

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MS4 SUBCOMMITTEE
 OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Tuesday, October 2, 2018**
 SCHEDULED TIME: 12:15 p.m. to 1:45 p.m.
 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
 DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Burlington:	Burlington Airport: Polly Harris (Stantec)	Williston:
Colchester: Karen Adams	Milton: Dave Allerton	Winooski: Tim Grover
Essex: Annie Costandi, Co-Chair	Shelburne:	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo, Co-Chair	South Burlington: Tom DiPietro	University of VT: Claire Forbes
DEC: Christy Witters		
Other Attendees: WNRCD: Kristen Balschunat; Blue Stormwater Program: Juliana Dixon		
CCRPC Staff: Dan Albrecht		

1. Call to Order: Chelsea Mandigo called the meeting to order at 12:45 p.m.

2. Changes to the Agenda – At request of the Chair, add Update Winooski NRCD Executive Director after item #5.

3. Review and action on draft minutes of September 4, 2018

After a brief recap by Dan Albrecht, *Karen Adams made a motion, seconded by Jenna Olson to approve the minutes with the correction to add Chris Robinson of Shelburne to the list of members present. MOTION PASSED. Polly Harris and Tim Grover abstained.*

4. Budget review and preliminary discussion of amendments to FY19 budget, proposed FY20 budget and proposed FY20 dues (Discussion)

Dan recapped the current budget situation via distribution of both the current FY19 budget and expenses and an initial discussion draft budget for FY20. The current budget for FY19 was originally approved at \$68,911 and was changed slightly at the Sept 4th meeting to \$68,996 as a result of revised ad buy totals for the fall plus the new winter ad buy. Total dues collected for FY19 was \$66,000 however we budgeted for use of prior years' surpluses. The estimated surplus after the closeout of FY18 expenses is approximately \$18,496 with a true surplus of \$15,496 once you factor in setting aside \$3,000 towards the reserve for the 2023 survey. Note that the Subcommittee held off on confirming a spring ad buy of \$19,186 compared to the normal ad buy of \$15k in that time frame. Some of those costs were actually for ads running in early July so Dan will ask Dave to calculate a new number with those ads excluded. Also, noted was that Stream Team operations were progressing very well, and that Kristen has been doing a great job but that dollars for staff time are approaching their original allocations.

There was a brief discussion on the relative efficacy of generic advertising vs. person to person engagement via the Stream Team as well as discussion of increased overall public engagement efforts. Juliana Dixon of Blue Stormwater noted that in general when they conduct a home certification visit, for the majority of households this is the first time they've heard stormwater best practices messaging. Kristen Balschunat noted that most booth visitors they interact with had never heard of the Stream Team. No firm decisions were made at this time but the option of having more Stream Team specific advertising incorporated into the overall Rethink Runoff advertising was discussed.

The draft FY20 budget was discussed. An overall increase of about \$6,000 to about \$75,000 total is proposed due to increases in New Creative (FY19 was a "maintenance year"), Stream Team and Advertising. Tom DiPietro noted that yes, we want to make a difference and run a good program, but the program's primary intent is to meet a permit requirement. Committee members noted the excellent work being done by Dave Barron of Pluck.

1 Dan presented two FY20 dues options: keeping dues current at \$5,500 raises \$66,000 while a \$6,000 rate
2 generates \$72,000. He noted that this agenda item was warned as discussion only.

3 A motion was then made by Tom DiPietro, seconded by Karen Adams to preliminary establish member
4 dues of \$6,000 for FY20. The motion passed with Polly Harris abstaining. Formal action to establish the FY20
5 member dues will be considered at the November 6 meeting.

6 Dan indicated he will reach out to Dave to have him revise the Spring 2019 ad budget by removing
7 costs associated with the first 3 week of July.

8
9 **5. Common language regarding MM-1 and MM-2 for use in development of Stormwater**
10 **Management Plan to be filed by MS4s (Discussion)**

11 Christy recapped information she had distributed earlier via email. Each proposed BMP in your SWMP
12 shall include a measurable goal and the rationale for why it was selected. DEC can then use this when
13 reviewing your SWMPs to track your progress. In the case of MM-1 and MM-2, the language could reference
14 the Rethink Runoff program, the website, etc. Dan indicated he would review the information from Christy
15 and come up with some standardized language for use in each of the SWMPs.

16
17 **6. Standardized language for RFPs for development Phosphorus Control Plan (Discussion)**

18 It was noted that Colchester and Essex had completed RFPs recently. Dan will circulate them to the
19 members.

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21 **7. Update on Winooski NRCED Executive Director hiring**

22 Kristen announced the District had hired Gianna Petito. She has been working part-time for a few weeks
23 and started full-time on October 1st. She holds a Master of Science degree in Conservation Ecology and
24 Environmental Planning from the University of Michigan School of Natural Resources and Environment. She
25 previously worked for different non-profits in Michigan and Montana.

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27 **8. Further discussion of MS4 permit and additional coordination among permittees**

28 No discussion.

29
30 **9. Items for Tuesday, November 6th meeting agenda**

- 31 -review standardized BMP language for MM-1 and MM-2
32 -final action on FY20 dues
33 -review Google ad data per town and revised Spring 2019 ad budget

34
35 **10. Adjournment**

36 The meeting adjourned at 1:22 p.m.

37 *Respectfully submitted, Dan Albrecht*