



***Joint Meeting of the
Board of Directors &
Estuary Implementation Committee***

EIC Meeting Minutes
Friday, February 22, 2018 - 9:00 a.m. to 3:00 p.m.
(Executive Committee Meeting 8:00 am)

EIC Members: Jennifer Adkins (EIC Chair), PDE; Kelly Anderson, PWD; Kimberly Cole, DNREC; Megan Mackey, EPAR3; Nesmarie Negron, EPAR2*; Chad Pindar, DRBC; Irene Purdy, EPAR2; Michelle-Price Fay, EPAR3; Jay Springer, NJDEP*

PDE Staff: Emily Baumbach, Renee Brecht, Nancy Descano, Kathy Klein, Danielle Kreeger

Other Attendees: Chris Anderson, PWD; Joe Tarsavage (*PDE Board Chairman*), Kleinfelder

*Joined via teleconference

Prior to attending the EIC business meeting, EIC members and other agency representatives attended all or part of the Partnership for the Delaware Estuary, Inc. (PDE) BOARD OF DIRECTORS' MEETING that included these agenda items:

Executive Report / Actions

- Welcome & Introductions
- Approval of Minutes from December 6, 2018, Board Meeting
- Executive Committee Update

Nominating Report/ Actions

- Nomination and Vote to Fill Vacant Position
- Board Conflict of Interest Acknowledgement
- Committee Members Needed

Advocacy Report / Actions

- Advocacy Policy / Guidelines Review
- Advocacy Updates

Finance Report / Actions

- Presentation of 2018 4th Quarter Financial Reports
- 2018 Audit Update

Development Report / Actions

- Events
 - March 21st Mussel Madness
 - Highmark Walk
 - Experience the Estuary Celebration
 - Tabling events
- Board Appeal
- Grants' Report and Development Dashboard

Other Committee Reports

- Hatchery Construction Manager (Hatchery Committee)
- February 19th CCMP & Mussels for Clean Water Event (Hatchery Committee & Steering Committee)
- EIC and STAC Updates – see afternoon agenda

PROGRAM UPDATES

New for 2019

- *Education & Outreach*
- *Science & Restoration*
- *Executive Director Search & Transition*

The quarterly business meeting of the EIC convened at 12:50 p.m., after the morning Board of Directors' meeting and brief lunch break.

Reintroductions and Approval of December 6, 2018, EIC meeting notes

Jennifer Adkins called the meeting to order and thanked all EIC members again for their dedicated effort on the revised CCMP, as well as their attendance at the CCMP press event and Mussels for Clean Water Initiative (MuCWI) information session at Bartram's Garden on February 19. Jen will share the press release and some other related resources from the February 19 event, as well as the most recent Steering Committee and EIC Meeting notes from the last meeting. There will be a party to celebrate Jen on Thursday, March 28 at the Ernest & Scott Taproom in Wilmington, DE. Jen reminded meeting participants that Joe Tarsavage has been working with PDE's Board on an Executive Director Transition Plan.

Joe Tarsavage explained how the PDE Board of Directors voted on Kathy Klein as the Interim Executive Director of PDE, effective on Monday, March 11. Both PDE staff and the Board are very lucky to have Kathy at PDE to take on this challenge since Kathy was the Executive Director of PDE before Jen. The Board hopes to find a permanent Executive Director for PDE in 6 months. The PDE Board will decide either to conduct an external search for a new Executive Director or to keep Kathy on as Executive Director at PDE. Jen will spend her last few weeks working at PDE in an advisory role to Kathy for a smooth transition.

FY20 NEP Work Plan

Jen informed meeting participants that Kathy Klein and Karen Forst are preparing the FY20 workplan for final review and approval during the May EIC meeting. PDE wants to make sure that EIC priorities are also reflected in the work plan. Jen walked through the draft FY20 work plan starting with the summary table. This table included details for program services, staff salary, NEP travel, education and outreach (e.g., partnership support, coordinating with teachers and schools, events, outreach materials), marketing and communications (e.g., press, PDE website, Estuary News), coordination of science and management (e.g., STAC, science projects and programs, CCMP facilitation), restoration (e.g., support for shell recycling), and technical assistance. Periodically, addendums are included in the work plan, including the Climate Change Vulnerability Assessment addendum.

Jen provided an overview of the education and outreach section of the 2020 work plan. Changes in this section include instituting more frequent email blasts and using more videos for information sharing. PDE will be scaling back on tabling events in the future to focus on 6-8 high impact events (e.g., PA Coast Day, Wilmington Earth Day) on an annual basis and working on developing metrics to evaluate and assess effectiveness of programming. PDE is getting rid of the 1-800 phone number since the line is underutilized. PDE will make more frequent website updates, including the use of Google Ad Words to improve tracking. Teacher workshops will take place for three days this summer with events in Philadelphia, Camden, and Wilmington. The teacher workshops this year will focus on urban waters. In 2020, PDE outreach staff will attend and present at conferences that attract teachers and provide the opportunity to interact with a higher number of teachers at a single event.

Jen explained how NEP funding continues to support PDE's oyster shell recycling program. NEP funding will continue supporting PDE data management and CCMP tracking. Emily Baumbach of PDE will be working with Renee Brecht on environmental justice community involvement and citizen science programming. Danielle Kreeger explained that there is a large gap in funding for the Mussels for Clean Water Initiative (MuCWI) since PennVest is only funding the construction phase of the production hatchery. With the revised CCMP complete, we should start looking into funding and available resources for CCMP project implementation.

Jen reviewed the Development/Admin section of the FY20 workplan. Grant writing continues to be a huge need, so PDE would like to boost the grant writing support. PDE recently transferred to a new technology support company with a robust IT team.

Megan Mackey asked for further information on mussel recovery workshops and other related workshops. Jen explained how PDE would like to expand to other monitoring efforts in addition to freshwater mussel monitoring, including living shoreline monitoring, and other areas outlined in the revised CCMP. Megan encouraged PDE to continue to reach out to her, Irene, and Rachel Grey of EPA Region 2, who helps coordinate citizen science projects in the region (there is currently no citizen science lead in EPA Region 3). PDE can ask EPA staff to attend the

next PDE citizen science meeting. Some ideas that PDE has started exploring include the creation of a public access point inventory, as well as collecting qualitative data on system responses after storm events and storm impacts to local waterways. Jen explained how PDE will also be piloting some programs in urban communities in the next few years, including programs at Bartram's Garden working with their network of schools and partnerships.

Jen asked EIC members to provide their organizational priorities in 2020.

- Danielle Kreeger spoke on behalf of the STAC and explained how nutrient reductions and resilience will be a large focus in the Delaware Estuary in the future. Oyster farming was approved as a Best Management Practice (BMP) in the Chesapeake Bay, and other bivalve species (i.e., mussels in both salt and fresh waters) could be considered for new BMPs in the future as well.
- Kelly Anderson reported that priorities for PWD include watershed protection planning, clean water planning, infrastructure and technology planning, modifications at wastewater treatment plants, living shorelines, and climate change adaptation (e.g., climate models to assist with Philadelphia planning needs). Other focus areas for PWD include ecological restoration, data collection, and research through the Aquatic Research and Restoration Center (ARRC), agricultural and stormwater work through the Schuylkill Action Network (SAN), as well as PWD educational programming and outreach. Kelly noted that there is a huge emphasis on clean drinking water and a comprehensive program on algal blooms and PFOS and PFOA.
- Chris Anderson of PWD explained how the Department is trying to engage more with underserved communities. PWD will be working with some other organizations to do continue building these partnerships, including the John Heinz National Wildlife Refuge at Tinicum and Bartram's Garden.
- Kimberly Cole reported that two large focus areas for DNREC continue to be Watershed Approach to Toxics Assessment and Restoration (WATAR), and Justice, Equity, Diversity and Inclusion (J.E.D.I). Other DNREC priorities include coastal resilience, the use of natural and nature-based features, and research on climate change vulnerabilities. DNREC will continue research related to tidal wetlands and forests to help sequester carbon as well as serving on the Resilient and Sustainable Communities League (RASCL) in Delaware.
- Chad Pindar of DRBC reported that designated use, dissolved oxygen, and nutrient relationships are large priorities for DRBC right now. DRBC has been working with decree parties on a flexible flow management program for water availability and salinity levels. Danielle Kreeger explained that the research needs on salt tolerance for freshwater mussels and tidal wetlands are listed in the revised CCMP. We need to look at endpoints for salinity and nutrients to keep pace with sea level rise and nutrient impairments. This could be a good topic for the STAC to discuss and potentially research since this need is outlined in CCMP Clean Waters goals.
- Jay Springer reported that NJDEP is focused on engaging environmental justice communities, coordinating citizen science efforts, providing resources and education during outreach events, climate change, and regional resiliency. NJDEP will be focusing

on the Delaware River Region this year in the NJDEP Division of Water Monitoring and Standards assessment cycle.

Irene Purdy reported that there is an environmental justice session at the upcoming NEP meeting in Washington, D.C. Danielle, Kathy, and Jen of PDE will be attending the NEP meeting while Emily and Renee of PDE will be attending the National Environmental Justice Conference also taking place in Washington, D.C. during the same week.

EPA Program Evaluation

Jen informed meeting participants that several PDE staff are in the process of submitting written documentation and planning the DELEP Program Evaluation site visit covering the 2013-2018 review period. The Program Evaluation packet, including the narrative and other associated attachments, will go out to EPA in mid-March. The Program Evaluation team will conduct the site visit from Tuesday, April 30 through Thursday, May 2. The team will visit multiple project sites and have the opportunity to speak with DELEP partners. Some activities that will take place during the site visit include touring the Fairmount Waterworks and learning about the Trash Free Water Community Cans project in Philadelphia, PA; visiting a future restoration site in Camden, NJ; and participating in shell recycling and storm drain sticker student art contest installations in Wilmington, DE. Megan Mackey explained how it is important to set time aside during the Program Evaluation for the evaluation team to speak with DELEP partners (EIC, STAC, PDE Board) to demonstrate a variety of the work taking place across the region. Megan also recommended that PDE provide any confirmed itinerary details to the Program Evaluation team and partners that will be involved in the review process as soon as possible to help them make their travel arrangements.

CCMP Revision Wrap Up & Next Steps

CCMP Summary Piece

Emily Baumbach provided printed copies of the 2019 CCMP to EIC members and thanked everyone again for their efforts on the CCMP revision process. Emily explained how she will coordinate with Jen and Kathy to draft the content for the CCMP summary piece. The summary document will also incorporate feedback received during previous EIC calls and meetings (e.g., keeping information at a high level and highlighting CCMP goals and themes, defining keywords in the CCMP, tying in economic and ecological values associated with the Delaware Estuary). PDE will work with Frank McShane who assists PDE with many outreach materials (e.g., living shoreline handouts, fresh water mussel diagrams, oyster shell recycling brochure). Emily will send Frank content for the brochure at the end of February and then send associated graphics from the CCMP for the brochure. A draft of the CCMP summary brochure will be circulated to the EIC sometime in early March to collect feedback before final production.

Monitoring Inventory

PDE received the last round of feedback on the Delaware Estuary Monitoring Inventory during the Science Summit at the poster session. An overview of the monitoring inventory and review of inventory creation and population was also presented during one of the Summit sessions. PDE is still waiting on a few more organizations to submit their monitoring data that will be incorporated into the inventory. Once completed, the inventory and related summary reports on the monitoring workshop that took place in October 2018 and the results of the follow-up survey, will be combined into a final report and be listed on the CCMP page on PDE's website and linked in the version of the CCMP posted online. PDE is working with NOAA to complete a layer of NOAA's Environmental Response Management Application (ERMA) to geospatially demonstrate the information in the Delaware Estuary Monitoring Inventory. The inventory is mapped with layers by characteristic group (e.g., nutrients, water quality, vegetation) and HUC boundaries and can be viewed at <https://erma.noaa.gov/atlantic/erma.html#/layers=3+39947&x=-75.09631&y=40.61253&z=7&panel=layer>.

CCMP Plans for Tracking

Emily reviewed how plans for tracking CCMP strategy progress and implementation still include piloting the tracking tool prototype that PDE worked with the EIC to design roughly 1 year ago. This tracking tool captures information needed for habitat and leveraging projects for NEPORT, while also capturing projects that provide CCMP Performance Measures & Key Deliverables. One agenda item on the next EIC call will focus on reviewing the details of the tracking process and walking through the tracking tool on GoToMeeting. Emily will also share a detailed tracking timeline with the EIC to outline key dates during the reporting process. The tracking tool reviewed on the next EIC call will be updated to reflect any changes in CCMP strategy language and Performance Measures & Key Deliverables.

The April EIC call will focus on finalizing the CCMP tracking tool and discussing additional agency contacts that will be assisting with the tracking process this summer. PDE will reach out to some of the key and contributing partners listed on CCMP strategies to assist with the tracking process. Emily will send out the habitat and leveraging projects and CCMP tracking excel workbook at the end of April to give the EIC roughly 3.5 months to collect and submit their data. The deadline for EIC and other agency partners to send tracking information back to PDE will be Friday, August 9. PDE will check in with EIC members on tracking periodically over the summer through calls and via email to assist with the tracking process. Emily is also happy to visit DELEP partners' offices to provide staff background information about the CCMP and the tracking process. NEPORT projects as well as CCMP tracking results for 2019 will be reviewed at the joint STAC and EIC meeting in September/October 2019 to assess how the pilot tracking tool worked and how this process can be improved for 2020.

Fall Steering Committee Meeting

Jen explained that a focus of the fall Steering Committee meeting will be on CCMP tracking results to review which strategies partners have reported progress as well as the strategies where no tracking results have been provided. Steering Committee members can then discuss some of the current funding needs for CCMP strategies and review ways to use SRF funds more creatively. Megan Mackey recommended providing an overview of the Program Evaluation during this meeting as well. Kathy Klein suggested holding the fall Steering Committee meeting on the same day as the Experience the Estuary Celebration. Jen explained how Steering Committee members might choose to skip the dinner after sitting in on a day-long meeting. Jen explained how Steering Committee meeting dates need to be scheduled months in advance. Venues in Philadelphia, PA have worked well in the past since it is a central location in the Delaware Estuary. Kathy Klein recommended looking into the new American Water company's building in Camden, NJ for the meeting. With environmental justice a very important topic in EPA Region 2 and 3, PWD, and NJDEP, it would be good to provide a brief report-out or update on environmental justice work in the region at this meeting as well.

Other Updates

Danielle Kreeger reported that the STAC is looking for a new committee chair. Dr. Sue Kilham has been the STAC chair for many years and previously served on PDE's Board. Even though Sue will be stepping aside as chair, she will continue serving as a STAC member. Jen reminded meeting participants that the National Park Service (NPS) used to be involved on the EIC. Since Joe DiBello of the NPS retired, the EIC has not engaged another NPS representative to join the EIC. Now that the revised CCMP is complete, other agencies in the region could become more involved in implementing actions in this plan and invited to serve on the EIC or the STAC. PDE can also look back through the list of CCMP workshop participants and see which organizations were actively engaged in the revision process. Irene Purdy recommended adding a regional environmental justice representative to the group as well.

Kim Cole provided DNREC updates, including Delaware Coastal Zone Conversion Permit Act (CZCPA) public workshops taking place on February 25, 26, and 27 in Claymont, Delaware City, and Wilmington, respectively. On February 28, the Source Water Assessment and Protection Program Subcommittee is taking place in Dover. On February 28, the quarterly RASCL Sustainable Community Meeting will also be taking place in Dover at the DNERR St. Jones Reserve. The 6th annual Introduction to Living Shorelines Workshop will be held Wednesday and Thursday March 20-21. The Delaware Applied Coastal Research Symposium will take place on March 27 at Clayton Hall in Newark, DE.

Michelle Price-Fay informed meeting participants that the EPAR3 Regional Re-Alignment is taking place on March 17. Michelle will be moved to the EPA TMDL Water Quality Standards Section. Megan Mackey noted that Lori Reynolds is the new Branch Chief and Mark Zolandz is the section chief (acting). Nesmarie Negron's last day at EPAR2 is on Friday, April 12.