

Memphremagog Watershed Association Board of Directors Meeting
4 p.m. October 23, 2013
Newport City Elementary School Library

Present: Officers Don Hendrich, Perry Thomas and Karen Lippens and Board members Ginnie Bowman, Mary Pat Goulding, Chet Greenwood, Lynn Jenness, Gail Lynch, Chrissy Parkinson and Bill Round. Also MWA members King Boyd, Pam Ladds and Susan Watson. Absent: Ben Copans, Paul Dreher, Pat Vana and Maria Young.

Moved and seconded to accept the Minutes from the September 18 meeting. Passed.

Procurement Procedures: With the approval of the Ecosystem Restoration Grant (IDDE Study), MWA must adopt a procurement policy as consultants will be hired. Ben Copans forwarded Don various examples of procurement procedures from a variety of organizations. The closest match to our organization was Friends of Northern Lake Champlain. Their procurement policy is straight-forward and broken down into three categories: Contracts \$15,000 or less, Contracts between \$15,000 - \$100,000 and Contracts greater than \$100,000. Don drafted a policy statement for MWA which was reviewed. The policy statement will not have to be incorporated into our bylaws. Moved and seconded to accept this procurement policy. Passed.

Ecosystem Restoration Grant (IDDE Study) Update: Don and Ben met to discuss the Request for Proposal (RFP) which is the next step in the grant process. An RFP will be finalized and sent out by early November to interested parties. Three firms have already expressed an interest in this project. The RFPs are due back to MWA no later than Nov. 27. At that time, Don and Ben will lead the review efforts. Bill and Perry expressed interest in being a part of this review committee. Final sign-off of the grant agreement is Dec. 15, 2013. Work should commence by the spring of 2014. The final deadline for completion of this study is May, 2015.

Watershed Grant 2014: Perry shared some ideas for an educational grant proposal to educate the public on seemingly complex topics such as “tactical basin planning” and “non-point source pollution.” The education would answer the questions: What is it in simple terms? How does it impact me? What can I do about it? Perry is exploring ideas to seek grant funding to: 1) develop and conduct 11-15 educational workshops in communities within the watershed, 2) provide for signage, and 3) develop educational partnerships with CCV and the Newport City Renaissance Corp. By November 8, Perry will summarize her

ideas and Don will distribute drafts to the Board and to other lake associations to seek input and letters of support. By Nov.15, a draft of the grant proposal will be prepared and distributed for the Board's review. MWA member Pam Ladds, who is a grant writer, volunteered to participate in this process. The final submission deadline is Nov. 22.

Proposed 2014 Activities/Programs

- 1) **Septic Socials:** The Septic Socials in 2013 on Seymour Lake/Echo Lake were very well attended. MWA member Peggy Barter (also from the Seymour Lake Association) has proposed that MWA take the lead on this program for 2014. Last year, MWA provided the publicity support and agreed to fund any registration costs incurred by Northwoods. (MWA has not received a bill to date.) If we were to follow the 2013 program, MWA would need to find a couple of homeowners that would be willing to dig up their lawn to get to their septic system and speak to the merits/issues with their system. We would need to coordinate dates for guest speakers and the property owners. After much discussion on this topic, Gail volunteered to contact Peggy Barter and discuss this event and seek her input.
- 2) **Vermont Invasive Patrollers (VIP) Training:** Tom Wagner from Echo Lake has suggested that a VIP training program be conducted in the Memphremagog watershed in 2014 and has expressed interest in having MWA host it. Don agreed to contact Beth Sargent, the State coordinator for the VIP program. The Board was supportive in continuing VIP training.
- 3) **Watershed Workshop:** The Board was unanimous in their support to host a Second Annual Watershed Workshop. Many ideas were discussed in developing a theme for the 2014 event. More planning to come.
- 4) **Bog Walk/Field Trips:** There was a lot of interest on the Board in pursuing a bog walk and or a canoe/kayak paddle again in 2014. It was suggested that a June paddle might be preferable when the water level is higher. Discussion about a bog walk included a potential trip to Moose Bog beyond Island Pond (Nulhegan watershed) or a bog that Gail is aware of in Derby. More planning to come.

Rain Barrels: King led a discussion on this project. His suggestion was to purchase a few rain barrels (a firm in Colchester was used previously or possibly locally from the Mulkin Car Wash). The rain barrels would be set up (only 4 major pieces) by MWA members and then sold to the public at cost. King suggested that they could be displayed at the Newport Farmer's Market along with educational information. Orders would be taken, rain barrels procured and set up based on customer demand. Moved and seconded a motion to authorize the Projects Committee commit funding for this project. Passed.

MCI Board Attendees: Don indicated that Mary Pat and Perry have volunteered to attend the MCI Board meeting when they are available. It was decided that we should extend an invitation to MCI to attend the MWA Board meetings. Don agreed to notify Tom Kovacs of our future Board meetings. In addition, it was decided to ask MCI if they would like to submit a write-up for our upcoming newsletter.

Landscaping Grant: Perry reported that this project has been delayed by 6 months. The design phase is now scheduled for the 2014 season and the implementation phase has moved out to 2015.

Treasurer's Report: Karen reported that the checking account balance is almost \$9,100. We have 109 members as of today. Our membership revenue now totals \$5,272.

Year-to-Date Budget vs. Actuals Report:

Karen reported that MWA is underrunning its revenue target by \$938 primarily due to a lower membership level (109 members vs. a goal of 144).

Offsetting that is an even larger underrun in expenses primarily due to:

- 1) lower printing/postage expenses for membership, newsletters and welcome packets -\$984
- 2) underrun in Northwoods projects (e.g., kayak trip canceled) -\$500
- 3) underrun in Eagle Point refuge projects (e.g., no bush-hog rental) -\$200
- 4) underrun in mapping project expenses -\$200
- 5) underrun in public meeting expenses (no rental/supplies needed) -\$200
- 6) underrun in webmaster support -\$110

Overall, MWA is ahead of its income target by \$1,061 with actuals to date.

Committee Reports:

Membership Committee: The committee will be meeting shortly. Susan handed out a sheet outlining several ideas that would boost our membership and undertake projects that are visible to the public. The Board will also review these projects/activities.

Education Committee: Lynn reported that we received a nice thank-you note from our scholarship recipient, Gina Basiliere.

Projects Committee: Don announced that Bill has been appointed the new chairperson of this committee. He also reported that pulling invasive plants (primarily honeysuckle) at the Eagle Point Refuge will be postponed until the spring.

Newsletter: Gail and Chet will be working on the Fall newsletter in November. Articles are due to them by Nov. 1.

Website: After some discussion regarding the website, Chet will follow up on several items that need to be updated: new Board officers/members, Spring 2013 Newsletter, current Board Minutes, a membership application and updated water quality results.

Other Business:

Posters: King reported that we have used our last big poster at the restoration site in Newport. We may want to update the poster and have Memphremagog Press reprint it.

Septic Failure: Karen reported that on Oct. 22 MWA received an anonymous letter in the mail about a septic failure in Derby off the bike path diagonally across from the watershed kiosk. Gail was familiar with the person making the complaint. Karen offered to do some investigation.

Volunteer Hours: Bill is compiling the volunteer hours by MWA members. Volunteer hours should be submitted to him. He will also send out an EXCEL sheet to the Board for their input.

The next meeting will be held on December 3, 2013 at the Newport City Elementary School at 4 PM. The meeting was adjourned at 5:45.

Respectfully submitted by Karen Lippens,
Treasurer, on behalf of,

Pat Vana, Secretary
Memphremagog Watershed Association