

**MEETING MEMO**

TO: LAMOILLE BASIN WATER QUALITY COUNCIL (BWQC)  
FR: LAMOILLE BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: MEETING ON JANUARY 22, 2026  
DA: JANUARY 15, 2026

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Greetings, members of the Lamoille BWQC and others. The next meeting will be held on January 22<sup>nd</sup>. Meeting materials are attached. This meeting will be the last for the BWQC’s one and only Chair to date, Peter Danforth. Now and also at the meeting we would like to acknowledge his contributions to Clean Water efforts in Vermont.

In addition to setting aside time to recognize Peter, the agenda for the meeting will include: 1) discussion of leadership succession; 2) a presentation on the Lamoille River modeling effort completed by SLR; and 3) discussion of “project adoption.” There will also be brief updates. A few brief notes on the agenda items are provided below.

**Introductions/Meeting protocols/Conflict of interest disclosures, if any**

As is customary, time will be set aside for introductions, review of meeting protocols, and announcement of any Conflict of Interest.

**Approval of Minutes**

Please let us know if any part of the minutes for the July meeting need to be corrected.

**Seating of members**

This is a standing agenda item. I anticipate the possibility of one new member.

**Budget Adjustments**

This is a standing agenda item. As of this writing, no budget adjustment requests have been received since the last meeting.

**Recognition**

Staff has prepared for the BWQC’s consideration the attached Resolution. The resolution recognizes Peter Danforth for his contributions to the Lamoille BWQC since its creation.

**Leadership Succession**

According to the bylaws, if a vacancy occurs in the office of Chair, the Vice Chair shall become the Chair. The vacancy for Vice Chair is to be filled by an election at the next regular meeting. The short memo attached provides excerpts from the BWQC bylaws.

**Lamoille River Modeling**

The consulting firm SLR recently completed work on an expanded hydraulic model for the Lamoille River. The model provides a powerful tool for identifying and evaluating alternatives. CWSP staff, Meghan Rodier, and possibly others will provide a briefing to the BWQC on the model. A preview is provided in the attached memo.

**Project Adoption**

It has been several months since the BWQC has taken part of discussions relating to the “Project Adoption” process. Project Adoption is the formal process by which a Clean Water Service Provider assumes the long-term Operation and Maintenance (O&M) and verification responsibilities for a project that was previously implemented by another entity. In exchange for taking on these obligations, the CWSP receives phosphorus reduction credits that count toward their assigned basin targets.

**Updates**

As time is available, we will provide brief updates relating to the ‘tabled’ project application filed by Vermont DF&W, the expanding list of project partners, and ongoing efforts to fill the vacant seat on the Basin Council

**Conclusion**

Please let us know if you have suggestions for future meeting topics. Staff is aware of at least four topics that could be discussed at the March gathering. Sincere thanks to all who participate!

## AGENDA

Lamoille Basin Water Quality Council (BWQC) regular meeting  
Thursday, January 22, 2026  
9:00-11:00 AM

**Zoom meeting**  
(Zoom details below)

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations, if any
4. Review/adjust and approve agenda
5. Approval of minutes
6. Public comment not related to items on agenda
7. Seating of members/alternates (if any)
8. Budget Adjustment requests (if any)
9. Peter Danforth Recognition
10. Leadership succession
11. Lamoille River modeling
12. Project adoption
13. Updates
14. Conclusion

### NEXT FUNDING ROUND

Round #	Open	Deadline
10	February 5, 2026	March 12, 2026

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86562460349?pwd=dCtISjdHSGI1OFZ6Z2ZndTRPQ1pRQT09>

Meeting ID: 865 6246 0349

Passcode: 031502

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

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.

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the 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, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or aadams@nrpcvt.com, no later than 2 business days prior to the meeting for which services are requested.*

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations, if any
4. Review/adjust and approve agenda

## Zoom Norms and Inclusive Language

- Introductions of all participants at each meeting
- As possible, BWQC members should have in their Zoom Name/Title the following: Name, Organization, “Voting” or “Alternate”, and pronouns (if desired)
- BWQC members are expected to have cameras turned on during entirety of meeting, as technically possible.
- BWQC members are expected to stay focused / avoid multi-tasking and follow the guidance of: “if you wouldn’t do something in an in-person meeting don’t do it in a virtual meeting”
- BWQC members will use the “raise hand” function on Zoom to indicate a request to speak / come off mute – this is in an effort to make sure all are heard in turn.
- All members will stay muted until called upon; if needed, CWSP staff may mute participants to avoid background noise
- Any comments made in the chat will be read aloud at the appropriate time by the CWSP staff in full for the public record / record.

### **Inclusive Language**

<https://pronouns.org/what-and-why>

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## 5. Approval of minutes

**Lamoille Basin Water Quality Council (BWQC)**

***Thursday, December 4, 2025***

**9:00 to 11:00 AM**

**Virtual Meeting**

Meeting video posted at [https://youtu.be/wHQI\\_6MFksk](https://youtu.be/wHQI_6MFksk)

**A VIDEO RECORDING OF THE MEETING IS AVAILABLE THROUGH THE NRPC  
YOUTUBE CHANNEL (Link above).**

**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: Chair Peter Danforth (Q), Vice Chair Meghan Rodier (Q), Ken Minck (Q), Erin De Vries (Q), Mel Alfredou (Alt for Lauren Weston) (Q), JoAnn Hanowski (Alt for Chris Steele) (Q)

Q= towards quorum q= towards quorum when representative has recused

Staff: Dean Pierce,

Others present: Alt Richard Goff (LCPC Board), Alt Dan Koenemann (WNRCD), Karen Bates (DEC), Chris Rottler (DEC), Seth Jensen, Chris Dubin, Will Marlier, Karina Morales, Trevor Corp, Peter Danforth's AI Notetaker

**1. Welcome and introductions**

Peter Danforth opened the meeting at 9:02am as Chair. A round of introductions was made. Dean Pierce noted that staff who regularly assist with minutes were not present.

**2. Meeting protocols**

Peter Danforth reviewed norms for meeting on Zoom.

**3. Conflict of interest declarations, if any**

Meghan Rodier stated that she would be abstaining from voting on two of the applications because they have been submitted by her organization, LCPC. Richard Goff, Meghan's alternate,

also stated he would not be able to vote in her place because he is a member of the LCPC board of directors.

#### **4. Review/adjust and approve agenda**

No changes to the agenda were made. Erin DeVries moved to approve the agenda. Ken Minck seconded the motion. The motion was approved.

#### **5. Approval of minutes**

Peter Danforth asked if all members had reviewed the minutes from the previous meeting (September 2025). Erin DeVries moved to approve the agenda, with Ken Minck seconding. The motion was approved.

#### **6. Public comment not related to items on agenda**

Erin De Vries announced that the DEC Rivers program is seeking applications for two river scientist positions. Ken Minck requested time to discuss a mass failure on the Mill River in Georgia, noting he had recently emailed Dean Pierce about the issue. Dean suggested discussing this after the application review.

#### **7. Seating of members (if any)**

Dean Pierce announced that Brent Sheets, a municipal representative first from the Town of Hyde Park and later from the Town of Fairfax, is understood to have resigned his position with the Town of Fairfax. This will if confirmed create a vacancy on one of the two municipal seats. Dean also noted that Erin De Vries changed her affiliation from a land conservation organization representative to a watershed organization representative. Staff is currently searching for a Land Trust representative to fill the vacancy.

#### **8. Budget adjustment requests (if any)**

Dean Pierce reported there are no budget adjustments to report.

#### **9. Application review**

Dean Pierce provided a brief introduction, noting there were five applications for review, spanning preliminary design, final design, implementation, and buffer planting.

**South Hill Infiltration Preliminary Design (Underhill)** - Chris Dubin presented the preliminary design application to stabilize a gully on private property by addressing stormwater runoff from a town road (Range Road). The plan includes gully stabilization and installing an infiltration chamber/basin. Karen Bates (DEC) confirmed that treating stormwater from the developed lands/town road is sufficient for eligibility. The project cost-effectiveness was estimated at about \$47,000 per kilogram of phosphorus reduction.

A motion to approve the South Hill Infiltration Preliminary Design project for CWSP funding was made by Erin DeVries and seconded by Ken Minck. Motion Carried.

**Vermont Studio Center Floodplain Restoration Project (Final Design)** - Meghan Rodier presented the request for final design funding (\$35,237.76) for a 0.4-acre floodplain restoration along the Gihon River in Johnson Village. The project aims to reduce flooding impacts, especially ice jams, by lowering the floodplain to access the river at the 2-year flood level, down from the current 50-year level. The LCPC is coordinating the effort with remediation of contaminated soils from a former town garage site.

Dean Pierce provided staff assessment, noting that if the project proceeds to implementation using Clean Water Funds, its cost-effectiveness would exceed \$200,000 per kilogram (P reduction estimated at 1.1 kg/year after Year 1). Chris Rottler noted that policy changes regarding co-funding (CWSP/enhancement grants) may offer a path forward for expensive projects soon.

A motion to approve final design funding for the Vermont Studio Center Floodplain Restoration Project was made by Erin DeVries. The motion was seconded by Peter Danforth to allow further discussion. After considerable discussion a vote was taken, and the motion failed. (4 votes were cast in favor, and 5 votes were required to advance the motion.) Dean Pierce noted that a denial would be without prejudice, meaning that the application could be revised and resubmitted.

**Holmes Meadow Floodplain Restoration Project (Implementation)** - Seth Jensen presented the request for implementation funding (\$137,000) for the revegetation and post-construction monitoring phase of the Holmes Meadow Floodplain Restoration Project in Johnson. The project is largely funded through a Flood Resilient Communities grant, meaning the CWSP is due to receive the phosphorus reduction credits. Dean Pierce noted that approximately \$20,000 to \$24,000 of the requested funds related to operation and maintenance (O&M) may be covered under a subsequent O&M agreement rather than implementation funds. The Vermont River Conservancy is working to place a river corridor conservation easement on the property. The construction bid for the project had already been awarded via a competitive bid process.

Erin DeVries moved to approve the Holmes Meadow implementation project for CWSP funds. Dorothy Kinney-Landis seconded, and the motion was voted on and approved.

**Barr Project (Cemetery Brook) Riparian Buffer and Stream Restoration (Implementation)** - Will Marlier presented the implementation request for the project, which involves a significant tributary to Caspian Lake in Greensboro known as Cemetery Brook. The project phase requested funding for implementation, totaling \$37,000. The project objectives include planting

about 11 acres of buffer to restore wetland ecology and installing 50-plus in-stream structures (post-assisted log structures, or PALS). The goal of the structures is to help the channelized stream jump its banks and start to meander naturally, reconnecting wetland hydrology and putting the stream back onto its floodplains.

The project completed 100% designs two months prior to the meeting. It was previously identified as a highly prioritized project through the Caspian watershed LWAP. The applicant noted that the plan was slightly adjusted, changing from sentinel trees to using cedar posts as sentinels, to avoid triggering a full archaeological review by the Vermont Division of Historic Preservation (DHP). The applicant corrected an error in the application during the meeting, stating that the phosphorus reduction figures were 1.1 kilograms higher than initially reported (11.6 kg), bringing the total estimated phosphorus reduction to about 12.7 kilograms per year. [Note: the applicant later advised that the numbers presented initially had been correct.] The updated numbers affirmed the project's strong efficiency numbers.

JoAnn Hanowski moved to approve the Barr family project implementation for CWSP funding. The motion was seconded by Megan Rodier. Motion Carried.

**Haynesville Brook Riparian Buffer Planting (Implementation)** - Karina Morales presented the implementation request (\$7,000) for a riparian buffer planting project (1.24 acres, 498 stems) on a private property (pasture) in Hardwick, along Haynesville Brook. The project is highly cost-effective (under \$4,000 per kg/year). The U.S. Fish and Wildlife Partner's program is providing a stem match of about \$1,500. Landowners are currently in discussions regarding a conservation easement. The planting is planned for Spring 2026.

A motion to approve the Haynesville Brook implementation project for CWSP funding was made by JoAnn Hanowski. It was seconded by Dorothy Kinney-Landis. Motion Carried.

## **10. Updating of Cost Rate methodology**

Dean Pierce noted that discussion of this agenda item had effectively been integrated into the discussion during review of applications, as part of the comments by Chris Rottler.

## **11. Updates**

Dean Pierce provided an update regarding the eligibility of legal expenses associated with site access easements for CWSP funding. In an email from Chris Rottler, DEC has confirmed such expenses are eligible based.

In the saddest news of the meeting, Peter Danforth announced his resignation from his position as District Manager for the Lamoille County Conservation District. It will become effective February 12, 2026, and will impact his BWQC position.

The next meeting is scheduled for January 22nd.

## **12. Conclusion**

Erin DeVries moved to adjourn, with Ken Minck seconding. The meeting adjourned at 11:05.

6. Public comment not related to items on agenda
7. Seating of members/alternates (if any)
8. Budget Adjustment requests (if any)

**9. Peter Danforth Recognition**

**10. Leadership succession**

**Resolution of Appreciation  
for the  
Founding Chair of the  
Lamoille Basin Water Quality Council**

**WHEREAS**, the Lamoille Basin Water Quality Council (BWQC) was established under the Clean Water Service Delivery Act and the Clean Water Service Delivery Rule to improve water quality in the Basin; and

**WHEREAS**, the Council adopted its initial Bylaws and Rules of Procedure on June 23, 2022; and

**WHEREAS**, Peter Danforth has served as the Chair since the Council's inception, providing vital leadership during the organization's foundational years; and

**WHEREAS**, the Chair has faithfully executed the duties of the office by guiding the planning and facilitation of meetings in coordination with the Clean Water Service Provider (CWSP); and

**WHEREAS**, under the Chair's leadership, the Council has successfully assisted the CWSP in the prioritization of projects to access funds for water quality improvements; and

**WHEREAS**, the Chair has consistently pursued and maintained an open, consensus-based decision-making process for the benefit of the Lamoille Basin; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Lamoille Basin Water Quality Council formally expresses its sincere appreciation and gratitude to [Chair's Name] for their dedicated service, foundational leadership, and commitment to the water quality of the Lamoille Basin.

**BE IT FURTHER RESOLVED**, that this resolution be entered into the official minutes of the Council and a copy be presented to the retiring Chair as a token of our esteem.

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**Adopted this 22 of January, 2026.**

**Attest:**

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## MEMORANDUM

TO: Lamoille Basin Water Quality Council members  
FR: CWSP Staff  
RE: Excerpts from Bylaws Relating to Succession  
DA: January 15, 2026

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**The following narrative and excerpts are intended to assist the BWQC.**

### 1. The Vice Chair Automatically Becomes Chair

According to the bylaws, if a vacancy occurs in the office of Chair, the Vice Chair shall become the Chair. This transition is not a temporary vacancy; the Vice Chair is elevated to the position to serve the remainder of the term.

#### **Section 604      Vacancies**

In the event of a vacancy in the office of Chair, the Vice Chair shall become the Chair. In the event of a vacancy in the office of Vice Chair, the vacancy shall be filled by election at the next regular meeting. The persons so elected shall hold office until the next annual election or until their successor is elected and installed.

### 2. Election for a New Vice Chair

Because the elevation of the Vice Chair creates a new vacancy in the Vice Chair position, the Council must take the following steps:

- **Hold an Election:** The vacancy for Vice Chair must be filled by an election at the next regular meeting.
- **Term Length:** The person elected to this role will hold the office until the next annual election or until a successor is installed

#### **Section 604      Vacancies**

In the event of a vacancy in the office of Chair, the Vice Chair shall become the Chair. In the event of a vacancy in the office of Vice Chair, the vacancy shall be filled by election at the next regular meeting. The persons so elected shall hold office until the next annual election or until their successor is elected and installed.

### 3. Summary of Roles for the Remainder of the Year

- **Chair:** The former Vice Chair serves as Chair until the annual meeting (typically the first meeting of the fiscal year).
- **Vice Chair:** A newly elected member serves until the annual meeting.
- **Presiding over Meetings:** While the new Chair will typically lead meetings, if both the Chair and Vice Chair were ever absent or recused, the Executive Director of the Northwest Regional Planning Commission (NRPC) or their designee could preside.

#### **Section 502      Meeting Convenor**

In the absence or recusal of both the Chair and Vice Chair, meetings may be convened and/or presided over by the Executive Director of the NRPC or designee.

## 11. Lamoille River modeling

## MEMORANDUM

TO: Lamoille Basin Water Quality Council members

FR: CWSP Staff

RE: Notes for River modeling presentation at January 22 meeting

DA: January 15, 2026

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As noted in the cover memo, the consulting firm SLR recently completed work on an expanded hydraulic model for the Lamoille River. The model provides a powerful tool for identifying and evaluating alternatives. CWSP staff, Meghan Rodier, and possibly others will provide a briefing to the BWQC on the model.

A hydraulic model is a sophisticated "digital twin" of a river system. It uses computer simulations to calculate how water moves through channels and across floodplains, predicting the depth, extent, and speed of water during various storm events.

### 1. Key Ingredients

To build an accurate simulation, SLR's engineers fed the model three critical types of real-world data:

- **Terrain & Topography:** High-resolution 3D maps (2023 LiDAR) that establish the "game map" of the river valley.
- **River Cross-Sections:** "Slices" of the land that show the shape of the channel and the "roughness" of the terrain (e.g., a forest slows water down more than a parking lot).
- **Water Flow (Hydrology):** Data from 2025 FEMA studies that tell the model exactly how much water enters the system during different scenarios, from minor 2-year floods to catastrophic 100-year events.

### 2. Insights & Accuracy

Once the data is processed, the model generates three primary outputs:

1. **Flood Maps:** Visualizing exactly where water will go and how deep it will be.
2. **Water Velocity:** Calculating the speed of the current to help design infrastructure that won't wash away.
3. **River Profiles:** Side-view slices that identify "bottlenecks" like narrow bridges or dams.

**Accuracy:** SLR validated the Lamoille model by comparing its predictions against photos and USGS High Water Marks from the July 2023 floods. The model's predictions matched reality to within approximately one foot.

### 3. Testing Solutions

The model's greatest value is its ability to test flood-reduction projects before any construction begins. By identifying and "relieving" pinch points, communities can find the most effective solutions.

The Lamoille model reveals that while individual projects are helpful, combining solutions creates more dramatic results.

## 12. Project adoption

## MEMORANDUM

TO: Lamoille Basin Water Quality Council members

FR: CWSP Staff

RE: Notes for Project Adoption discussion at January 22 meeting

DA: January 15, 2026

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It has been several months since the BWQC has taken part of discussions relating to the “Project Adoption” process. Project Adoption is the formal process by which a Clean Water Service Provider assumes the long-term Operation and Maintenance (O&M) and verification responsibilities for a project that was previously implemented by another entity. In exchange for taking on these obligations, the CWSP receives phosphorus reduction credits that count toward their assigned basin targets. Staff aims to review the following at the meeting, as well as discuss the need for a stand alone application form:

### 1. Eligibility Criteria

To be eligible for adoption, a project must meet the following requirements:

- **Non-Regulatory Status:** The project must be classified as a non-regulatory "Clean Water Project" and cannot be compelled by federal or state permits (e.g., it cannot be part of an MS4 Phosphorus Control Plan),.
- **Database Record:** The project must have a preexisting implementation-phase Watershed Projects Database (WPD) ID,.
- **Prior Funding:** It must have been originally funded by the Clean Water Initiative Program (CWIP) or the Water Infrastructure Sponsorship Program (WISPr) using Capital, Clean Water, or WISPr funds.
- **Stakeholder Agreement:** Both the current O&M responsible party and the landowner must be willing to transfer responsibilities and sign a new Site Access Agreement,.
- **Post-2011 Implementation:** Generally, only projects implemented between 2011 and 2014 (or later) are eligible to be added to the WPD for adoption, as data prior to 2011 was used to establish the TMDL baseline,.

### 2. The Adoption Process

CWSPs will likely follow these steps like these to bring a project into their portfolio:

1. **Identification and Solicitation:** CWSPs find candidates by soliciting requests from landowners and partners and by reviewing the Watershed Projects Database.
2. **Evaluation:** Projects are evaluated based on their current condition (whether they need upfront repairs), O&M complexity, co-benefits, and how much of their design life remains.
3. **Council Approval:** The Basin Water Quality Council (BWQC) must vote to approve the project for adoption.
4. **Site Access Execution:** The CWSP and landowner sign a Site Access License or Easement to legally establish the CWSP's right to enter the property for maintenance and inspection,.
5. **Initial Verification:** A certified verifier conducts a baseline visit to assess the project's function and identify any immediate repair needs,.
6. **Data Updates:** If the project lacks a phosphorus reduction estimate due to older accounting methods, the CWSP updates the project record in the WPD to reflect current accounting methodologies.

### 3. Crediting and Limitations

- **Credit Timing:** The CWSP begins receiving phosphorus reduction credit on the date the project is formally adopted,.
- **The 15% Cap:** To ensure CWSPs continue to implement new projects, they should aim to achieve no more than 15% of their cumulative phosphorus reduction allocation through the adoption of existing projects with active operating periods.
- **Operating Period:** The credit continues until the project's original operating period end date, though this can be extended if a verification visit at the end of its design life finds the project is still optimal or functional.

**13. Updates**

**14. Conclusion**

## MEMORANDUM

TO: Lamoille Basin Water Quality Council members

FR: CWSP Staff

RE: Updates and Conclusion

DA: January 15, 2026

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### “Tabled” Project

About nine months ago a project application was filed by Vermont DF&W for a project that would leverage considerable outside funding. (“Encroachment Removal on the Lamoille River and Haynesville Brook. These floodplain encroachments are located on properties that are being acquired through the FEMA buyout Hazard Mitigation Grant Program in response to the 2023 floods.”) Owing to delays relating to property acquisition, F&W staff asked that consideration of the application be paused. CWSP are currently seeking an updated schedule for the project, which still requires action by the BWQC.

### Growing list of Project Partners

The list of fully prequalified project partners in the basin has grown by one. The Town of Georgia recently received its fully executed Master Agreement for work funded with CWSP funds.

### Council Vacancy in Land Conservation Sector

Finally, CWSP staff are continuing their efforts to fill the vacant Land Conservation Organization seat on the Basin Council. If you know anyone affiliated with that sector who might consider becoming a full representative, please let us know.

### Possible topics at next meeting

- Application Review
- Election of Vice Chair
- Presentation on Tactical Basin Plan
- Presentation on Forest Road project type.