

MWA NOTES
MWA Board meeting March 8, 2023
Work Commons Conference Room and Remote connections

President, Tom Latta opened the meeting at 5:05 p.m. Present: at Work Commons Conference room; Officers: Marnie MacKenzie (Vice-President), Jennifer Hopkins (Treasurer), Mary Pat Goulding (Secretary), David Converse (ex-officio), Bryan Dickenson

Board members: Farley Brown, Beth Torpey ZOOMed-in at 5:09 and 5:22 respectively.

Not in attendance: Karen Hruby, Doug Coutts

Secretary's Report:

Regular Board Meeting Minutes -January 11, 2023. Motion to accept January 11, 2023, and 2/16/23 Executive Committee meetings. Motion to accept both minutes - Marnie MacKenzie. Seconded - Bryan Dickinson. No discussion, Approved unanimously.

Treasurer's Report:

Financials for 2/28/23 see spread sheet. Ms. Hopkins reported that MWA received AIS funds. She also updated the Board on the realignment of the balance sheet at the yearend closeout. The closeout balance will reflect adjustments in grant allocations as well as salaries that will update the final balance. \$10,000 has been placed in an 18-month CD at 4% interest. Question about line-item Stipend. Ms. Hopkins will report at the next board meeting.

New Business:

1. Welcome Bryan to the MWA Board
2. Administrative Director – needs to update and merge the 2 proposed job descriptions.
3. YDP 2023 – still waiting on award of F&W grant. Dates will be May 23, 25, 31, and June 2, 5, 7.

Discussion of perhaps doing YDP at other locations in the Watershed.

Current Grant Status Updates:

1. Regional Aquatic Nuisance Control - Applied on behalf of 7 municipalities, 9 separate grants, 7 greeters, management will not be fully funded. The state will be funding MWA again this year to administer the 2023 AIS grant. Ms. Torpey praised Jennifer Hopkin's work on managing this grant. Ms. Hopkins gave a history of this program for the benefit of new and potential Board members. There was explanation and discussion about the Decontamination Unit to be installed at Strawberry Acres this summer.
2. Project Manager's Report: See Project manager's report dated March 2023. See the end of this document for Mr. Hurley's report on current grants. There was also discussion of possible line items for the proposed 2024 Tactical Basin Plan Work Plan proposal.
3. Glover Stormwater Project/ Green Leaf Project – Mr. Hurley's notes below.
4. Newport Turnout – Mr. Hurley asked for the documents related to this project. He also requested that no movement happen on this project until the Marina project is completed.

Committee Reports/ Other Activities Updates:

Events –

1. Bluffside Ski and Snowshoe was very successful, 22 participants. Possibly consider a spring/summer event.
2. Watershed News and Brews on schedule for April 23, 2023
3. Bird Walk at Eagle Point on schedule for the 7th annual bird watch June 3, 2023, beginning at 8:00 AM
4. Brochure Committee – Distribution of brochures need assembly and to be done. Need a list of locations
5. River Clean-up event - The Conservation District would like to make this a joint event. September 9, 2023; Clyde River. Mr. Dickenson noted that NCUHS has canoes available. Ms. Brown suggested the possibility of two different sites – one on the Black. This will be looked into by Ms. Brown.
6. Eagle Point Paddle needs to be scheduled. Ms. Goulding will reach out to Paul Hamlin for a June date.

Website development – Ms. MacKenzie presented a proposal for the rebuilding of the website and training for continued update in the amount of \$3900. Anticipated completion date is the end of April 2023. Continued maintenance of the website can be contracted on an hourly basis or an annual maintenance contract of \$800/year for 1 hour/month of \$1500/year for 2 hours/month. Ms. Hopkins moved that the MWA Board approve \$3900 for website rebuild – an initial payment of \$2,000 be paid now and the balance upon verification of completion by Ms. MacKenzie.

The Executive Committee will recommend a maintenance contract for the MWA Board to review and approve by May 1, 2023.

Other Business:

1. Ms. Hopkins clarified the procedure for contract reimbursement. Mr. Hurley would verify satisfactory completion of work prior to reimbursement.

Ms. Hopkins moved that the MWA Board empower the President or in the event of his absence the VP to sign any contract documents for the Echo/Seymour projects with OCCNRD. The President or the VP is also empowered to sign contracts that support the Shadow Lake, Lake Wise projects. Mr. Dickenson seconded.

Ms. Hopkins moved a tracking mechanism for grant applications Ms. MacKenzie seconded, motion passed unanimously. The procedure is to be, that application information be reviewed by the President and then distributed via the MWA Gmail account to the full MWA board for review and feedback. Once a grant is awarded the Executive signatures will be required.

Ms. MacKenzie moved that MWA Board approve change of signer on the Bank accounts by removing Pat Vana and adding Tom Latta and Marnie MacKenzie. Seconded by Mr. Dickenson. Motion passed unanimously.

Discussion of who will take on the job of maintaining the Newsletter. Ms. MacKenzie will consider this.

MCI update - Anticipate taking occupancy of the Gateway by spring. Maintenance is needed for spring launch.

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

The meeting adjourned at 6:57 pm

Respectfully submitted:

Mary Pat Goulding

Secretary

Mr. Hurley's report on Current grants:

- The Fish and Wildlife - grant is going smoothly. Six different land acquisitions to be closed in the fall of 2023.
- The 2023 Tactical Basin Plan - work plan has been completed halfway and the 2024 work plan will be submitted to WUV and the Basin Planner in the next few weeks. This will require the President's signature for submittal. This funding and work plan will begin around July 15, 2023,
- The Basin Water Quality Council - still in flux with no significant movement at the moment.
- Implementation Block Grants – Mr. Hurley requested a response from Mark Bannon regarding the Barton Village Project designs.
- Marina Project – Out for bid. Pre award site visit will be March 14. Signed MOU with the City of Newport regarding the easement. Geotechnical boring was approved as adequate as per design. Waiting for an invoice for the 50% bid phase work by Watershed Consulting. MWA will be managing the contractor contract and approving payment applications submitted by the contractor. Coordinating with Tom Bernie from Newport City and Watershed Consulting as to regular assessments and necessary meetings for the project as it proceeds. Mr. Bernie has agreed to be available as needed. Five milestone throughout the project have been agreed upon prior to completion of the project. The contractor has 154 days to complete the project from the notice to proceed. Should be around the 1st of October 2023.
- Watershed Action Plan – Submitted for \$1100 working on prioritization. Currently no major will be identified until April. These will be roadway and private driveway assessments followed by public meeting to present recommendations and Best Management Practice for the assessments. The Echo/Seymour Watershed Action Plan has been awarded. MWA is awaiting OCCD to sign the prime contractor agreement in order to contract with MWA as subcontractor to
- Glover Town School/Office Project – Contract with Holly Greenleaf is finalized. Work will start in May 2023.
- Forested Head Waters Development Grant – Contract finalized. Most of that work will be performed by Ms. Gianoni. The work will include forest road and stream crossing trails assessments for water quality improvement and fish habitat.
- Two Design Projects are proposed - site visits and scope of work prepared waiting for pass through from the Conservation District. These will be small lake shore design projects/ Lake Wise at Shadow Lake for approximately \$4,000 – 5,000. Asking MWA Board to move forward with the contracts as proposed.