

# **AGENDA ITEM #1**

## **MINUTES OF THE REGULAR MEETING OF THE COMMISSION OF SOUTHERN CALIFORNIA COASTAL WATER RESEARCH PROJECT AUTHORITY**

**HELD AT THE OFFICES OF THE AUTHORITY  
7171 Fenwick Lane, Westminster, California**

**Thursday, June 9, 1999  
9:30 a.m.**

### **COMMISSIONERS PRESENT**

**Arthur Coe, Chair** – *Regional Water Quality Control Board, San Diego Region*  
**Robert Miele, Vice Chair** – *County Sanitation Districts of Los Angeles County*  
**Ing-Yih Cheng** – *City of Los Angeles*  
**Robert Ghirelli** – *Orange County Sanitation District*  
**Stan Martinson** – *State Water Resources Control Board*  
**Gerard Thibeault** – *Regional Water Quality Control Board, Santa Ana Region*  
**Janet Hashimoto** – *US Environmental Protection Agency, Region IX*  
**Alan Langworthy** – *City of San Diego*

### **STAFF PRESENT**

**Stephen Weisberg** – *Executive Director*  
**M. James Allen** – *Principal Scientist*  
**Molly Leecaster** – *Sr. Scientist*

### **OTHERS PRESENT**

**Patricia Vainik** – *City of San Diego*  
**Michael Lyons** – *Regional Water Quality Control Board, Los Angeles Region*

### **CONSENT AGENDA**

- 1. MINUTES OF MEETING HELD MARCH 11, 1999**
- 2. MINUTES OF MEETING HELD MAY 14, 1999**
- 3. QUARTERLY FINANCIAL STATEMENT FOR THE PERIOD ENDED MARCH 31, 1999**
- 4. QUARTERLY STATEMENT OF INVESTMENTS AT MARCH 31, 1999**

## **5. MINUTES OF CTAG MEETING HELD MAY 20, 1999**

Commissioner Ghirelli inquired about the variance from budget in the Other Professional Services category of the quarterly financial statement (Item #3). Dr. Weisberg explained that SCCWRP had hired an accountant through a temporary agency for three months while searching for a permanent replacement for the Administrative Officer. With regard to the CTAG minutes (Item #5), Commissioner Langworthy suggested that wording be changed from "Director's slush fund" and Commissioner Martinson pointed out that "representative" was misspelled. Dr. Weisberg indicated that the CTAG minutes were prepared by CTAG and that he would convey these requested modifications to them. Commissioner Langworthy motioned to approve the consent agenda with the above changes, which was seconded by Commissioner Cheng and unanimously approved.

### **REGULAR AGENDA**

## **6. EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reported on the current activities of the Authority. Dr. Weisberg reported that David Caldwell will be leaving the Authority as of June 9 and that a search for a new Administrative Officer was in progress. Dr. Weisberg also described three new technical hires, bringing the number of SCCWRP staff back to the level when he arrived three years ago. Dr. Weisberg indicated that he had been slow to bring the organization to full staffing because he wanted to increase the revenue stream from outside grants and contracts before increasing expenditures. Dr. Weisberg indicated that although the number of people is the same as when he arrived, the organization now has a higher percentage of staff with advanced degrees, consistent with the Authority's increased focus on data analysis and integration..

Dr. Weisberg provided the Commission with a copies of the 1997-98 Annual Report. He indicated that this year's report is thicker than any past report and includes more articles co-authored with individuals from other institutions than any previous annual report. Some mistakes were noted in the page numbers listed in the table of contents, for which Dr. Weisberg apologized.

Dr. Weisberg described several recent successes towards the Authority's attempts at developing regional data management strategies. The first success was with the USEPA Western EMAP effort. EPA, along with the Washington Department of Ecology (WDOE) and the Oregon Department of Environmental Quality (ODEQ), have adopted the Bight'98 data management model as the basis for their five year integrated west coast monitoring effort. Field computer systems similar to those used in Bight'98 have been installed on boats of the WDOE, ODEQ, Moss Landing Marine Lab and the National Marine Fisheries Service. The second success is that SCCWRP had been awarded a \$10,000 initial contract from the National Association of Marine Laboratories (NAML) to serve as the west coast node for their LABNET effort (the other nodes are the Marine Biological Lab in Woods Hole, MA, NOAA's Coastal Services Center in Charleston, SC and Texas A&M University in College Station, TX). The LABNET project is the first

national effort to develop a distributed data management system that can be queried across institution via a web browser.

## **7. CONTRACT APPROVAL**

The Executive Director requested that the Commission endorse the following contracts that have been, or will be, offered to the Authority:

1. A 205j grant from State Water Resources Control Board (SWRCB) to study sources of contamination in San Diego Bay (Agreement # 9-071-250-0, Approx. value \$110K).
2. A contract from the SWRCB to assess MTBE impacts in the marine environment (Agreement # 8-168-250-0, Approx. value \$155K).
3. A contract from the SWRCB to recommend monitoring designs for measuring mass emissions from freshwater dischargers (Agreement # 8-169-210-0, Approx. value \$150K)

Commissioner Langworthy moved to approve these contracts. The motion was seconded by Commissioner Cheng and carried unanimously.

## **8. RESOLUTION ESTABLISHING RULES GOVERNING COMPENSATION, BENEFITS, AND PERSONNEL, POLICIES AND PROCEDURES (Resolution No. 99-3)**

Dr. Weisberg introduced the proposed resolution by indicating that it differed from previous salary resolutions in eliminating the step-based longevity system for salary advancement, replacing it with a merit based system within broader salary ranges. He further indicated that the proposed salary ranges reflect the results of the salary survey presented to the Commission at its last meeting. Commissioner Ghirelli indicated that the Personnel and Finance Committee had discussed the resolution and endorsed its approval. Commissioner Ghirelli motioned for approval of the resolution, which was seconded by Commissioner Martinson and carried unanimously.

## **9. EMPLOYMENT CONTRACT OF EXECUTIVE DIRECTOR**

Upon the motion of Commissioner Coe, seconded by Commissioner Miele and unanimously carried, the Commission entered into closed session to discuss Agenda Item 9.

After returning from closed session, Commissioner Coe explained the following revisions to the employment contract of the Executive Director: 1) increase the Director's base salary to \$96K and 2) award the Director a \$4,000 bonus in recognition of his outstanding performance during the past year. All other provisions of the contract would remain as previously adopted. Commissioner Ghirelli motioned for approval of the Employment

Contract for Dr. Weisberg. The motion was seconded by Commissioner Martinson and carried unanimously.

## **10. FISCAL YEAR 1999/2000 RESEARCH PLAN AND BUDGET**

Executive Director Weisberg presented the proposed fiscal year 1999/2000 research plan. He said that the research plan includes 34 projects organized into five programmatic areas: regional monitoring; monitoring program development; State of the Bight assessments; mechanisms and processes; and communications. Dr. Weisberg highlighted several research projects within the document. Dr. Weisberg also presented the agency's proposed fiscal year 1999/2000 operating budget, including the line-item budget with revenues and expenditures of \$2,940,0455. Dr. Weisberg indicated that the nearly 50% increase in budget from the previous year reflected a greater number of external contracts and a three fold increase in subcontract activity, rather than a large increase in internal expenditures.

Commissioner Ghirelli asked how the San Diego Microbiology project differed from the project with which his organization was assisting EPA. Dr. Weisberg indicated that it was tied to the same EPA Region IX EMPACT grant to develop web-based notification about beach health. Whereas OCS D effort has focused on web site development, the SCCWRP project is intended to assist with electronic transfer of data among organizations that collect microbiology data, particularly the smaller agencies that don't have sophisticated computer systems.

Several questions were raised about project B2: Total Maximum Daily Load (TMDL) Development for Coliform Impacts on Beach Closures in Santa Monica Bay. Several Commissioners cautioned that SCCWRP must recognize that it can build tools to help in TMDL development, but must stop short of developing TMDLs, which are the responsibility of the Regional Boards. Dr. Weisberg concurred. Commissioner Hashimoto suggested the word "equitably" should be changed to avoid misconception, to be replaced by "proper allocation" among sources. Stan Martinson suggested standardizing the terms "load allocation" and "waste load allocation".

Dr. Weisberg was asked why the travel budget was increased when this year's budget was not entirely used. Dr. Weisberg responded that several projects the Authority has taken on, such as the Western EMAP contract and the LABNET contract, require SCCWRP to coordinate its effort with other institutions around the country. Also, SCCWRP's reputation is growing nationally and our scientists are increasingly being invited to serve as regional representatives in the planning or review of national programs, which require travel to national meetings. In most cases, travel outside of southern California is paid for by grants and contracts, rather than by Commission funds, but is still carried as an expense in the line item budget.

Dr. Weisberg was asked about what types of business insurance SCCWRP carries. He responded that we have two types: 1) Liability insurance for the Commission and SCCWRP, and 2) Property insurance that covers damage to the building and equipment.

Upon motion of Commissioner Ghirelli, seconded by Commissioner Hashimoto, and unanimously carried, the fiscal year 1999/2000 research plan was approved and the fiscal year 1999/2000 operating budget was adopted.

#### **11. STATEMENT OF INVESTMENT POLICY**

Director Weisberg indicated that the investment policy was unchanged from last year. Commissioner Miele asked why the amount of interest revenue reflected in the quarterly financial statement (Item #3) was so much less than budgeted. Dr. Weisberg indicated that: 1) interest rates were low this year, 2) Commission signatories, which have historically made contributions prior to the beginning of the fiscal year, are increasingly making contributions after the beginning of the year, and 3) changes in the business office led to delays in contract billings.

Commissioner Miele motioned for approval of the investment policy. The motion was seconded by Commissioner Langworthy and carried unanimously.

#### **12. OTHER BUSINESS**

There were no other items of business or communications.

#### **13. FUTURE MEETING AGENDA ITEMS**

Chairman Coe requested two items be placed on the next meeting agenda: 1) Draft Joint Powers Agreement for fiscal year 2001/2 and beyond, 2) Review of a draft document critiquing existing POTW monitoring programs. Commissioner Coe suggested that the meeting would need to extend past lunch in order to accommodate these items.

Dr. Weisberg indicated that CTAG had requested receiving their agenda and supporting materials via e-mail, rather than by postal mail, and asked whether the Commission had similar interest. After discussion, the Commission agreed that materials will be sent by both e-mail and postal mail for the next several meetings, after which the Commission will evaluate this option.

#### **14. PUBLIC COMMENTS**

Commissioner Coe asked if any members of the public wished to address the Commission. There were no requests.

#### **15. ADJOURNMENT**

Commissioner Coe adjourned the meeting at 11:45.

**Arthur Coe  
Chair**

**ATTEST:**

**Stephen Weisberg  
Secretary**