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## Semi-Annual Report: October 2017 – March 2018

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The Morro Bay National Estuary Program (Estuary Program) has moved forward on completing new and ongoing tasks in the Fiscal Year (FY) 2018 workplan. All workplans are approved by the Environmental Protection Agency and the Estuary Program's Implementation and Executive Committees. The budget report shows that our Section 320 expenses under the current grant in the first half of the fiscal year were \$280,208. As of March 31, we have expended 56% of our current 320 grant (started in FY17), with a remainder of approximately \$542,553. The Estuary Program has met 58% of its match requirement for the cumulative grant with cash match and estimated current in-kind contributions (at approximately \$715,258).

The Estuary Program requests EPA's continued participation on the Executive Committee and assistance with meeting relevant administrative and programmatic grant conditions. During this reporting period, the Estuary Program continued to work to meet the requirements of the final program evaluation letter, which was completed in FY16. The Estuary Program also requests participation from the EPA Project Officer in providing feedback as the update process for the CCMP moves forward and providing feedback on Management Conference restructuring.

The following summarizes activities and deliverables completed during the semi-annual report period.

### Habitat and Water Quality Protection and Restoration

#### Land Conservation

Objective: Conserve land to achieve Management Plan goals as opportunities arise.

Status: Ongoing task

Progress to Date: The Estuary Program has worked with the Land Conservancy of San Luis Obispo County to further easement and acquisition projects in the watershed. Staff time has been spent to develop these opportunities and support Land Conservancy efforts. An easement is under development with a private landowner in the Los Osos Valley. The Estuary Program expects to provide Restoration Fund monies to support these efforts. Additional land conservation deals are underway in the watershed.

Deliverables: Easements and acquisitions are included in the Estuary Program's conservation and restoration projects map in the State of the Bay report and other similar deliverables. Results on specific acreage and habitats will also be reported in future semi-annual reports as well as NEPORT.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to coordinate with the Land Conservancy and other partners on potential land conservation efforts.

## Restoration Maintenance and Monitoring

Objective: Complete monitoring for conservation easements and restoration projects, as necessary.

Status: Ongoing task

Progress to Date: The Estuary Program continued monitoring of flows in Pennington Creek to assess the impacts of a rainwater catchment project and coordinated with the Central Coast Salmon Enhancement on monitoring and data analysis approaches. Staff collected habitat project information for submittal into the NEPORT system. Staff monitored eelgrass restoration locations from March and July of 2017, as well as locations of eelgrass seed planting. Staff conducted additional transplant efforts in February and March 2018.

Deliverables: For eelgrass restoration and monitoring efforts: CDFW Duck Stamp Final Report March 2018

Pending Deliverable: Results of the monitoring from the experimental eelgrass plantings. 2017 Eelgrass Report. Flow data results for Pennington Creek. NEPORT database submittal.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to conduct monitoring of the easement on the Maino property, conduct monitoring of eelgrass restoration efforts, and compile data for submittal to NEPORT.

## Eelgrass Restoration

Objective: Develop eelgrass restoration goals based on ongoing monitoring, restoration, and research efforts with various partners.

Status: Ongoing task

Progress to Date: Estuary Program staff coordinated with local partners, including California Polytechnic State University San Luis Obispo (Cal Poly), the city of Morro Bay, the California Department of Fish and Wildlife (CDFW), and the National Oceanographic and Atmospheric Administration (NOAA). Small-scale experimental planting was conducted in March and July 2017. Approximately 600 plants were harvested from Coleman Beach during each of those two time periods, and the eelgrass was replanted at two locations. The forebay site was selected as a control, since it is an area where eelgrass has continued to survive. The mid-bay site was selected as an experimental site, since it was an area with historic eelgrass loss. Post-project monitoring indicates that the forebay eelgrass plots continue to do well, while the mid-bay plots had almost no plant survival. This specific mid-bay location was likely not conducive to eelgrass survival. Additionally, the planting that was conducted in the spring exhibited a higher survival rate than the plantings that occurred in the summer.

Based on these results, additional plantings were conducted in February and March 2018. The planting locations for 2018 were informed by April 2017 eelgrass extent mapping and included one site in the forebay, three sites in the mid-bay (new locations from 2017), and one site in the back-bay to test a range of conditions. At all sites, naturally occurring eelgrass is nearby. Plantings in the forebay were also planted at different elevations to test survival at higher and lower elevations than were tested in 2017

experimental plots. In spring 2018, a new method of anchoring eelgrass transplants was also tested in the mid-bay and back-bay.

Deliverables: Eelgrass transplanting protocol: CDFW Duck Stamp Final Report March 2018 appendices. Preliminary results of the eelgrass restoration effort in 2017: CDFW Duck Stamp Final Report March 2018. Baywide intertidal eelgrass map from December 2017 and map of eelgrass transplant locations: 2017 and 2018 Eelgrass Restoration Sites. Eelgrass monitoring progress for PSMFC grant: PSMFC Semi-annual Progress Report 2017 July to December.

Pending Deliverables: Eelgrass restoration monitoring data and analysis. PSMFC Grant Final Report.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to monitor the transplant areas from 2017 and 2018 restoration efforts. Staff will also communicate restoration results with project partners to support future research and restoration efforts.

### Chorro Creek Ecological Reserve Restoration and Planning

Objective: Obtain funding, permits, and surveys for the Chorro Creek Ecological Reserve to prepare for implementation.

Status: Ongoing task

Progress to Date: The 100% designs for the project were completed in Spring 2017. A CDFW FRGP grant was awarded for just over \$1,000,000 to support project implementation. Communication is underway with the California Coastal Conservancy regarding additional funding to support the project. Estuary Program staff continues to coordinate with CDFW and SLO County on permitting and planning for the project.

Deliverables: None.

Pending deliverables: Checklist of permits, including type and completion date.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to work with the California Coastal Conservancy on funding and conduct permitting and planning required for implementation in 2019.

### Other Restoration Efforts

Objective: Engage in other restoration efforts that arise and help achieve Management Plan goals.

Status: Ongoing task

Progress to Date: The Estuary Program participated in numerous efforts to meet Management Plan goals. These included participation in the following efforts:

- Public process for wastewater treatment facility in Morro Bay
- City of Morro Bay Harbor Advisory Board subcommittee on eelgrass

- City of Morro Bay Harbor Advisory Board subcommittee on boatyard facility
- General outreach on invasive species as part of watershed tours and presentations
- County Stormwater Resource Plan development through Regional Water Management Group meetings, providing project recommendations to the County of San Luis Obispo. The Estuary Program is serving on the stakeholder committee for our region, which encompasses Morro Bay and Los Osos. Staff met with the city of Morro Bay and SLO County staff to plan the effort.
- SLO County and Caltrans effort to replace the bridge on South Bay Boulevard
- Los Osos Basin Management Committee, providing funding to analyze future climate change precipitation patterns and how predictions may affect the basin yield models for the Los Osos groundwater basin.
- Integrated Regional Water Management (IRWM) participation in stakeholder meetings

Staff continued progress with a habitat Conservation Planning Initiative to identify and prioritize habitat conservation efforts throughout the watershed. Two Technical Advisory Committee meetings were convened, and local experts discussed the relevant issues and priorities for habitat conservation in the watershed. The group is working to determine relevant projects and to develop priority metrics.

The Estuary Program completed the development of a pikeminnow management plan in 2017 and conducted pikeminnow management efforts in Chorro Creek in September of 2017. Pikeminnow are an invasive fish that are thought to be impacting the recovery of steelhead in the watershed, as they prey on juvenile steelhead and compete with adults for habitat and food. This spring, the Estuary Program will oversee a study to assess pikeminnow gut contents and presence of pikeminnow in surface waters using environmental DNA (eDNA) analysis. These analyses will help to determine the level of pikeminnow predation on steelhead for future management efforts and the feasibility of fish barrier removal.

Deliverables: Habitat Conservation Planning Initiative: CPI TAC Meeting Presentation January 2018.

Pending Deliverables: Draft conservation planning document. Pikeminnow management summary report. Updated IRWM plan. County Stormwater Resource Plan.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to conduct eDNA fieldwork and pikeminnow management with project partners, continue work on the Conservation Planning Initiative, and continue to participate in the local restoration and management efforts listed above.

### Conservation and Restoration Project Development

Objective: To develop projects and funding for conservation and restoration.

Status: New task

Progress to Date: Staff continues to participate in the Integrated Regional Water Management (IRWM) effort at the county level, which covers issues of stormwater management, water supply issues, water quality issues, and potential implementation projects. Staff participated in the steelhead management plan effort on Camp SLO property, and expect to contribute to monitoring and restoration planning. Staff attend the quarterly meetings of the Central Coast Water Conservancy, a collaborative group

working together to bring resources and projects to the Central Coast. Staff collaborated in the Camp San Luis Obispo stormwater management plans, meeting with other local partners to determine future projects and funding sources.

Deliverables: Status updates in this semi-annual report (see above).

Pending Deliverables: Depends on project opportunities.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to work with partners to further the progress of stormwater management and water conservation projects.

## Environmental Monitoring and Research

### Monitoring Program Coordination

Objective: Continue coordination of Monitoring Program and collect data that meets QAPP guidelines.

Status: Ongoing task

Progress to Date: Staff conducted monitoring and coordinated volunteers for work in the watershed and estuary to track long-term ambient trends and project implementation effectiveness. During the first half of FY18, the following occurred:

- Staff conducted ongoing coordination tasks, including training and recruiting volunteers, maintaining and calibrating equipment, overseeing two labs, and coordinating with monitoring partners.
- In the first half of FY18, 46 volunteers contributed 405 hours to the monitoring program and supported eelgrass monitoring and restoration. Between staff and volunteers, there were 42 monitoring trips for bay water quality, 104 for bacteria, and 185 for creek water quality.
- Staff coordinated with the California Department of Public Health and local shellfish growers on monitoring related to toxic plankton blooms, storm flows, and bacteria.
- Staff continued long-term partnership with Cuesta College, teaching two oceanography laboratory and lecture sessions on water quality topics.
- Staff is coordinating a volunteer bioassessment training event scheduled for April and planning the ten sites to be monitored during the spring.
- Staff analyzed suspended sediment samples collected during the winter of 2017, which had record levels of rainfall.

Deliverables: A quality dataset that meets the parameters outlined in the QAPP.

Pending Deliverables: Data for 2017 could not be submitted to CEDEN due to lack of funding at the regional data center, Moss Landing Marine Labs. The lab has since re-opened and staff are working to submit data from 2017.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to conduct the following types of monitoring: bioassessment, creek water quality, creek and bay bacteria, bay water quality, and plankton. Staff will conduct bacteria and suspended sediment lab work.

## Monitoring Program Reporting and Analysis

Objective: Analyze data and share results with grantors, partners, local landowners, and the public.

Status: Ongoing Task

Progress to Date: Estuary Program staff compiled data in formats appropriate for various audiences, including academic classes, landowners, and the general public. Staff compiled a monthly bacteria memo for landowners and agencies, as well as responded to numerous requests for program-generated data. Several blog posts on monitoring-related topics were created over the year, including popular monthly "Field Updates" posts which provide a rundown of what staff have been up to in the estuary and watershed. Analysis is underway of sediment data, bioassessment data, and water quality data.

Deliverables: Monthly bacteria memos: Example Bacteria Memo. Updated map of intertidal eelgrass extent and map of eelgrass transplant locations: 2017 and 2018 Eelgrass Restoration Sites. Sediment monitoring: 2016 Sediment Report.

Pending Deliverables: 2017 Sediment Report. 2017 Bioassessment Memo.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to respond to requests for data, create blog posts to share data, issue monthly bacteria memos, and compile sediment, bioassessment, and water quality data to share the results.

## Monitoring Program Data Management

Objective: Maintain data in SWAMP-compatible format.

Status: Ongoing task

Progress to Date: 2017 data could not be submitted to CEDEN due to funding and contracting issues at the Regional Data Center. These issues were resolved last fall, and staff are preparing data for submittal to the system. Staff continues to manage data in an in-house database, in preparation for submittal to CEDEN.

Pending Deliverables: Submittal to CEDEN of 2017 and 2018 data.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to work with the Regional Data Center to upload data from 2017 and 2018 to CEDEN.

## Monitoring Program Quality Assurance

Objective: Maintain an approved Quality Assurance Project Plan (QAPP) and implement necessary quality assurance measures.

Status: Ongoing task

Progress to Date: Staff updated the QAPP for 2018 and submitted it to EPA's Office of QA for review. EPA approval was received on March 30, 2018. The document was then submitted to the Central Coast Regional Water Quality Control Board (CCRWQCB) QA Officer for review. The Estuary Program continues to implement the quality assurance measures contained in the QAPP, including the Sediment Lab QA testing.

Deliverables: Results of Sediment Lab QA testing: Sediment Lab QA Results Fall 2017. QAPP: MBNEP Monitoring Program QAPP V. 12.1 Final, Appendices, and Signature Page.

Pending Deliverables: CCRWQCB approval of QAPP.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to work with the CCRWQCB to approve the 2018 QAPP. Staff will also conduct the QA measures needed to ensure the quality of program-generated data.

### Project Effectiveness Monitoring

Objective: Complete monitoring to show project effectiveness for various restoration projects.

Status: Ongoing task

Progress to Date: The Estuary Program conducted suspended sediment monitoring at two sampling sites throughout the winter and spring of 2017. Staff recently completed processing the samples to estimate sediment loads, and a statistician is currently analyzing the results. Staff conducted monitoring of the freshwater seeps at the bay's edge to assess the impacts of the recently completed Los Osos Wastewater Treatment Facility. The Estuary Program conducts monitoring of water levels for two projects on Pennington Creek. One is to assess the impact of a rainwater harvesting project, and the second is to assess an upcoming project to address a fish passage barrier and water diversion. Staff also conducted monitoring of eelgrass restoration beds.

Deliverables: Monthly bacteria memos: Example Bacteria Memo. Eelgrass Restoration Monitoring: CDFW Duck Stamp Final Report March 2018.

Pending Deliverables: Summary of sediment monitoring results. Analysis of Los Osos Seeps monitoring.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to continue monitoring the seeps and the two projects on Pennington Creek. Staff will also communicate with project partners to share data results and coordinate efforts.

### Eelgrass Monitoring and Research

Objective: Monitor eelgrass to determine distribution in the bay.

Status: Ongoing Task

Progress to Date: Estuary Program staff coordinated with Cal Poly and other partners on research and monitoring efforts. Conducted monitoring for experimental outplanting efforts completed in the spring

and summer of 2017. Completed transplanting in February and March of 2018. Completed a bay-wide intertidal eelgrass mapping effort utilizing multi-spectral aerial imagery. Conducted fieldwork to groundtruth the aerial map. Continued to manage a NOAA eelgrass grant administered through the Pacific States Marine Fisheries Commission (PSMFC) for 2017 to 2018 to support Morro Bay eelgrass monitoring and experimental planting efforts. Completed a CDFW Duck Stamp grant that funded eelgrass monitoring and restoration. Staff is compiling a monitoring report to summarize all work conducted in 2017.

Deliverables: Baywide intertidal eelgrass map from December 2017 and map of eelgrass transplant locations: 2017 and 2018 Eelgrass Restoration Sites. Results from efforts to monitor eelgrass restoration plots: CDFW Duck Stamp Final Report March 2018. Eelgrass monitoring progress for PSMFC grant: PSMFC Semi-annual Progress Report 2017 July to December.

Pending Deliverables: Summary of results for the bed condition monitoring effort to be analyzed by Cal Poly. 2017 Morro Bay Eelgrass Report. PSMFC Grant Final Report.

Upcoming Activities: In the second half of FY18, the Estuary Program will continue to monitor the progress of eelgrass restoration efforts conducted in 2017 and 2018. Staff will coordinate with project partners to share our findings. Staff is exploring the possibility of a baywide bathymetry survey that utilizes sonar and LiDAR. This data directly supports eelgrass restoration efforts. We are awaiting the results of funding applications before we determine the scope of the project. Staff will complete a report summarizing all eelgrass related efforts in 2017.

### Partner Research Efforts

Objective: Support science partners in pursuing research efforts relevant to the goals of the Estuary Program.

Status: Ongoing task

Progress to Date: Estuary Program staff coordinated and collaborated with Cal Poly, CDFW, NOAA, Army Corps of Engineers (ACOE), the city of Morro Bay, and other project partners to research the causes of eelgrass decline and related water quality issues. Studied eelgrass monitoring and restoration methods in other areas, and reached out to other researchers. Sought results of research efforts in Morro Bay related to nutrients, sedimentation, and other water quality data. Cal Poly and the Estuary Program were selected to receive a Sea Grant proposal to study sedimentation in the bay and its past and future impacts on eelgrass. The start date is currently unknown due to delays in the federal budget approval process.

Research efforts conducted in the Morro Bay estuary and watershed include:

- USGS water quality characterization study
- USGS tidal marsh elevation impacts from SLR

We also track research that is occurring elsewhere but is relevant to Morro Bay.

Deliverables: CDFW Duck Stamp final report: CDFW Duck Stamp Final Report March 2018. NOAA eelgrass grant interim report: PSMFC Semi-annual progress report 2017 July to December. USGS



Research paper on sea level rise impacts on Morro Bay tidal marsh: USGS climate change impact on tidal marshes.

Pending Deliverables: Summary of eelgrass monitoring results. USGS report on water quality sampling effort results. Summary of results of Cal Poly research related to eelgrass.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to continue to coordinate with monitoring and research partners to share data, methods, and knowledge. When Cal Poly's Sea Grant project moves forward, then staff will begin working with research partners to implement the project.

## Public Participation, Education and Outreach

### Communications

Objective: Communicate with a variety of audiences using presentations, printed materials, online presence, social media, and other venues.

Status: Ongoing task

Progress to Date: Estuary Program staff regularly conducted the following communications tasks:

- Created weekly blog posts which were shared via email, website, and social media.
- Updated the website to share program news and upcoming events. Also added a webcam focused on Morro Rock and the main channel of the bay, which provides real-time visual information about bay conditions. Find it at [www.mbnep.org/baycam](http://www.mbnep.org/baycam).
- Conducted 25 presentations and fieldtrips, reaching 739 individuals in person, as well as more than 6,500 individuals via internet broadcast on Periscope.
- Continued to increase the number of followers on Facebook to 1,426 users. Utilized two-way communication with these users.
- Maintained a Twitter feed that currently has 563 followers.
- Maintained an Instagram feed that currently has 1,604 followers.
- Created and distributed press releases for various events. In total there were nine news articles that mentioned these events.
- Created new outreach materials for display in our Nature Center.
- Compiled, printed, and distributed the FY2017 Annual Report, which highlighted our projects, partnerships, and funding for the year.
- Issued two news releases promoting Estuary Program events.

Deliverables: Blog posts at [www.mbnep.org/blog](http://www.mbnep.org/blog) Website and Facebook statistics (see above). FY17 Annual Report: MBNEP 2017 Annual Report.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to continue the communications tasks outlined above.

## Education

Objective: Develop formal education partnerships and services and continue to maintain the Nature Center and other education efforts.

Status: Ongoing task

Progress to Date: Efforts to support Education included the following:

- Maintained the Nature Center and its exhibits. Added a popular viewing scope to the center.
- Created a new exhibit about tides.
- Funded one Floating Lab field trip. Continued to partner with Central Coast Aquarium, a local nonprofit focused on marine education for visitors and residents, to provide funding for Floating Lab field trips for K-12 students. This funding is prioritized for schools with Title I status. This field trip allowed students to experience the bay and its wildlife, learn about water quality measurements, and practice scientific fieldwork methods.
- Managed a grant for the Marine Protected Areas to develop a kids' activity workbook.
- Three watershed model demonstrations completed in grades K through 6, reaching 64 students.
- Created updated content for the kiosk in the Nature Center. The topics included changing climate and environmental science. The content is available online as well as through the kiosk.

Deliverables: Content for the Nature Center kiosk: <https://learn.mbnep.org/> Nature Center promotional materials and statistics (see above). Fieldtrip and presentation statistics (see above).

Pending Deliverable: Fieldtrip and outreach statistics, including Floating Lab fieldtrips.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to continue the Education tasks outlined above.

## Nature Center Update

Objective: Update the content and displays in the Nature Center.

Status: New task

Progress to Date: Staff completed a grant from the Harold J. Miozzi Charitable Trust to develop new educational content for the interactive touchscreen kiosk in the Nature Center and to share the content online with users beyond the Nature Center. Staff purchased equipment, developed content, and worked with a Cal Poly Capstone Project group to create a video game on the steelhead life cycle. The update is complete, and the kiosk now features a water usage calculator, sea level rise impact information, and a bay web cam. The kiosk update project was completed in Winter 2018. In its first two months since being launched, it has received 304 unique visitors.

Deliverables: Webpage for Nature Center kiosk content: <https://learn.mbnep.org/>. User statistics for the Nature Center kiosk (see above).

Upcoming Activities: In the second half of FY18, the Estuary Program will be redesigning and updating the wildlife viewing area of the Nature Center. Staff also will develop content and seek funding to update additional exhibits in the Nature Center.

### Community Projects

Objective: Provide support for Community Projects that further the goals of the Management Plan and engage the community.

Status: Ongoing task

Progress to Date: California State Parks completed their project to print durable signs for use on snowy plover nesting areas. The project funded the design and printing of 200 signs, and 50 of these were put into use for the 2018 nesting season. The project is considered complete, and California State Parks submitted a final project report. Celebrate Los Osos, a local nonprofit, completed a project to educate Los Osos residents about the benefit of native plants and how to remove invasive plants from their yards. They printed and mailed or distributed flyers, posters, and postcards to share this information. Staff worked with Sea Otter Savvy, a nonprofit dedicated to promoting safe interactions with wildlife, to develop content for a brochure to inform divers on interacting safely with otters in the bay while minimizing wildlife disturbance. This project is expected to be completed by the fall of 2018. Staff worked with multiple local applicants on projects to be considered in the next round of funding in early FY18.

Deliverables: Documentary film funded through a Community Project in 2017: [https://www.youtube.com/watch?time\\_continue=1&v=44i3aPpAEiA](https://www.youtube.com/watch?time_continue=1&v=44i3aPpAEiA). Final grant report for Celebrate Los Osos Invasive Education project: Community Project – Celebrate Los Osos Invasive Education Final Report. Final grant report for State Parks Snowy Plover Nesting Signage Community Project: Community Project – CSP Snowy Plover Sign Final Report.

Pending Deliverables: Brochure and final report for Community Project to educate divers on minimizing wildlife disturbance.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to continue to work on ongoing Community Projects. Applications for the current round of funding will be reviewed and contracts will be developed for the selected projects. Staff will also work with applicants on developing future Community Project ideas.

### Other E&O Tasks/Community Partner Projects

Objective: Support outreach projects in the community that further goals of the Management Plan.

Status: Ongoing task

Progress to Date: Staff created a new Bay-Friendly gardening webpage that links to community partners' web resources. Since it was created in January, the page has received more than 100 visitors. Staff participated in a Back Bay forum, which addressed issues unique to that part of the estuary. Through the Back Bay forum, staff reached 12 members of partner organizations and three members of the public in

person. The forum was also televised and reached an estimated 200 people in their homes. The Estuary Program worked with the Los Osos Chamber of Commerce and Community Services District to promote water conservation messages through a student competition. The competition guidelines included information on water conservation. Elementary school students were asked to create their own public-friendly logo, and middle school students were asked to create their own video. Both products were to educate and encourage others to conserve water. This project reached 1,300 students within the watershed. Six winning banners will be placed around Los Osos for its 14,000 residents to see. One conservation video will be shared on the Save Los Osos Water Facebook page each month, reaching the page's 1,500 followers. The Estuary Program will also share these videos and logos via our Facebook page, expanding their reach by another 1,400 followers.

Deliverables: Outreach statistics (see above).

Upcoming Activities: In the second half of FY18, the Estuary Program plans to update a portion of the website dedicated to Bay-Friendly Living with information for the home and yard. Staff will coordinate with Harbor Department staff on Clean Boating opportunities as they arise.

## Program Management

### Manage Committees and Build Partnerships

Objective: Hold quarterly meetings and support partnerships.

Status: Ongoing task

Progress to Date: Staff compiled meeting materials and coordinated quarterly meetings of the Implementation Committee and Executive Committee throughout the year. Working group meetings were held as needed for review of grant applications or technical plans. Membership was updated for both committees as needed.

Staff and committee members are considering ways to restructure the Management Conference so that it remains relevant and valuable for the Estuary Program and for our partners. Stakeholder and partner engagement is a central tenet of the Estuary Program. Our goal in making these changes is to promote engagement and participation by engaging people in more efficient and specific ways. Our EPA Project Manager is involved in this process.

Deliverables: Minutes, agenda, staff reports, and materials completed for each meeting.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to continue to coordinate quarterly meetings and work with Management Conference members.

### Grants and Contracts Administration and Financial Management

Objective: Develop workplan, administer grants, and complete annual financial management tasks.

Status: Ongoing task

**Progress to Date:** Staff worked on financial reporting, progress reports to the EPA and the Management Conference, and participation in NEP conference calls and committees. Staff worked with financial auditors to complete a federal single audit for the Estuary Program's host agency (Bay Foundation of Morro Bay). Audit fieldwork was conducted in Winter 2018, and the FY2017 financial statements were completed in the spring. We coordinated with EPA to provide required materials for oversight of the 320 grant and managed numerous grants to the Estuary Program to support our project work.

**Deliverables:** Semiannual report for the second half of FY17. Annual FFR and MBE-WBE submitted to EPA Region 9 Grants Office. Annual audited financial statements submitted through the federal clearinghouse and available upon request. 990 tax returns available on the Bay Foundation website: <http://www.bayfoundationmb.org/financials>. Executive Director attended the West Coast NEP Director meeting in October 2017. Executive Director and Restoration Projects Manager attended the Tech Transfer meeting in Boston in November 2017. Executive Director and Assistant Director attended ANEP-EPA Tech Transfer meeting in DC in March 2018.

**Upcoming Activities:** In the second half of FY18, the Estuary Program plans to complete the FY19 Workplan and grant application and conduct all required reporting for the FY18 grant.

#### **General Administration and Human Resources Management**

**Objective:** Maintain accurate financial and human resources records and manage personnel.

**Status:** Task ongoing

**Progress to Date:** Staff maintained the ongoing financial and administrative functions, including recordkeeping, filing, bookkeeping, and equipment and office space upkeep, as well as interacting with the general public. In addition, the Director spent time managing staff performance and workplan progress. Other HR tasks included training, professional development, recruitment, and keeping all personnel policies and procedures up to date. We hired an Environmental Planning Intern and began recruitment for a Monitoring Coordinator during FY18.

**Deliverables:** Summary of task activities (see above). Bookkeeping and other recordkeeping tasks contribute to the completion of the deliverables included for the previous tasks (financial management).

**Upcoming Activities:** In the second half of FY18, the Estuary Program plans to hire a Monitoring Coordinator and a Monitoring Technician. Staff will conduct all bookkeeping and recordkeeping tasks required for grant management. Staff will conduct all HR tasks including training and professional development.

#### **Tracking Implementation of the CCMP and Workplan**

**Objective:** Keep track of Workplan and Comprehensive Conservation and Management Plan (CCMP) implementation.

**Status:** Ongoing task

**Progress to Date:** Tracked progress on CCMP implementation through biannual reports to the Executive Committee and through NEPORT data submissions.

Deliverables: Semi-annual reports to EPA submitted fall 2017. Biannual Executive Committee reports.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to report to the Executive Committee on workplan progress. Staff will compile data and submit to NEPORT.

#### Management Plan Update/Revision

Objective: Update the CCMP per EPA guidance.

Status: Ongoing task

Progress to Date: Hired an Environmental Planning Intern to assist with review of Action Plans. A database is being compiled to track Action Plan status and document how the climate vulnerability assessment is being incorporated into the Action Plans.

Pending Deliverables: CCMP update completed in FY20.

Upcoming Activities: In the second half of FY18, the Estuary Program plans to complete tracking of the status of Action Plan tasks and develop a plan for updating them.

## Budget Overview

Table 1: Costs expended during this semi-annual report period (October 1, 2017 through March 31, 2018) and cumulative since the beginning of the grant.

Category	Subcategory	FY18 Period 1 320 Funds	FY18 Period 1 Cash Match	FY18 Period 1 TOTAL	Cumulativ e 320 Funds	Cumulativ e Cash Match	Cumulativ e TOTAL
Personnel	Salaries	\$189,509	\$4,284	\$193,793	\$428,455	\$38,057	\$466,511
	Fringe	\$19,435	\$86	\$19,521	\$46,696	\$86	\$46,783
	Management Conference	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Subtotal</i>	\$208,944	\$4,370	\$213,314	\$475,151	\$38,143	\$513,294
Travel		\$7,935	\$0	\$7,935	\$12,465	\$0	\$12,465
Supplies	Computers, software	\$775	\$79	\$854	\$1,827	\$79	\$1,906
	Vehicle maintenance, fuel	\$1,509	\$0	\$1,509	\$2,172	\$0	\$2,172
	Monitoring supplies	\$5,976	\$42	\$6,017	\$14,337	\$280	\$14,617
	Misc. office supplies	\$4,392	\$0	\$4,392	\$6,782	\$0	\$6,782
	Rent	\$22,910	\$0	\$22,910	\$77,370	\$0	\$77,370
	Utilities	\$1,684	\$0	\$1,684	\$3,781	\$0	\$3,781
	<i>Subtotal</i>	\$37,246	\$121	\$37,367	\$118,734	\$359	\$119,093
Contractual	Audit/Taxes/Accounting	\$3,204	\$3,250	\$6,455	\$8,504	\$9,459	\$17,963
	Education and Outreach	\$8,040	\$3,717	\$11,757	\$14,908	\$14,713	\$29,621
	Monitoring and Research	\$4,483	\$2,681	\$7,163	\$41,046	\$10,416	\$51,462
	Restoration and Protection	\$1,432	\$9,181	\$10,612	\$10,517	\$36,210	\$46,727
	<i>Subtotal</i>	\$17,158	\$18,829	\$35,987	\$74,975	\$70,798	\$145,773
Other	Postage	\$1,060	\$99	\$1,158	\$1,954	\$328	\$2,282
	Copying, Printing	\$1,354	\$0	\$1,354	\$3,001	\$0	\$3,001
	Training, Prof. Dev.	\$674	\$0	\$674	\$1,614	\$0	\$1,614
	Telephone, Internet	\$1,475	\$0	\$1,475	\$5,661	\$0	\$5,661
	Repairs and Maintenance	\$829	\$445	\$1,274	\$3,169	\$445	\$3,614
	Insurance	\$3,534	\$0	\$3,534	\$3,534	\$0	\$3,534
	<i>Subtotal</i>	\$8,925	\$544	\$9,469	\$18,934	\$773	\$19,707
	<b>TOTAL</b>	<b>\$280,208</b>	<b>\$23,864</b>	<b>\$304,072</b>	<b>\$687,793</b>	<b>\$110,073</b>	<b>\$797,866</b>

Table 2: Costs by program area and task. Match numbers do not include in-kind match.

Program Area	Project	FY18 Period 1 320 Funds	FY18 Period 1 Match	FY18 Period 1 TOTAL	FY18 Overall TOTAL
Education and Outreach	Communications	\$6,276	\$4,277	\$10,554	\$10,554
	Community Projects	\$0	\$2,108	\$2,108	\$2,108
	Bay Friendly Recreation	\$0	\$0	\$0	\$0
	Education and Nature Center	\$726	\$0	\$726	\$726
	Community Volunteer Program	\$705	\$0	\$705	\$705
	Other E&O Tasks	\$332	\$0	\$332	\$332
	<i>Subtotal</i>	\$8,040	\$6,385	\$14,425	\$14,425
Monitoring and Research	Benthic Invertebrate Monitoring	\$0	\$0	\$0	\$0
	Stats	\$0	\$0	\$0	\$0
	Water Quality Monitoring	\$4,303	\$42	\$4,345	\$4,345
	Elgrass Monitoring & Analysis	\$179	\$2,639	\$2,818	\$2,818
	<i>Subtotal</i>	\$4,483	\$2,681	\$7,163	\$7,163
Habitat Protection and Restoration	Restoration & Conservation Planning	\$0	\$0	\$0	\$0
	Elgrass Restoration	\$0	\$0	\$0	\$0
	Chorro Creek Ecological Reserve	\$0	\$0	\$0	\$0
	Restoration Project Maintenance	\$72	\$0	\$72	\$72
	Other Restoration	\$1,360	\$7,073	\$8,432	\$8,432
	<i>Subtotal</i>	\$1,432	\$7,073	\$8,504	\$8,504
Program Administration		\$0	\$0	\$0	\$0
	<b>TOTAL</b>	<b>\$13,954</b>	<b>\$16,139</b>	<b>\$30,093</b>	<b>\$30,093</b>