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?
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

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