

**Lamoille Basin Water Quality Council (BWQC) Meeting
DRAFT MINUTES**

Thursday, January 26, 2023, 9:00-11:00 AM

Virtual Meeting/Held Via Zoom* (computer/smartphone/tablet etc.)

<https://www.youtube.com/watch?v=XvMR2MGzudA>

**A VIDEO RECORDING OF THE MEETING IS AVAILABLE THROUGH THE NRPC
YOUTUBE CHANNEL.**

**THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE
MEETING. MOTIONS ARE AS STATED. MINUTES WILL BE SUBJECT TO
CORRECTION BY THE COUNCIL. CHANGES, IF ANY, WILL BE RECORDED IN
THE MINUTES OF THE NEXT MEETING OF THE COUNCIL**

Attendance: Lauren Weston (Q), Jed Feffer (Q), Kent Henderson (Q), Brad Holden (Q), Peter Danforth (Q), Erin De Vries (Q), Bruce Wheeler (Q), Katherine Sonnick, Richard Goff (Q), Ken Minck, Sarah Hadd (Q), (Q=toward quorum).

Staff: Dean Pierce, Dea Devlin, Kyle Grenier

Guests: Karen Bates, Mel Auffredou,

Not Present: No voting members absent.

1. Welcome and Introduction

Peter Danforth opened the meeting at 9am as BWQC Chair. Everyone introduced themselves.

2. Review meeting protocol

Peter Danforth briefly reviewed the protocol that the BWQC should adhere to.

3. Review/adjust and approve agenda

Lauren Weston moved to approve the agenda as presented. Kent Henderson seconded the motion. Motion adopted.

4. Approval of Minutes

Richard Goff moved to approve the minutes as presented. Jed Feffer seconded the motion. Motion carried with one abstention by Brad Holden.

5. Public comment not related to items on agenda

No public comment offered.

6. BWQC organizational matters (representatives/alternates)

Dean Pierce mentioned there were no updates to share in this category.

7. Update on DEC documents affecting work of CWSP and BWQC

Dean Pierce shared slides which provided an overview of CWIP policy objectives and explained how they are relevant to the work undertaken by the CWSP and the BWQC. Dean Pierce reviewed the CWIP funding eligibility criteria. Erin De Vries asked for clarification on project ID numbers.

Dean Pierce highlighted a couple of potential sticky areas for rolling out the system as established by CWIP policy, including project ID numbers, and screening forms.

Kent Henderson asked if he needed to provide O&M information in the application while applying for final design. Karen Bates answered it may be one of the deliverables. Dean Pierce mentioned he would follow up on the issue.

8. Presentation of draft prioritization system

Dean Pierce shared that the Missisquoi Basin project application system form has been released this week and the Lamoille Basin form will be released shortly. Dean Pierce shared that the CWSP plans to share the prioritization system and the BWQC can choose to endorse it. Dean Pierce stressed the importance of getting a project application cycle underway soon.

Dean Pierce reviewed the intended model for prioritization that the NRPC has created. There was discussion of changing the distribution of points between sections A, B & C in the model.

Sarah Hadd moved to change agenda item 11 to “process discussion.” Kent Henderson seconded the motion. Motion adopted.

9. Presentation of draft solicitation and application form

Dean Pierce presented slides about the process for the project solicitation and required information that project applicants will need to submit. Lauren Weston asked if there was a deadline for project completion. Lauren Weston also mentioned that the DEC will sometimes review and expect organizations to have specific financial practices in place if they use DEC funding for projects. Dean Pierce shared the application may go live for Lamoille Basin as early as Monday January 30th and the deadline is six weeks after that date. Dean Pierce answered Lauren’s original question by saying he is unsure of a firm deadline but pondered that it may relate to the CWSP contract ending which will be in 2025.

Dean Pierce shared he hopes to have office hours and a FAQ webpage available for application help and then went through the project application form and highlighted some of the requirements of the form. Lauren Weston asked about any match requirements. Dean Pierce shared there is no match requirements for CWSP funding.

Richard Goff moved to endorse the prioritization scheme as presented. Erin De Vries seconded the motion. Motion carried.

Jed Feffer motioned to release the RFP as soon as logistically possible. Richard Goff seconded the motion. Motion adopted.

10. Compensation for BWQC members

Dean Pierce explained the compensation options for BWQC Representatives and Alternatives. Dean Pierce asked that reimbursements be submitted on a quarterly basis and clarified that the reimbursement will be directed to the individual participating in the meeting.

11. ~~Project sharing (if time allows)~~ Process Discussion

Erin Di Vries asked where its possible to access all the information about CWSPS in different basins in a centralized place. Erin Di Vries followed up with a question about whether watersheds organizations were polled about their level of preparedness for submitting project applications as early as next week. Erin also asked if non prequalified contractors can be hired. Dean Pierce answered that a centralized website would be a great idea and he will follow up on that. Dean Pierce answered that there was a plan to send a poll that was halted, and that the first round of project applications should give some sense of preparedness. Dean Pierce answered that contractors are not precluded from participating but may have more tasks to complete than prequalified partners or contractors.

12. Conclusion

Jed Feffer moves to adjourn the meeting; Kent Henderson seconded the motion. Motion adopted.