



BOARD OF TRUSTEES

Meeting Summary

Meeting Date/Location: Wednesday, July 11, 2007
12:30 – 4:30
City of Sacramento
1391 35th Avenue
Sacramento, CA

Meeting Attendees: See Attachment A

Meeting Handouts: See Attachment B

Action Items: See Attachment C

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 5/2/07 SRWP Board of Trustees meeting were previously emailed to Board members for review. One minor edit was noted. The revised minutes were unanimously approved with a motion by Ren Fairbanks and seconded by Vance Howard.

III. Proposal from Transition Committee

Butch Hodgkins provided an update from the Transition Committee who has been meeting and corresponding over the last two months. The ad hoc committee also met a couple of times with Kathy Russick and Mary Lee Knecht who developed a series of SRWP finance worksheets for the Board including:

- Summary of SRWP grant funds
- Draft Annual Budget for FY 2007-08
- Draft Annual Budget for FY 2008-09
- Approximate Monthly Budget for 2007-2009
- Pending Potential Grants

The Board reviewed the worksheets and noted that the organization is financially stable over the coming year. SRWP staff contractors (staff) will be working over the coming months to find additional funding to fill some of the gaps that are noted in the annual budgets for the next two years.

The Board meeting package also included a description for the SRWP Executive Director and Development Director that illustrate the roles and responsibilities for each position. A motion was made by Ren Fairbanks and seconded by Ken Lindauer to approve the descriptions and appoint Mary Lee Knecht as SRWP Executive Director (to replace Kathy Russick who stepped down as Executive Director) and Shelley Mathews as SRWP Development Director. The motion was unanimously approved.

The Board also discussed the pros and cons of transitioning some of their contractors to employees. An ad hoc committee was formed (Tad Alexander, Butch Hodgkins, Jim Yost, and Ren Fairbanks) to explore the issue further. Jim Yost volunteered to seek guidance from the controller at West Yost Associates. The ad hoc committee will report back to the Board at the January Board meeting.

IV. SRWP Low Density Development Initiative

Otis Wollan provided an update on his work regarding growth in the watershed. Currently, Otis is using funding from a Panta Rhea Foundation grant and Prop 50 funds to pursue projects related to increasing development in the Sacramento River Watershed:

Panta Rhea Foundation. Otis has ~\$9,000 of remaining funds to develop best management practices (BMPs) for “ranchette owners.” The BMPs will be compiled and put into a “brochure” format that will be available online at SRWP’s website, and could also be produced on paper (additional funds for publication would be needed). The brochure would include describing the services that are normally provided to homeowners, but rural ranchette owners are now responsible for. A report documenting all of his work will be provided to SRWP at the end of the grant.

Prop 50 Funds. As described in the Board meeting package, Otis has had preliminary discussions with Bob Johnstone at UC Davis regarding the development of a GIS tool to help “tell the story” and comprehensively describe low density development issues. The additional GIS layers that can be developed are:

- ***DWR population overflight maps.*** This layer would be created by digitizing overflight photographs, which provide the actual location of new dwelling units and indicate new farms. The distribution can then be calculated to density. The layer does not cover the entire watershed, but is focused on the irrigated lands of the valley, with a considerable buffer into some of the dryland grazing areas. However, this would be the data set that would provide a clear benchmark and ongoing snapshots that could be an indicator of the rate of low density development.

- **Build out projections using a model called UPLAN.** UPLAN is currently used in SACOG applications and by the Great Valley Center. The model starts with a profile of the population distribution and the infrastructure. In scenarios of future build-out, the model allocates the future growth to areas near roads, water, sewer, etc. In essence, the UPLAN tool can provide a picture of what growth will look like in the future.

Questions for Otis included:

- Would SRWP need to pay for the updated information from DWR each time they do a new overflight? Otis is unsure and will need to see if the information is available digitally for free or a fee for service.
- Can the new GIS layers be easily combined with SWIM? Are there licensing issues? What would the coverage areas be (the Valley? the entire Watershed? Other?)? Otis will look into these issues.

Action Item:

Otis will work with a subsection of the SWIM team within the next three weeks to answer questions about incorporating new GIS layers into SWIM. Otis will then develop proposal to the Board to include:

- What products will be developed with the Prop 50 funds (~ \$29,000 remaining).
- Costs to develop the products
- Answers to the Board's questions

Otis should send the proposal to Mary Lee who will distribute to the full Board for an electronic vote. If there are funds leftover from Otis's contract, SRWP staff will propose how those funds should be reallocated.

V. Review of SRWP Primary Programs

This item was postponed for future Board meeting. Mary Lee Knecht stated that she will be working with the Strategic Planning committee to update the Strategic Plan in the near future.

VI. SRWP Public Outreach and Education Program Update

Mary Lee Knecht provided an update on the following public outreach and education activities:

“A Journey through the Sacramento River Watershed” newspaper tabloid. Two drafts of the newspaper text have been provided to the Sacramento Bee. Jones & Stokes is working on some of the graphics for the newspaper. All text and graphics are due to the Sacramento Bee on Friday, 7/20/07. The newspaper insert will be distributed in the Sacramento Bee newspaper on Friday, 10/12/07. The newspaper insert and lesson plans are also available at no charge to teachers through the Newspaper in Education Program. The Sacramento Bee will be giving SRWP 10,000 extra copies for own use and to share with funding partners [CA Department of Water Resources (DWR), County of Sacramento, and CA Department of Health Services]. SRWP is still waiting to hear if U.S. Fish and Wildlife Service will be providing funding to the project.

TV Media Campaign. The Board watched a viewing of the City of Redding spot focused on stormwater pollution and a new News 10 spot from the Granite Construction Company. Board members also reviewed the draft of the DWR spot focused on watershed stewardship.

SRWP Annual Watershed Moment Dinner Event. The annual event is scheduled for Thursday, 10/4/07, at the Sacramento Yacht Club. Senator Darrell Steinberg is confirmed as the keynote speaker. Jennifer Smith has agreed to serve as host/emcee for the event. Invitations will be mailed in early August.

VII. SRWP Local Watershed Support Program Update

IRWMP Meetings. Mary Lee reported that she, Kathy Russick, and some Board members met with Northern California Water Association (NCWA) to discuss the Sacramento Valley Integrated Regional Water Management Program (IRWMP). SRWP should continue to meet with NCWA on an occasional basis to stay informed of each others activities. Mary Lee, Butch Hodgkins, and Jim Yost also met with water agency representatives to discuss the Sacramento Regional IRWMP.

SRWP Newsletter. Staff will soon be working on the Fall “Waterways” newsletter. This will be the last hardcopy newsletter for some time. Staff will be working with SRWP webmaster, Chuck Lundgren, on a new electronic newsletter that will be emailed on a monthly basis.

VIII. SRWP Monitoring Program Update

Kathy Russick provided an update on the SRWP’s monitoring efforts. Kathy previously approached the Sacramento Regional County Sanitation District to discuss the future of the Program’s monitoring program. The Sanitation District has since agreed to provide \$100,000 of funding (\$50,000 for 2007-08, and \$50,000 for 2008-09) to pursue a regional water quality program as well as other related activities (DTMC meetings, etc.). Kathy also gave a presentation to the Central Valley Clean Water Association—a joint powers association of waste dischargers—to discuss partnering opportunities and received positive feedback. Kathy will stay under contract with SRWP to help develop a regional water quality program.

IX. SRWP Grant Updates

Prop 50. Kathy reminded the Board that the Prop 50 grant will be wrapping up at the end of December 2007. The final report will be due in March 2007. Shelley Mathews will be taking over management of this grant.

Sacramento River Watershed Information Module (SWIM). Shelley Mathews will also be taking over as grant manager for SWIM. Shelley reported that SRWP has recently completed an intensive interview process for GIS work and after much consideration chose to contract with North Tree Fire International, a consulting firm in Marysville. There are also opportunities for two additional contracts of \$25,000 to help gather data and reports for SWIM.

Sacramento River Watershed Roadmap. Mary Lee reported that the project team met last month and is working on compiling information for the upper watershed region. Anitra Pawley

(Stillwater Sciences) is working on a “menu” of appropriate watershed health indicators for the Sacramento River Watershed.

Sacramento River Watershed Health Indicators Proposal. Mary Lee also reported that SRWP submitted a proposal to the CALFED Watershed Program, which is being administered by Department of Water Resources. The proposal would more fully develop a Watershed Health Tracking Program for the Sacramento River Watershed including a pilot study in one or two tributaries. If funded, SRWP will be working with Stillwater Science, ESSA, and UC Davis on the project. Funding decisions are expected to be released on 9/1/07.

X. SRWP Website

Chuck Lundgren provided an overview of the redesign of the SRWP website. The new design is less focused on SRWP committees and better highlights the organization’s service areas. The SWIM option is also now available to explore. Additionally, EDAW has recently finished the Online Regulatory Permitting guide, which is also available online.

XI. SRWP Marketing and Fund Development

Copies of the new SRWP marketing package were presented to Board members for their review and use. The packet is aimed at government agencies and corporate sponsors, and includes an overview of the Program, summary of SRWP projects, abbreviated bios of SRWP Board members, past and current SRWP sponsors, SRWP funding priorities, and an overview of how agencies and businesses can support SRWP.

Shelley Mathews also provided an update on foundation grants that SRWP is pursuing. Two foundations have been approached to help fund the development of the “Journey through the Sacramento River Watershed” newspaper insert. Shelley is still waiting to hear back from the Campbell Foundation regarding SRWP’s proposal for development director funding. Shelley is also corresponding with other foundations to seek funding for MMC Communications and website maintenance.

XII. SRWP Board Committee Reports

Vance Howard reported that the Board meeting package includes the Final SRWP Board Member Selection Process document, and reflects the change regarding alternate members. A copy of the document should go into the Board Member binders. A note about how to join the SRWP Board of Trustees is currently posted on the SRWP website.

XIII. Meeting Wrap Up

The next Board meeting will be held on Wednesday, 9/5/07, in Redding.

Meeting was adjourned.

2007 SRWP Board Meeting Attendance

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

* Alternate Member

Other Meeting Participants

Name

Knecht, Mary Lee
 Mathews, Shelley
 Russick, Kathy
 Troyan, Jerry

Organization

SRWP
 SRWP
 SRWP
 Sacramento Regional County Sanitation District

Meeting Handouts

- Meeting Agenda
- 5/2/07 SRWP Board Meeting Minutes
- SRWP Financial Information Worksheets
- Draft Executive Director Description
- Draft Development Director Description
- Salary Survey Results Memo
- Update Report from Otis Wollan
- SRWP Overview
- SRWP Marketing Packet
- Grant Tracking Report
- SRWP Board of Trustees Selection Process

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Action Items

The following action items are cumulative beginning from the November 2006 Board meeting. Completed action items will be removed after illustrating that the task is completed.

Meeting Date	Lead	Action Item	Status
Nov-06	Chuck Lundgren	Update SRWP website to allow those interested to subscribe to electronic listservs of SRWP committees, SRWP Board meetings, and/or SRWP Executive Committee	
Nov-06	Butch Hodgkins	Draft resolution to revise the structure of the SRWP Board of Trustees to allow for a "chair elect"	
Nov-06	Governance Committee	Update SRWP Board of Trustees Selection Process and provide definition of "alternate" Board members	Complete
Jan-07	Butch Hodgkins	Draft revisions to SRWP Bylaws for Board review	
Mar-07	Rich Gresham	Draft SRWP Accounting and Procedures Manual	Under review by Finance Committee
Mar-07	Mary Lee Knecht	Revise SRWP Marketing Materials	Complete
May-07	Kathy Russick	Develop finance reports through April 2007 and email to Board for review	Complete
Jul-07	Otis Wollan	Work with SWIM team members within the next three weeks to answer Board questions and present proposal for Board's consideration and approval re: remaining Prop 50 funds	
Jul-07	Mary Lee Knecht	Coordinate Strategic Planning Meeting to update SRWP Strategic Plan	