



TO: Otter Creek BWQC
FROM: Otter Creek CWSP Staff
DATE: April 17, 2024
RE: April 24, 2024 BWQC meeting agenda items

Here is additional information on certain agenda items for the April 2024 BWQC meeting.

3. Review of DEC's P Calculator - At the January BWQC meeting and in subsequent conversations, BWQC members asked to learn more about the phosphorus calculators DEC uses. These requests came in response to different P reduction results for the Vermont Land Trust proposed projects in Weybridge. DEC staff members Claire Madden and Staci Pomeroy have agreed to give an overview and answer questions.

4. Request for Additional Funds - At the February 2023 BWQC meeting, in our first round of reviewing project applications, the BWQC approved \$12,000 to the Town of West Rutland for the final design of a wetland restoration project. On 3/20/2024, the CWSP received a request from the town for an additional \$9,500 to complete the project. The BWQC's Budget Amendment Policy requires that a finance committee approve requests for additional funding that exceed 50% of the original funding request. In the absence of a finance committee, the CWSP is asking the full BWQC for approval.

The additional costs are for unanticipated site visits with DEC and VYCC staff, additional field data collection, management of a VYCC group, and a required Archeological Resource Assessment (ARA). The ARA (\$3,000) requirement was an addition to the CWIP funding policy that occurred after the CWSP's RFP had been issued. The memo from the town is included on page four of the BWQC packet.

The requested change does not influence the overall score of the project based on the scoring criteria used at the time of approval.



	Cost for Stage	Estimated P Reduction	Estimated Cost Efficiency (\$/kg/yr)	Cost Score	Likelihood of Success	Co-Benefits	Total
Original	\$12,000	60.55	\$991	70	7	10	91
Amended	\$18,500	60.55	\$1,528	70	7	10	91

CWSP Recommendation: Approve additional funds contingent on confirmation that VYCC oversight costs are eligible.

5. Establish a Finance Committee - In order to streamline quarterly BWQC meetings, the CWSP requests that the BWQC establish a Finance Committee to review future requests for additional funding that might exceed 50% of the original award. Arabella and Barbara have agreed to serve on the committee. Ideally we would also have a third member.

6. CWSP Application Process Check-In - Quarterly meetings between project application rounds offer the BWQC an opportunity to review and revise the RFP process and project scoring criteria. The BWQC packet includes a draft Round 4 RFP (pp.58). The existing scoring policy is as follows:

70 points - Cost Score based on phosphorus reduction efficiency. Points are allocated based on the project budgets \$/kg/year P reduced divided by assumed cost efficiency in the CWSP Formula Grant (\$13,149/kg/year). If the resulting ratio is less than 1.0, the project receives 70 points. The amount of points decreases by five for each 0.5 increase in the ratio.

Cost Score Ratio	Score
<1.0	70
<1.5	65
<2.0	60
<3.0	50
<4.0	30
<5.0	20



<8.0	10
>8	5

10 Points - Likelihood of Success - Implementation projects with no anticipated roadblocks receive the full 10 points. Design projects receive fewer points based on anticipated roadblocks and design stage.

20 Points - Co-benefits - The co-benefits score is established by the [co-benefits policy](#).

7. Annual Meeting - According to our by-laws (Sec. 603), the second quarter of the calendar year shall be known as the annual meeting and shall be for the purpose of electing officers for a term beginning July 1. Our current officers are Arabella as Chair and Pam as vice-chair.

9. Funded Project Status Updates - quarterly reports from previously funded but not yet completed projects are included later in the BWQC packet (pp. 9-16).

AMENDMENT to Engineering Services Agreement

Amendment Date: 3/20/2023
Amendment No.: 1

Client Name: Town of West Rutland

Project: Recreation Area Wetland Restoration

Project No.: 168-034

Original Agreement Title: Recreation Area Wetland Restoration

Original Agreement Date: 5/8/2023

Amendment to Services:

- Additional Site Visits with: Shannon Pytlik, DEC River Scientist for the Southwest Region, regarding berm removal, and Kristen Balschunat, Vermont Youth Conservation Corps (VYCC) Project Manager, regarding VYCC *Phragmites* removal and trail re-route;
- Management of Vermont Youth Conservation Corps (VYCC) group in implementing invasive *Phragmites* removal in the restoration area;
- Additional field data collection - Stream cross-section measurements at berm removal locations
- Archaeological Resources Assessment (ARA), including site visit and report, to be conducted by Crown Consulting Archaeology, LLC

Adjustment to Fee:

Contract Amount	\$ 12,000
Amendment Amount	\$ 9,500
Revised Contract Amount	\$ 21,500

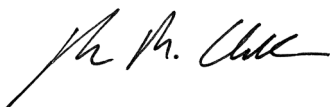
Basis (this Amendment):

Lump Sum

Authorization:

Otter Creek Engineering, Inc.

Town of West Rutland



Robert M. Clark, P.E.
Principal Engineer

Mary Ann Goulette
Town Manager

Note: All Standard Terms and Conditions of the Original Engineering Agreement remain in effect.



CALL FOR PROPOSALS FOR CLEAN WATER PROJECTS

IN THE OTTER CREEK, LEWIS CREEK, AND LITTLE OTTER CREEK BASINS

ROUND 4 PROPOSALS DUE June 12, 2024

1. Introduction

The Addison County Regional Planning Commission (ACRPC), in its role as the Clean Water Service (CWSP) Provider for Basin 3, the Otter Creek, Lewis Creek, and Little Otter Creek watersheds, is issuing a request for proposals for projects that improve water quality in Basin 3. Any proposed projects must be consistent with the [Clean Water Initiative Program \(CWIP\) Funding Policy](#). Applicants must consult with DEC staff on potential project impacts on natural resources, like wetlands or river corridors and to give DEC 30 days to review project impacts.

Projects must be in keeping with the vision set forth by Act 76, the Clean Water Service Delivery Act, and policies and guidance set forth by [the Vermont Department of Environmental Conservation](#) to implement the Act.

2. Eligible Projects

Projects eligible for funding must be best management practices or other programs designed to improve water quality by reducing phosphorus loading. Projects must not be required by a permit (10 V.S.A, Chapter 47), or subject to the requirements of Vermont Agricultural Water Quality statutes (6 V.S.A, Chapter 215). Funding may be available for the portion of projects that exceed requirements set forth in the statutes above. Project eligibility shall be controlled by the [CWIP FY23 funding policy](#).

a. Eligible Project Types

- i. Sub-jurisdictional practices related to developed lands
- ii. River corridor restoration and protection
- iii. Floodplain restoration and protection
- iv. Wetland restoration and protection
- v. Riparian and lakeshore corridor protection and restoration
- vi. Natural woody buffers associated with riparian, lakeshore, and wetland protection and restoration



- vii. Forestry projects that provide water quality protection and restoration
- viii. Projects on agricultural land if the farm in question does not meet the minimum eligibility criteria for the Required Agricultural Practices to apply
- ix. Natural resource restoration projects on a jurisdictional farm if confirmed by the VT Agency of Agriculture

b. Eligible Project Phases - complete definitions of project phases can be found in Appendix D of the [CWIP FY23 funding policy](#).

- i. Assessments and Project Identification - Use established protocols to identify areas within a watershed or municipality with the highest contributions of pollutants and recommend potential clean water projects/best management practices (BMPs). Projects will lead to a prioritized list of potential clean water projects to pursue.
- ii. Project Development - scoping work to determine feasibility, constraints, and overall suitability for implementing a project.
- iii. Preliminary Design - additional review beyond Project Development and stakeholder engagement resulting in a 30% engineering design.
- iv. Final Design - securing landowner access agreement and developing a 100% design or equivalent.
- v. Implementation - mobilization of effort to install the clean water project including putting work out to bid for contractors, securing all remaining permits, sourcing materials, and installing the project in alignment with designs, permits, and other programmatic guidance

3. Eligible Entities

The CWSP is authorized to provide grant funding to Vermont municipalities, regional planning commissions, natural resource conservation districts, non-profit organizations, state agencies, state colleges, public hospitals and medical centers, and public schools. Projects not sponsored by one of these entities may still be eligible for funding via contracted services. If such projects are selected, the determination of how such services would be contracted will be made by the CWSP.

4. Evaluation Process

All projects will be evaluated for anticipated phosphorus load reductions using one of three tools:

- [Functioning Floodplain Initiative](#)
- [DEC Stormwater Treatment Practice Calculator](#) for stormwater related projects on developed land.
- [Interim Phosphorus Reduction Calculator Tool v1.0](#) for any projects not covered by either of the other tools.

A list of eligible projects will be presented to the CWSPs Basin Water Quality Council ([BWQC](#)). The BWQC meets at least quarterly to evaluate projects and recommend qualified projects for advancement. Projects will be scored according to the following criteria:

- Phosphorus reduction cost efficiency (70 points)
- Likelihood of project success (10 Points)



- Co-benefits as defined by the [BWQC co-benefits policy](#) (20 points)

Potential co-benefits include:

- Flood resilience/hazard mitigation
- Education
- Ecosystem improvement
- Local pollution prevention
- Community support
- Recreation and community
- Environmental justice

5. Awards Process

Determination of project awards will take place at a BWQC meeting. Once the BWQC identifies projects for funding and the CWSP confirms the project's eligibility, they will take one of the two paths below.

- For projects with a sponsor that is an eligible entity for subgrants, the CWSP will determine if the entity has the experience and financial and staffing capacity to carry out the project. If so, the CWSP will develop a subgrant with the sponsoring entity. If not, the project will follow the second path.
- For projects lacking an eligible sponsor, or if the sponsor does not have the capacity to manage the project, the CWSP will either manage the project or identify another entity to manage the project following the CWSPs procurement process. All services will be procured via subcontracts.
- Once funding is awarded, applicants should anticipate completing projects before June 30, 2026

6. Required Application Materials

To apply, please submit the following documents by email to the Contact below:

1. [Cover Page](#) - please use the link provided here or request a pdf of the Cover Page link from the CWSP.
2. Detailed Project Description (2 pages max.). Description should provide reviewers sufficient information to understand the nature, stage, reliability of cost estimates, and likelihood of success of the project. It should also address any co-benefits beyond phosphorus reduction the project may have as defined by the [Otter Creek BWQC co-benefits policy](#).
3. Map of Project Area including latitude and longitude. Applicants may use the [Vermont ANR Natural Resources Atlas](#) to generate maps. Contact the CWSP if assistance is needed.
4. Completed DEC [Interim Phosphorus Reduction Calculator Tool v1.0](#) , **or** for Developed Land Projects, report from [DEC Stormwater Treatment Practice Calculator](#), **or** the DEC [Functioning Floodplain Initiative tool](#). (*Contact CWSP for assistance if needed*)
5. Demonstration of sponsoring entity's capacity to complete the project including resumes of key individuals and examples of prior, similar projects. (5 pages max.)



6. Completed Natural Resources Screening Form ([Appendix A: CWIP Project Eligibility Screening Form](#)) of the CWIP funding policy. Required only for projects in preliminary design, final design, or implementation stage)
7. Detailed project timeline broken down by Task or Milestone as identified in [Appendix B Project Types Table](#) of the CWIP Funding Policy
8. Detailed project budget. Budget should be itemized by Task with anticipated costs for personnel, equipment, materials, subcontracted services, and other costs as appropriate for the specific project.
9. Letter of support from landowner (if applicable)
10. Any other relevant documents (e.g. preliminary engineering report, site photos, bid documents, etc.)

7. Contact

For additional information, to submit an application, or if you have any questions, please contact

Mike Winslow

mwinslow@acrpc.org

802-578-9999

2024Q1 Quarterly Report – April 2024 – Lake Dunmore Water Quality Projects – Round 1
David Johnson – LDFLA Water Quality Committee

Progress Highlights

- Work progressed at Fitzgerald Environmental on design updates for projects PR-6, TC-8, and TRA-1.
- LDFLA met with Jeremy Mears (jeremy.mears@usda.gov), a new contact from the Forest Service, to describe the TRA-1 plan. LDFLA was informed of activities planned by Green Mountain Power that might impact sediment transport in Sucker Brook.

Work Planned for Next Period

- Complete design updates for PR-6, TC-8, and TRA-1.
- Arrange meetings with landowners to discuss designs and seek approval to proceed.

April 12, 2024

Mr. Mike Winslow
Assistant Director
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, VT 05753

**Otter Creek Basin Clean Water Service Provider Project
Middlebury College Wetland Restoration – WPD ID 11426
Quarterly Progress Report – Q1 2024 (January 1, 2024 – March 30, 2024)**

A contract between Middlebury College and Otter Creek Engineering, Inc. to begin work on this project was approved on February 27, 2024. Since then, OCE has conducted a desktop review of data using the Vermont ANR atlas, FEMA NFIP and updated topographically defined floodplain maps, a vegetative survey of the project area conducted by Middlebury College, and a grassland management plan for the parcel on which the project is located provided by Middlebury College. OCE has reviewed these resources and began working on a conceptual wetland restoration plan at the end of Q1 2024. There were no technical, cost, or schedule issues encountered in Q1 2024.

Work planned for Q2 2024 (April 1, 2024 – June 30, 2024) includes the following:

- Site visit w/ Middlebury College and OCE personnel (completed).
- Completion of conceptual plan draft and submission for review to Middlebury College, ACRPC, regulators, stakeholders.
- Review of comments and coordination of regulator/stakeholder site visit.
- Field services including topographic survey and mapping invasive/nuisance vegetation areas.
- Final design development including phosphorus reduction calculation.
- Order plant materials for later implementation.

Submitted by Andrew Sample, PWS

Addison County Regional Planning Commission

Progress Report (January 1 – March 30, 2024)

April 12, 2024

Organization Name: Rutland Natural Resources Conservation District

Project Name: Stormwater Master Planning for the Town of West Rutland (Clarendon River Watershed)

Project Completion Date: June 30, 2025

Contact Information:

Rutland Natural Resources Conservation District

Nanci McGuire, District Manager

170 South Main St. Ste. 4

Rutland, VT 05701

802-775-8034 ext. 117

nanci.mcguire@vt.nacdnet.net

Summary of Activities:

Task #4 - Field Surveys and Project Identification:

- Field investigations for initial potential BMP locations near completion (15 sites identified, an additional 5-10 are needed).
- Updated the project list and maps to reflect field findings.
- Conducted initial stakeholder outreach to gain input from landowners with potential BMP opportunities on their property.

Challenges Encountered: None

Work Anticipated Next Quarter:

Task #4 - Field Surveys and Project Identification

- One additional field day in April to finish project identification.

Task #5 – Project Prioritization – anticipated to be completed on schedule (July 31, 2024)

April 12, 2024

Mr. Mike Winslow
Assistant Director
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, VT 05753

**Otter Creek Basin Clean Water Service Provider Project
Town of Shoreham Natural Resources Project Identification, Assessment &
Development – WPD ID 11511
Quarterly Progress Report – Q1 2024 (January 1, 2024 – March 30, 2024)**

The Town of Shoreham hired Otter Creek Engineering, Inc. to begin work on this project on January 22, 2024. Since then, OCE has conducted a desktop review of data and has identified natural resources projects for consideration by the Town. OCE also began developing a way to score identified projects based on criteria for feasibility and eligibility for this project and another similar CWSP project. Project identification and scoring was ongoing at the end of Q1 2024. There were no technical, cost, or schedule issues encountered in Q1 2024.

Work planned for Q2 2024 (April 1, 2024 – June 30, 2024) includes the following:

- Project ID and scoring approach was sent to ACRPC for feedback (completed).
- Completion of draft project list and scores.
- Provide draft project list and scores to the Town and meet to review and refine the project list and scoring.
- Begin field work and conceptual plan development for the identified projects.

Submitted by Andrew Sample, PWS



OTTER CREEK
ENGINEERING

April 12, 2024

Mr. Mike Winslow
Assistant Director
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, VT 05753

**Otter Creek Basin Clean Water Service Provider Project
City of Vergennes - Water Quality Project Identification, Assessment and
Development – WPD ID 11512
Quarterly Progress Report – Q1 2024 (January 1, 2024 – March 30, 2024)**

The City of Vergennes and Otter Creek Engineering, Inc. approved a contract to begin work on this project on February 27, 2024. Since then, OCE has conducted a desktop review of data and developed an initial draft list of water quality projects for further consideration by the City. OCE also developed a way to score identified projects based on criteria for feasibility and eligibility for this project and another similar CWSP project. An initial draft list of identified projects, including their scores, was completed at the end of Q1 2024. There were no technical, cost, or schedule issues encountered in Q1 2024.

Work planned for Q2 2024 (April 1, 2024 – June 30, 2024) includes the following:

- Project ID and scoring approach, and the initial project list, was sent to ACRPC for feedback (completed).
- Initial project list and scores will be updated based on ACRPC feedback and then given to the City for review.
- OCE and the City will meet to review and refine the project list and scoring. Project list will be cut to a total of up to 6 projects for further consideration.
- Field work and conceptual plan development for the identified projects will begin.

Submitted by Andrew Sample, PWS



OTTER CREEK
ENGINEERING

April 12, 2024

Mr. Mike Winslow
Assistant Director
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, VT 05753

**Otter Creek Basin Clean Water Service Provider Project
West Rutland Recreation Area Wetland Restoration– WPD ID 11314
Quarterly Progress Report – Q1 2024 (January 1, 2024 – March 30, 2024)**

Otter Creek Engineering, Inc. is working with the Town of West Rutland to complete Final Design for this wetland restoration project. Project progress had slowed over the winter, as additional field services need to be completed to finish Final Design. OCE progressed on the Final Design plan, which is ongoing and will be updated with the new field data once collected. OCE submitted project details to the Vermont Division of Historic Preservation for their review and comment. VDHP reviewed the project and will require an archaeological resources assessment (ARA) on the project site, and OCE contacted and received a quote for the ARA from Crown Consulting Archaeology, LLC. Cost and scope issues, including the additional field services and ARA, were addressed with the submission of an amendment request to ACRPC in Q1 2024, which will be reviewed by the BWQC at their April 24th meeting.

Work planned for Q2 2024 (April 1, 2024 – June 30, 2024) includes the following:

- Pending approval of amendment - additional field services including stream cross section and berm height data collection.
- Pending approval of amendment – archaeological resources assessment
- Complete final design plan draft including narrative document, planting plan, and cost estimate and provide to West Rutland, ACRPC and regulators for review.
- Complete draft O&M plan
- Review plan comments.

Submitted by Andrew Sample, PWS



Mike Winslow <mwinslow@acrpc.org>

Re: CWSP quarterly reports

1 message

Karina Dailey <kdailey@vnrc.org>
 To: Mike Winslow <mwinslow@acrpc.org>
 Cc: Mary Ann Goulette <mgoulette@westrutlandvt.org>

Mon, Apr 15, 2024 at 10:17 AM

Hi Mike,
 Below is the update:

We have a contractor (Fabian) lined up to complete the dam removal work this summer 2024 (instream work can't start until July 1) in the meantime, we are working with FEMA to approve sediment storage location and lower access in order to complete the project for the funding we have secured (from CWSP and FEMA).

Feel free to reach out if you have any follow up.

Best,

On Mon, Apr 15, 2024 at 9:21 AM Mike Winslow <mwinslow@acrpc.org> wrote:

Hello Mary Ann,
 Do you have an update on the Youngs Brook Dam removal project?
 I need to submit a report to DEC on our progress as a CWSP and would like to be able to include information about your project.
 I received a report from Otter Creek Engineering for the wetland restoration project. We will be discussing their request for additional funding at our meeting next week.
 mike

On Thu, Mar 21, 2024 at 3:52 PM Mike Winslow <mwinslow@acrpc.org> wrote:

The first quarter of 2024 ends at the end of the month. Please plan to have quarterly reports on your CWSP funded projects to me by April 12th

The report should contain:

- update on status of projects in development,
- summary of progress made on deliverables within reporting the timeframe (January 1, 2024- March 30, 2024),
- any technical /cost/ schedule issues encountered, and
- work planned for the next period (April 1, 2024 - June 30 2024).

Thank you and please reach out if you have any questions.

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 Mike Winslow
 Assistant Director
 Addison County Regional Planning Commission
 14 Seminary St., Middlebury, VT 05753
acrpc.org
 Cell: 802-578-9999



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 Karina Dailey
 Restoration Ecologist, VNRC
 Chair, VT Dam Task Force

Funded Project Reports



8 Bailey Ave,
Montpelier, VT 05602

P (802) 223-5234

info@vlt.org
vlt.org

April 3rd, 2024

CWSP Quarterly Report

Status update:

We (VLT) have drafted a 10 year DEC Operation and Maintenance plan, and will be submitting both once we have signatures from all parties. We have received back signatures from the Wyman property but are awaiting signatures from the Wales property.

We (VLT) have conducted a site visit with Althea from Redstart (planting crew) to talk through the planting plan, parking, transportation of materials on site, and start dates. During this meeting, VLT took pre planting photos of the sites. Redstart is beginning the planting process on the Wyman land parcel April 9th and will be working on site through the 11th. Due to their other projects, they are not scheduled to work continuously just on our Wyman and Wales project, but will be bouncing between many sites with stronger deadlines.

This approach works in our favor, as the wetland we are planting on the Wales property is under 2 feet of water as of our site visit. With the coming late snow/rain event, it's likely this wetland will be the last planting area of the project.

Althea has confirmed with us that all planting activities will be completed by the third week in May, giving the planted trees time to set roots before the summer heat.

Kyle (VLT) has been in contact with our Communications Manager for the creation of media announcements for the work being underdone. This will likely include before and after photos from the planting, so expect this to be completed early summer.

We (VLT) have not encountered any technical/cost/scheduling issues with our partners.

Next Steps:

Submission of Operations and Maintenance plan for both Wyman and Wales property

Creation of document holding pre planting and post planting photographs

Social media announcement by VLT

Site visit post planting to conduct string trimming around planted stems

VLT # 410082 & # 131665

WSID #11726

Regional Offices:

**226 Bridge Street
P.O. Box 850
Richmond, VT 05477
P (802) 434-3079**

**Bluffside Farm
171 Scott Farm Road
Newport, VT 05855
P (802) 748-6089**

**The King Farm
128 King Farm Road
Woodstock, VT 05091
P (802) 457-2369**