



TO: Interested Persons

FROM: Rich Marovich, Streamkeeper (SK)

DATE: December 14, 2017

SUBJECT: Agenda for Thursday, December 14, 2017 Discussion Meeting of the Lower Putah Creek Coordinating Committee – Solano Irrigation District Headquarters, 810 Vaca Valley Parkway, Suite 201, Vacaville, from 3:30 to 5:00 PM

No.	Min	Item	
1	10	Public Comment: The public is invited to comment on items not on the agenda.	
2	5	Approval of Minutes: Minutes of the November meeting will be reviewed	
3	5	Annual Report: SK will present our draft annual report for approval.	
4	30	Habitat Connectivity: Patrick Huber will discuss habitat connectivity on Putah Creek	
5	20	Grant Applications: SK will discuss grant applications	Paternal Calendar
		Report from Putah Creek Council: Kent Anderson will provide an update	
		Interagency Communications: SK will report on Interagency Communications	
6	10	Form of LPCCC Minutes: Alejandro will lead a discussion of LPCCC minutes.	
7	5	Member Reports: Members will have an opportunity to report.	
8	5	Correspondence: SK will present any significant correspondence	
		Next Meeting: The LPCCC will hold a Decision Meeting on Thursday, January 11 th at the Davis Police Department Community Room, 2600 5 th Street, Davis from 3:30 to 5:00 PM.	



LOWER PUTAH CREEK COORDINATING COMMITTEE

TO: Interested Persons
FROM: Rich Marovich, Streamkeeper (SK)
DATE: November 9, 2017

SUBJECT: Minutes of Thursday, November 9, 2017: Decision Meeting of the Lower Putah Creek Coordinating Committee – Davis Police Department Community Room 2600 Fifth Street, Davis from 3:30 to 5:00 PM.

No.	Item
1	Public Comment: Alan Pryor noted that SCWA settled the lawsuit over posting of the PEIR and he repeated objections to water temperature studies and fish data. Jeff TenPas distributed his case study of Winters Putah Creek Park calling it a failed project. Matt Tuggle, Chief Engineer for Solano County noted that the Stevenson Bridge retrofit is about 2 years away and he praised the habitat enhancement work on Putah Creek.
2	Approval of Minutes: Minutes of the September meeting were approved.
3	Soil and Water Conservation Society CA/NV Chapter Merit Award for 2017 Phil Hogan, NRCS Woodland presented SK with an award for habitat enhancement.
4	Proposed Equipment Purchase – D7 Dozer: LPCCC approved purchase of a government surplus D7 dozer for use only on Nut Tree mitigation sites for now. Alan Pryor opposed.
5	Patterned Calendar: The LPCCC reviewed the operational budget, grants budget and riparian diversions. There were no flow violations.
6	Second Winters Salmon Festival: SK reported on the salmon festival.
7	Planning Grant Update: LPCCC approved transfer of the role of project administration to Putah Creek Council so SK can focus instead on conceptual restoration plans.
8	Member Reports: Andrew reported that Putah Creek Trout is improving public access at the Fishing Accesses. Alejandro suggested that we review how we take minutes. Tracie said the City of Davis received a \$240k grant to enhance access at South Fork Preserve.
9	Correspondence: There was no significant correspondence.
	Next Meeting: The LPCCC will hold a discussion meeting on Thursday, December 14 at the Monticello Room, Solano Irrigation District, 810 Vaca Valley Parkway, Vacaville from 3:30 to 5:00 PM.

Attendees: Thomas Pate, Alejandro Garcia-Rojas, Steven Sawyer, Tracie Reynolds, JD Kluge, Sean McNamara, Harold Anderson, Dennis Kilkenny, Felix Riesenber, Staff: Rich Marovich, Mark Snyder, Nicolle Herr. Guests: Jeff TenPas, Kent Anderson, Alan Pryor, Matt Tuggle, Phil Hogan, Maura Metz.

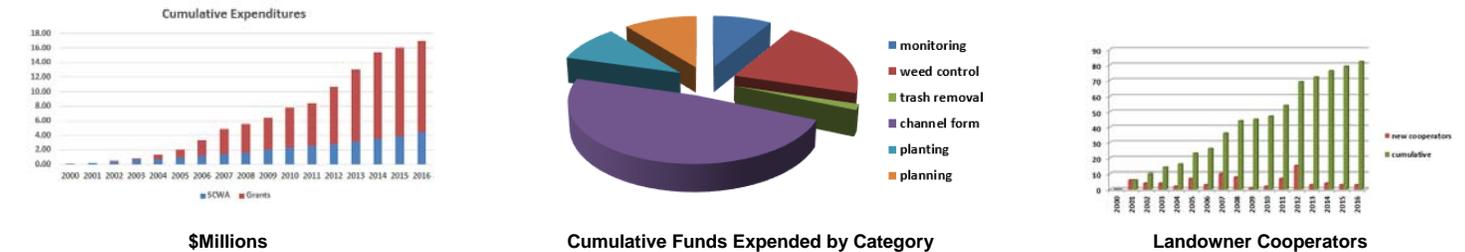
810 Vaca Valley Parkway, Suite 203, Vacaville, California 95688 Phone: (530) 902-1794 Fax: (707) 451-6099
[http:// www.watershedportals.org/lpccc](http://www.watershedportals.org/lpccc)

The Lower Putah Creek Coordinating Committee consists of: Cities of Davis, Fairfield, Suisun City, Vacaville, Vallejo and Winters; Counties of Solano and Yolo; Solano and Yolo Riparian Landowners; Maine Prairie Water District; Solano County Water Agency; Solano Irrigation District; Putah Creek Council and University of California, Davis

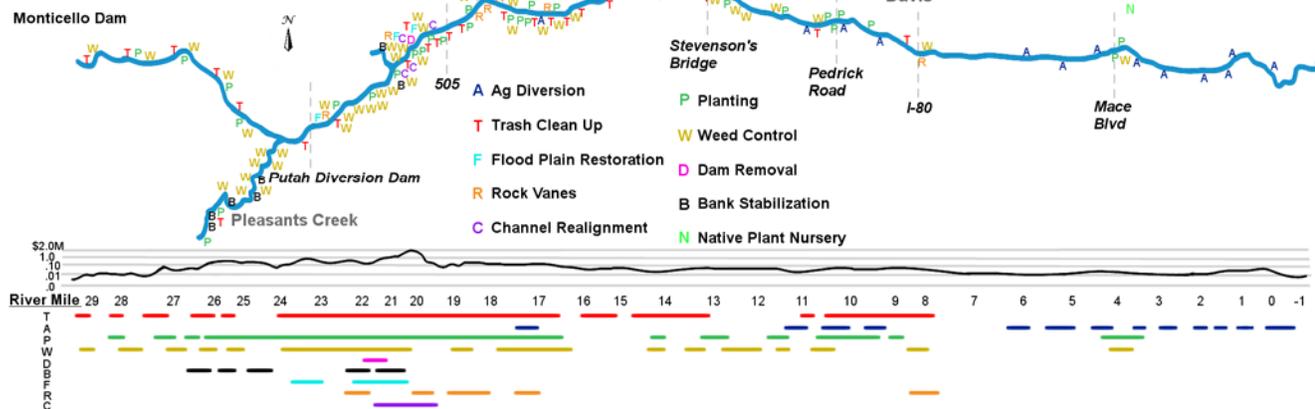
Lower Putah Creek Coordinating Committee (LPCCC) Annual Report 2016-2017

The LPCCC is required by the Accord¹ to produce an annual report to the court² and parties to the settlement³. This report covers the period 7/1/16 to 6/30/17. Over the life of the Accord, the LPCCC has made significant progress on its mission⁴.

2000-2017 Summary



2000-2017 Project Map



2016-2017 Projects

This past year, the LPCCC spent \$0.9 million in Accord funds, SCWA funds and grant funds with the following highlights:

- **Salmon Origin Studies** – SCWA funded additional studies to determine if natal origin fish are returning
- **Pleasants Creek** – Focused on planting areas where weeds have been controlled
- **IRWM** - Treated 70 net acres of Himalayan blackberry on mainstem Putah Creek
- **River Parkway 5 and NAWCA 3** Awaiting 408 permit from US Army Corps of Engineers

Annual Programs

- **Flow Monitoring:** No flow violations for a third consecutive year.
- **Fish Monitoring:** 1800 salmon spawned in Putah Creek last year – a new record
- **Wildlife Monitoring:** Rare birds continue to thrive on Putah Creek including first Least Bell's Vireo nest in 94 years.
- **Vegetation Management:** Putah Creek Council took over management of our native plant nursery.

¹ Second Amended Putah Creek Judgment, Sacramento County Superior Court No. 515766. November 14, 2002

² Sacramento County Superior Court

³ Membership consists of five members representing the "Yolo Parties" (Putah Creek Council, City of Davis, U.C. Davis) and five members representing the "Solano Parties" (Solano County Water Agency, Solano Irrigation District, Maine Prairie Water District, Cities of Vacaville, Fairfield, Vallejo and Suisun City).

⁴ To protect, monitor, and enhance the resources of lower Putah Creek, within the framework of the Accord, while respecting property rights, serving as a forum for dialogue about issues, and promoting synergy among stakeholders in the Creek community.

LPCCC Minute's checklists:

Concise notes:

- Heading
 - Attendees
 - Approval of previous minutes
 - Action items
 - Announcements
 - Next meeting
 - Signature of the person preparing the minutes
- Summarize discussions and record outcomes accurately

The subject of the discussion, the name of the person who led the discussion, and any decisions that may have been reached. Names of other individuals, third parties, or organizations will also be included where it adds clarity to the item.

Expanded explanation of each item:

Heading

The name of the team or committee and the date, as well as the location, and time of the meeting.

Attendees

Must include the names of all those who came to the meeting, those who sent their apologies because they were unable to attend, and those who require copies of the minutes. Guests and members of the public should be included.

Approval of previous minutes

This is often the first heading below the housekeeping-type items so that it can be easily identified. Notes in this section will detail whether the minutes of the previous meeting were approved, what if any corrections were required, and list any outstanding actions and responsibilities.

Any individual who is unable to attend the meeting but has outstanding actions to be addressed from previous minutes is under an obligation to ensure either the Chair of the meeting or the minute taker is given an update on their action. This will ensure the smooth running of the meeting, as all appropriate information is available. Recommended or

approved changes should reflect the individuals suggesting the change, the vote to accept and should also be reviewed/documentated in the following meeting (as in, Item B3 updated to _____).

Action items

These items requiring action will include any unfinished business from the previous meeting as well as all current and new ones that now require attention.

The minutes will provide a report on each topic discussed at the meeting. For each item, note the subject of the discussion, the name of the person who led the discussion, and any decisions that may have been reached. Names of other individuals, third parties, or organizations will also be included where it adds clarity to the item.

Individuals who are unable to attend a particular meeting must inform the Chair or minute taker of any progress they have made on their own actions. If a particular member is not available, it is recommended that a written report be provided and included with the meeting notes (in advance of the meeting).

Announcements

This section of the minutes reports on any announcements made by participants or those who sent their apologies, including proposed agenda items for the next meeting.

Next meeting

A note on where and when the next meeting will be held.

Signature line

The name of the person who prepared the minutes and the date they were submitted and agreed. Some organizations require more than one signatory for minutes of a legal nature, i.e. board meeting minutes.

A key area of consideration for the individual that is responsible for taking the minutes of the meeting is to keep the notes concise and informative so that they summarize the discussion and outcomes that took place.

Public Comment - Adding a Public Comment section allows for recording of issues and comments in a formalized fashion and specifies that public comment should occur only in that given period, generally at the beginning of the meeting.

Review of Policies/procedures – Many organizations require a brief review of policies, financial protocols, etc. at the beginning of each meeting. This may or may not apply to the LPCCC, but it is not a bad idea. Examples could include:

- Expenditures incurred over _____ require the approval of the LPCCC Board (etc. etc.).
- Approval of _____ requires _____ (item and requirement, etc.)