



OTTER CREEK BASIN

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2022-07-19 Otter Creek Basin Water Quality Council Agenda

On-line and in-person at ACRPC 14 Seminary St., Middlebury, VT

Wednesday, July 19 · 10:00 – 11:00am

Google Meet joining info

Members Attending: Barbara Noyes Pulling, Arabella Hofzepel, Nanci Maquire, Pam Stefanek, Hilda Haines, Gioia Kuss, Ellen Cronan, Andrea Morgante (Alt. for Kate Kelly), Steve Libby

Members Absent: Kate Kelly

Public Present: Chris Robbins, Matt Witten

Staff: Adam Lougee, Mike Winslow

1. **Amendments to the Agenda** - approval of the June meeting minutes was added to the agenda. Arabella moved approval. Ellen seconded. The motion carried without dissent. Andrea abstained.
2. **Review Draft By-laws**
 - a. Voting Procedures on Projects -
 - i. The Council debated whether actions should be allowed with a majority of those attending a meeting assuming a quorum or if a majority of the full council should be required. The plurality of the group expressed support for allowing passage by a majority of attendees and that language will be included in the final draft.
 - ii. Procedures for evaluating projects will be developed in a separate policy.
 - iii. The Council considered a suggestion to add “or approved implementers” to Section 503 (1) allowing the Council to instruct the CWSP to implement a project. After discussion, the change was not made. The CWSP can delegate work to other implementers but does retain ultimate responsibility for implementation of projects.
 - b. Officers - the draft by-laws call for an election of a President and Vice-President.
 - i. Mike asked that members consider who they believe should fill these positions, and if they themselves would be interested. The Council should be electing officers in the near future.



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- ii. There was discussion about the insurance clause. Adam noted that Council officers and members should be covered under ACRPCs Officer and Directors insurance.
 - c. Terms - The draft guidance suggested that officers should serve no more than three consecutive terms. Council members supported this language.
 - d. Staffing - Council members were comfortable with the role of Staffing as described but requested that the section be moved toward the end of the by-laws since the language focused on the CWSP whereas all other language focused on the BWQC.
 - e. Other - Conflict of Interest
 - i. The Council discussed whether a member that recused themselves or was forced to recuse themselves should be able to participate in discussions about a project. As Council meetings are public, the existing language about participating as a member of the public was retained.
 - ii. Typographical errors in the Purpose portion of the Conflict of Interest section led to confusion. Staff will change the language to clarify.
 - f. A revised copy of the by-laws incorporating revisions discussed at the meeting will be sent to the Council in advance of the next meeting with the expectation of voting on them at the next meeting. Please send any non-substantive grammatical corrections to Mike as soon as possible to be incorporated into the by-laws.
3. **Conflict of interest & Project Ranking** (refer to Project Ranking Example).
 - a. Mike walked through a proposed project ranking process. Once a suite of projects is approved by the Council, members will rank the projects, but omit ranking any projects they might be involved with. The median score of the ranked projects will be used to determine which ones are advanced for funding.
 - b. Ellen suggested a committee work to provide more detail on the criteria by which projects will be ranked. Gioia offered to assist with this work.
4. **Walk through website** - Mike pointed out that acrpc.org has a minutes and agendas section where committee information will be posted. A more detailed review of acrpc.org/cwsp will be reserved for a later meeting.
5. **Next Meeting** - Mike will poll members for an August meeting. In the meantime, he asked all members to communicate with him standing times that they would not be available for meetings so that we can establish a standing time for Council meetings.