

**CHITTENDEN COUNTY MS4  
STORMWATER PROGRAM SERVICES AGREEMENT  
EFFECTIVE July 1X, 2023, through July 27, 2023 July X, 2028.**

Preamble

This Stormwater Program Services Agreement (“Agreement”) is entered into by and between a group of Municipal Separate Storm Sewer System (“MS4”) permittees (“MS4 Permittees”) and the Chittenden County Regional Planning Commission (“CCRPC”) to operate an MS4 Stormwater Program (“Program”) that conforms with and satisfies the relevant requirements of both Minimum Control Measure One (Public Outreach and Education) and Minimum Control Measure Two (Public Involvement and Participation) of the Phase II NPDES Permit issued by the Vermont Department of Environmental Conservation (“DEC”) on July 17, 2018 through General Permit 3-9014 (“MS4 Permit”) and then re-issued by DEC on July X as General Permit 3-9014 (2023), as these requirements may be amended, or otherwise modified during the term of this Agreement.

1. **Service Agreement** – This Agreement constitutes a service agreement pursuant to 24 V.S.A. § 4345b (Intermunicipal Service Agreements).
2. **Definitions**—For purposes of this Agreement, the term “MS4 Permittees” includes the Vermont Agency of Transportation, which on December 28, 2016 became eligible for coverage under General Permit 3-9007 for Stormwater Discharges from the State Transportation Separate Storm Sewer System (TS4).
3. **Parties** – The following are the parties to this Agreement:
  - a. **MS4 Permittees** – the undersigned MS4 Permittees, and
  - b. **CCRPC** – the undersigned regional planning commission.
5. **MS4 Steering Committee**
  - a. **Composition** – The Members of the Steering Committee shall consist of one representative from each of the signatory MS4 Permittees to this Agreement. Another MS4 permittee may request to join this Agreement if approved by a two-thirds vote of the Members. The Members shall be appointed either by the governing bodies or their designee of their municipalities at publicly warned meetings or, if a Member representing an MS4 Permittee is a non-municipal agency, via a process consistent with that agency’s practices and policies. At its first meeting, the Steering Committee shall elect a Chair by a majority vote. The Chair shall serve until such time as the Chair resigns or the Steering Committee elects a new Chair.
  - b. **Duties** – The Steering Committee shall direct the CCRPC on the development and performance of Program Services in particular and on all other matters bearing on the administration of this Agreement. All actions of the Steering Committee shall be by majority vote unless otherwise specified in this Agreement.
  - c. **Organization of Meetings** – ~~The Steering Committee shall meet on a quarterly basis at a minimum.~~ The CCRPC shall provide Steering Committee Members with reasonable notice of

meetings via email. Notice shall include a meeting agenda and draft meeting minutes. In addition, the CCRPC shall post notice of Steering Committee meetings on its website and on the Program website. Regular meetings shall be held on a monthly basis at a date and time as agreed upon by members from year to year. Meeting notices shall be issued consistent with the Vermont Open Meetings law.

6. **CCRPC**

a. **Duties** – The CCRPC shall:

- 1) Administer this Agreement and agreements with contractors (including executing contracts approved by the Steering Committee, receiving and disbursing funds, and monitoring the provision of services) for the benefit of the MS4 Permittees.
- 2) Provide other services contributing to the operation of the Program (including, but not limited to, social media management, public relations, grant writing, creating and managing a Program website, organizing meetings as set forth in Section 4.c, above, etc.) as directed by the Steering Committee; and at a level consistent with each year's Program Budget as described in Section 8.b, below.
- 3) Provide a quarterly budget report to the Steering Committee detailing expenses the CCRPC incurred and the payments it has received.
- 4) Pay contractors and vendors for charges consistent with the relevant contract, using funds from the Program Budget, as defined in Section 8, below.
- 5) Upon approval of the Steering Committee or its designee, reimburse itself for reasonable personnel expenses and other reasonable expenses for approved charges consistent with its duties, using funds from the Program Budget.
- 6) Consult with the Steering Committee prior to authorizing any contractor activities or charges outside the scope of work of a contract.
- 7) Notify the Steering Committee when 75% of the annual budget (as defined in Section 8, below) for an individual category of expenses (e.g., contractors, CCRPC fees, advertising, etc.) is reached.
- 8) At the request of the Steering Committee, assign any or all contracts that the CCRPC has entered into pursuant to this Agreement to the MS4 Permittees who are signatories to this Agreement at the time or to another contractor of the Steering Committee's choosing.
- 9) Comply with all applicable federal, state, and local laws, including Burlington's Livable Wage Ordinance as applicable.

- b. **Compensation** – Through the Program Budget, the MS4 Permittees shall compensate the CCRPC for the actual costs of performing its duties defined in Section 5.a, above; provided, however, that the CCRPC shall not be entitled to compensation that would exceed ten percent (10%) of

the Program Budget as specified in Section 8.b, below, without the prior written approval of a majority of the Steering Committee.

- c. **Invoices** – The CCRPC shall invoice the Program to cover personnel charges, mileage reimbursement, and other direct expenses necessary to perform its duties. Personnel charges for CCRPC staff shall be calculated at a rate of salary plus fringe plus CCRPC’s applicable indirect rate as required by 24 V.S.A. § 4345b. As set forth in Section 5.b, above, upon approval of the Steering Committee or its designee, the CCRPC may reimburse itself for charges consistent with its duties, using funds from the Program Budget, subject to the approval of the co-chairs. Invoices from vendors to CCRPC may be paid by CCRPC subject to contract limits consistent with the budget without the approval of the co-chairs.

**Commented [LK(1)]:** I think this is the first time in the document that refers to co-chairs. Above it says the Steering Committee will elect a chair. The document should be consistent.

**Commented [JC2R1]:** agree

## 7. Selection of Contractors

- a. The CCRPC, in consultation with the Steering Committee, shall competitively bid for contract(s) for Program services that collectively satisfy the requirements for Minimum Control Measure One (Public Outreach and Education) and Minimum Control Measure Two (Public Involvement and Participation) of the Phase II NPDES Permit then in effect. The parties to the contracts shall be the contractors and the CCRPC. All contracts shall require the contractor to indemnify and hold harmless the MS4 Permittees from any claims related to the contract and to procure and maintain commercially reasonable liability insurance for all services performed under the contract.
- b. In addition to meeting the insurance and indemnity requirements described in subsection (a) above, ~~All~~ all contracts shall be awarded based on qualifications, price, and the ability of the entity to provide services that meet the relevant MS4 Permit requirements. The selection of contractors shall comply with the procurement policy of the CCRPC and with applicable state and federal procurement laws and procedures.
- c. Contracts shall generally be 1 to 5 years in length (not exceeding five years) and shall include, but not be limited to, a Maximum Limiting Amount and the right of the CCRPC to 1) cancel a contract if services are not being adequately provided, 2) specify that payments to contractors shall be made only for services rendered, 3) specify the annual scope of work and budget as approved by the Steering Committee, 4) allow a contract extension if desired, and 5) assign the contract to the MS4 Permittees that are signatories to this Agreement at the time of the assignment or to a contractor of the Steering Committee’s choosing.
- d. Contracting for services under this Agreement shall comply with the Fair Employment Act and Americans with Disabilities Act: the CCRPC shall comply with the requirement of Title 21 V.S.A Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. The CCRPC shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Steering Committee under this Agreement. This provision shall also be included in all contracts and subcontracts executed under this Agreement.
- e. The CCRPC and the Steering Committee recognize the important contribution and vital impact which small businesses have on the State’s economy. In this regard, the CCRPC shall ensure a

free and open bidding process that affords all businesses equal access and opportunity to compete, except under circumstances where competitive bidding may not be practicable and is not required by applicable procurement policies. The CCRPC and the Steering Committee also recognize the existence of businesses owned by minorities and women, and the CCRPC shall make a good faith effort to encourage these firms to compete for contracts involving state or federal funds and comply with applicable law relating to civil rights and disadvantaged business enterprises.

8. **Program Services** – The Steering Committee, assisted by the CCRPC and its contractors, shall implement a unified Program that satisfies the relevant requirements of Minimum Control Measure One (Public Education and Outreach) and Minimum Control Measure Two (Public Involvement and Participation) of the MS4 Permit.

The Program Content for each Program Year shall be as defined in writing by a majority of the Steering Committee. The Program Year shall be the State of Vermont’s fiscal year. The Program Content shall implement the following deliverables:

- a. **Public Education and Outreach** – Elements shall include, at a minimum:

- 1) operating the Program’s website, [www.smartwaterways.org](http://www.smartwaterways.org), or its equivalent; and
- 2) advertising in various media.

- b. **Public Involvement and Participation** – Elements shall include, at a minimum:

- 1) operating the Program’s website, [www.ccstreamteam.org](http://www.ccstreamteam.org), or its equivalent;
- 2) hosting and/or organizing workshops, projects, and other events to engage the public; and
- 3) recruiting volunteers to support projects, promote events, and/or engage the public.

- c. **End of MS4 permit year annual reporting** – Elements shall include preparation of a narrative report 25 business days prior to the MS4 Permittees’ reporting deadline to DEC.

9. **Program Dues, Budget, Costs, and Payments**

- a. **Dues**

- 1) For State Fiscal Year, FY24, July 2023-June 2024, the annual dues for each of the undersigned MS4 Permittees shall be \$7,000.
- 2) For FY25 and following fiscal years, the annual dues shall be set by a two-thirds majority by December 15<sup>th</sup> of the preceding calendar year. In the absence of agreement, the dues shall ~~be remain at~~ \$6,000.
- 3) The CCRPC shall invoice each MS4 Permittee on or about July 1<sup>st</sup> of each year with payment to the CCRPC due 30 days later.

4) All Members shall pay equal dues.

**b. Program Budget**

- 1) The annual Program Budget shall consist of the sum of the annual payments for each Program Year made by MS4 Permittees, plus any funds from other sources made available to the Program by majority vote of the Steering Committee.
- 2) Prior to the start of each Program Year, the Steering Committee shall adopt a Program Budget governing expenditures for the subsequent Program Year. Budget categories shall include, but not be limited to: CCRPC Duties, Minimum Measure #1 Services, Minimum Measure #2 Services, Advertising Costs and Expenses.
- 3) Once the Program Year starts, after written notice and meeting or by written consent, a majority of the Steering Committee may amend the Program Budget as needed, for example to reflect any surplus or deficits from the prior Program Year, receipt of new sources of funds, or a desired change in the Program Budget, subject to Section 8.a, above.
- 4) In the event that costs are less than anticipated or if grants or other funding sources become available, a majority of the voting Members of the Steering Committee may decide to reduce each Member's payment by an equal amount or to credit all or part of the following Program Year assessment to each MS4 Permittee.

c. **Maximum Annual Costs and Payments** – Except as otherwise provided by this section, each MS4 Permittee shall within 30 days of receipt of an invoice make a single annual dues payment, as provided by Section 8.a, above.

d. **Other Funds** – Any funds made available to the Program shall be dedicated to reducing the annual costs of each MS4 Permittee participating in the Program, except as a majority of the voting Members of the Steering Committee may decide.

e. **Excess Funds** – Any funds remaining at the end of a Program Year shall be carried over to the next Program Year, unless a majority of the voting Members of the Steering Committee decides otherwise.

f. **Non-appropriation** – The obligations of each MS4 Permittee to make payments under this Agreement shall constitute a current expense of the MS4 Permittee and shall not in any way be construed to be a debt of the MS4 Permittee in contravention of any applicable constitutional or statutory limitation or requirement, or the MS4 Permittee's charter or articles of incorporation; nor shall anything contained in this Agreement constitute a pledge of the credit or tax revenues, funds, or monies of the MS4 Permittee. The decision whether or not to budget and appropriate funds during each fiscal year of the MS4 Permittee is within the discretion of the governing body of the MS4 Permittee. The obligations of a MS4 Permittee under the Agreement are subject to annual appropriations by the governing body of the MS4 Permittee, except as provided by Section 12 of this Agreement. An MS4 Permittee cannot choose to not appropriate funds and then withdraw in a manner that shifts prior contractual obligations on to the others. Non-appropriation will be considered withdrawal and must be prospective in fairness to all signatories as per Section 13.

10. **Contract Approval** – All CCRPC contracts related to this agreement shall be conditioned upon approval by a majority of the voting Members of the Steering Committee and shall be consistent with Section 6, above.
11. **Termination of CCRPC** – The CCRPC on its own or the Steering Committee by a majority vote of its full Membership may elect to terminate the CCRPC’s future participation in this Agreement by providing 90 days’ written notice to the other party. In the event of termination under this section, the CCRPC shall continue to administer and comply with each existing contract, and the MS4 Permittees shall continue to reimburse the CCRPC from the Program Budget for the actual costs of administering and complying with each contract, as provided by this Agreement, unless and until the CCRPC assigns the contract pursuant to Sections 5.a.8 and 6.c of this Agreement.
12. **Termination of Agreement**
- a. This Agreement shall become null and void with no further obligation of the parties if:
    - 1) [After written notice and meeting](#), ~~t~~two-thirds of the Members of the Steering Committee vote to end participation, or
    - 2) DEC determines that the Program outlined in this Agreement does not meet the relevant requirements for Minimum Control Measure One (Public Education and Outreach) or Minimum Control Measure Two (Public Involvement and Participation), and the parties to this Agreement are unable to craft a Program to satisfy DEC.
  - b. In the event of termination, any funds remaining in the Program Budget (after payment of obligations to vendors or to satisfy debts) shall be reimbursed to the MS4 Permittees with each MS4 Permittee receiving a share proportional to the number of MS4 Permittees at the time of termination. For example, if there are twelve MS4 Permittees at the time of termination, each MS4 Permittee shall receive a 1/12<sup>th</sup> share.
13. **Withdrawal of Member** –If an MS4 Permittee wishes to withdrawal from participation, it [may do so with or without cause and it](#) shall provide at least 90 days’ notice to the other MS4 Permittees and the CCRPC. After withdrawal, a MS4 Permittee shall remain responsible for its share of the costs of contracts that the Steering Committee approved prior to the effective date of the withdrawal.
14. **Effective Date and Duration of Agreement** – The effective date of this Agreement shall be July 1, 2023, and this Agreement shall terminate [on the final day of the MS4 permit issued in 2023 and ending in 2028](#).
15. **Amendment** – This Agreement may be amended only [in writing and](#) upon unanimous action of all the Members.
16. **Counterparts** – This Agreement may be executed in multiple counterparts, each of which is deemed an original and all of which constitute one and the same document. Each such counterpart may be a facsimile or PDF copy, and such facsimile or PDF copy shall be deemed an original.

17. **Public Records** – [This Agreement and Any any](#) and all records submitted to the CCRPC or MS4 Permittees - including Bids, Proposals, Qualifications, Contracts, etc.-- whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act.

**Signature of CCRPC**

\_\_\_\_\_  
Christopher A. Shaw, Board Chair, CCRPC

\_\_\_\_\_  
Date

**Signatures of Members**

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Name Title The Burlington International Airport

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Date

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Name Title The City of Burlington

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Date

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Name Title The Town of Colchester

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Name Title The Town of Essex

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Name Title The University of Vermont

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Name Title The Town of Williston

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Date

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Name Title The City of Winooski

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Date