

[Insert Meeting Date]

___ Action

___ Discussion

___ Information

SUBJECT:

LEAD/CONTACT:

MONITORING ISSUE:

RECOMMENDATION:

FUNDING IMPLICATIONS:

BACKGROUND

Reason Information is needed (Who, what, where, when, how, why)

Subcommittee processes (who was involved, other interested entities/groups, etc)

Current knowledge and efforts

 Previous and on-going work

 Links to key reports and other sources of information (cite & place in references)

Priority of monitoring needs

How it fits with SWAMPPS, Partnership programs, and muni-permit funded RSMP, if applicable

Specific types of analyses

Anticipated timing and sequencing of implementation

ALTERNATIVES:

RECOMMENDATIONS:

REFERENCES:

ATTACHMENTS: