use & Reuse
- b. Volunteers
- c. Public access efforts.
- d. Long Term Management Strategy for Dredged Materials

### **3. North Coast Estuaries Coordinator - ?**

- a. Will check in monthly with the 5 Section Leads to determine their progress, needs and agenda items for the monthly Workgroup meetings.
- b. Will coordinate with the “Lead Facilitator” to provide agenda items from Section Leads.
- c. Section Leads for 6 North Coast Estuaries:
  - i. Smith River
  - ii. Klamath River
  - iii. Mad River
  - iv. Noyo River – Teri Jo Barber [terijo@ridgetoriver.org](mailto:terijo@ridgetoriver.org) [tbarber@fortbragg.com](mailto:tbarber@fortbragg.com) Noyo Watershed Alliance
  - v. Eel River Estuary – Scott Greacen [scott@eelriver.org](mailto:scott@eelriver.org) 707-822-3342 Friends of the Eel River
  - vi. Russian River Estuary – (Russian Riverkeeper, [info@russianriverkeeper.org](mailto:info@russianriverkeeper.org) or call (707) 433-1958.

### **4. South Coast Estuaries Coordinator - ?**

- a. Will check in monthly with the 5 Section Leads to determine their progress, needs and agenda items for the monthly Workgroup meetings.
- b. Will coordinate with the “Lead Facilitator” to provide agenda items from Section Leads.
- c. Section Leads for 3 South Coast Estuaries:
  - i. Elkhorn Slough – Kerstin Wasson (Research Coordinator, Elkhorn Slough National Research Reserve, [kerstin.wasson@gmail.com](mailto:kerstin.wasson@gmail.com) 831- 728-2822 x310
  - ii. Morro Bay - Ann Kitajima [annk@mbnep.org](mailto:annk@mbnep.org) 805-772-3834 Morro Bay National Estuary Program (See p. 366 to 374 here: [http://water.epa.gov/type/oceb/nep/upload/2007\\_05\\_09\\_oceans\\_nepccr\\_pdf\\_large\\_section4.pdf](http://water.epa.gov/type/oceb/nep/upload/2007_05_09_oceans_nepccr_pdf_large_section4.pdf))
  - iii. Santa Monica Bay –
    - a. Santa Monica Bay Restoration Commission
    - b. Ruskin Hartley (Heal the Bay) (See p. 375 to p. 384 here: [http://water.epa.gov/type/oceb/nep/upload/2007\\_05\\_09\\_oceans\\_nepccr\\_pdf\\_large\\_section4.pdf](http://water.epa.gov/type/oceb/nep/upload/2007_05_09_oceans_nepccr_pdf_large_section4.pdf))