



OTTER CREEK BASIN

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2022-09-28 Otter Creek Basin Water Quality Council

Present: Chris Robbins (ACRWC), Hilda Haines (Danby), Arabella Holzapfel (ACRPC), Kate Kelly (LCA), Pam Stefanek (OCNRCD), Gioia Kuss (Weybridge), Nanci McGuire (RCNRCD)

Absent: Steve Libby (VLT), Barbara Noyes-Pulling (RRPC)

Public: Ellen Cronan (ACRWC), Angie Allen (VTDEC)

Staff: Mike Winslow, Adam Lougee

1. Amendments to the Agenda - Mike added an announcement about compensation.
2. Approve [Minutes](#) of August meeting - Pam moved; Arabella seconded - motion carried without dissent.
3. Announcements
 - a. [DEC Guidance](#) - DEC has provided final guidance on Operations and Governance, Financial Management, and the BWQC. The BWQC guidance would require a change to our draft by-laws such that a majority of the BWQC would need to vote to take an action, rather than a majority of the quorum. Draft guidance on project selection and data management has been shared with the CWSPs but has not yet gone public.
 - b. Compensation - BWQC members that have requested compensation directly through the CWSP will be receiving paperwork in the next week or two coinciding with the end of the quarter. They will be asked to attest to their participation in meetings and trainings, and compensation will be based on the number of events attended.
4. Finalize [By-laws](#) - Arabella moved and Pam seconded to approve the draft by-laws with one change in Section 503 that a majority of the BWQC would need to vote to take an action, rather than a majority of the quorum. Motion carried without dissent.
5. Discussion of officers
 - a. Kate asked that the CWSP clarify officer duties. The principal duty of the chair is to run the meetings. In the event of statewide meetings of BWQCs, the chair would be the logical participant, but no such meetings have been scheduled. The Vice-chair serves the chair's duties when the chair is not available.



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- b. Gioia moved that Arabella be selected as chair and Pam as vice-chair. Pam second. Motion carried with no dissent. All in favor

6. [Public Participation Policy](#) - A draft of the public participation policy was shared in the meeting packet. The purpose of the policy is to set standard meeting times and ease compliance with Open Meeting Laws. Chris moved to approve the draft after changing any references to the CWSP to references to the BWQC. Pam seconded. Motion carried with no dissent. Kate suggested that the CWSP forward regular meeting times to municipal staff throughout the Basin.

7. Desired Trainings
 - a. Open Meeting Law - A number of BWQC members suggested an Open Meeting Law training may not be necessary.
 - b. Project Analysis - Gioia requested a training on the phosphorus (P) load reduction calculator that DEC is developing. It will be useful for the BWQC to be familiar with these calculations before soliciting and evaluating projects. Mike will share the [Standard Operating Procedures](#) that go into the calculator; Angie noted that there are links within the [Draft BMP Tracking Table](#) itself and the calculator is available on the DEC website. Angie also recommended using CTRL-F to search dense documents for keywords.
 - c. Chris suggested additional training about the respective roles of the CWSP and other state agencies would be useful. For example, when are projects on agricultural land eligible for CWSP funds.
 - d. Kate identified an overview of how funding is allocated, how many projects available funding might lead to, and how much phosphorus (P) reduction was expected. Such an overview could dive into the efficacy of different projects and how far each project might take us to our goals. Adam noted that some of the requested information can be found in the CWSP contract. For FY23 the CWSP will receive a little over \$1-million, which is expected to yield a reduction of about 61 pounds of P with more money each fiscal year, averaging out to about \$18,000/ pound. The CWSP has a three year target of 184 pounds of P reduction. Different treatments will have different formulas for P reduction in DEC's calculator. Adam noted ACRPC has an Americorp service member doing some analysis with existing projects to determine anticipated reductions. The CWSP will share when those analyses are done.



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- e. Co-benefits
 - f. Others - Kate suggested a follow up to our last meeting where we could have a conversation to break down the Tactical Basin Plan and look at priorities. Angie would be interested in doing that, and she's having conversions with CWSP membership along the same lines. Angie suggested it might be helpful to have that presentation after CWSPs have had a chance to review Chapter 6 guidance. Mike suggested tentatively scheduling this for the January meeting.
8. Next Meeting - October 26, 2022 at 2PM
- Adjourn: 2:38 PM