

DRAFT MINUTES June 18, 2015

Main Conference Room CCRPC, 110 West Canal Street, Suite 202, Winooski, VT

RSEP meeting, CCST meeting and Joint RSEP-CCST meeting

<u>Member</u>	<u>in Attendance</u>	<u>Member</u>	<u>in Attendance</u>
Burlington	<i>Megan Moir</i>	Burlington Airport	<i>Jon Leinwohl, Stantec</i>
Colchester		Essex	<i>Annie Costandi</i>
Essex Junction	<i>Chelsea Mandigo</i>	Milton	
Shelburne	<i>Chris Robinson</i>	South Burlington	<i>Tom DiPietro</i>
UVM	<i>Lani Ravin</i>	Williston	<i>Lisa Sheltra, James Sherrard</i>
Winooski		VTrans	<i>Jennifer Callahan</i>
<u>Ex-Officio Member</u>	<u>in Attendance</u>	<u>Ex-Officio Member</u>	<u>in Attendance</u>
CCRPC	<i>Dan Albrecht, Charlie Baker</i>		
<u>Others</u>	<u>in Attendance</u>	<u>Others</u>	<u>in Attendance</u>
J. Andrews Marketing	<i>Julia Andrews</i>	WNRCD	<i>Sophie Sauve, Anna Dirkse</i>
Hoyle-Tanner	<i>Mike Schramm</i>		

RSEP Steering Committee meeting

1. Call to Order

The RSEP Steering Committee meeting was called to order at 10:05 a.m.

2. Review and Action on FY16 Communication Plan

Andrews outlined the major plan elements. Various edits were suggested for clarity by the Committee. Regarding the creation of new media, especially video, the Committee consensus was that given the tight timeline between now and the typical August ad campaign (and the desire to make sure new creative is well formulated and launched in the spring when people are thinking about stormwater, that Ms. Andrews report back to the committee with 1) a revised Communications Plan 2) options for a fall campaign based upon pre-existing content such as the fertilizer issue and 3) additional detail on elements/options for new creative video media effort in spring 2016.

3. Review and Action on FY16 Marketing Executive Summary

Andrews outlined the major elements. Albrecht noted that given the consensus to focus new creative in the spring of 2016, the budget timeline should be adjusted to show those costs in the winter instead of this summer. Albrecht also asked and the Committee concurred that Ms. Andrews should investigate tweaking the individual allocations within online advertising. The Committee directed Ms. Andrews to make the necessary changes and send back a revised version of this summary and the Communications Plan.

4. – Review preliminary budget for FY16

Albrecht outlined the budget categories and allocations for FY16. Unlike other years which have been “maintenance” level, projected expenses would use almost all of the \$60,000 in annual dues. There would be an estimated \$36,000 in surplus carried over into FY16. Of that,

\$9,000 represents 3 years' allocation of survey reserves. Hypothetically, if RSEP grants \$4,000 in funds towards CCST efforts in FY16, that reserve is closer to \$23,000.

Motion made by Robinson, second by DiPietro to approve the budget as presented. The motion carried unanimously.

5. The meeting adjourned at 10:55 a.m.

Chittenden County Stream Team, Steering Committee

1. Call to Order

The CCST Steering Committee meeting was called to order at 10:56 a.m.

2. Review and Action on FY16 budget options

Sauve outlined the two budget options distributed earlier. Option a) includes a Connecting the Drops Effort 4.0 which would require funds totaling approximately \$24,942 based upon \$19,800 in dues, a surplus of \$2,942 and a grant from RSEP of \$2,200. Option b) assumes no CTD effort and therefore a budget of approximately \$22,742. Sauve personally recommended option a) due to the extra publicity generated by the CTD program. The Committee directed WNRCD to remove the suggested \$250 in rain garden maintenance costs as these were best covered by the hosting municipality Mandigo noted that in the future the Committee should explore new programming to eventually replace the CTD effort. Sauve and Albrecht noted that the end of the year is still fluid so the exact amount of the surplus is not known yet.

Motion made by DiPietro, second by Sheltra to approve Option a) with a grant from RSEP of no more than \$2,500. The Committee noted that the final amount will be determined after the close of the fiscal year. Motion approved unanimously.

5. The meeting adjourned at 11:25 a.m.

Joint RSEP-CCST Steering Committees meeting

1. Call to Order

The joint RSEP-CCST Steering Committee meeting was called to order at 11:26 a.m.

2. Brief review of hypothetical combined RSEP/CCST budget for FY17

As noted via an email from Albrecht after the agenda was posted, the Chairs would like some more time to work on this document prior to full discussion with the members of the Steering Committees

3. Review draft memo from CCRPC staff to CCRPC Board regarding creation of CCRPC Water Quality Committee including MS-4 subcommittee

Baker provided an overview of the rationale for the formation of the committee (modelled after the CCRPC's Transportation Advisory Committee) such as the Municipal Roads Stormwater General Permit, ANR's new Lake Champlain Water Quality Plan, the expanded role of RPCs and towns in ANR's basin planning process and the oft-discussed idea of formalizing the appointment of representatives voting on tasks related to the MS-4 MOU. Committee

members were comfortable with the recommended committee tasks, that the committee first function as an ad hoc committee of the CCRPC board, and that there be a separate MS-4 subcommittee comprised of the permittee representatives and that this subcommittee have sole jurisdiction on MS-4 related issues such as the RSEP and CCST memoranda of understandings. With regards to proposed members, the consensus was that given that the committee will deal with municipal or other permittee responsibilities, that initial membership be restricted to representatives of the municipalities, the non-traditional MS-4s and Vermont ANR. Should the situation warrant, over time the membership could be expanded to representatives of other sectors including but not limited to agriculture, the environmental community and business. Baker thanked the committee for the feedback and will work with Albrecht to make additional edits and solicit additional feedback prior to sending the memorandum to the CCRPC Board in the fall.

The meeting adjourned at 12:15 p.m.