



OTTER CREEK BASIN

clean water service provider

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

Present: Ellen Cronan (ACRWC), Arabella Holzapfel (ACRPC - Chair), Gioia Kuss (Weybridge), Adam Piper (VLT), Kate Kelly (LCA), Devon Neary (RRPC),

Absent:

Hilda Haines (Danby), Pam Stefanek (OCNRCD), Katie Stiles (RNRCD - Vice-Chair)

Public: Angie Allen (DEC), Rorey Malone (OCNRCD), Chris Rottler (DEC), Matt Witten (ACRWC)

Staff: Mike Winslow

1. Amendments to the Agenda
2. Approve [Minutes of January meeting](#). Moved by Adam. Ellen seconded. All in favor.
3. Annual Election of Officers: Chair and Vice Chair. 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.
 - a. Ellen moved to elect Arabella for Chair and Katie for Vice-chair. Kate seconded. All in favor. No abstentions.
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). Mike requested all BWQC members to let him know if they intended to continue serving.
5. Budget amendment: OCNRCD Corcoran. 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



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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. The 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.

- a. Ellen asked for an updated cost efficiency. Mike noted it's still within the maximum point score. Mike will put in the minutes (Original cost/benefit \$859/kgP; revised cost/benefit \$1,488/kgP)
 - b. Ellen moved to accept the expanded budget. Adam indicated he would abstain. Kate seconded. All in favor.
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.
- a. Kate offered to serve on the committee.
7. Brainstorm project identification needs
- a. Mike explained that 10% of the CWSP budget is allocated for identification and development of project. The CWSP is seeking the expertise of the BWQC in determining how to use those funds.
 - b. Ellen wondered what is and isn't eligible for projects. Mike suggested the CWSP could target geographic areas, or different project types.
 - c. Kate noted that the limiting factor for most projects is getting landowners on board.
 - d. Matt echoed Kate's concern. ACRWC energy went into landowner outreach more so than projects within a certain area. Matt noted that TNC is looking for large woody debris projects in headwater streams. ACRWC may seek funding for additional development projects but not until the fall.
 - e. Ellen asked for the BWQC to develop outreach materials. She pointed out that the access agreement presents an impediment to recruiting participation.
 - f. Gioia asked about projects put identification projects funded by the CWSP with OCE. Mike suggested those projects needed a firmer project manager and he anticipates the CWSP playing more of a management role moving forward.



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- g. Chris acknowledged there are multiple tiers to the conversation – local level connections and regional and state publicity materials, and the publicity is a short-coming. DEC is trying to produce some videos to celebrate completed projects. In other basins watershed groups have been more aggressive about soliciting projects, but each group needs to tailor to their strengths and relationships. Lamoille Basin has leveraged funding for flood hazard mitigation to identify potential projects. CHris learned today that VEM has identified projects around the state, some of which might be in Basin 3. Ellen asked that the VEM projects be pushed to the CWSPs. Devon noted that VEM will be meeting with RPCs.
 8. TMDL Training preview – Mike had trouble sharing the videos in real time. He'll send [a link to BWQC members](#) so they can watch on their own time. He welcomes questions or comments on the material
 9. Changes to DEC P Calculator – DEC has revised the P reductions associated with forest road projects. With the revision, such projects only receive about 1/10th the benefit of what they had achieved before the revision. The Basin 3 CWSP completed two projects before the change went into effect, but has three implementation projects and a identification project contracted but not completed. The predicted P reductions from those projects will likely be much less than anticipated.
 10. Comments on Round 8 RFP – the next RFP will go out by the end of the week. It will look the same as previous RFPs unless the CWSP would like to see any changes. There were no recommended changes from the BWQC.
 11. Next Meeting - July 22, 2026 at 2PM
- Adjourn 2:45