

MWA NOTES
MWA Board meeting October 12, 2022
Work Commons Conference Room and Remote connections

President, Tom Latta opened (via zoom) the meeting at 5:07 p.m. and left the meeting at approximately 6:10. Present: at Work Commons Conference room; Officers: Marnie Mackenzie (Vice-President) Jennifer Hopkins (treasurer), Mary Pat Goulding (Secretary); Board members: Doug Coutts. Attending via Zoom, Farley Brown, Hillary Potter joined at approximately 5:30 and members: Dennis Bond (zoom), Valerie Dillon call in. Staff members: Bevin Barber-Campbell - left the meeting at approximately 6:06, and Patrick Hurley

Secretary's Report: Regular Board Meeting Minutes – 9/21/2022; Executive Committee Minutes for 9/28/2022 and 10/6/2022. Motion to accept the approve minutes – Jennifer Hopkins, seconded by Marnie Mackenzie. No discussion. Approved Unanimously

Treasurer's Report: Financials for 9/30/2022 see attached. No discussion

Executive Director's Report: Ms Barber-Campbell commented that she would like to show the board the website and the brochure mockups if there is time. Mr. Latta agreed. No further discussion. Please see attachment for detailed report.

Project Manager's Report: Updated report was made by Patrick Hurley that the Barton River wetland enhancement project is in its third day of work and will be completed on 9/13/2022. Please see attachment for detailed report.

New Business:

Introduction of newest board member Farley Brown. Ms Brown provided a brief review of her credentials. Resident of Craftsbury, Vermont. Professor at Sterling College and has been teaching a Watershed Analysis class for many years. Practical experience for this class occurs on the Black River south to Craftsbury Village and the Jones farm. She brings to the board data gathered over time on this upstream portion of the Black River. An introduction of the board members present was made.

Structure of the Board and Executive Committee: A discussion of the MWA Board of Directors and Executive Committee commenced with President Latta establishing that MWA is officially run by the Board of Directors and managed by the Executive Board in cooperation and coordination with the Directors when applicable.

The Executive board is suggesting that the spirit of the updated by-laws be met by establishing less frequent full-board meetings with the executive committee meeting frequently in between meetings to manage issues that don't need full board approval. The question for the Board is this model how they would like to function going forward? The proposal would be to initially have full-board meetings every other month and eventually a meeting every third month. Committees should be formed to support MWA's agenda.

Committees would have ongoing commitments and report into the board at full board meetings. The committee format should start small with a membership committee and a brochure committee and expand as needed. The Executive Board would initially meet weekly.

Concern was raised as to the viability of a committee structure. Discussion followed with a consensus to start small with a committee system with the hope that this structure will encourage more engagement by the membership.

The MWA by-laws allow discretionary powers to the Executive committee. Discussion followed as to what decision power can be invested in the executive committee and what needs to be reported back to the full board.

Consensus was reached that the proposed MWA board structure with supporting committees will be tried for three months and evaluated as to effectiveness after that period. It was also agreed that the Executive committee decisions be reviewed by the full board prior to any action.

Nomination for MWA Secretary Position: Motion to appoint Mary Pat Goulding as MWA secretary moved by Marnie Mackenzie seconded by Doug Coutts. Discussion reviewed the history of this appointment. Approved unanimously.

Appoint Membership/Brochure Committee: The Executive committee suggested that these two committees be combined due to the overlap. Board agreed. Discussion that committee membership should include greater watershed area. Suggested appointments to the Membership/Brochure committee are Bevin Barber-Campbell, Karen Hruby, Marnie Mackenzie, Farley Brown and Sara McKenny and Lynn Jenness; current membership committee members. The first meeting of the committee is set for Wednesday, October 26, 2022, 5:00

Report on meeting with Laura Dolgin and Tom Bernier:

Mr. Latta reported on recent meeting between MWA and the City of Newport re the Gardner Park Brownfields. Attendees MWA: Tom Latta, Jennifer Hopkins, Mary Pat Goulding, Patrick Hurley, Bevin Barber-Campbell, City of Newport: Laura Dolgin, Tom Bernier, John Wilson, Mike Welch, NCIC and via zoom Lynda Provencher, VTDEC and Christine Beling, EPA Discussion: Mr. Latta explained that MWA has proposed to assist the City in applying BRELLEA funding for the clean-up and monitoring of the Brownfield at Gardner Park. This grant funding is only available to parties who are not identified as a responsible party of the property. Since MWA has never had a vested interest in this property MWA would qualify to apply for the grant funding thus alleviating the City of the financial burden of this effort. During the meeting with the City it was made clear that MWA had no desire to manage or maintain the Gardner Park property and would return the property to an entity of the City's designation once the terms of the funding were met. Ms Dolgin was going to present this proposal to the City Council at the next Council meeting. The Council will decide if the City wishes to accept this offer or fund the cleanup and monitoring work on their own.

Numia, stormwater runoff project: Tom Latta, Mary Pat Goulding Laura Dolgin, Tom Bernier. Meeting to request the City perform the work on this project. This request is being made to move this project forward and to keep the costs down. Since the cost of materials have increased as much as \$100,000.00. The result of the meeting is that Tom Bernier will consider doing the project in house and get back to MWA as soon as possible. Mr. Latta will be following up with the City. Patrick Hurley explained the project details and gave examples of similar projects for the benefit of new members.

During this meeting the City also agreed that they would be interested in collaborating with MWA on honoring Senator Leahy. Details to be determined.

Events – Watershed Brews and News: Postponed until March. Plans will continue to be developed. Currently, Ms Goulding is the contact person. Board members offered suggestions for the event and possible dates.

Website: Committee members appointed – Ms Barber-Campbell, Ms Mackenzie. Discussion followed on contacting additional website designers and how to acquire funding for development. Ideas for content and photography were also discussed as well as adding a youthful perspective to the planning of MWA's updated website.

Partnership Updates: MCI, MCM

MCI: Doug Coutts, and Bevin Barber-Campbell met with the MRC (Magog municipal organization) and representatives from Newport downtown redevelopment and Felicia from MCM. This was a get to know each other cross border meeting and to discuss issues mutual interest for promoting activities in and around Lake Memphremagog. MRC is particularly interested in Ecotourism and promoting the Dunn property on both sides of the border with a value-added effort to extend the U.S. bike path across or along the border perhaps through the Dunn property. Mr. Coutts will also be attending a meeting of local NGOs in Magog. Plans continue for the University of Sherbrook/Auburn University symposium on water quality research. Beth Torpey of MWA will be a presenter at this event.

MCM: Last cruises will be October 17, 2022 It was a good and profitable season but as always additional funding is needed to maintain the vessel. MCM continues to pursue the concept of an "Echo" type center and is encouraged by the enthusiasm for such a center by our Canadian neighbors.

Employee Review: involved. Consciences was that most board members would like to attend in person. The review will be scheduled for early November at MWA's next scheduled regular meeting on Nov 9, 2022. Valerie Dillon reminded the board that scholarship committee needs to get materials to the high schools as soon as possible. The committee will be reminded to distribute the information.

Current Grant Status Updates:

Regional Aquatic Nuisance Control - All lake associations have been informed that closeout reports are due November 15, 2022. Ms Hopkins briefed Ms Brown about this program and indicated that the State may possibly replace this subcontract with one of the current regional coordinators. Dennis Bond asked for explanation about this possible change. Ms Hopkins assured him that MWA will continue to assist if the change takes place.

Patrick Hurley requested approval to move forward in applying for a project development grant to support several landowners with implementing forested headwaters best management practices and a design & implementation grant for the Glover stormwater project. Jennifer Hopkins moved and seconded by Marnie Mackenzie. Motion approved.

The Newport City Plan will be reviewed and approved at the following Newport City Council meeting. MWA is included in the plan, and we thank Valerie Dillon for her review of MWA's information. Solid waste is also included in the plan which has caused concern. It is included because of the State requirement of City plans. Casella was provided a copy of the plan for review.

Next Meeting:

Nov 9, 2022, 5:00 PM – employee review Dec 14, 2022, 5:00PM - board meeting

Computer link above, or dial by your location +1 929 205 6099 US (New York)

NOTE: If more detail of the discussions is desired, please request the link to the recording of this meeting.

Attachments:

Treasurer's Report

Executive Director's report

Program Manager's report

Respectfully submitted:

Mary Pat Goulding

Secretary

MWA Treasurer's Report

Profit & Loss Statement 2022

	jan	feb	march	april	may	june	july	aug	sept	total
Income:										
Membership	241.00	500.00	200	225.00	150	800.00	1319.00	3474.00	325.00	7234.00
net pass thru items			50	200.00					200.00	450.00
Memorial Gifts	25.00	50.00								75.00
donations						1500.00	59.00	210.00		1769.00
interest	1.58		24.34	1.23	1.18	23.25	1.01	0.93	23.30	76.82
MCM coventry prject								1250.00		1250.00
AIS grant			1124.00					1470.00		2594.00
stipend					100					100.00
Riparian	468.00	374.40	561.60	535.86	1040.00	1040.00	1300.00	1040.00	1300.00	7659.86
OCNRCD - LWLAP									3250.00	3250.00
WUV - TBWP/BGW			2877.50	2097.00		2877.50		200.00	3427.50	11479.50
Total general funds	735.58	924.40	4837.44	3059.09	1291.18	6240.75	2679.01	7644.93	8525.80	35938.18
AIS grant- pass thru			34950.00					29393.00		64343.00
HMF Escrow										0.00
YDP Escrow				3996.00						3996.00
Riparian	3206.08	2645.24	5231.87	4937.81	3232.4	3342.47	4422.35	3486.11	4017.05	34521.38
WUV -BGW								2950.00		2950.00
Total grant subcontract	3206.08	2645.24	40181.87	8933.81	3232.40	3342.47	4422.35	35829.11	4017.05	105810.38
Less grants to escrow				-3996.00	0.00					-3996.00
TOTAL INCOME:	3941.66	3569.64	45019.31	7996.90	4523.58	9583.22	7101.36	43474.04	12542.85	137752.56
Expenses:										
<u>PERSONNEL</u>										
salary	2891.27	4863.28	4573.87	5054.77	4574.18	4559.40	7500.51	4990.44	4887.46	43895.18
employee wh	1013.73	1799.72	1846.13	1837.23	1645.82	1664.61	2597.49	1853.56	1812.54	16070.83
employer wh	298.73	509.73	491.12	527.23	475.82	474.61	772.50	523.57	512.54	4585.85
workmans										0.00
<u>GENERAL OPERATIONS</u>										
bank/paypal expense	20.00		5.32			28.16	29.54	47.61		130.63
dues		50.00								50.00
general expenses				15.00	100.00	119.07		218.08	70.59	522.74
insurance						525.00				525.00
rent- storage, po, web	35.00	35.00	217.00	184.90	410.00	375.00	375.00	750.00	531.00	2912.90
mileage -				58.50	96.52	64.35				219.37
Leachate Symposium		1080.05	72.00							1152.05
river cleanup								105.14	52.65	157.79
annual								602.00		602.00
general events -phrag									176.52	176.52
newsletter	224.72									224.72
membership							253.80	35.00	330.00	618.80
Scholarship	750.00									750.00
Riparian Exp/reim	87.10	1736.03	1374.49	240.92	677.88	414.26	1065.84	589.10	292.37	6477.99
reimbursable grant exp			57.06		23.4		307.13	331.90	170.20	889.69
Prouty						1770.82	380.05		710.00	2860.87
YDP Expenses						2494.90	85.85			2580.75
Rain Garden								800.00	200.00	1000.00
NCOC reimbursement MCM								rec'd		0.00
net pass thru items				250.00						250.00
Total general Expenses	5320.55	10073.81	8636.99	8168.55	8003.62	12490.18	13367.71	10846.40	9745.87	86653.68
sub contracts pass thru	0.00	0.00	34950.00	0.00	0.00	0.00		29393.00		64343.00
TOTAL EXPENSES:	5320.55	10073.81	43586.99	8168.55	8003.62	12490.18	13367.71	40239.40	9745.87	150996.68
NET INCOME:	-1378.89	-6504.17	1432.32	-171.65	-3480.04	-2906.96	-6266.35	3234.64	2796.98	-13244.12

MWA Balance Sheet September 30, 2022

	12/31	1/31	2/27	3/31	4/30	5/31	6/30	7/31	8/31	9/30
ASSETS										
checking account	8528.09	4177.59	4805.40	6496.19	10008.48	6542.49	3228.02	4493.78	8714.10	11740.73
deposit pending	82.78						671.84	809.47		
savings acct - .1%	34845.86	34847.44	28847.44	28849.94	28851.17	28852.35	28853.54	21854.55	21855.48	21856.44
cd -1/15/23 @.35%	3184.81	3184.81	3184.81	3187.55	3187.55	3187.55	3190.31	3190.31	3190.31	3193.11
cd -11/23/22 @.35%	15005.60	15005.60	15005.60	15018.52	15018.52	15018.52	15031.59	15031.59	15031.59	15044.82
cd -12/24/23 @.50%NCI	5000.55	5000.55	5000.55	5006.70	5006.70	5006.70	5012.93	5012.93	5012.93	5019.24
cash on hand	66647.69	62215.99	56843.80	58558.90	62072.42	58607.61	55988.23	50392.63	53804.41	56854.34
accts receivable	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	
total assets	67397.69	62965.99	57593.80	59308.90	62822.42	59357.61	56738.23	51142.63	53804.41	56854.34
LIABILITIES & EQUITY										
Liabilities										
accts payable					51.94					
withholding tax owed	4365.30	1312.49	2444.47	2727.25	2364.48	2431.65	2719.23	3389.98	2817.12	3070.07
HMF ops - escrow	24793.10	24793.10	24793.10	24793.10	24793.10	24793.10	24793.10	24793.10	24793.10	24793.10
YDP grant					3996.00	3996.00	3996.00	3996.00	3996.00	3996.00
NMCA Escrow/match	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00
Total Liabilities	34158.40	31105.59	32237.57	32520.35	36205.52	36220.75	36508.33	37179.08	36606.22	36859.17
Equity										
beginning equity	23567.11	33239.29	33239.29	33239.29	33239.29	33239.29	33239.29	33239.29	33239.29	33239.29
net income	9672.18	-1378.89	-7883.06	-6450.74	-6622.39	-10102.43	-13009.39	-19275.74	-16041.10	-13244.12
Total Liabilities & Equity	67397.69	62965.99	57593.80	59308.90	62822.42	59357.61	56738.23	51142.63	53804.41	56854.34

Executive Director's Report MWA Board Meeting, Oct 12, 2022

On the **administrative/capacity building** front, I worked on:

- Developed ED job description, have reached out to other executive directors for tips on funding sources (NorthWoods, MRBA, Friends of the Winooski, WUV, MCI);
- Scheduled meeting for this month with Ariane of MCI
- Begun doing research on grants
- Pursued the annual donation from Casella, and reached out to Poulin Grain and Ethan Allen.
- Created and submitted a board survey.

For **marketing communications**:

- Sent out a fall e-newsletter
- Brochure- Worked on the vision and content ideas for a suite of printed materials including a new brochure
- Website – draft design done and project summary (see PowerPoint slides)
- Promotions- Inspired by the Clyde River Clean Up and a recent visit to the Museum of Everyday Life, reached out to the museum's directors about collaborating on an exhibit to give more visibility to MWA and function as a fundraiser
- Attended the 25th Annual Celebration for the Missisquoi River Basin Association, which was very inspiring.

Outreach:

- Attended the Rural Tourism Academy meeting, bringing in a key contact for Newport with her invite of Colette Baert from the Magog Office of Tourism, which led to an invitation to come to their office yesterday
- Went out on the Northern Star, to help her get to know the lake better, which netted some good networking opportunities
- Reached out to Peter Lepine of MCI to ask him about MWA doing a membership plea to the MCI members.

Grant funded TBP Work Plan Outreach

- Begun the lake association outreach project, which is billable hours under our current TBP Work Plan grant. We are tasked with convening and facilitating a meeting of Basin 17 lake associations to help share concerns and best practices.
- Had a meeting with Pat Souzi of the Federation of Vermont Lakes and Ponds
- Met with Steve Gratton, president of Echo Lake Association.

Project Manager's Report

MWA Board Meeting

October 7, 2022

This report is to serve as a summary of work activities, grant projects, and related tasks performed by Patrick Hurley between September 1 and September 30, 2022.

VT Dept. of Fish & Wildlife Riparian Lands/GLFC Grant: (\$295,000) - completion date 3/31/2025

- Coordinate with subcontracted Appraiser and share background info and landowner contact information regarding potential conservation acquisitions
- Coordinate and plan for a Farrow Farm Streambank Management Area Design Team meeting
- QAQC for Clyde River SGA & Riparian Assessment field data
- Project development with landowners in the Johns, Clyde, Memphremagog basins
 - Trees for Streams projects: Zielonko & Rivard properties on Darling Hill Rd
 - CREP projects: Prevost Farm & Obrien/Comes farm
 - Potential CWSP forest road/stream crossing P reduction projects: Lussier, Cole properties near Mad & Nutting Brooks
 - Potential lake buffer project: Herman Leblanc on Lake Rd Newport
- Coordinate w/ Echo Lake Preservation Assoc on Dickey Brook/East Echo Lake Rd sediment & culvert issues
- Coordinate with OCNRCD & NorthWoods on GLFC tasks, Memorandum of Understanding, and project development work
- Draft job posting description for MWA new hire (winter 2023)
- Coordinate meeting for Riparian Lands Team
- Assist FWD with Strategic Wood Addition monitoring
- Prep and plan for Barton River floodplain wetland enhancement (PBR) project implementation

WUV Tactical Basin Planning Support Grant, FY 2023: (\$13,900) - completion date 7/15/23***

- Working with VT Municipal Roads Program, Town of Charleston, Echo Lake Assoc on East Echo Lake Rd stormwater management BMPs
- Attend Act 76 subgroup meetings
- Keep up on Basin Water Quality Council meeting scheduling

WUV Project Development Grant: (\$12,139) - completion date changed to 11/15/22***

Wetlands Restoration

- Finalize landowner outreach and site visits; work to assemble Batch Import File for DEC submittals.

Glover Town Office

- Letter of Support procured from Glover Town; still working to obtain letter from Orleans Supervisory Union
- Aim to submit project design funding request for this project once School board has signed on

WUV Design/Implementation Block Grants:

Barton Village Stormwater: (\$33,877) - completion date 10/1/23

- Submit first invoice for engineering services to WUV
- Waiting for 30% conceptual design from Bannon Engineering

Newport Marina/Numia Stormwater: (\$352,442) - completion date 10/1/23

- Updated cost estimate → \$300k to \$400k construction cost
- Meet with WUV & DEC to discuss additional funding options
- Tom & MP met with City to encourage taking on construction of project
- Waiting for updated proposal from Watershed Consulting prior to subcontracting for bid phase tasks
- Waiting for response from WUV review committee on how to proceed with funding availability

Willoughby Lake Watershed Action Plan: (\$19,550) - completion date 4/1/2024

- Complete 16+ miles of riparian assessments on target tributaries to lake
- Site visits with Cole Family, Tucker farm, Lidback farm
- Will begin working on data QAQC and analysis