

 <p>The logo for the Lake County Clean Water Program features a blue oval background. Inside the oval, there is a green mountain range with a white river winding through it. Above the mountains, there are blue diagonal lines representing rain. Below the mountains, the text "Lake County Clean Water Program" is written in white.</p>	<p>Meeting Summary Lake County Clean Water Program Thursday, November 15, 2018 Lake County Courthouse Lake County Water Resources Conference Room Lakeport, CA</p>
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Work Group – Attendance:

- County of Lake:
 - Angela De Palma-Dow – Invasive Species Coordinator
 - 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:

Angela De Palma-Dow, Invasive Species Coordinator, called the meeting to order at 3:08 p.m.

Meeting Agenda and Minutes

3:05 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 Minutes from last meeting**
 - a. Joint Submission letter request**
 - i. Lakeport just handed letter to Allen to pass along to Greg for signature.
 - ii. **ACTION ITEM:** Allen will give letter to Greg for signature, and then will email Angela once signed to coordinate Letter pick-up / drop-off.
 - b. Recent CWP agreement review with comments from legal teams**
 - i. **ACTION ITEM:** Kevin to submit final comments from legal team then send over to Angela for final review.
 - ii. **ACTION ITEM:** Once Agreement reviewed, David will send the Final Agreement to Anita in County Council for finalization.
 - c. Annual Reporting to SMARTS**
 - i. Angela received City of Clearlake’s responses and some of City of Lakeport’s responses.

- ii. Bonnie sent Angela a “Storm Water Awareness Survey” that had previously been conducted in 2013.
 - iii. **ACTION ITEM:** Lake County needs to submit everything into SMARTS including the Final CWP Agreement.
 - iv. **UPDATE:** This item was completed on Nov 28, 2018. PDF of report submitted was distributed by Lake County to both municipalities via email on 11/29/2018
 - a. **Thinking of submitting to SMARTS with Joint Submission Letter**
 - i. No comment
 - b. **David and Kevin contact Betsey Cawn + other for update on CWP**
 - i. Contact with Betsey has not been initiated yet.
 - ii. **ACTION ITEM:** Angela and David to reach out with Betsey for a conference call.
 - c. **TMDL update by Angela (319 & Time Schedule Order)**
 - i. We haven’t really conjoined road work with storm water, sedimentation and BMP previously. Currently planning 319 with Public Works for outside MS4 area.
 - ii. Part of funding will be used for assessment of other roads
 - iii. Time schedule order due in January for TMDL
 - iv. TMDL Time Schedule Order
 - 1. **ACTION ITEM:** City of Lakeport and Clear Lake need info for the highlighted section sent to Angela Before **December 31st**
 - 2. **ACTION ITEM:** Angela to make a template of Source Control (structural and non-structural)
 - 3. **ACTION ITEM:** After we make a list of what we have we will make a list of what we haven’t done
 - 4. **ACTION ITEM:** list structural and non-structural source control
2. **CWP By-Laws**
 - a. **ACTION ITEM:** Check to see if David asked Anita for comments, guidance, and examples on Bylaws
 - b. **ACTION ITEM:** Angela to send draft of By-laws out to team by **December 20**
 - i. She will include comments asking for guidance, opinion for team to review.
3. Review and comments on proposed timeline for CWP
 - a. **ACTION ITEM:** Angela to send out map of culverts, outflows to team
 - b. There is a lot that we can’t do until we get By-laws
 - c. Everyone agrees that timeline seems reasonable so far
 - d. How do we want to do the work groups?
 - e. **ACTION ITEM:** Want to have outreach / public participation workgroup formed by April
 - f. **ACTION ITEM:** Want to have outreach material ready by next storm season (Oct, Nov, Dec)
 - g. It could be hard to manage this many workgroups
 - h. Reach out to other counties to see how they implement funding?
 - i. When do we want to go to BOS?

- i. When Bylaws approved?
Give update to BOS in winter
- j. Managing Coordinating Committee

4. Review of Action Items

Next meeting: Thursday, January 17 2019.

- a. Joint Permission Request Letter
 - i. Clear Lake to complete signatures of letter (Allen to give letter to Greg)
 - ii. Once Greg signs, Allen to contact Angela for letter pick-up / drop-off
- b. CWP Agreement
 - i. Lakeport to submit final comments from legal team then send over to Angela for final review.
 - ii. Once final comments are received, County of Lake to review Agreement and David will send the Final Agreement to Anita in County Council for Agreement finalization.
- c. SMARTS Annual Reporting
 - i. Lake County to submit everything into SMARTS including the Final CWP Agreement.
- d. CWP Updates
 - i. Angela and David to reach out to Betsey Cawn for a conference call
- e. TMDL Update
 - i. City of Lakeport and Clear Lake need to complete information for the highlighted section and send to Angela Before **December 31st**
 - ii. Angela to make a template of Source Control (“structural” and “non-structural”)
 - iii. After team makes a list of what we have done, we will make a list of what we have not done
 - iv. Teams to list structural and non-structural source control measures they have conducted.
- f. CWP By – Laws
 - i. County of Lake to ask Anita for comments, guidance, and examples on Bylaws
 - ii. Angela to send draft of By-laws out to team by **December 20**
- g. CWP Proposed Timeline
 - i. Angela to send out map of culverts, outflows to team
 - ii. Aim to have outreach work group informed by April
 - iii. Aim to have outreach material ready by next storm season (Oct, Nov, Dec 2019)

5. Adjournment

4:15pm – Angela De Palma Dow – Invasive Species Coordinator