

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 Workshop Meeting Minutes
3 DRAFT
4

5 DATE: Wednesday, April 15, 2020
6 TIME: 6:00 p.m.
7 PLACE: REMOTE ATTENDANCE VIA GoToMeeting
8

9 PRESENT: Bolton: Sharon Murray Buel's Gore: Absent
10 Burlington: Absent Charlotte: Absent
11 Colchester: Jacki Murphy Essex: Jeff Carr
12 Essex Junction: Absent Hinesburg: Michael Bissonette
13 Huntington: Barbara Elliott Jericho: Catherine McMains
14 Milton: Absent Richmond: Absent
15 St. George: Absent Shelburne: Absent
16 So. Burlington: Absent Underhill: Absent
17 Westford: Absent Williston: Absent
18 Winooski: Michael O'Brien Cons/Env.: Don Meals
19 VTrans: Absent Bus/Ind: Absent
20 GMT : Absent Agriculture: Absent
21 Socio/Econ/Housing: Absent
22

23 Others: Amanda Holland, Northwest Regional Planning Commission (6:10pm)
24 Kent Henderson, Chair of Friends of Northern Lake Champlain
25

26 Staff: Charles Baker, Executive Director Regina Mahony, Planning Prgm Mgr.
27 Christine Forde, Senior Planner Dan Albrecht, Senior Planner
28 Amy Irvin Witham, Business Office Associate
29
30

31 ***The workshop meeting was held remotely via GoToMeeting Video stream.***
32

- 33 • Call to order. The workshop meeting was called to order at 6:05 p.m. by the CCRPC Board Chair,
34 Michael O'Brien.
35
36 • Public Comment Period, Members' Items and Other Business. Mike asked attendees if there were
37 any public comments, member items or any other business to discuss. There were none.
38
39 1. Clean Water Service Provider Draft Proposal Review [attached]

40
41 Charlie Baker referred attendees to the Clean Water Service Provider Draft proposal document
42 included with the agenda and introduced Dan Albrecht as the presenter. Dan provided a
43 presentation of the current document with the expectation of collaborative member review, input,
44 suggestions, questions and edits. Dan began by reading the vision:
45

46 *Our Vision is to couple CCRPC's well-honed skills in group facilitation, grant administration, and*
47 *program management to support the on-the-ground expertise of partner organizations and*
48 *municipalities in developing and implementing non-regulatory water pollution control projects. We*

1 *will be assisted on a regular basis with these administrative and programmatic tasks by the*
2 *Northwest Regional Planning Commission (NRPC). In coordination with the Vermont Department of*
3 *Environmental Conservation (DEC), the Northern Lake Champlain Direct Drainages Basin Water*
4 *Quality Council and assisted by numerous partner organizations and municipalities, the CCRPC and*
5 *NRPC will implement a systematic and open process to bring cost-effective projects from concept*
6 *through development to installation to annual ongoing operation and maintenance.*

7
8 Charlie asked members for comments and suggested edits; there were none.

9
10 Dan moved on to the Project Identification and Prioritization section. He explained start-up
11 activities and the formation of a Basin Water Quality Council. Dan said the first element after the
12 grant is issued is to organize informational meetings for the three counties of Chittenden, Franklin
13 and Grand Isle. Dan explained how the CCRPC would operate in terms of managing and
14 administering the program including financial aspects of being a Clean Water Service Provider while
15 the NRPC (Northwest Regional Planning Commission) would assist the CCRPC with relationships and
16 projects in Franklin and Grand Isle counties.

17
18 Charlie asked members for comments and any suggested edits. Member discussion ensued. Mike
19 O'Brien asked exactly what is the relationship between the CCRPC and NRPC? Dan said the CCRPC is
20 the applicant and would be the service partner but that NRPC would assist with oversight of projects
21 outside Chittenden County. Members agreed further clarification in the document was needed and
22 suggested edits to convey CCRPC as the service provider working with the assistance of NRPC staff.

23
24 Dan went on to explain if the CCRPC is designated as the CWSP, there will be a Basin Water Quality
25 Council (BWQC) formed. The BWQC will establish rules consistent with the regulations and
26 guidance under development and in accordance with Act 76. The expectation is projects will receive
27 a technical score, as measured by a standardized manner, from a system developed by the DEC to
28 evaluate pollution reduction benefits related to cost. After completion of a pollutant reduction
29 score, the BWQC would evaluate the co-benefits of a project (e.g., flood mitigation, public visibility,
30 etc). Member discussion regarding the formation of the BWQC and the project scoring criterion
31 ensued. Members requested further edits within the document to clearly indicate the number of
32 representatives being selected for the BWQC. Dan reminded members Act 76 dictates how these
33 decisions are made.

34
35 Dan stated, in terms of the prioritization of projects and having funds flow into projects, it will be
36 our job as a CWSP to work with the BWQC and the DEC on how projects are awarded. We anticipate
37 the use of a Request for Qualifications (RFQ) process to make it easier to get money out the door
38 rather than bidding out every individual project. Dan said we have outlined how we anticipate
39 funding will work from both the project side as well as administratively. Dan explained the intent of
40 the RFQ is to enlist multiple partnerships with varying skill-sets from non-profit and governmental
41 entities such as watershed associations, watershed groups, natural resource conservation districts,
42 land trusts, land managers, municipalities, and conservation organizations along with necessary
43 professionals. The RFQ will also be used to identify and develop agreements with individuals and
44 firms with technical and scientific expertise.

45
46 Kent Henderson asked how funds will be distributed if new work is added to an award and what the
47 oversight would be? Member discussion ensued. A suggested edit was made to have the BWQC
48 give the CWSP discretion to amend work agreements slightly in that case. Charlie explained, the

1 hope is the CWSP will have greater flexibility over funding in terms of assisting project development
2 and the monies will be allocated to organizations and municipalities to investigate identified
3 problem locations rather than individual projects.
4

5 Dan explained, in terms of verification and inspection, we are not yet sure how this will unfold or
6 what will be required in terms of projects. He anticipates there will be guidance from the DEC. Don
7 Meals voiced his concern that as the CWSP the criteria and expectations regarding meeting these
8 requirements are clearly established, and that accountability does not rest solely on the CWSP.
9 Member discussion and questions about the risk and liabilities ensued. Jeff Carr asked if there
10 would be a need to increase our liability insurance? Charlie explained there may be a slight
11 increase, however, the overall funding for these projects must come from the DEC. Sharon Murray
12 requested the document include a line regarding conflict of interest. Charlie and Dan agreed, and
13 explained this is also covered under Act 76. Members also requested the document clearly address
14 any liability concerns. Charlie agreed.
15

16 Dan explained staffing would likely remain the same. He would assume the lead role as the program
17 manager and work closely with Amanda Holland from the NWPC. Their supervision would continue
18 to be provided by Charlie Baker and Catherine Dimitruk. He explained the current structure and
19 skillset within the CCRPC, including GIS staff, Business Office staff, and Planning Program
20 management staff would support the overall program and provide staff oversight to assure
21 compliance within processes under state regulatory guidance and rules. Additionally, the CCRPC
22 *Administrative and Operating Policies and Procedures* adheres to compliance standards with all
23 relevant federal and state laws, supervision of staff, and budget oversight.
24

25 Charlie stated there may be other administrative attachments that need to be added, but this is the
26 substance and scope of what was requested. Charlie asked Amanda if she felt there was anything
27 missing? Amanda indicated she was comfortable with the proposal language and explained that
28 NRPC is using this model from Dan as their base for NRPC's CWSP proposal for the Missisquoi and
29 Lamoille basins. Charlie said the document would be reviewed with the partners in the watershed,
30 the CCRPC Clean Water Advisory Committee and Executive Committee before being submitted to
31 the DEC by May 8th. Jeff Carr asked about the financial risk of the endeavor, as he wants to ensure
32 we are not caught up in the completion of work if a project is underfunded or if funding is drastically
33 reduced or cut altogether. Charlie stated the CCRPC cannot be responsible for the funding and that
34 this must work like an enterprise fund and be self-sustaining.
35

36 Kent Henderson thanked Charlie, Dan and the CCRPC for the invitation to the workshop meeting. He
37 said he really likes the overall approach of the process and is very pleased with the partnership.
38 Charlie thanked Kent for his participation. He also noted that although Marty Illick was not at the
39 meeting, he wanted to extend thanks for her input prior to the meeting. The draft proposal with
40 edits and comments made at the meeting is attached.
41

42 Mike O'Brien thanked everyone for joining and adjourned the workshop meeting at 7:19 p.m.
43

44 *Respectfully submitted,*
45 *Amy Irvin Witham*
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47

RFP: Selection of Clean Water Service Provider for Seven Vermont Watershed Basins, Per Act 76 of 2019

Proposal by: Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202, Winooski, VT 05404

Draft for April 15th Board work session

SCOPE OF WORK

(c) (1) A detailed scope of work, no more than 10 pages in length, describing how the deliverables will be met. The plan shall include at a minimum:

A proposal for how the entity will implement the items listed in the Scope of Work section, above, including how the applicant will oversee identification, prioritization, development, construction, verification, inspection, operation, and maintenance of clean water projects.

The CCRPC is seeking to serve as the Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages Basin (herein after “Basin 5”).

The Chittenden County Regional Planning Commission (CCRPC) will comply with the forthcoming final rules and guidance, as a condition of relevant grants issued under Act 76.

Our Vision:

Our Vision is to couple CCRPC’s well-honed skills in group facilitation, grant administration, and program management to support the on-the-ground expertise of partner organizations and municipalities in developing and implementing non-regulatory water pollution control projects. We will be assisted on a regular basis with these administrative and programmatic tasks by the Northwest Regional Planning Commission (NRPC). In coordination with the Vermont Department of Environmental Conservation (DEC), the Northern Lake Champlain Direct Drainages Basin Water Quality Council and assisted by numerous partner organizations and municipalities, the CCRPC and NRPC will implement a systematic and open process to bring cost-effective projects from concept through development to installation to annual ongoing operation and maintenance.

Commented [CB1]: Assuming adequate funding... here or elsewhere. Budget cannot be subsidized by RPC funding.

Project Identification and Prioritization:

Start-up activities:

Upon designation by the State of Vermont and issuance of a contract or grant agreement, the CCRPC will first set up a dedicated webpage at www.ccrpcvt.org to host all relevant content related to acting as the Clean Water Service Provider for Basin 5. Secondly, the CCRPC will organize three separate informational meetings, one each in Chittenden, Franklin and Grand Isle

counties so that the CCRPC ~~and~~ with assistance of NRPC staff can meet with water quality partners and the public so that everyone is brought up to speed about the anticipated and planned operations of the CCRPC as the CWSP for Basin 5. Finally, the CCRPC will formally begin tracking expenses and activities related to CWSP-services so as to be able to meet any financial or programmatic requirements the DEC may prescribe in its agreement with CCRPC.

Commented [CB2]: Clarify as assistance from NRPC. Clarify the CWSP with assistance...

Formation of Basin Water Quality Council:

If we are designated as a CWSP, our first step will be to form the Basin Water Quality Council for Basin 5 made up of nine members. This Council will be developed in accordance with applicable statute, rules and guidance. The CCRPC ~~and the~~ with the assistance of NRPC will first invite three different groups to select members consistent with Act 76, as follows:

- to select two (2) persons representing NRCDs from the following: Franklin County, Grand Isle County and Winooski Natural Resource Conservation Districts (NRCDs) and Vermont Association of Conservation Districts ~~to select two (2) persons representing NRCDs~~;
- to select two (2) persons representing RPCs from the following: Addison County, Chittenden County and Northwest Regional Planning Commissions (RPC) ~~to select two (2) persons representing RPCs~~; and
- to select two persons representing local watershed protection organizations from the following: Addison County River Watch Collaborative, Friends of Northern Lake Champlain, Lake Champlain Committee, Lake Champlain International, Lake Iroquois Association, Lewis Creek Association, St. Albans Area Watershed Association, Watersheds United Vermont (WUV), and any other similar organizations that may self-identify or be identified by Watersheds United Vermont ~~to select two persons representing local watershed protection organizations~~.

The CCRPC and NRPC will also make a request to:

- select one (1) representative of applicable local land conservation organizations such as the Charlotte Land Trust, Hinesburg Land Trust, Richmond Land Trust, South Burlington Land Trust and statewide land conservation organizations such as Lake Champlain Land Trust, New England Forestry Foundation, Northeast Wilderness Trust, The Nature Conservancy of Vermont, Trust for Public Lands, Vermont Housing & Conservation Board, Vermont Land Trust and the Vermont River Conservancy and any other similar organizations that may be identified ~~to select one (1) representative of those organizations~~.
- select two (2) municipal representatives from applicable municipalities in Chittenden County, Franklin County and Grand Isle County ~~Basin 5 to select two (2) representatives. We propose that~~ CCRPC and NRPC ~~will likely~~ use their existing clean water advisory committees to each select their municipal representative. There may be one of these representing MS-4 communities and one representing the other municipalities as to be determined by the municipalities. ~~to select a representative from each region.~~

The CCRPC ~~and~~ with the assistance of NRPC will assist the BWQC in establishing Council Rules of Procedure which will define member terms and charges of the BWQC including but not limited to project identification and prioritization. These rules will be consistent with the pending rules and guidance now under development.

Initial inventory of possible projects:

In order to be able to assist the BWQC with project identification and project prioritization, upon commencement of an agreement with the Vermont DEC, the CCRPC and the NRPC will first meet with the Vermont DEC Watershed Planner for Basin 5, Karen Bates, to identify likely high priority potential non-regulatory projects in the Basin. The primary source for these projects will be the DEC Watershed Projects Database, <https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx>.

We will then review the initial list of projects with BWQC members and all other partners in the basin to identify additional projects that are not yet in the database or that will need project identification/development funding to be further scoped for consideration. Often watershed groups and RPCs receive project ideas organically through phone calls, emails, field work, stakeholder and municipal outreach and these projects at any given point in time may not be in the state database. The CCRPC and NRPC will make sure to include these projects during the identification phase. These project ideas might include, for example, stream reaches that may never have been formally assessed for fluvial erosion hazards or for floodplain restoration opportunities.

We will likely separate the potential project list into two broad categories, consistent with the rules and guidance to be issued by DEC: first, projects that need further Identification & Development and second, those ready for Design & Implementation. We anticipate that up to **XX**% of overall project funding will be allocated towards the Identification & Development phase based on data developed by the Friends of the Winooski and other partners' project experience.

One option which offers good potential for displaying the project priorities will be the utilization of an ArcGIS Dashboard. CCRPC already uses this option to assist its municipalities with identification and tracking of each town's progress in meeting the requirements of the Municipal Roads General Permit, see: <http://map.ccrpcvt.org/reidashboard>. The CCRPC and NRPC therefore will develop a watershed project dashboard to easily identify eligible projects and share with the BWQC for prioritization. Project data within Basin 5 will be imported into this dashboard from the watershed project database and/or Clean Water Project Explorer. This ArcGIS online dashboard will be used to display information on project status, eligibility determinations, projected phosphorus reduction, cost (both project and Operations and Maintenance), and feasibility factors (landowner willingness, etc.). Additionally, any projects that are currently in the watershed database that are deemed "ineligible" by the DEC will be recorded as such and an explanation included in order to track that information. Finally, through

regular communication with DEC, we will work to assure that our Basin 5 non-regulatory projects database and the DEC Watershed Projects Database are mutually updated on an ongoing basis.

Prioritization of Projects:

As prescribed in Act 76, the responsibility for prioritization of projects rests with the BWQC. After the Basin 5 Water Quality Council is formally convened, the CCRPC, ~~and the~~ with the assistance of NRPC, will assist the ~~Council~~ BWQC with developing the best mechanisms to present and analyze the potential projects to make for the most efficient process for the BWQC to prioritize investments in Basin 5 to meet the assigned reduction target.

The CCRPC with the assistance of ~~and~~ NRPC will act in administrative and technical capacity to assist the BWQC with this process. This prioritization process will also be informed by and consistent with the 2020 update to the Basin 5 Tactical Basin Plan which should be completed this summer. The BWQC, CCRPC and NRPC will also use DEC's Clean Water Project Explorer <https://anrweb.vt.gov/DEC/cleanWaterDashboard/ProjectExplorer.aspx> as well as DEC's Clean Water Roadmap: <https://anrweb.vt.gov/DEC/CWR/CWR-tool> to inform this process.

We expect that, consistent with draft guidance under development by DEC, potential projects for Implementation will receive a technical score using a system developed by DEC to evaluate pollution reduction and related water quality benefits related to cost. We also expect to supplement the technical score with additional scoring of co-benefits and project readiness done by the BWQC. As the CWSP, CCRPC with the assistance of ~~and~~ NRPC will develop the draft benefit scoring for review and action by the BWQC in a public meeting. Given the importance of this step, we intend to invite all partners in the basin to participate in this discussion and provide input to the BWQC as they make the decision about priorities for funding. Before any project will be approved for construction, the CCRPC with the assistance of ~~and~~ NRPC will ensure that necessary permits are in place with the project implementer.

It is expected that the investment of CWSP funds for Identification & Development of projects will go through a similar process but that it will be based more on prioritizing the problem as identified in the Tactical Basin Plan rather than a discrete project solution at this stage. It may be that investments in Identification & Development are done in more of a funding program style to a given partner or partnership rather than per project.

Development of formal partnerships between the CCRPC as CWSP and the broader water quality improvement community:

We anticipate that the vast majority of funding flowing through the CCRPC as a CSWP would be invested in partners to identify, develop, design, build, operate, and maintain the prioritized projects. Therefore, CCRPC proposes to enlist many partners in the basin to help us carry out these tasks. Consistent with rules and guidance developed by DEC, and in consultation with the

Commented [CB3]: Clarify that minor changes can be handled administratively...

BWQC, we anticipate the use of a request for qualifications (RFQ) process to solicit, identify and develop formal relationships (aka master agreements) with needed non-profit and governmental partners such as watershed associations, watershed groups, natural resource conservation districts, land trusts, land managers, municipalities and conservation organizations along with needed professionals. We have already identified many of those (see list of BWQC invitees above) but we also need to find out if there are emergent groups or individuals that might be able to assist in this large endeavor. We may also use the RFQ process to identify and develop agreements with individuals and firms with technical and scientific expertise as well as firms with experience in construction of water quality projects to assist project partners if requested.

The CCRPC will work closely with the BWQC and with the DEC in developing the details of the RFQ. The CCRPC already has good templates in place and already uses every few years to select firms for, for example, Transportation Planning, Public Participation, Water Quality Project Design & Construction Management, Land Use Planning, Brownfields Site Assessment and Archeological Assessment. Note that the intent of an RFQ process is not to select just a few partners. Rather, the purpose of this RFQ process is to be inclusive and welcoming and to find out the different capabilities of numerous organizations, municipalities and businesses in each of the various key tasks required of the CWSP. Establishing a pre-qualified list will allow for rapid deployment of funds to bring pollution control projects from concept to completion. Each partner funded would bundle multiple problem sites as individual task orders under one agreement with the CWSP.

Therefore, after consultation with DEC staff and the BWQC we anticipate that the RFQ would solicit organizations, municipalities, firms and individuals with expertise in one or more of the following:

- Project Identification and Development
- Project Design & Permitting
- Implementation/:
- Verification and Inspection
- Operations & Maintenance

CCRPC anticipates that the Basin Water Quality Council will both authorize a package of projects for Construction for each summer/fall and also authorize projects on an ongoing basis for development and/or design. Once projects have been determined to be ready for either further development, design work, construction, inspection & verification or operations & maintenance task orders would then be issued to the partners that originally proposed the project and all necessary funds would be awarded to the same partner to both manage the development, design or construction project and pay any needed subcontractors such as engineers and construction firms and cover any administrative tasks required by the CCRPC as CWSP such as accounting, financial reporting, progress reporting, documentation, etc.

While CCRPC anticipates using this RFQ process, it will not be finalized until the BWQC is formed and they help influence the process for distribution of funds. In addition, the process may change in accordance with the rules as finalized by DEC.

Identification & Development: —Funding will be awarded to partners to help identify projects that are not yet known, or not yet ready to move forward. This project work will include work with landowners, development of project alternatives, identification of possible constraints and permitting issues, and development of conceptual solutions. The criteria for reviewing these projects include problem identification, expected pollution reduction, and other criteria that may be developed by the BWQC and/or DEC.

Design & Permitting: Respondents will have direct experience with development of conceptual or final designs, final cost estimate and bid documents, completion of applications for required permits and/or easements, access agreements. It is anticipated that the BWQC would review and select professionals for this work based upon qualifications no more than once per year and maybe for two- or three-year terms. Entities selected for this work could either: 1) be under subcontract with a partner who would oversee their work and also be responsible for overall management of a project or 2) be under contract with the CWSP and be available to provide ad hoc consulting assistance to partners for smaller projects.

Implementation: Respondents will have direct experience with actual physical implementation of projects or with the management of construction firms performing same. Respondents will have experience with the completion of progress and financial reporting and maintaining adequate records of same. Each project funded would have an agreement between the CWSP and a partner who is responsible for overall successful implementation of the project. If cash flow requirements were considerable, the construction firms assisting a project implementor/[partner](#) could be procured and paid directly by the CWSP.

Verification and Inspection: As the CWSP, CCRPC will either develop the expertise in-house or hire firms, individuals, municipalities or organizations with experience in inspection of water quality projects are constructed in accordance with the Final Design and Project Specifications, DEC rules and/or permits, and with accepted engineering or design practices. Dan Albrecht has received certificates from the American Stormwater Center as both a Certified Stormwater Inspector and as a MS4 Low-Impact Development / Green Stormwater Infrastructure Inspector and could handle inspections/verifications not requiring an engineer's certification but consistent with DEC requirements. The proposed RFQ process will likely garner both engineering firms as well as other qualified individuals and organizations who can assist the CCRPC and NRPC in these efforts. Each selected entity would have an agreement with the CWSP, and work would be assigned via task orders. [The CWSP/BWQC will establish performance criteria for inspection and verification consistent with DEC requirements.](#)

Operations and Maintenance: Entities selected for this task will be expected to have experience in operations and maintenance of non-regulatory water pollution control projects as well as experience with record-keeping and reporting on same. As the CWSP, CCRPC expects to work with the BWQC on how to best invest in partners to operate and maintain installed projects and practices. The amounts of these investments are not known at this time, but we expect them to be some percentage of the cost of implementation or a flat annual fee, depending on the type of project. These entities will most likely be determined by the project sponsor earlier in the

process. The first and preferred option would be for the partner to enter into a contract with the CWSP to provide these services for the design life of the implemented practice. If that is not desired by the partner or by the landowner, the CWSP in consultation with the BWQC would contract with a third party to perform these annual services. [The responsibility and liability to reside with the entity paid to provide this service through the funding agreement.](#)

Commented [CB4]: Look at this in more detail. Protection re damages. DEC relationship.

Commented [CB5]: Repeat? Beginning or end?

(c) (2) A description of support systems – systems currently in use or proposed by the applicant to support their IT and financial systems, and, and a statement committing to use DEC-developed IT solutions for project tracking and reporting.

CCRPC has well-developed IT and financial systems. Our IT system consists of a file server, 20+ laptops, 3 printers, a Network Attached Storage back-up system as well as an off-site back-up system. The back-up system runs hourly onsite and at the off-site location. Pam Brangan, CCRPC GIS Data & IT Manager helps troubleshoot minor IT issues as needed. CCRPC is also assisted by The Tech Group, an on-call tech support consulting firm based in South Burlington. The firm monitors the computer system (server and user laptops) 24x7 in an effort to minimize issues. Lastly, our email system is routed through a 3rd party SPAM/virus software to reduce the chances of virus' or phishing programs infiltrating our system.

CCRPC has well established and proven accounting systems that meet all federal and state standards for managing federal and state awards. CCRPC currently manages around \$5 to \$6 million dollars a year in federal, state, local and non-profit grants. CCRPC uses QuickBooks accounting software, which is backed up on the file server and can be accessed in the office or remotely. Financial systems and procedures have been developed and updated periodically in CCRPC's Administrative and Operating Policies and Procedures (*see attachment X*) as approved by the CCRPC Executive Committee and are available upon request. CCRPC is audited each fiscal year by an independent Certified Public Accounting firm and has been free of any significant findings for at least the last ten years. CCRPC expends more than the current threshold, \$750,000 in a fiscal year, of federal funds and therefore undergoes a Federal Single Audit each year. CCRPC's financial systems have consistently demonstrated the ability to manage state and federal funds and is considered a low risk auditee.

The CCRPC commits to using DEC-developed IT solutions for project tracking and reporting.

(c) (3) A description of current and proposed staffing and partnerships to meet CWSP obligations

Dan Albrecht, CCRPC Senior Planner will be the overall CWSP Program Manager and have oversight of individual projects in Chittenden County. Dan has been with the CCRPC since 2003 and has managed several relevant projects. Dan holds an M.S. in Natural Resources Planning from the University of Vermont and an M.A in Anthropology from McGill University. Through a subgrant to the Northwest Regional Planning Commission, Amanda Holland, NRPC Regional Planner, will assist the CCRPC with management of CWSP projects in Franklin and Grand Isle counties as well as serve as the primary liaison with NRPC region partners. Amanda holds an

MS in Natural Resources from the University of Vermont and has been with the NRPC since 2013. See details in *Attachments section (h)* and Mr. Albrecht's and Ms. Holland's applicable work experience. Mr. Albrecht and Ms. Holland will be supervised by their respective Executive Directors, Charlie Baker and Catherine Dimitruk. At this time, neither CCRPC nor NRPC plans to hire new staff as part of this administrative and managerial effort. However, should the workload grow, consideration may be given to hiring persons with the needed expertise ~~in~~ [project management](#).

CCRPC and NRPC will operate primarily in an administrative and managerial role for overall CWSP operations. CCRPC and NRPC staff on an ongoing basis will also meet regularly with the DEC and the Basin 5 Water Quality Council to both continually update the list of potential projects for identification and prioritization as well track ongoing projects as they move from [development prioritization](#) to [prioritization development](#) to construction to operation.

Other CCRPC and NRPC staff will assist Mr. Albrecht and Ms. Holland on an ad hoc basis. Respective GIS staff will assist in maintenance of a project tracking database and an accompanying GIS dashboard. Forest Cohen CCRPC's Senior Business Manager will have responsibility for overall financial reporting and compliance. Charlie Baker and Regina Mahony, CCRPC Executive Director and Planning Program Manager, respectively and Catherine Dimitruk and Bethany Remmers, NRPC Executive Director and Assistant Director will exercise overall program and staff oversight to assure compliance with state rules and guidance.

The CCRPC will rely on existing and potential water quality partners to carry out project development, construction, inspection, verification, operations and maintenance of water quality projects. These partners will come from the list of BWQC invitees noted above along with new partners who may be identified through the RFQ process.

(c) (4) A description of current or proposed operating policies, including internal controls, personnel, procurement, accounts payable, accounts receivable, fixed assets, reconciliation, governing board oversight (for corporate/corporate non-profit entities), records, implementation of Vermont Open Meetings laws, and payroll. Documented policies may replace descriptions as appropriate.

CCRPC has a formal "*Administrative and Operating Policies and Procedures*" manual (see *Attachment X*) which has been updated on a regular basis including most recently on April 2020. The document addresses in detail the required elements noted in the RFP as follows.

Part 1 – Personnel Policy Manual

Part 2 – Procurement Policy, pages 71–79. To achieve transparent and competitive sub-granting and procurement, these policies and procedures have been developed in accordance with 2 Code of Federal Regulations (CFR) § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Vermont Agency of Administration Bulletin 3.5 – Procurement and Contracting Procedures, and Vermont Agency of Administration Bulletin 5 – Policy for Grant Issuance and Monitoring. CCRPC staff and all selected contractors

Commented [CB6]: Add conflict of interest statement? Above when BWQC making funding decisions?

will observe and comply with all relevant federal, state, and municipal laws, bylaws, ordinances, and regulations.

Part 3 – Accounting & Internal Controls Policies & Procedures. The CCRPC takes zero tolerance approach to fraud or any financial maleficence at any level of the organization. The CCRPC develops, implements, monitors, and enforces policies that prevent fraud and abuse and uphold the standards of the organization. Internal controls are interwoven into all financial operations of the CCRPC. Segregation of duties, multi-step approval processes, layers of oversight, and other proven controls are built into CCRPC daily operations. CCRPC develops, implements, and practices accounting and internal controls and procedures according to 2 Code of Federal Regulations (CFR) § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Vermont Agency of Administration Bulletin 5 – Policy for Grant Issuance and Monitoring. CCRPC undergoes a Federal Single Audit each fiscal year by a Certified Public Accounting Firm to assure practices and policies are in compliance with Generally Accepted Accounting Procedures. More detail can be found as listed below referencing pages in our *Administrative and Operating Policies and Procedures*.

- Internal Controls, page 83.
- Fraud Prevention Policy, page 92.
- Record Retention Policy, pages 96-98.
- Appendix C – Financials Procedures, pages 99-115, covering:
 - Accounts Payable
 - Accounts Receivable
 - Fixed Assets
 - Reconciliation
 - Payroll
 - Federal Awards Management

The CCRPC is governed by the CCRPC Board and CCRPC Executive Committee with the guidance of the Executive Director. The CCRPC Board has general authority over all planning documents, external policy positions, and the annual budget and work program. The Executive Committee oversees the *Administrative and Operating Policies and Procedures* and supervision of the Executive Director. The Executive Director has the responsibility of ensuring compliance with all relevant federal and state laws, supervision of staff and budget oversight. (See attached *CCRPC Bylaws* for more detail.)

As a subdivision of the State, CCRPC has always been required to follow the Vermont Open Meetings Law. The CCRPC has established a dedicated webpage for its Commission and its numerous committees and posts agenda packets and minutes in compliance with the Open Meetings Law. We also have conducted numerous public engagement efforts around draft planning documents. We expect that we will use our experience in this area to post draft policies or priorities of the BWQC for review and comment by the public. We will compile comments and propose suggestion to address the comments to the BWQC as applicable.

(c) (5) Identify staff and organization experience with facilitation, consensus building, water quality projects, and project management.

With regards to facilitation and consensus building and bringing diverse stakeholders to agreement, the CCRPC is well-suited to this role as it continually engages in this type of work on an ongoing basis across the 19 communities of Chittenden County to develop and reach consensus on a variety of regional plans and topic-based plans. Most notably are the 2018 ECOS Plan (Ecology, Community, Opportunity, Sustainability) which includes the Regional Plan, the Metropolitan Transportation Plan and the Comprehensive Economic Development Strategy for the County and the Annual Unified Planning Work Program outlining CCRPC's planned projects totaling over \$5 Million. Mr. Baker and Ms. Mahony are heavily involved in both of these efforts. They work not only with representatives of the county's 19 municipalities but also with 20+ partner organizations in health, human services, energy, transportation, natural resources and academia. Ms. Dimitruk, likewise, consults with numerous partners on regional plans for Franklin and Grand Isle counties.

Other major plans which we update every few years include the Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan, the CCRC Public Participation Plan, the Active Transportation Plan, and the County Energy Plan. In addition to monthly Commission meetings, CCRPC staff also facilitate and organize regular meetings of its Brownfields, Clean Water, MS4, Planning, and Transportation Advisory Committees. With their expertise in facilitating high-level multi-partner planning processes, Mr. Baker, Ms. Mahony and Ms. Dimitruk will assist the BWQC in their work to prioritize CWSP-administered funds for water quality projects.

Throughout his 27-years in natural resources public policy, first in Alaska and second, here in Vermont (*see attached résumé*), Dan Albrecht has primarily functioned as a project/program manager. In recent years, he has managed or is managing the following broad-based programs for CCRPC including several related to water quality such as seven Clean Water Block Grants and two Design Implementation Block Grants, four ERP-funded Stormwater Master Plans, five DEC-funded Tactical Basin Planning outreach grants and fifteen years of stormwater outreach on behalf of the County's twelve MS4 permittees (*see details in Attachments section*).

Amanda Holland of NRPC has 16 years of experience in natural resources management and has been working directly with municipalities and area watershed groups on water quality related issues for the past nine years (*see attached résumé*). At NRPC Amanda manages the water quality and natural resources program which encompasses: initiating an education and outreach program to comply with MS4 stormwater regulations; managing consultants and private landowners on a lakeshore stabilization mini-grant program; creating a simplified methodology to identify non-point source pollution for resource managers; providing municipal technical assistance on flood resiliency; and coordinating a group of forest industry professionals to develop regional policies on stewardship. She has been a member of the American Institute of Certified Planners since 2016.