

**Rutland Natural Resources Conservation District  
Board of Supervisors Meeting Minutes  
Clarendon Community Center  
August 25, 2021**

**Supervisors Present:** Bridget Bowen, Mike Pedone, Alan Shelvey, and Sean Barrows

**Also, Present:** Amelia Bruss, Ag. Outreach Specialist and Nanci McGuire

**Meeting called to order at: 9:30 a.m.**

**Minutes from the July 14 Meeting** were approved.

**Financial Report for July** was reviewed, discussed, and approved.  
FY2017 & FY2018 Cold River Berm Removal budget was reviewed and discussed.

**Ag. Outreach Specialist Update:** (Amelia Bruss)

**VT Ag Water Quality Partnership** – Amelia reported on the meeting that she attended on August 18 in West Rutland with partners.

Amelia announced that her last day is August 27. The Board thanked Amelia for her work.

Katy (BCCD DM), Hilary, myself, and others will be reviewing resumes that have been received for this position and interviews will begin early September.

**District Manager Report:** (Nanci McGuire)

**Discussion on:**

**District Manager Meeting/Retreat** – I participated in this meeting via zoom on August 23 and participated in a (SWOT) Strengths, Weakness, Opportunities and Threats exercise.

Clare Ireland, Financial Manager for VACD provided a presentation on the Capacity Building Survey that MOST Districts completed.

**Act 76 & Clean Water Service Provider** – The District received a letter via email from the Addison County Regional Planning Commission (ACRPC) informing us that they have been tentatively named as the Clean Water Service Provider (CWSP) for the Otter Creek Basin and described their role as CWSP. ACRPC anticipate that funding will be available to community partners in Spring of 2022.

My response to this letter was:

Thank you for reaching out to the RNRCD. We are looking forward to collaborating with the ACRPC as the Clean Water Service Provider for the Otter Creek Basin.

We will continue to identify projects in the Upper Otter Creek watershed and are looking forward to receiving funding through the CWSP to implement these projects.

We are also looking forward to being a member of the BWQC so please let us know when there are any trainings or informational meetings that we should be involved in. Again, we look forward to working with you.

**Tactical Basin Planning (TBP)** – Workplans for FY2022 TBP were reviewed and approved by a committee.

Activities that I included in the Workplan for RNRCD include:

Participation in Regional Coordination meetings and quarterly Basin Water Quality Council meetings

Coordinate meetings with Towns in our District who have SWMP's to review projects identified in their plans and encourage them to implement projects.

Participate in any trainings or informative sessions regarding Basin Water Council.

Quarterly Reporting to Watershed Planner.

Estimate of hours to complete these tasks is 110 and the amount requested is \$7,000.

All activities except for coordinating meetings with Towns in our District who have SWMP's to review projects identified in their plans and encourage them to implement projects were approved. The reason for cutting this activity was that there is funding for this activity through other grants. The total that RNRCD will be receiving is the same as last year \$5,200.

**RRPC Monthly Regional Water Quality Meeting** – These meetings are with Rutland Regional Planning Commission (RRPC) Staff, PMNRCD and RNRCD to discuss Water Quality Projects that we are currently working on. The next meeting is Friday, August 27. Meetings are coordinated by the RRPC.

**Meeting with the Town of Chittenden** – Andres Torizzo and I participated in this meeting with The Chittenden Town Select Board on June 26. Andres presented information on Stormwater Planning and how the Town of Chittenden could benefit from having a SWMP. I discussed funding opportunities. The Select Board thanked us for joining them and said that they will discuss this further.

#### **GRANTS:**

**ERP FY2017 Cold River Berm Removal** – Alan and I have been participating in weekly/bi-weekly meetings with Josh Carvajal and Shannon Pytlík to get updates from each other on the progress of this COMPLEX project. FW Webb delivered all supplies for the well to the Ruane Farm on Monday, August 23. Kevin Ruane has begun digging the trenches for the water lines and laying the water lines. Parker Water Wells installed the well pump and wiring on Tuesday, August 24 and Bill Lohsen with Lohsen Plumbing & Heating will complete the interior plumbing once Kevin has finished digging the trenches and laying the water lines.

Josh Carvajal has a revised plan for berm removal. Josh met on site with Dan Pinkowski, Cash Ruane, Kurt Hathaway and others to review and discuss the revised plan. Josh also has a plan for traffic control which will need to be approved by the Town Select Board. Kurt Hathaway has provided a revised bid. Shannon has asked the Business Office for an extension on this grant as it expires on October 10 and construction on the berm cannot take place until the well work is complete and all permits for the berm removal are in place.

**LCBP Best Management Practices for Pollution Reduction: Implementation and Planning Grants (Town of Brandon)** – Pearl Street project has begun (4 bioswales). Once Pearl Street is complete then the Café Provence project will begin. The contractors plan is to have the bioswales completed by the end of this week.

**Southern Windsor County RPC Block Grant (Wallingford Elementary School)** – Andres has completed a 60% design. The next step is to present this to Gary Marcy, Director of Operations for Wallingford Elementary School. Andres has until November 1 to complete a 100% design under this grant agreement.

**ERP FY2020 Youngs Brook Dam Removal** – The borings to determine depth to bedrock have been completed and the consultant (SLR) is working on the final design for dam removal. This agreement ends September 2021.

**LCBP Best Management Practices for Pollution Reduction: Implementation and Planning Grants (City of Rutland, Phosphorus Control Plan)** – I participated in a kick-off meeting with consultants (Fitzgerald Engineering, Roy Schiff ) and the City DPW on Monday, August 2 from 1:00 – 3:00 p.m. The next step in this project is to work with the City to collect data in order to calculate the Phosphorus Control Plan total phosphorus target.

**NRCC Project Development Block Grant** – RNRCD has received a fully executed agreement. This funding is to work with DEC Staff to identify permitting needs and an engineering firm to further develop plans, including costs to remove the berm located in the lower Cold River drainage near the confluence with the Otter Creek located on the Ruane property. Evan Fitzgerald has agreed to work with me on this project.

**NRCC Design & Implementation Block Grant 2021**– I have not received any word on whether the funding to hire an Engineering Consultant to complete a Final Design for the West Seminary Street project in Brandon has been approved. Funding requested is \$32,400.

**NRCC Design & Implementation Block Grant 2019 (Rotary Park)** – Rutland Recreation and Parks Department started work on this project the week of August 9 to rehabilitate and expand the existing infiltration trench to provide extra capacity for runoff capture and to install a new bioretention facility designed by Watershed Consulting Associates, LLC dated March 19, 2019. As of August 18, the infiltration trench has been completed and they are now working on the bioretention/raingarden in hopes to have this project complete by the end of this month.

**Other Business:**

RNRCD Model Operation Procedures

RNRCD Personnel Policy

RNRCD Procurement Policy

RNRCD Client Relationship Policy

Nanci emailed these policies to the Board prior to this meeting and asked them to review. There were a few suggestions for updates. Nanci will make these changes before the next meeting.

Further discussion of these policies was tabled until the next meeting of this Board.

**Supervisor Vacancy** – After much discussion the Board asked Nanci to draft an email to go to Town Clerks/Managers announcing this vacancy and asking them for suggestions. Alan agreed to help Nanci with this.

**Next Meeting Date:** Wednesday, September 29, 2021 at 9:30 at the Clarendon Grange Hall

**Meeting adjourned at 11:40 a.m.**