

## TRANSMITTAL MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: MATERIALS FOR MEETING ON 12/4/24  
DA: NOVEMBER 27, 2024

=====

**Happy Thanksgiving holiday to all of you. The next meeting of the Basin Council will take place on Wednesday, December 4, starting at 11 AM, via Zoom platform. A few words about each of the agenda topics are offered below. Please let me know if you have any questions regarding the agenda or the meeting.**

### **Introductions/Meeting protocols/Conflict of interest disclosures, if any**

There will be at least one new face at the meeting (and likely more), so we have brief introductions. As a reminder, the Conflict of Interest agenda item provides BWQC members and others opportunity to note possible conflicts of interest that could arise later in the meeting. Since there will be no applications reviewed during this meeting, I do not anticipate the need for disclosures.

### **Approval of Minutes**

If you can, please let us know before the meeting if any part of the minutes needs to be corrected.

### **Budget Adjustments**

No budget requests have been received since the last meeting.

### **Seating of New BWQC Representative**

The agenda item regarding the seating of a new representative stems from Barry Lampke's recent retirement (his last day at NRPC was November 8) and corresponding resignation from the BWQC.

### **Training topics: Request Project ID numbers**

NRPC's new Project Manager Cliff Jenkins will provide BWQC members with a brief training relating to Watershed Project ID numbers.

### **Roundtable**

At least a couple of other Basin Councils feature at their meetings occasional presentations or brief updates from all parties who have received funding. The Chair and Vice Chair liked the thought of including a project 'round table' at our meetings.

### **Presentation by Chris Smith (May move ahead of other agenda items depending on Chris's arrival)**

Some months ago, Chris Smith of the US Department of Fish and Wildlife (and Coordinator - Partners for Fish and Wildlife Program) expressed interest in meeting with the BWQC to discuss possible opportunities for collaboration. He has previously worked on projects partially funded by the Memphremagog Basin Council.

**Updates/Announcements**

NRPC staff will provide brief updates to BWQC members. If you have an announcement of your own to share, this will be the time.

**Future meeting topics and conclusion**

As part of this agenda item, members will have an opportunity to suggest future meeting topics, etc.

Thanks to all who participate.

## AGENDA

### Missisquoi Basin Water Quality Council (BWQC)

**Wednesday, December 4, 2024**

**11:00 AM -1:00 PM**

#### **Remote /Zoom meeting**

(Zoom details below)

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations, if any
4. Review/adjust and approve agenda
5. Approval of minutes
6. Public comment not related to items on agenda
7. Report on budget adjustments, if any
8. Seating of new Representative to replace Barry Lampke
9. Training Session: Requesting a Watershed Project ID (Cliff Jenkins) (and application form if time allows)
10. Round Table: Status of projects
11. Presentation by Chris Smith (after 12 PM)
12. Updates/Announcements
13. Future meeting topics
14. Conclusion

Please Note: The schedule for the upcoming application round in Lamoille Basin is as follows:

Round #	Open	Deadline
7	December 18, 2024	January 22, 2025
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[Join Zoom Meeting](#)

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<https://us02web.zoom.us/j/81332571725?pwd=UktCekQ5R2ZSbVNtMXlUclpYnVI3UT09>

Meeting ID: 813 3257 1725

Passcode: 103651

#### One tap mobile

+13052241968,,81332571725# US

+13092053325,,81332571725# US

#### Dial by your location

+1 309 205 3325 US

+1 646 558 8656 US (New York)

Staffing provided by Northwest Regional Planning Commission (NRPC), the Basin 6 Clean Water Service Provider. NRPC's physical / mailing address is 75 Fairfield Street, St. Albans, Vermont 05482.

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**Missisquoi Basin Water Quality Council (BWQC)**

**Wednesday, October 2, 2024, 11:00 AM -1:00 PM**

**Remote/Zoom meeting**

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MEETING OF THE COUNCIL**

Council Members: Lauren Weston (Q), Ted Sedell (Q), Barry Lampke (Q), Lindsey Wight (Q), Kent Henderson (Q), Allaire Diamond (Q), Dan Seely (Q), Sarah Downes (Q), Bridget Butler (Q),

Q= towards quorum

Staff: Dean Pierce, Nora Brown, Cliff Jenkins

Others present: Jim's AI Notetaker, Julia Crocker (Franklin Watershed Committee), Peter Benevento (Lake Carmi Campers Association), Karen Bates (DEC)

**1. Welcome and introductions**

Lindsey Wight opened the meeting at 11:02 am as Chair. A round of introductions was made.

**2. Meeting Protocols**

Lindsey Wight reviewed meeting protocols and Zoom norms.

**3. Conflict of interest declarations, if any**

Lauren Weston of FCNRCD announced that she has a project application in for review by the council.

#### **4. Review/adjust and approve agenda**

No adjustments to the agenda were made. Sarah Downes motioned to approve the agenda, and Barry Lampke seconded. Motion carried.

#### **5. Approval of minutes**

Kent Henderson motioned to approve the minutes, and Dan Seeley seconded. Motion carried.

#### **6. Public comment not related to items on agenda**

Barry Lampke shared that he will be retiring on November 8<sup>th</sup>, and this will be his last BWQC meeting.

#### **7. Report on budget adjustments, if any**

No budget adjustments were made.

#### **8. Review of application filed in response to round 6 “Call for Projects”**

Dean Pierce provided an overview of the project proposal submitted by Lauren Weston on behalf of FNCRCDC, including budget, estimated P reduction, and timeline. Lauren Weston provided more detail about the project and the process used to calculate estimated P reduction and overall budget.

A detailed account of the discussion of this proposal can be found in **Appendix A** of this document. Discussion included:

- **Budget Concerns:** The proposed budget was deemed excessive by some attendees, given the project's potential cost-effectiveness.
- **Process Issues:** The current DEC funding application process was criticized for requiring applicants to estimate costs before obtaining bids, leading to potential inconsistencies.

- **Project Scope:** There was a consensus that project should focus on low-tech, process-based restoration and avoid overly complex engineering designs.
- **Funding Approval:** The meeting concluded with the approval of \$25,000 for project design, contingent on a revised budget reflecting a lower cost estimate.

Allaire Diamond motioned to approve \$25,000 for the design of the project.

Ted Sedell seconded. Lauren Weston abstained. Motion carried.

## **9. Operation and maintenance topics: landowner agreements**

Dean Pierce reminded council members that a new site access agreement has been created by DEC specific to the operation and maintenance of CWSP-funded projects. Important to use right model. He reviewed the agreement's structure and key features.

## **10. BWQC member and subgrantee training: What types are needed most?**

A discussion about the most-needed types of training for members and subgrantees was carried out among council members and Karen Bates of DEC. Notes from this discussion can be found in **Appendix B** of this document.

## **11. Proposed procurement changes (per DEC guidance)**

Dean Pierce updated council members on new DEC procurement guidance for CWSPs allowing subawardees to potentially use their own procurement policies instead of following a three-bid requirement. The change also allows CWSPs to sole source awards up to \$25,000 to any entity with BWQC approval.

## **12. Updates:**

### **a. "Expedited" funding for project development**

Dean Pierce informed council members that that the latest call for proposals opened Sept 6 and is ongoing, using a simple online form for prequalified partners. He stated that the CWSP is working on obtaining WPDIDs, and notified members of an online tool in development to help partners create project descriptions.

### **b. Invoicing and Financial Updates**

Dean Pierce reminded members that Q1 of the fiscal year ended on September 30 and requested Q1 invoices and a brief status report from each member.

### **c. NRPC Public Participation Plan**

Dean Pierce announced that a draft of NRPC's new Public Participation Plan was released on August 19. Public comments were then incorporated into a revised version. The NRPC Executive Committee has reviewed the plan, but rather than putting the plan up for vote was going to send to whole Committee for vote in September but instead is carrying out another review in October.

Lauren Weston expressed a desire for the document to include plans for developing more project managers and supporting more groups and municipalities in submitting proposals to the BWQC.

## **13. Future meeting topics**

Topics earmarked for more discussion in future meetings included incorporating the need for more project managers into the Public Participation, ways to help more groups bring projects forward, and the role of efficiency targets in determining funding (as in Appendix A).

## **14. Updates and conclusion**

Allaire Diamond motioned to adjourn. Barry Lampke seconded. Motion carried. Meeting adjourned at 1:01pm.

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**Appendix A: Discussion of FCNRCD Project Proposal**

**Budget Concerns:**

Lauren Weston explained the process behind the P reduction and budget estimation calculations:

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- The highest estimate was used to determine the proposed budget to account for unforeseen costs.

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Lauren Weston added some extra cost is for making a hydrological model to guide the project, as requested by DEC.

Dean Pierce expressed a preference as the CWSP for the lower cost estimate. He said the project as proposed exceeded recommended cost effectiveness limits.

- The current benchmark cost effectiveness is \$16,000/kg P reduced, with maximum limits ranging from \$33-50,000.
- This project is proposing \$50,000 for preliminary design, plus up to another \$100,000 for implementation, with less than 1kg predicted P reduction.
- \$50,000 for this project would be a non-starter for NRPC without a significant increase in P reduction.
- Since it seemed like the costs could be amended down, he recommended discussion.

**Process Issues:**



Lauren Weston expressed frustration with the requirement applicants already have a cost opinion to write the grant application.

- If approved, they must then formally request bids without knowing whether firms are still available.
- Would the BWQC prefer applicants request the maximum a project *might* need or request a lower amount first and more later on.

Allaire Diamond asked whether capping the budget would help rein in costs by giving contractors realistic expectations.

- She felt this project could be done for \$16,000, maybe more if not using volunteers.
- The point of projects like this is that they are uncomplicated and reproduceable.
- This is a new project type, which will require more staff time for learning— could workforce capacity funding cover this?

### **Project Scope:**

Lindsey Wight: Engineering-heavy clean water projects are not what's needed. How can BWQC fund these less technical projects without lengthy project development stages?

- Karen Bates of DEC: River program wants to do these low-tech, process-based restoration projects.
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Lauren Weston: how much autonomy do BWQCs have to approve projects not recommended by CWSP/DEC?

- Dean Pierce: BWQCs can approve not recommended projects, but that doesn't bind CWSP to issue task order for it.
- Lauren Weston expressed frustration with this model.

Lauren Weston criticized the use of the 30% design plan to estimate cost effectiveness, as it's somewhat arbitrary.

- Karen Bates suggested estimating a cost effectiveness ratio based on similar past projects. She also emphasized that this stream and project are a priority for Lake Carmi.

Dean Pierce: it would be better for FCNRCD to ask for lower amount and come back than to ask for more than enough funding.

- Lauren Weston asked time needed to prepare that second request would be billed for, since that time would not be included in the original award.
- Dean Pierce: if design costs are going up, other costs will most likely need to go up too, so compensation for that extra staff time could be part of a second request for funding.

### **Funding Approval:**

Lauren Weston asked if \$20,000 could be approved now to save time.

Allaire Diamond motioned to approve \$20,000 on the condition that FCNRCD resubmits a new budget reflecting this change.

Kent Henderson said he was not sure \$20,000 would be adequate. He suggested upping the approved amount to \$25,000 to avoid limiting the project.

Allaire Diamond pointed out that only contractor costs would change with the new budget using the lower estimate; FCNRCD staff time would stay roughly the same.

Lauren Weston shared her estimations:

- \$5,000 for staff time
- \$8,000 for the lowest preliminary contractor bid
- Historic cost \$2-6,000 (not included in the original budget)
- A total \$25,000 should be sufficient if the contractor is still available.

Allaire Diamond motioned to approve \$25,000 for project design. Ted Sedell seconded; Lauren Weston abstained. Motion carried.

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**Appendix B: Discussion of Needed Training for Recommendation to DEC**

Dean Pierce opened a discussion about what members felt their greatest training needs from DEC to be. He suggested the FFI tool as a potential topic.

Karen Bates of DEC asked whether members would prefer there were a resource to help them obtain information, such as a designated staff member, rather than just trainings they could access on their own.

Ted Sedell pointed out that the FFI tool doesn't work for the Memphremagog basin, so per DEC guidance the calculator is being used instead. He then asked whether the same is true for the Lake Champlain and Missisquoi basins. Dean Pierce answered that he had been advised to use the tool.

Bridget Butler said she found it difficult to find the information she needs and suggested dedicating a DEC staff member or comprehensive, well-organized page on the DEC website to making information easier to find. She also suggested more regular webinar trainings where questions can be asked, rather than relying on recorded past trainings.

Lauren Weston requested training on using cost effectiveness benchmarks to inform project proposals to avoid receiving costs opinions well outside the target range and wasted work in general.

Lindsey Wight asked about barriers to submitting proposals to the BQWC, given the low number of applications received.

Ted Sedell answered that his small team's limited bandwidth across multiple basins was the main barrier.

Allaire Diamond answered balancing the amount of effort put into planning with project scale/complexity. She felt many projects don't require all phases of preliminary design and overcomplicating them makes simpler projects less attractive.

Lindsey Wight asked whether the current preliminary phases of 30%, 60%, and 90% design are set in stone, as they can prolong implementation beyond what is acceptable for landowners.

Karen Bates answered that she believed there was flexibility, that although certain deliverables are needed before moving to next phase, the CWSP could tailor what deliverables it requires to project type. She said guidance that allows CWSPs to do that needed to be developed and that she would pass it along.

Lauren Weston asked for clarity on what project types require a licensed engineer.

Bridget Butler agreed and emphasized the need for training in DEC tools and onboarding of new staff.

Karen Bates said she was happy to meet with your new staff members for 1-2 hour training sessions. Members agreed this would be helpful but 1-2 hours is insufficient, need updated resources online as well.

### **Summaries Copied from Zoom Chat**

Karen: Summary (majority by LCNRCDD)

1. More assistance to project implementers by FPA – templates for deliverables upfront and for common email requests (bid requests), guidance for each step including historic preservation (WUV provides great support)
2. More Webinar trainings, including CWF eligible projects and improve those for understanding that exist (OM, older ones that GP did)
3. Interest more groups in becoming project implementers
4. Group agreed to Karen's proposal that some BWQC agendas include Project implementer discussion

Karen: summary from this meeting: Overall goals - reduce wasted work on everyone's part.

Bridget (all below and following)

– help finding information, one place or one person. Training for new staff

-Regular/annual webinar for certain topics with time for discussion and questions (recorded webinars not as valuable for some topics).

Lauren

-training how to use the cost effective ratio benchmarks to give consultants idea of boundaries.

ID projects that require (don't require) licensed engineer

For each CWSP have one person/group responsibility for calculating all P reduction numbers to ensure consistency in how calculated. Could CWSP hire an engineer?

Ted – for OCNRCD – large geographic area and just 2 staff – staff capacity some of it, but not all

Lindsey - Need guidance or change guidance to ensure effort is appropriate for project.

Example reduce # of design phase: small culvert replacement, buffer planting, or woody addition shouldn't need as many phases.

# Welcome and introductions

# Meeting protocols

## Zoom Norms and Inclusive Language

- Introductions of all participants at each meeting
- As possible, BWQC members should have in their Zoom Name/Title the following: Name, Organization, “Voting” or “Alternate”, and pronouns (if desired)
- BWQC members are expected to have cameras turned on during entirety of meeting, as technically possible.
- BWQC members are expected to stay focused / avoid multi-tasking and follow the guidance of: “if you wouldn’t do something in an in-person meeting don’t do it in a virtual meeting”
- BWQC members will use the “raise hand” function on Zoom to indicate a request to speak / come off mute – this is in an effort to make sure all are heard in turn.
- All members will stay muted until called upon; if needed, CWSP staff may mute participants to avoid background noise
- Any comments made in the chat will be read aloud at the appropriate time by the CWSP staff in full for the public record / record.

### **Inclusive Language**

<https://pronouns.org/what-and-why>



Conflict of interest declarations, if any

Review/adjust and approve agenda

**AGENDA**

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**11:00 AM -1:00 PM**

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Allaire Diamond motioned to approve \$25,000 for project design. Ted Sedell seconded; Lauren Weston abstained. Motion carried.

**Missisquoi Basin Water Quality Council (BWQC)**

**Wednesday, October 2, 2024, 11:00 AM -1:00 PM**

**Remote/Zoom meeting**

Meeting video posted at <https://youtu.be/EUzDOi2mF7g?si=J487WMbheAqQ-peG>

**Appendix B: Discussion of Needed Training for Recommendation to DEC**

Dean Pierce opened a discussion about what members felt their greatest training needs from DEC to be. He suggested the FFI tool as a potential topic.

Karen Bates of DEC asked whether members would prefer there were a resource to help them obtain information, such as a designated staff member, rather than just trainings they could access on their own.

Ted Sedell pointed out that the FFI tool doesn't work for the Memphremagog basin, so per DEC guidance the calculator is being used instead. He then asked whether the same is true for the Lake Champlain and Missisquoi basins. Dean Pierce answered that he had been advised to use the tool.

Bridget Butler said she found it difficult to find the information she needs and suggested dedicating a DEC staff member or comprehensive, well-organized page on the DEC website to making information easier to find. She also suggested more regular webinar trainings where questions can be asked, rather than relying on recorded past trainings.

Lauren Weston requested training on using cost effectiveness benchmarks to inform project proposals to avoid receiving costs opinions well outside the target range and wasted work in general.

Lindsey Wight asked about barriers to submitting proposals to the BQWC, given the low number of applications received.

Ted Sedell answered that his small team's limited bandwidth across multiple basins was the main barrier.

Allaire Diamond answered balancing the amount of effort put into planning with project scale/complexity. She felt many projects don't require all phases of preliminary design and overcomplicating them makes simpler projects less attractive.

Lindsey Wight asked whether the current preliminary phases of 30%, 60%, and 90% design are set in stone, as they can prolong implementation beyond what is acceptable for landowners.

Karen Bates answered that she believed there was flexibility, that although certain deliverables are needed before moving to next phase, the CWSP could tailor what deliverables it requires to project type. She said guidance that allows CWSPs to do that needed to be developed and that she would pass it along.

Lauren Weston asked for clarity on what project types require a licensed engineer.

Bridget Butler agreed and emphasized the need for training in DEC tools and onboarding of new staff.

Karen Bates said she was happy to meet with your new staff members for 1-2 hour training sessions. Members agreed this would be helpful but 1-2 hours is insufficient, need updated resources online as well.

### **Summaries Copied from Zoom Chat**

Karen: Summary (majority by LCNRCDD)

1. More assistance to project implementers by FPA – templates for deliverables upfront and for common email requests (bid requests), guidance for each step including historic preservation (WUV provides great support)
2. More Webinar trainings, including CWF eligible projects and improve those for understanding that exist (OM, older ones that GP did)
3. Interest more groups in becoming project implementers
4. Group agreed to Karen's proposal that some BWQC agendas include Project implementer discussion

Karen: summary from this meeting: Overall goals - reduce wasted work on everyone's part.  
Bridget (all below and following)

– help finding information, one place or one person. Training for new staff  
-Regular/annual webinar for certain topics with time for discussion and questions (recorded webinars not as valuable for some topics).

Lauren

-training how to use the cost effective ratio benchmarks to give consultants idea of boundaries.

ID projects that require (don't require) licensed engineer

For each CWSP have one person/group responsibility for calculating all P reduction numbers to ensure consistency in how calculated. Could CWSP hire an engineer?

Ted – for OCNRCD – large geographic area and just 2 staff – staff capacity some of it, but not all

Lindsey - Need guidance or change guidance to ensure effort is appropriate for project.

Example reduce # of design phase: small culvert replacement, buffer planting, or woody addition shouldn't need as many phases.

Public comment not related to items on agenda

Report on budget adjustments, if any

Seating of new Representative  
to replace Barry Lampke



## MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: **Seating of new RPC representative (tentative)**  
DA: November 27, 2024

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The agenda item regarding the seating of a new representative stems from Barry Lampke's recent retirement (his last day at NRPC was November 8) and corresponding resignation from the BWQC.

As a reminder, under Act 76, each BWQC is to include two representatives of Regional Planning Commissions serving in the area covered by the BWQC. Beth Torpey of NVDA continues to serve as a Regional Planning Commission representative.

A well-qualified candidate has been identified to fill the position. We are awaiting confirmation of their acceptance, and the person will be introduced at the first opportunity.

BWQC member and subgrantee training:  
Requesting a Watershed Project ID

# MEMORANDUM

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: TRAINING AGENDA ITEM  
DA: November 27, 2024

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**As part of the agenda for the meeting on December 4, NRPC Project Manager Cliff Jenkins will facilitate a training session relating to Watershed Project Database ID numbers, and how to obtain them.** He will discuss the step-by-step process of filling out a watershed ID request, the relationship between a watershed ID number and subsequent phases of project fulfillment, and the importance of the watershed project description. The intent will be to demystify some aspects of the state’s water project development process and familiarize various stakeholders with one of its most critical steps. DEC’s official [Clean Water Project User Guide](#) will be used as the go-to instructions for filling out an application.

Several examples of WPD IDs recently requested by NRPC will be covered. Particular attention will be given to a Franklin & Grand Isle counties targeted outreach project. Additional projects regarding preliminary stormwater design and gully erosion mitigation will also be covered.

**Cliff will go over additional DEC resources relevant to the identification and prioritization of Clean Water projects.** BWQC members interested in familiarizing themselves can review:

- [Watershed Projects Database Search](#): publicly accessible search interface for the Watershed Project (WPD), which includes Clean Water Initiative Program funded projects, as well as potential projects in various stages of development identified through Tactical Basin Planning
- [Clean Water Project Explorer](#): interactive application that allows interested parties to geographically search for details about individual state-funded clean water projects
- [Proposed Projects By Basin](#): queries the Watershed Projects Database for potential/proposed projects filtered to exclude ineligible project types for Clean Water Service Providers (CWSPs)

As time allows, Dean Pierce might also offer comments relating to a different topic. Possibilities include the online application form or invoice reimbursement process.

# **User Guide for Clean Water Project Forms in VT ANR Online**

Updated: 9/8/2022

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## Introduction

The purpose of this user guide is to provide guidance and information needed to use the Clean Water Project forms available through [ANR/NRB Online Services Portal](#). ANR Online is web-based portal the Agency of Natural Resources uses for applications, registrations, invoicing, reporting, and other information collection.

Clean Water Project forms can be used to enter newly identified clean water projects into VT DEC's Watershed Projects Database (WPD), update information for clean water projects already recorded in WPD, and closeout clean water projects after completion.

Clean Water Project forms have been established in part to facilitate compliance with 10 V.S.A. § 924 (b), which requires that all projects selected by a Clean Water Service Provider to receive funding shall be entered into the Watershed Projects Database (WPD).

If you are using ANR Online for the first time, please see the "Creating a User Account..." section of the home page for instructions on how to register.

## Contacts

Claire Madden, Clean Water Initiative Program Tracking & Accounting Coordinator

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802.636.7536

Helen Carr, Clean Water Initiative Program Non-Point Source Coordinator

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Ben Copans, Watershed Planning Supervisor

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Carol Chamberlin, DEC Business Process Analyst/ENB Administrator

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802.477.2982

## New Project Form

The Clean Water Project – New Project Form is an online data entry form within VT ANR Online that is designed to allow clean water project funders and implementers to submit new clean water projects to be added to the State’s Watershed Projects Database.

### When to use the Clean Water Project – New Project Form

New clean water projects should be added to VT DEC’s Watershed Projects Database (WPD) via the New Project Form as soon as practicable following project identification. Often project identification is a result of an assessment or plan that examines and prioritizes a range of potential clean water projects in an area. For assessment or planning phase projects that will result in identification of design and/or implementation phase clean water projects, entering newly identified clean water projects via the New Project Form should be a deliverable of the assessment or planning phase project, to be submitted and approved prior to project completion.

Projects that are identified outside of an assessment or planning project can be entered into WPD via the New Project Form at any point. Projects need to be recorded in WPD prior to being eligible to receive funding.


### Required information

To enter any project that has not already been approved for funding by the Clean Water Initiative Program, a user must complete a series of screening questions. If unsure whether a project qualifies as a clean water project or if the answer to one or more of the screening questions is “no”, please contact the Watershed Planner for the region of interest to discuss the details of the project prior to submitting the form. Visit the following link for information on the Watershed Planning Program: <https://dec.vermont.gov/water-investment/watershed-planning/tactical-basin-planning/findyourwatershed>


To enter a new project in WPD using the New Project Form, *at least* the following information is required:

- Project name
- Project description
- Project type
- Project location

The form requests additional project information if available. Information submitted via the New Project Form should be representative of the project based on currently available information but can be updated as the project progresses, and new information becomes available.

Use the information icon  to at the top right corner of each field of the form view a definition and specific details of the information required for that field.

### Entering a project or group of projects

To begin a new project submission, click “Begin Form Entry”. After beginning a new entry, the submission name can be updated to reflect the contents of the submission by navigating to the gear icon  at the top of the page. Click on the icon and select “Rename Submission” to enter a new name for the submission. It is recommended that submissions be renamed with a distinctive and representative name. Submissions can only be renamed prior to being approved by the reviewer.

Projects can be entered one by one or in a group. If entering multiple projects identified through a single study, assessment, or plan, enter the projects as a group to ensure so that all individual projects are grouped into a single submission for review and approval.

To enter a group of projects, enter the details for the first individual project on the first page of the form and scroll to the bottom of the page. Select either “Duplicate ...” or “Add New ...”.

Selecting “Duplicate ...” will copy the information entered on the first page of the form to a second entry which the user can then edit to change any fields that have differing information from the first project entered. This feature is best used if individual projects in a group all have a large amount of matching information. For example, all projects identified in an assessment are the same project type, within the same town, connected to the same block grant, and have the same parent project. When using the duplicate function, the project name and project description must be updated for each unique project.

If a group of projects have substantially different individual project information, selecting the “Add New ...” will start a second blank entry to be filled. The user must then enter required information for each field of the form to reflect the individual project details.

Once all the information for a group of projects is entered using the “Duplicate ...” or “Add New ...” feature, continue to the “Review” page to confirm all information entered into the form for all projects is correct, and then proceed to “Certify & Submit” to send a single submission with all projects to be reviewed by a Watershed Planner.

If entering a standalone project, a single form entry can be submitted and routed for review to the appropriate Watershed Planner. After completing the fields on the first page of the form, proceed to the “Review” page to confirm the information entered into the form is correct, then select “Certify & Submit” to send the form submission for review.

### **Form submission, review, (revision), approval**

After clicking “Certify & Submit” the email address associated with the account used to submit the form will receive an email confirmation of the submittal which will include the submission ID.

Once a New Project Form is submitted, the submission will be routed to the appropriate Watershed Planner based on the project location. Watershed planners will review the submission for accuracy and completeness. Watershed Planners will complete review of a submission within 10 business days of submission. Form submission review and approval is for quality control and assurance purposes and basic water quality benefit, and is not meant to be a substantive review of project merit.

Form submission review criteria:

- Project name(s) are concise and representative
- Project description(s) provide enough context to understand the purpose and intended outcome of the project
- Project type selection(s) are representative of the project goal and phase
- Project location selection(s) are reasonable and representative
- Parent projects (if applicable) are appropriate and accurate
- SGA reach (if applicable) is valid.



If the Watershed Planner has questions or concerns related to the submission, they will contact you to complete revisions. \*Please allow 10 business days for review of submissions. Once approved by the Watershed Planner the project(s) included in the submission will be flow directly into WPD. Upon approval by the Watershed Planner, the email address used to login to prepare and submit the form will receive a confirmation email that the submission has been approved. \*Please allow a few minutes of processing time for approved submissions to be populated in WPD.

New projects added to WPD are assigned a unique WPD ID number. The WPD ID associated with each new project added to WPD can be found by using the [Watershed Projects Database Search](#) and entering the name of the project as entered in the form submission into the search function. The WPD ID is a required component of project tracking, and it is recommended that all funding proposals and applications include WPD ID(s).

### **ANR Online submissions page**

At any time, a user may navigate to the “My Submissions” page in ANR Online to view form submissions. The “My Submissions” page includes draft forms that have not yet been submitted as well as submitted forms. The status field in the “My Submissions” page indicates whether the submission is in draft form (not yet submitted for review and approval), submitted (and pending review/approval), or deemed complete (approved). Form entries with draft status may be re-opened and edited. Forms entries that have been submitted or deemed complete may be viewed and downloaded but can no longer be edited.

## **Project Update Form**

*(coming soon)*

## **Project Closeout Form**

*(coming soon)*

## Round Table: Status of projects

## MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: Project Roundtable  
DA: November 27, 2024

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As noted elsewhere, at least a couple of other Basin Councils feature at their meetings occasional presentations or brief updates from all parties who have received funding. Time is available on the agenda for at least some subgrant recipients to provide reports on their progress, challenges, etc. (NRPC have reached out in a quest for volunteers.) For your reference, a list of all projects funded to date is attached.

WPD ID*	Project Manager / Sub-Grantee*	Project Name*	Project Type*	Town, County or Region*	Date Project Selected for Funding	Formula Grant Funding Amount Awarded*	Date Formula Grant Sub-Agreement Executed*	Estimated Annual Phosphorus Reduction (kg/yr)*
11350	Franklin County Natural Resources Conservation District	Project Development - Lake Carmi Watershed	Project Development	Franklin	3/23/2023	\$6,060.00	6/29/2023	
11054	Friends of Northern Lake Champlain	project	Lake Shoreland - Final Design	Highgate	3/23/2023	\$14,437.00	6/27/2023	1.97
11352	Missisquoi River Basin Association	Implementation - Montgomery	Floodplain/Stream Restoration - Implementation	Montgomery	3/23/2023	\$302,583.00	6/27/2023	14.63
11359	Missisquoi River Basin Association (MRBA)	Floodplain Restoration - Proj Development- North	Project Development	Troy	3/23/2023	\$5,995.00	6/27/2023	
11480	Missisquoi River Basin Association (MRBA)	Sleeper Dam project development	Project Development	Newport Town	3/23/2023	\$3,647.00	6/27/2023	
11431	Franklin County Natural Resources Conservation District	Missisquoi Bay Basin	Project Development	Franklin County	7/21/2023	\$24,850.00	8/9/2023	
11607	Franklin County Natural Resources Conservation District	Trout Brook Reservoir Dam Removal Final Design	Dam Removal - Final Design	Berkshire	11/1/2023	\$109,588.00	11/30/2023	47.10
11616	Northwest Regional Planning Commission in cooperation with	Development	Project Development	Lake Champlain Basin	11/1/2023	\$45,267.75	9/18/2024	
11715	Franklin County Natural Resources Conservation District	Design	Floodplain/Stream Restoration - Preliminary Design	Franklin	2/7/2024	\$ 42,343.41	4/5/2024	16.51
11866	Franklin County Natural Resources Conservation District	The Branch Floodplain Restoration	Floodplain/Stream Restoration - Preliminary Design	Enosburgh	6/5/2024	\$ 57,505.51	7/11/2024	92.16
12041	Franklin County Natural Resources Conservation District	Sandy Bay Tributary Wood Addition	Floodplain/Stream Restoration - Preliminary Design	Franklin	10/2/2024	\$ 25,000.00		0.93

Presentation by Chris Smith, USFW

## MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: Chris Smith Presentation  
DA: November 27, 2024

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Chris Smith of the US Department of Fish and Wildlife (and Coordinator - Partners for Fish and Wildlife Program) is meeting with the BWQC to discuss possible opportunities for collaboration. He has previously worked on projects partially funded by the Memphremagog Basin Council. Chris's contact information and links to some of the programs with which he is involved are attached.

# Chris Smith





## SUPERVISORY FISH AND WILDLIFE BIOLOGIST

Lake Champlain Fish and Wildlife Conservation Office  
Partners for Fish and Wildlife  
Fish and Aquatic Conservation

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## From The Library



[USFWS-RiparianRestorationProgramSummary-2021.pdf](#)  
PDF



[USFWS-Wetland Restoration Program Summary-2021.pdf](#)  
PDF



[LCFWCO-AquaticConnectivity-accessible.pdf](#)  
PDF

Updates /Announcements

Future meeting topics / conclusion