

BOARD OF TRUSTEES

Meeting Summary

Meeting Date/Location: Thursday, November 9, 2006
1:00 – 4:00 p.m.
Deseret Farms
Chico, CA

Meeting Attendees: See Attachment A

Meeting Handouts: See Attachment B

Action Items:

- Chuck Lundgren, SRWP Webmaster, to update SRWP website to allow those interested to subscribe to electronic listservs of SRWP committees, SRWP Board of Trustees, and/or SRWP Executive Committee
 - Butch Hodgkins to draft resolution to revise the structure of the SRWP Board of Trustees to allow for a “chair elect”
 - Fraser Sime, Dennis Heiman, James Moller, and Ren Fairbanks to serve on planning committee for Northern Watershed SRWP BBQ event
 - Kathy Russick to obtain up-to-date SWRP Finance Report for distribution to SRWP Board of Trustees
 - Governance Committee to update SRWP Board of Trustees Selection Process and provide definition of “associate” Board member
 - Butch to revise SRWP procurement policy for distribution to SRWP Board of Trustees
 - Kathy Russick to check availability of McConnell Foundation for SRWP Board of Trustees Retreat in January
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I. Welcome and Introductions

Butch Hodgkins (Board Chair) welcomed everyone to the meeting. A list of all meeting attendees is included in Attachment A.

II. Review and Approval of Minutes

Minutes from the 9/6/06 SRWP Board of Trustees meeting were previously emailed to Board members for review. No changes were made and minutes were approved. Final minutes will be posted on the SRWP website.

III. Voting of SRWP Board of Trustees

SRWP received two requests from individuals to join the SRWP Board of Trustees: Gregg Roy with Jones & Stokes and Irenia Quitiquit with Robinson Rancheria. A motion was made and seconded to have both Gregg and Irenia join the Board of Trustees. The motion was approved by all voting Board members present. Additionally, the following Board members expressed interest in renewing their term as a Trustee: Ren Fairbanks, Rich Gresham, Butch Hodgkins, Vance Howard, Ken Lindauer, and Terry Williams. The Board approved to continue their terms in the same motion.

IV. Proposed Structure for SRWP Board Officers and Meeting Notices

Meeting Notices. The Board discussed the process of providing notices of upcoming SRWP meetings. It was suggested that all SRWP committee meetings (Public Outreach and Education, Watershed Health Monitoring, and Delta Tributary Mercury Council) as well as SRWP Board of Trustees and Executive Committee meetings be announced on the SRWP website. The meeting notices will also be emailed to all subscribers of the coordinating listserv. Mary Lee Knecht will work with Chuck Lundgren to update the SRWP listserv so interested people have the option for subscribing to the following listservs:

- SRWP General (to receive SRWP electronic newsletter)
- SRWP Public Outreach and Education Committee
- SRWP Watershed Health Monitoring Committee
- Delta Tributary Mercury Council
- SRWP Board of Trustees
- SRWP Executive Committee

The Board also expressed interest in approving Board of Trustees meeting minutes via electronic mail so that they may be posted to the website in a more timely fashion. Currently, there is a two month lag for posting because the Board only meets on a bi-monthly basis. Fraser Sime suggested that the Board develop a similar process for allowing other time-sensitive business to be conducted in a timely manner as well such as approval of contracts, etc.

Structure for SRWP Board Officers. Carla reported that she and other SRWP Board officers discussed the status of their terms at the last Executive Committee meeting. Butch Hodgkins, present SRWP Board Chair, announced that he will not be able to continue as Chair after this year nor will Carla be able to serve as Chair due to her workload. Therefore, Carla proposed a slightly revised structure that will make the transition to Chair easier for both the new Chair and Board members. The proposal includes a new officer that will serve as the “chair in training.” If approved by the Board, Butch and Carla will continue to serve as chair and vice chair respectively through November 2007, and Ren Fairbanks will serve as “chair-elect.” Ren would then be asked to serve as Board chair in November 2007. Butch stated that he will bring a draft resolution for the Board’s approval to the January Board meeting.

V. Changes to SRWP Bylaws

Butch walked the Board members through a handout explaining the proposed changes to the SRWPY bylaws. Board members provided comments and feedback. Butch agreed to incorporate Board member comments and develop a document with new language and changes to the bylaws for review by the Board at the January Board meeting. It was also suggested that the recommended changes to the bylaws be posted on the SRWP website before final approval from the Board.

VI. Report on SRWP “Watershed Moment” Dinner Event

Mary Lee reported on the outcome of the SRWP “Watershed Moment” Dinner Event (see handout) and asked for feedback from the Board. Over 100 people attended the event and expressed satisfaction with the speakers, food, location, silent auction items – and the entire event as a whole. Mary Lee noted that the original idea was to alternate between Sacramento and Red Bluff/Redding area each year. The Board agreed that a more casual event would be better suited for the northern watershed such as a BBQ. Dennis Heiman suggested that the Fenwick Ranch would be a great place to hold a BBQ perhaps in May. Carla suggested that Turtle Bay might also be a nice venue. Fraser Sime, Dennis Heiman, James Moller, and Ren Fairbanks all agreed to serve as the planning committee.

VII. Grant Proposal Update

Sacramento River Watershed Information Module (SWIM). Kathy reported that the contract between SRWP and Department of Water Resources has been signed and initial planning meetings have already taken place. A summary of the project was included in the Board packet for review. Fraser Sime is serving as the grant manager and noted that a progress report is due in the near future.

Sacramento River Watershed Management Plan (Roadmap). Mary Lee reported that the contract between SRWP and State Water Resources Control Board is moving forward and should be executed very soon. Mary Lee has participated in initial meetings with Dennis Heiman and Fraser Sime to discuss details of the project. A draft summary of the project was distributed to the Board for review.

Low Density Development. Kathy reported that SRWP submitted a proposal to the Compton Foundation to request funding for additional work of SRWP’s “wise growth initiative.” Unfortunately, SRWP has not received any feedback from the foundation, which is likely not a good sign. Kathy, Otis, and others are continuing to perform some tasks related to the wise growth initiative under other contracts.

VIII. SRWP Project and Funding Timeline

Kathy distributed a handout illustrating the status of existing SRWP funds. In summary, existing U.S. Environmental Protection Agency (EPA) funds will expire approximately June 2007. Additionally, a large portion of Proposition 50 funds will run out about the same time. SRWP's two new projects will provide funding starting early next 2007. The Board was reminded that all funding from both federal and state government is received in arrears – that is, SRWP contractors perform work according to a scope of work, invoice for that work, and then receive reimbursement for that work. Kathy suggested that SRWP's long-term funding strategy be the primary topic for the upcoming Executive Committee meeting scheduled for December 14th.

VII. SRWP Business Plan

Carla reported that progress was being made on the SRWP Business Plan. The Executive Committee met in October and provided additional suggestions for the document including a multi-pronged marketing strategy. Kathy will be working on incorporating the suggestions and finalizing the document.

VIII. Board Committee Reports

Finance Committee

Kathy reported that the SRWP bookkeeper has not updated Quickbooks; therefore, she does not have an updated finance report to share with the Board at this time. Kathy will work with Tad Alexander and the bookkeeper to obtain a current finance report and distribute to the Board. It was noted that a financial summary should be included in the SRWP Annual Report.

Governance Committee

The Governance Committee has been working on new guidelines for recruiting future SRWP Board of Trustees. They also developed a matrix that includes desirable characteristics, areas of expertise, and geographic areas for Board members. Each Board member was asked to check off those characteristics that were applicable to them. This exercise will help identify those areas that are lacking from the Board. A copy of the matrix was included with the Board packet.

Board members discussed the draft guidelines for recruiting new Board members. The idea of an “associate” board member was generally agreed to among Board members. An associate member would include individuals who are supportive of SRWP and want to participate at some level, but do not have the time to commit to Board meetings on a regular basis. Associate members would not be able to vote and their status would be reviewed on an annual basis. Vance stated that he and other governance committee members would work on updating the guidelines and develop a definition and role of an “associate” board member. Board members also discussed the idea of assigning mentors to new Board members.

Policy Committee

The Policy Committee has been working on a set of policies for SRWP, which were previously emailed to Board members for review. Butch stated that he had some recommendations regarding the SRWP procurement policy and distributed a flow chart illustrating the steps SRWP would take in different scenarios. Butch noted that any SRWP procurement policy should balance the utility of the procurement policy and the resources and time needed to conduct the procurement process. The process differs between procuring materials and procuring professional services. The Board should consider establishing a minimum amount (\$5,000 -- \$10,000), which would then trigger the need to go through a competitive process for professional services. It was pointed out that some State agencies, such as Department of Water Resources, strongly encourages a competitive process to be applied when using grant funds and has stringent rules on “sole sourcing” work. However, that is not the case with all State agencies. After further discussion, the Board agreed that they will defer to the requirements of the granting entity. Butch agreed to refine the procurement policy and email it to Board members for review and approval next week.

Butch also led a discussion regarding SRWP’s use of independent contractors. Butch has consulted with a labor attorney on the subject. In summary, SRWP needs to slightly modify the existing consulting contracts to include provisions on insurance and workers compensation. He agreed to work with Kathy Russick and Mary Lee Knecht to incorporate the revision into all contracts.

XI. SRWP Board Meeting Schedule for 2007

Board members agreed to continue meeting on a bi-monthly basis. The following are tentative dates for the 2007 Board meetings:

January Board Retreat (see below)
Wednesday, March 7, 2007
Wednesday, May 2, 2007
Wednesday, July 11, 2007
Wednesday, September 5, 2007
Wednesday, November 7, 2007

XII. January Board Meeting or Retreat

The Board discussed idea of holding a retreat at the McConnell Foundation in Redding in January (either 1/17-18 or 1/30-31). It was agreed that the Board would meet at 2:00 the first day for SRWP Business Plan discussion and Board committee meetings, have dinner together that evening, and then have a full-day meeting the following day.

Meeting was adjourned.

2006 SRWP Board Meeting Attendance

Trustee		Jan.	Mar.	May	July	Sep.	Nov.
Tad	Alexander	X	X	X		X	X
Dave	Brent						
Ren	Fairbanks	X	X	X		X	X
Rich	Gresham	X		X	X	X	X
Dennis	Heiman	X	X	X	X		X
Butch	Hodgkins	X	X	X	X	X	X
Dwight	Holford	X		X		X	X
Vance	Howard	X		X	X	X	X
Ken	Lindauer				X		
James	Moller	X	X	X	X		X
James	Rickert						
Pia	Sevelius	X	X	X	X	X	
Robert	Shanks	X	X	X		X	
Fraser	Sime			X	X	X	X
John	Sterling		X	X		X	X
Carla	Thomas	X		X			X
Terry	Williams	X	X		X	X	

Other Meeting Participants

Name

Juntunen, Linda
Knecht, Mary Lee
Quitiquit, Irenia
Russick, Kathy
Trojan, Jerry
Webber, Lori

Organization

West Lake Resource Conservation District
SRWP
Robinson Rancheria
SRWP
Sacramento Regional County Sanitation District
Central Valley Regional Water Quality Control Board

Meeting Handouts

- Meeting Agenda
- SRWP Board of Trustees 9/6/06 Meeting Summary
- Proposed Revisions to SRWP Bylaws
- Results of the SRWP Watershed Moment Dinner Event
- Sacramento River Watershed Model Project Overview
- Draft Sacramento River Watershed Roadmap Project Overview
- SRWP Funding Status
- Draft SRWP Board Member Selection Process
- Draft Matrix to Assist Selection of New SRWP Board of Trustees
- Draft Flow Chart for SRWP Procurement Process