



Meeting Summary

Lake County Clean Water Program

Thursday, October 18, 2018

Lake County Courthouse

Lake County Water Resources Conference Room

Lakeport, CA

Work Group – Attendance:

County of Lake:

Angela De Palma-Dow – Invasive Species Coordinator

David Cowan – WR Director

Marina Deligiannis – WR Program Coordinator

City of Lakeport:

Kevin Ingram – Community Development Director

Bonnie Sharp – Code Enforcement Technician

City of Clearlake:

Alan Pyeatt – Contract City Engineer

Meeting Called To Order – Introductions:

Angela De Palma-Dow, Invasive Species Coordinator, called the meeting to order at 3:07 p.m. and introductions were made.

Meeting Agenda and Minutes

3:07 p.m. Call meeting to order – Angela De Palma-Dow – Invasive Species Coordinator

1. Approval of Minutes from last meeting

- a. Vote first and seconded - Minutes approved

2. Review of Tasks from last meeting

a. FINAL agreement review with comments from legal teams

- i. Teams reviewed comments, content is fine
- ii. **Action Item:** Need to define the coordinators
- iii. **Action item:** Lakeport still needs to add comments
- iv. Agreement needs to be handed to legal team but waiting until Lakeport adds comments to do so
- v. Need approval from County of Lake BOS and City Council once Final version of Agreement complete

b. Joint Submission letter

- i. Instead of permit with all of amendment orders; Angela took out any possibility that there was wiggle room for this letter not applying to any other versions
- ii. All edits and comments fixed
- iii. We have a chain signatures that we will need to complete
- iv. Angela talked with SMARTS and City of Clearlake and City of Lakeport can be listed as Co-permittees so they can have access

to the SMARTS system; County of Lake is listed as Main-permittees

- v. Changed “*Water Resources Department*” to “*Watershed Protection District*” for Director David Cowan
- vi. We need one original copy, and we can scan and send to SMARTS after all signatures are collected. We will follow-up with a hard copy at a later date.

c. Annual Reporting to SMARTS

- i. Due October 15, 2018; we haven’t submitted the full report yet
- ii. Report builds on itself. Each year you answer more questions
- iii. We are not sure if there is a way to change / correct answers from previous years
- iv. Monitoring period for Oct 2018 reporting includes July 1, 2017 - June 30, 2018
- v. Everything we have done for the CWP we are not reporting until next year
- vi. Moving forward, we will do a better job of reporting
- vii. **Action Item: Give Angela responses by Friday, November 2, 2018**

3. New Tasks for November – December

a. Updating By-Laws

- i. Next phase will be adding stuff into the By-Laws from the Agreement
- ii. Document so outdated, we need to build a draft that we would feel more confident in
 - 1. This group will begin work on draft document over the next month and will run it by Betsey and Sarah
 - 2. **Action item:** David to initiate contact with potential work group liaisons
- iii. Contact key players for input
 - 1. Betsy, Sarah Ryan, who else?
 - 2. How do we include these key players properly?
- iv. **Action Item:** Need to find a good example of By-Laws format that works well and running smoothly that we can try and follow.
 - 1. Look into LAFCO and LAKEAPC By-Law framework
- v. **Action Item:** Get a solid framework down by the end of the year and begin draft by start of 2019.

b. Time Schedule order for TMDL

- i. Time Schedule Order for TMDL due in January 2019
- ii. First goal is understanding what our BMP’s are, what BMP’s would be appropriate?
- iii. We can develop checklists as we develop BMPs
- iv. **Action Item:** Angela will talk to Elizabeth to see if there are any examples to use as guide
- v. Eventually the document will go out to public for comments, so initial document can be a draft

c. 319h Grants for MS4 / stormwater / TMDL implementation and monitoring project

i. UPDATE!!! This grant is not applicable for MS4 areas so disregard this section entirely!

- ~~ii. Grants are due Tuesday, December 18 2018~~
- ~~iii. Action Item: Angela has list of questions she will ask Holly Grover regarding 319 grant funding allocations~~
- ~~iv. Start date of projects must begin no later than 2020 and have to end by 2023~~
- ~~v. It's worthwhile to explore grant cautiously as we are trying to figure out what we can use the grant funding for while maintaining momentum on grant~~
- ~~vi. Action Item: Angela will do research prior to November training to get a clear cut list of feasibility of projects and funding allocations~~

4. CASQA Updates

- a. Statewide→ Public Asset Management is becoming a big part of SWM whether it be GIS or spreadsheets but this will become a new requirement for permitting

5. Review of Action Items

Next Meeting: Thursday, November 15, 2018 3:00pm

- a. Agreement updates
 - i. Define “coordinators”
 - ii. Lakeport needs to provide comments
- b. Reporting SMARTS
 - i. All parties provide reporting info to Angela by Nov 2nd.
- c. Kevin has Joint Submission Letter, after he signs it he will scan it to Alan then to Angela to sign.
- d. Angela will reach out to Anita to see if she has any guidance on By-Laws format; Angela will start drafting By-Laws format
 - i. Find a good example before end of year
 - ii. Get draft Start of 2019.
- e. TMDL time schedule order, Angela is communicating with waterboards on required content and examples
- f. Angela has a phone call with Holly on October 22 (Updated: Call will be Tue 30th) and will address 319 Grant – Everyone to send questions for Holly to Angela
 - i. Angela will report any feedback / responses from Holly to the group before November 1st, 2018
- g. David to give Sarah and Betsey brief updates on CWP status and upcoming plan for By-Laws

6. Adjournment

4:55pm – Angela De Palma Dow – Invasive Species Coordinator