

TRANSMITTAL MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF
RE: MATERIALS FOR 3/1/23 MEETING
DA: 2/22/23

=====

Greetings, BWQC members. The next meeting will take one week from today. The following notes provide some background material for the meeting, which will. Please let me know if you have any questions.

Seating of any new reps or alternates (organizational matters)

This is a standing agenda item. BWQC members will have the opportunity to recognize any new representatives or alternates, should that be needed.

“How-to” relating to online Application

As previously announced, all requests for funding as part of the initial application round will be made using an online form. As part of this agenda item CWSP staff will provide a brief “how-to” relating to the online application form. Please note that a PDF file showing the complete list of questions used in the form is attached.

Scheduling of next meeting

The deadline for the initial round of applications for projects in the Missisquoi Basin is March 6 at 5 PM. To expedite allocation of funds, CWSP staff and BWQC officers are asking BWQC members to consider scheduling a special meeting. This agenda item will provide time for discussion of the merits of scheduling a special meeting. A Doodle poll has been created to support the effort. (The link to the poll is: <https://doodle.com/meeting/participate/id/boZoZNKa>.) If possible, please complete the poll before March 1. If no special meeting is scheduled, the next meeting date would be May 3rd.

Updates

Staff will provide BWQC members with updates on several topics. As noted on the agenda, the topics are: Compensation of BWQC representatives and alternates; prequalification of partners and contractors; DEC Guidance documents and emerging Operations and Maintenance policy; and the BWQC Public Participation policy.

In advance of the meeting please note that the compensation policy is being broadened. As of this writing, the master agreements associated with the prequalification are undergoing legal review. DEC will be receiving comment on [Chapter 6](#) of the Guidance document (Project Eligibility, Screening, Prioritization, and Selection) until March 13 and is progressing in its work on Guidance for Operations and Maintenance. Last but not least, internal (NRPC CWSP) review of the draft participation policy created by the Public participation committee is still underway. It appears likely the committee will need to remain active for at least another month or two.

AGENDA

Missisquoi Basin Water Quality Council (BWQC)

Wednesday, March 1, 2023

11:00 AM-12:00 NOON

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

<https://us02web.zoom.us/j/83143418116?pwd=WDdHQklhVkpHNmRiSUxsSjZpd0dOZz09> (details below)

1. Welcome and Introduction
2. Review Zoom meeting protocol
3. Review/adjust and approve agenda
4. Approval of Minutes
5. Public comment not related to items on agenda
6. Seating of any new reps or alternate(s) (if required)
7. "How-to" relating to online Application form
8. Scheduling of next meeting (to prioritize projects)
9. Updates:
 - a. Compensation of BWQC representatives and alternates.
 - b. Prequalification of partners and subcontractors.
 - c. DEC Guidance/ emerging Operations and Maintenance policy.
 - d. Public Engagement Policy and Committee.
10. Conclusion

Missisquoi Basin Water Quality Council January 2023 Meeting

Topic: Missisquoi BWQC meetings

Join Zoom Meeting

<https://us02web.zoom.us/j/83143418116?pwd=WDdHQklhVkpHNmRiSUxsSjZpd0dOZz09>

Meeting ID: 831 4341 8116

Passcode: 237362

One tap mobile

+13092053325,,83143418116# US

+13126266799,,83143418116# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Staffing provided by Northwest Regional Planning Commission (NRPC), the Basin 6 Clean Water Service Provider. NRPC's physical / mailing address is 75 Fairfield Street, St. Albans, Vermont 05482.

NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802-524-5958 or aadams@nrpcvt.com. NRPC will accommodate requests made no later than 3 business days prior to the meeting for which services are requested, and will strive to accommodate all other requests. This support is provided in accordance with provisions of the Americans with Disabilities Act (ADA) of 1990.

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

Wednesday, January 4, 2022, 11:00-1:00 PM

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

<https://youtu.be/CsOzogDG114>

**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**

Council Members: Lauren Weston (Q), Abraham Ames (Q), Dan Seeley (Q), Lindsey Wight (Q), Kent Henderson (Q), Barry Lampke (Q), Beth Torpey (Q), Sarah Downes (Q), Tom Briseldon, Ellen Fox, Jacques Couture (Q=toward quorum).

Staff: Dean Pierce, Dea Devlin

Guests: Karen Bates, Catie Calabrese, Jim Pease

Voting Members not present: Allaire Diamond

1. Welcome and Introduction

Lauren Weston opened the meeting as BWQC Chair at 11:05. Everyone on the call introduced themselves and when appropriate, identified themselves as voting members.

2. Review Zoom meeting protocol

Lauren Weston reviewed the Zoom norms.

3. Review/adjust and approve agenda

No adjustments offered to the agenda. Lindsey Wight moved to approve the agenda as presented, Beth Torpey seconded the motion. Motion carried.

4. Approval of Minutes

No changes were offered to the draft minutes. Lindsey Wight moved to approve the minutes from the last meeting as written. Kent Henderson seconded the motion. Abraham Ames abstained due to absence at last meeting. Motion carried with one abstention.

5. Public comment not related to items on agenda

No public comment was offered.

6. Seating of any new reps or alternates if required

Dean Pierce shared that David Allerton (new Director of Public works for St. Albans Town) has indicated interest in filling Alternate seat previously held by Emmalee Cherington (former Stormwater Coordinator for St. Albans Town). Kent Henderson moved to approve the seating of David Allerton as a Municipal alternate, and Sarah Downes seconded the motion. Motion carried.

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

Dean Pierce shared slides which provided an overview of DEC's FY23 CWIP policy. He review the contents of the policy and explained how they are relevant to the work undertaken by the CWSP and the BWQC. He also reviewed the CWIP funding eligibility criteria. Kent Henderson asked if the permitting process (mentioned in the CWIP eligibility criteria) needs to happen before submitting an application for a project.

Dean Pierce highlighted a couple of potential problem areas for rolling out the system as established by CWIP policy, including project ID numbers, and screening forms. Kent Henderson and Lauren Weston identified the availability of ANR resource staff as a potential issue.

Dean Pierce shared information about a screening form that DEC has created and described its function. Jim Pease identified that the permitting process has been created to prevent impacts /conflict with resources. Sarah Downes expressed that such extensive hoops will make it impossible for water quality projects to get off the ground. Karen Bates responded to Sarah Downes by sharing that there is an expectation that these projects will be completed by groups that have experience in water quality projects or training to grant groups the ability to conduct such projects will be provided to interested parties.

8. Presentation of draft prioritization system

Dean Pierce presented sample data and scores that have been put into the NRPC generated prioritization system that the CWSP proposes using. He also contrasted the prioritization system that NRPC has generated with a DEC generated system.

Jim Pease expressed discomfort with the lesser value given to costs of operation and maintenance scoring as proposed by the NRPC. Dean Pierce clarified that costs of operations are expected to be completed through the NRPC model. Lauren Weston expressed hesitancy with cost effectiveness being included in prioritization because of changing costs over the life of a project.

Kent Henderson asked Dean Pierce about costs changing within different stages of a project. Dean Pierce shared that there is understanding by the CWSP that costs can change due to inflation or other events, and that the price of a project changing over its lifetime will not stop a project in its tracks, up to a certain number, of which he is not sure yet.

9. Presentation of draft solicitation

Dean Pierce presented slides about the process for the project solicitation and required information that project applicants will need to submit. He responded to questions and comments.

10. Update on Policy Work by Public Participation Committee

This agenda item was postponed until the march meeting.

11. Conclusion

Sarah Downes moved to adjourn the meeting. Kent Henderson seconded the motion.

Project Application Form, for Assessment/ID/Development projects

Introduction

Welcome to the application form for the first project solicitation announced by the Clean Water Service Provider (CWSP) and Basin Water Quality Council (BWQC).

By providing information below you will help the CWSP and BWQC confirm your project (a) is eligible for consideration for funding via a Water Quality Restoration Formula Grant and b) provides phosphorus reduction benefits and other benefits at an effective cost-benefit ratio.

Please note that most fields require a response. You will not be able to submit an application without providing a response to those fields.

Do not hesitate to contact CWSP staff (Dean Pierce) by email (dpierce@nrpcvt.com) with any questions about the application process.

Applicant Info

Applicant Name *

Please enter your full name here.

Applicant Organization *

Please enter your organization's name here.

Applicant Email *

Please enter your email address here.

Applicant telephone

Please enter your telephone number here.

Project Description, Eligibility, and Phase

Description of Project *

Please enter a description of your project--and the practices that will be designed or implemented as part of the project--here. **This description can be the same as the one included in the Watershed Project Database.**

Basic Eligibility *

Please confirm that you are aware of the following eligibility requirements and that your project conforms:

- 1) 2023 Clean Water Initiative Program Funding Policy
- 2) Act 76, Clean Water Service Provider Rule and Guidance

Unfortunately, your project CANNOT be considered if it is not eligible.

TypeList *

Please identify the type (category) most closely associated with your project using DEC's list of eligible types below. We understand the list is long. But. the information is important. CWSP staff can assist you if necessary.

Scope of this Call for Applications

Please note: The current Call for Applications does not seek applications for Operation and Maintenance (O&M) funding. Although it is included in the list of eligible project types, O&M funding will be the subject of a future Call for Applications.

Project Database Information

Project ID from WPD *

Please enter the Watershed Project Database Number for the current application. If you do not have a number, you must obtain one. CWSP staff can assist you.

To reach the watershed database go to <https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx> .

To propose a new project for the database go to <https://anonline.vermont.gov/?FormTag=CWPNewProject> .

Project Latitude

Most projects (other than ID/Development projects) will have a specific geographic location, which can be expressed as geographic coordinates (also known as X,Y location),

Please enter the latitude for your project below. (decimal degrees to five decimal places preferred). This can be the same as the one included in the Watershed Project Database if the plan has not changed.

Project Longitude

Please enter the **longitude** for your project below. This can be the same as the one included in the Watershed Project Database if the plan has not changed.

Costs

Project Cost (Proposed Phase) *

Please enter your best estimate of the cost of the **proposed phase** of the project in dollars. (numerals only, no special characters)

Amount of funding requested *

Please enter the amount of funding in dollars you are requesting be authorized by the Basin Water Quality Council. (numerals only, no special characters)

Matching Funds Available

Please enter the amount of any matching funds you will be applying to the proposed phase of the project. Most times this would equal total costs minus amount of funding requested. We are asking specifically about any match amount as a check. **MATCHING FUNDS ARE NOT REQUIRED FOR CWSP FORMULA FUNDS USED FOR ELIGIBLE EXPENSES.**

Total Project Costs *

Please enter your best estimate of the total cost of the project, i.e., for all phases through implementation.

If you are seeking funds for Preliminary (30%) Design or Final (100%) Design only, please provide a "ballpark" estimate of anticipated implementation costs. This can be approximate, e.g. "less \$30,000 or a range such as \$75,000-\$100,000."

Project Phase *

Please identify the phase of the project. If the project has multiple phases (e.g., the application is for both design and implementation) please select the phases.

Simplified Application Process for Assessment and ID/Development Projects

Please supply the following information.

Contributions to Phosphorus Reduction *

Does the application help advance a previously studied project that lacks adequate assessment of resource assessment or other development work?

Qualitative Indication of Cost Effectiveness *

Does the application propose to assess--in a specific way--the cost effectiveness of any potential project(s) resulting from the work?

Quantitative Indication of Cost-Effectiveness *

How many discrete projects do you expect to identify for every \$1,000 spent?

For example, if your project will cost \$10,000 and it will identify 10 projects, the answer is 1.

If your project will cost \$10,000 and it will identify 5 projects, the answer is 0.5.

If your project will cost \$5,000 and it will identify 10 projects, the answer is 2.

Design Life *

Does the application propose to assess—in a specific way—the design life of any potential project(s) resulting from the work?

Operation and Maintenance Costs *

Does the application propose to assess—in a specific way—the O&M costs of any potential project(s) resulting from the work?

Tactical Basin Plan *

Does the application implement any aspect of the Tactical Basin Plan ?

Co-benefits *

How many of the following six co-benefit categories will the application address in a clearly defined way?

Environmental Justice

Project prioritizes vulnerable areas and engages their community members and stakeholders. Access to clean water and food, acknowledging land stewardship, sacred resources, and Indigenous property are environmental justice issues that could be considered.

Clean Water and Sanitation

Project directly addresses reduction of key pollutants other than phosphorus. These can include, but are not limited to: Nitrogen, sediments, road salts, heavy metals, microplastics, pathogens or other contaminants of emerging concern.

Ecosystem Services and Climate Resiliency

Project addresses the co-benefits related to ecosystem services and climate resiliency that may come with reducing phosphorus. Ecosystem services include carbon sequestering, flood resiliency, reducing erosion, promoting pollinators and native species, and biodiversity.

Recreation and Community

Project addresses the ways that outdoor space positively affects the community through access to recreational activities, more outdoor spaces, or increasing tree canopy.

Education

Project includes aspects of public outreach designed to educate community members about the importance of phosphorus reduction and watershed health and/or involve community members in project development and implementation. This may include interpretive signage, educational series/workshops, making project development meetings open to the public, and/or classroom work.

Economic Growth

Project specifically addresses cost-efficient and sustainable economic growth through strategies such as workforce development, sustainable energy practices, green stormwater infrastructure, and increased property values.

ID/Development app cobenefits number *

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Project Application Form, for Design /Implementation projects

Introduction

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Please note that most fields require a response. You will not be able to submit an application without providing a response to those fields.

Do not hesitate to contact CWSP staff (Dean Pierce) by email (dpierce@nrpcvt.com) with any questions about the application process.

Applicant Info

Applicant Name *

Please enter your full name here.

Applicant Organization *

Please enter your organization's name here.

Applicant Email *

Please enter your email address here.

Applicant telephone

Please enter your telephone number here.

Project Description, Eligibility, and Phase

Description of Project *

Please enter a description of your project--and the practices that will be designed or implemented as part of the project--here. **This description can be the same as the one included in the Watershed Project Database.**

Basic Eligibility *

Please confirm that you are aware of the following eligibility requirements and that your project conforms:

- 1) 2023 Clean Water Initiative Program Funding Policy
- 2) Act 76, Clean Water Service Provider Rule and Guidance

Unfortunately, your project CANNOT be considered if it is not eligible.

TypeList *

Please identify the type (category) most closely associated with your project using DEC's list of eligible types below. We understand the list is long. But. the information is important. CWSP staff can assist you if necessary.

Scope of this Call for Applications

Please note: The current Call for Applications does not seek applications for Operation and Maintenance (O&M) funding. Although it is included in the list of eligible project types, O&M funding will be the subject of a future Call for Applications.

Project Database Information

Project ID from WPD *

Please enter the Watershed Project Database Number for the current application. If you do not have a number, you must obtain one. CWSP staff can assist you.

To reach the watershed database go to <https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx> .

To propose a new project for the database go to <https://anonline.vermont.gov/?FormTag=CWPNewProject> .

Project Latitude

Most projects (other than ID/Development projects) will have a specific geographic location, which can be expressed as geographic coordinates (also known as X,Y location),

Please enter the latitude for your project below. (decimal degrees to five decimal places preferred). This can be the same as the one included in the Watershed Project Database if the plan has not changed.

Project Longitude

Please enter the **longitude** for your project below. This can be the same as the one included in the Watershed Project Database if the plan has not changed.

Costs

Project Cost (Proposed Phase) *

Please enter your best estimate of the cost of the **proposed phase** of the project in dollars. (numerals only, no special characters)

Amount of funding requested *

Please enter the amount of funding in dollars you are requesting be authorized by the Basin Water Quality Council. (numerals only, no special characters)

Matching Funds Available

Please enter the amount of any matching funds you will be applying to the proposed phase of the project. Most times this would equal total costs minus amount of funding requested. We are asking specifically about any match amount as a check. **MATCHING FUNDS ARE NOT REQUIRED FOR CWSP FORMULA FUNDS USED FOR ELIGIBLE EXPENSES.**

Total Project Costs *

Please enter your best estimate of the total cost of the project, i.e., for all phases through implementation.

If you are seeking funds for Preliminary (30%) Design or Final (100%) Design only, please provide a "ballpark" estimate of anticipated implementation costs. This can be approximate, e.g. "less \$30,000 or a range such as \$75,000-\$100,000.

Project Phase *

Please identify the phase of the project. If the project has multiple phases (e.g., the application is for both design and implementation) please select the phases.

Phosphorus Reduction and Other Benefits

Annual P Reduction KG *

Please enter the estimated **annual** phosphorus load reduction --in kilograms--provided by the project. (numerals only, no special characters)

This estimate should be developed using DEC's pollution reduction calculator tools and be consistent with methods included in DEC's Standard Operating Procedures (SOPs) for Tracking and Accounting of Phosphorous.

Version 1.0 of the calculator tool may be downloaded here:

https://dec.vermont.gov/sites/dec/files/WID/CWIP/Interim%20Phosphorus%20Reduction%20Calc%20Tool_V1.0.xlsx

You will be asked to upload a completed version of the calculator tool below.

NOTE: If the application seeks funding for an Assessment, Identification ("ID") or Development project, enter "NA"

Any one time P reduction KG

Some projects may produce one-time P reduction benefits beyond the annual benefits. If the project would provide such benefits, please enter the total amount in KG here.

Design Life *

Please enter the standard design life for the primary BMP(s) in the project here. If you require assistance, contact CWSP staff at dpierce@nrpcvt.com.

Note: If this is an Assessment/Identification or Development type Project, select NA-Assessment/ID/Development Project from the list.

Estimated Annual O&M cost total *

Please provide numerical estimates of operation and maintenance costs on an annual basis where available. If not available, please provide qualitative estimates.

Note: If this is an Assessment/Identification or Development type Project, enter NA.

Conformance with Tactical Basin Plan TBP *

A proposed project's conformance with the applicable Tactical Basin Plan should be indicated according to the following:

- 10 points --project is identified in TBP's Implementation table or through other specific reference in TBP.
- 5 points --project is indirectly referenced in TBP or has been identified by the Watershed Planner as a candidate for mention in the next iteration of the TBP.
- 0 points -- project is not referenced or supported by TBP and is not identified by the Watershed Planner as a candidate for mention in the next iteration of the TBP.

CO-BENEFITS How many of the following Co-benefit categories does the project address? *

1. Environmental Justice

Project prioritizes vulnerable areas and engages their community members and stakeholders. Access to clean water and food, acknowledging land stewardship, sacred resources, and Indigenous property are environmental justice issues that could be considered.

2. Clean Water and Sanitation

Project directly addresses reduction of key pollutants other than phosphorus. These can include, but are not limited to: Nitrogen, sediments, road salts, heavy metals, microplastics, pathogens or other contaminants of emerging concern.

3. Ecosystem Services and Climate Resiliency

Project addresses the co-benefits related to ecosystem services and climate resiliency that may come with reducing phosphorus. Ecosystem services include carbon sequestering, flood resiliency, reducing erosion, promoting pollinators and native species, and biodiversity.

4. Recreation and Community

Project addresses the ways that outdoor space positively affects the community through access to recreational activities, more outdoor spaces, or increasing tree canopy.

5. Education

Project includes aspects of public outreach designed to educate community members about the importance of phosphorus reduction and watershed health and/or involve community members in project development and implementation. This may include interpretive signage, educational series/workshops, making project development meetings open to the public, and/or classroom work.

6. Economic Growth

Project specifically addresses cost-efficient and sustainable economic growth through strategies such as workforce development, sustainable energy practices, green stormwater infrastructure, and increased property values.

Select ▼

Screening Form

Per DEC's funding policy, you must include a completed DEC Screening Form with your application for any project seeking funding for preliminary (30%) design, final (100%) design, or implementation work.

A copy may be downloaded in PDF format using this link:

https://dec.vermont.gov/sites/dec/files/WID/CWIP/Updated12.14_AppendixA_FillableForm.pdf.

You will be asked to upload your completed form below.

If your application seeks funding for an Identification or Development phase project, only Screening form sections 1-3 are required. (Note, however, that Natural Resource screening should be considered as any project moves forward.)

If your project is for an easement or riparian buffer planting, screening sections 1-3 and 5-6 are required.

Note, resource impacts include those affecting wetlands, historic resources, and archeological resources. Plan accordingly to address any impacts on these resources.

Screening form and Applications for Assessment/Identification or Development funding

DEC's Screening form does not currently include Assessment/Identification or Development projects as eligible types in the dropdown list in Table 2A—even though they are indeed eligible for CWSP funding. (See

https://dec.vermont.gov/sites/dec/files/WID/CWIP/AppendixB.CWIPProject%20Types_FINAL_12.2.22.xlsx)

If your application seeks funding for an Assessment/ Identification or Development project, please enter "This is an Assessment/ Identification or Development project" in the comment area in the first line of Table 2A.

Supporting Information and Uploads

Upload the following files: *

You will be asked to confirm below that you have uploaded the following:

- DEC Screening Form;
- Completed DEC Calculator tool;
- Proposed Project Budget;
- Map of Project Area;
- Proposed Project Schedule; and
- Indication of Landowner Support.

You will upload the files using the upload form below. These may be individual PDFs or a combined PDF with one or more item. Please name the files accordingly.

Drag and drop files here or [browse files](#)

Landowner Support uploaded *

Please provide an indication that owners of involved property are supportive of the project. If your project proposes implementation, documentation must include a signed maintenance agreement (or in rare cases, easement).

Did you include?

If your project is for ID/Development activities, this documentation is *desirable but not required*.

Select ▼

DEC Screening Form Uploaded *

A screening form is required as noted above.

Reminder: A copy may be downloaded in PDF format using this link:

https://dec.vermont.gov/sites/dec/files/WID/CWIP/Updated12.14_AppendixA_FillableForm.pdf.

Did you include?

Select ▼

Phosphorus Calculator Tool uploaded *

P reduction estimates must be based on DEC approved tools/methods.

Reminder: A copy of the blank tool may be downloaded using this link:

https://dec.vermont.gov/sites/dec/files/WID/CWIP/Interim%20Phosphorus%20Reduction%20Calc%20Tool_V1.0.xlsx

Have you uploaded a completed version of the Calculator Tool?

Select ▼

Project Budget Uploaded *

Provide a proposed project budget with your application.

A sample budget form can be provided by CWSP staff upon request.

Did you include?

Select ▼

Map of Project Area Uploaded *

Include a map showing the project area. Consider creating the map with the ANR Natural Resource Atlas and depicting any possible resources. Did you include?

Select ▼

Project Schedule Uploaded *

Include a schedule covering the period of the project. Did you include?

Select ▼

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