

MWA March Meeting Notes

4:30 p.m. Wednesday March 2, 2022

President Dave Converse opened the Zoom meeting at 4:35 PM. Present: Officers- Jennifer Hopkins (treasurer). Board members – Tom Latta, Beth Torpey, Hillary Potter. Members: Ben Copans, Valerie Dillon, Mary Pat Goulding. Staff: Patrick Hurley, Bevin Barber-Campbell.

Secretary's Report Meeting Minutes – 2/2/22

Tom made the motion to accept the minutes as written. Jennifer seconded. Motion passed.

Treasurer's Report-Financials for 2/27/22

Jennifer shared that we are waiting for some reimbursement from WUV on Tactical Basin and the Barton/Glover/Orleans Wetlands project, which will make the balance sheet look better.

Current Grant Status Updates

Regional Aquatic Nuisance Control

Jennifer reported that the final awards were down by \$8000 five programs were cut, three were not. Everybody submitted for this year except Newport Town and City. We will see what gets approved and what our admin fee will be. Tom reported the Newport Town did approved \$5000 for AIS control; however they might do a lake survey, as it appears that AIS is not the problem at the Strawberry Acres access.

Riparian Buffers – VT F&W/GLRC

The current grant term ends on March 31, Patrick is working on a three year proposal that continues and expands this project and creates additional capacity. The application is for \$295,000. Funding proposal includes hiring of a technician to assist him for .75 time with .25 being other MWA.

WUV Tactical Basin Planning Workplan Grant

Patrick has been attending a lot of meetings. He is also working with Sarah Damsell OCNRCD to develop a scope of work for an RFP for the Lake Willoughby Watershed Action Plan.

WUV Project Development Grant – Barton, Glover, Wetlands

MWA was awarded \$3000 in supplemental funding to continue this wetlands restoration work through September 2022. Patrick is working with Glover to incorporate the school into the stormwater design project.

WUV Implementation Grants – Barton and Newport

Barton – We received three responses to the design RFP and selected Bannon Engineering.

Newport Marina – The ROW has been drafted. The landowners wants to use Watershed Consulting, if so MWA might step back and just oversee.

Procurement Policy – It was determined that we should modify our policy to match the State’s sole source cap of \$25,000. Jennifer motioned to make the change; Beth seconded. Motion passed. Updated copy attached.

Youth Discovery Program/ Vermont Watershed Grant

With a quick turnaround, we submitted an application on Feb 11 to the *Vermont Watershed Grant*, requesting \$4996 for YDP, primarily to help pay for staffing. Applicants should be notified in March. As a backup plan, we are requesting a donation from the Pomerleau Foundation. Bevin is working on coordination and scheduling the schools, and has taken over communications with Coventry School for the MCM programming.

Committee Reports/ Other Activities Updates

Bluffside Farm Ski & Snowshoe

Bevin reported that the event was a success with 20 people in attendance, including lots of children. Dan Kilborn and Patrick did amazing jobs with their educational presentations.

Ducks Unlimited

Mary Pat and Jennifer had a Zoom with Patrick Raney and got reestablished what we knew previously about the land acquisition. The deal has changed a bit; we still have questions to follow up on, regarding carving out land for a building or parking lot, which is not in the easements at this time. Another stumbling block is the taxes, which are \$8000/year and would be our burden. We should ask Patrick if there a way that DU could ask for tax relief on that land. There are also strong restrictions on the property for parking and we cannot maintain any trails (cannot mow). It was decided that we should invite Patrick Raney to the next board meeting.

Patrick asked if we had approached Derby Fish & Game Club as a potential partner. He thinks this audience could provide an opportunity for change management and behaviors, by tying wildlife management to healthy forests. Perhaps we could do a joint scholarship.

Partnership Updates:

MCM – Dave reported that they have couple grant in. and are awaiting responses.

MCI – Doug not present to report.

Other Business:

ANR Outreach

Mary Pat reported that we were contacted by Peter Walke, the Commissioner of ANR. He heard great things about the Leachate Symposium and would like to chat with us about further partnerships using this template for outreach and engagement opportunities. Mary Pat feels like this is a great opportunity to engage the public and be taken seriously. There was a consensus among the board to pursue it.

Patrick mentioned that he and Ben had also talked about outreach and events like public gatherings to share information about river conservation and the tactical basin plan updating.

Current Legislation

Lakes in Crisis legislation, HB601 – Rep Woody Page contacted us, asking MWA to supply him with background information to support the legislation he would be presenting. We scheduled a Zoom and had Oliver Pierson present data on the lake conditions. Mary Pat reported that she thought Rep Page's presentation was measured and well rounded. He doesn't think it will go anywhere.

Shaw's Recycle Bag Program

MWA was selected by local Shaw's store leadership as the benefiting non-profit in the GIVE BACK WHERE IT COUNTS Bag Program. During the month of March, we receive \$1 donation for each purchase of their reusable shopping bags. Bevin will do email and social media posts.

Eagle Point Bird Walk

Valerie reported that the Friends of the Missisquoi National Wildlife Refuge tentatively scheduled the Eagle Point Bird Walk for June 4, asked if MWA would again be the co-host. The Friends will create the Eventbrite for registration; MWA would attend and provide the phone number for questions. Bevin agreed to attend and field the phone messages.

Friends of the Winooski River

FWR has contacted MWA about partnering on presenting educational programming proposal to Senator Sanders office. Bevin will follow up.

Board Changes

Resignation letter from Louise. She doesn't have the time to commit to the Board but is still interested in being a volunteer.

Newsletter

Hillary asked if we should switch to online version only. Some members like print materials. Other options could include: a monthly 1-pager with highlights, monthly or quarterly email summary of events. Jennifer will initiate a Zoom meeting with Bevin, Hillary and Valerie.

Meeting closed at 6:27 pm.

Next Meeting – April 6, 2022 04:30 PM

Project Manager's Report MWA Board Meeting March 2, 2022

This report is to serve as a summary of work activities, grant projects, and related tasks performed by Patrick Hurley between Feb 1 and February 28, 2022.

VT Dept. of Fish & Wildlife Riparian Lands/GLFC Grant:

*Current grant term ends March 31; proposal in the works to continue and expand this project

- Work to complete close-out report & deliverables
- Johns River memo – near complete
- Publicly available GIS map of riparian conditions for Johns River & all State-Owned Streambank Lands in Basin 17 – near complete
- Batch Import File (BIF) of all Johns, Barton, & Willoughby rivers riparian lands projects – complete & submitted to Ben Copans
- Edit & revise Conservation Binder with NorthWoods
- Draft a map and memo for Pete to submit to the Commissioner seeking approval to pursue land swap negotiations on the Johns River 'Stripping Station' parcel
- Coordinate and attend Riparian Lands Team meetings to finalize BIF
- Continue outreach & project development for select Johns River projects
- Meet with Pete & a Chris Binette (Beebe Plain landowner) to discuss conservation acquisition; DFW will contract an appraisal and follow up with negotiations
- Work with treasurer to procure a canoe, PFDs, paddles, and roof rack
- Track down landowner contact information for parcel adjacent to State Owned Lands on west shore of Memphremagog
- Work with Orleans County NRCO to develop a 2-3 year proposal for riparian, geomorphic, and culvert assessments in Basin 17
- Draft grant proposal language
- Generate project budget

WUV Tactical Basin Planning Support Grant:

- Generate interim progress report, bookkeeping, and submit invoice to WUV for quarterly payment
- Coordinate with NEK TBP partners
- Attend CISMA meeting with regional partners; develop potential spring and summer events for public engagement and outreach
- Attend VT Climate Assessment webinar
- Participate in (2) Act 76 Formula Grant Fund Allocation meetings with DEC and CWSPs to discuss funding methodology, programmatic needs, and project development funding requirements; provide comments and suggestions to documents produced by DEC
- Finalize Stearns Brook/Stream Geomorphic Assessment review for Basin 17 in coordination with Ben Copans & Sacha Pealer
- Draft close-out memo/report summarizing discussions, recommendations for Phase 2 SGA by subbasin and reach, and document a Stearns Brook site visit – near complete
- Generate GIS deliverable of reaches with SGA Phase 2 recommendations – near complete
- Participate in meeting with State Representative Woody Page regarding H 601, Lake In Crisis designation for Lake Memphremagog
- Participate in Act 76 O&M subgroup meeting and review O&M manual produced by DEC

- Participate in NEK TBP partners wetlands work group meeting to coordinate project identification, outreach and development efforts
- Coordinate with Sarah Damsell of Orleans County NRCO to develop a budget and scope of work to respond to the State RFP for the Lake Willoughby Watershed Action Plan
 - MWA would act as the technical lead/consultant and perform stream assessments, lake shore assessments, project scoping, and conceptual development
 - OCNRCO would be the lead, administer the grant, manage stakeholder engagement, and provide technical and administrative assistance

WUV Project Development Grant:

*MWA was awarded \$3000 in supplemental funding to continue this work through September 2022.

Wetlands Restoration

- Continue developing the wetlands restoration BIF for Ben Copans
- Begin drafting a memo to document wetlands restoration project screening, partner coordination, and next steps

Glover Town Office

- Attend Glover selectboard meeting and request letter of support for future design/implementation funding request
- Coordinate with Joe Houston at Orleans Central Supervisory Union to incorporate Glover Elementary campus into Glover Town Office green stormwater design project
 - Develop conceptual map for Joe to present to school board
 - Requesting approval from school board to develop project in tandem with Glover Town Office project

WUV Design/Implementation Block Grant:

Barton Village Stormwater

- Received (3) proposals for design from Horizons Engineering, Dubois & King, and Bannon Engineering
- Coordinated with Barton Village to score proposals based on experience, scope of work, and needs of the village
- Selected Bannon Engineering as design consultant; will soon finalize subcontractor agreement now that WUV has cleared debarment search

Newport Marina/Numia Stormwater

- Coordinate with Tom Bernier on City ROW/easement
- Schedule and lead meeting with stakeholders to discuss project requirements, landowner assurances, and budgetary constraints
- Coordinate with Act 250 to clarify land encumbrance issues related to presence of stormwater project and its effect on future development potential on private lands
- Geo-reference plan set drawings, stakeout and flag private property to delineate/demarcate project footprint for the landowner
- Coordinate with MP, JH, and Andres (Watershed Consulting) to negotiate proposed scope of work, fees, timelines, and project roles



Memphremagog Watershed Association

www.mwavt.org

PROCUREMENT PROCEDURES

1. Contracts \$25,000 or Less

For contracts of \$25,000 or less it is not necessary to use the standard Memphremagog Watershed Association competitive solicitation process. At the time of contract execution, MWA must place in the official contract file a written explanation for selecting the contractor. Such explanation will include the following:

- a. A description of the qualifications of the contractor that demonstrates that the contractor will provide high quality services and/or products
- b. A description of the prices charged by the contractor and an explanation as to why such charges are both cost effective and reasonable
- c. And/or as specified by grantor

2. Contracts Greater Than \$25,000 but Not More Than \$100,000 - Simplified Bid Process

MWA may enter into a contract over \$25,000 but not more than \$100,000 following a simplified bid process. A "simplified bid process" means that MWA has developed a specific and detailed statement of work for the service or product desired and has solicited written price quotations from a set of pre-qualified contractors providing the specified services or products.

- a. A pre-qualified contractor is one who has been determined by MWA to be generally qualified to perform the requested type of work.
- b. MWA may also post the bid request on the MWA website
- c. MWA may include other processes as specified by grantor

Criteria and reasons for selecting a contractor will be placed in the official contract file.

3. Contracts Greater Than \$100,000

For contracts greater than \$100,000, MWA will use a standard bid process similar to the bid process described in Vermont Agency of Administration, Bulletin No. 3.5, titled "Procurement and Contracting Procedures", dated December 16, 2019.