Meeting Minutes – DRAFT FOR APPROVAL

1. Welcome & Attendance

2. Introduction & Introductions
   a. Management Council
   b. Appoint Chair & Vice Chair
      i. Chair - Mireya Turner & Vice Chair - Joyce Overton (Motion - Bruno Sabatier/
         Second - Scott De Leon)

3. Background and History
   a. MS4 Boundaries (Phase II)
      i. Lakeport takes photos in Fall and Spring to compare for trash assessments
   b. Agreement
   c. Bylaws
      i. Keep them functional and flexible
      ii. Meeting dates and times should be within the agreement
         1. Designated first day of the quarter?
         2. At least one meeting in Clearlake per annual meeting schedule
         3. 3 months in between each meeting
         4. Exact days for the next year are provided in the ppt and reviewed later
            in the agenda
      iii. Remote call is acceptable for quorum attendance
      iv. Define quorums
         1. At least four people in attendance to be able to take action
         2. Motion - Mireya Turner & Second - Bonnie Sharp
      v. Alternates (same voting rights as primaries)
         1. City of Clearlake - Russ Cramer
         2. City of Lakeport - George Spurr
vi. Non-Quarterly meeting requirements
   1. As needed
   2. Emergency

vii. Preference on sharing information-
   1. Email
   2. Calendar invites

4. Workgroups
   a. There will different people reporting to the committee
   b. Want the public to interact
   c. **Action Item- EAIIP discussions in MC- no workgroup for this**

5. Roles & Responsibilities
   a. State
      i. SMARTS and permit communications
   b. Management Council
      i. Review ordinances (Betsy Cawn identified this as an important role)
         1. Requirements & Priorities
         2. Identifying modifications to ordinances
         3. Review existing permit
            a. Big Requirements?
         4. Outdated items – that need immediate attention
      ii. Public/ Educational Outreach
   c. Workgroups
      i. There are coordinators for each workgroup
      ii. Workgroups will present their own strategic plan

6. 2020 Scheduling
   a. Management Council Meetings
      i. May 7, 2020 from 3:00 to 5:00
      ii. August 6, 2020 from 3:00 to 5:00
         1. **Send out reports and attachments to review before this date**
      iii. November 5, 2020 from 3:00 to 5:00
         1. Motion- Bruno Sabatier & Second- Joyce Overton
   b. Other Special Dates
i. State reporting is due October 15, 2020

7. Public Comment
   a. Terre Logsdon- Workgroups appointed by council?
      i. Internal Agency and Public recruitment for workgroups
   b. Action Item- Send out MS4 Annual Report and any other needed reports
      i. Betsy would like a paper copy
      ii. Angela Clarified that anyone that needs a digital or paper copy of materials can contact her and she will send it out Angela.depalma-dow@lakecountyca.gov

8. Adjourn
   a. Motion- Bruno Sabatier & Second- Joyce Overton

Some additional important links:
Lake County Clean Water Program Website

Lake County Clean Water Program Documents & Links

Lakeport Clear Water Program Page
https://www.cityoflakeport.com/community_development/lake_county_clean_water_program.php