



# OTTER CREEK BASIN

clean water service provider

**2026-04-15 Otter Creek Basin Water Quality Council Agenda**  
**2PM – 3:30PM**

Otter Creek BWQC

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Meeting ID: 218 683 917 576 2

Passcode: FD3wY7Bs

1. Amendments to the Agenda
2. Approve [Minutes of January meeting](#)
3. Annual Election of Officers: Chair and Vice Chair
4. BWQC member terms
5. Budget amendment: OCNRCD Corcoran
6. Finance committee membership
7. Brainstorm project identification needs
8. TMDL Training preview
9. Changes to DEC P Calculator
10. Comments on Round 8 RFP
11. Next Meeting - July 22, 2026 at 2PM



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### 3. Election of officers

Based on our by-laws, council officers shall be elected at the meeting held in the second quarter of the calendar year by majority vote of the voting delegates present. Both officers shall be elected for a term of one year but may not serve five consecutive terms in the same office. Arabella and Katie have both agreed to be nominated for Chair and Vice-chair respectively.

### 4. BWQC member terms

According to [DEC guidance](#), BWQC members and alternates are appointed for two-year terms. DEC Guidance also says that before the end of their term, a member must inform the Clean Water Service Provider (CWSP) if they are interested in staying on the council for another term, and, when responses come in, CWSPs are required to tell ANR/DEC which members will continue and which seats might become vacant.

The term of a member runs to June 30 (end of the state fiscal year). Please let the CWSP know if you would be interested in staying on the council for another term. We very much hope the answer to that question is yes.

### 5. Budget amendment – OCNRCD

The BWQC approved a riparian planting at the Corcoran property in Waltham/New Haven at the January meeting. The budget for the approved project budget was \$9,146 with an estimated P reduction of 10.65 kg/yr. Contracted labor costs have increased since the project was proposed and the applicant is seeking a budget increase to \$15,844, a 73% increase. According to our budget adjustment policy, the BWQC must approve increases of more than 50%. The revised project does not affect the project score.

The applicant has a second riparian planting on the Roleau farm where they have also requested a budget increase. That project's original budget was \$9,592 with an anticipated phosphorus reduction of 5.97 kg/yr. They have requested a revised budget of \$13,103 or a 37% increase. By the BWQC's budget adjustment policy, the CWSP is able to approve that increase internally.

**The CWSP recommends the BWQC approve a revised budget of \$15,844 for the Corcoran project (WPD-ID 14575).**



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## 6. Finance Committee Membership

We have a vacancy on our Finance Committee with the retirement of Barbara and would like another BWQC member to volunteer to join. The current committee consists of Ellen and Arabella. The committee approves budget changes in excess of 50% of the original budget or \$20,000, whichever is less. The committee meets as needed and has only met once so far.

## 7. Brainstorm Project Identification Needs

10% of the annual CWSP budget is allocated for project identification. To date we have relied upon outside groups to bring us projects, but the CWSP can be proactive in identifying projects as we were with the municipal forest road identification project funded in July 2025. With a new call for proposals coming out, the BWQC should consider if there are any particular areas or sectors where the CWSP should solicit identification projects.