

  
**WARREN COUNTY MUNICIPAL CENTER**  
LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT  
Telephone: (518) 761-6410

**Planning and Community Development  
Committee Meeting Agenda  
February 24, 2020**

*Committee Members:* WILD, Hogan, Leggett, Braymer, Diamond, Dickinson, Magowan, McDevitt, Seeber

I. *Committee meeting called to order by Chairman*

II. *Motion to approve minutes of prior Committee meeting*

III. *Committee Actions Requested:*

- Resolution #3 to enter into a contract with Invasive Solutions Dive Company
- Resolution #20 to establish an MOA with LGLCRP for Warren County to provide GIS and mapping services requested and necessary to complete all tasks in the *Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan*

IV. *Information for Discussion/Review:*

- Discussion of Census 2020 Outreach
- Housing Study

V. *Privilege of the floor to discuss any additional items to come before the Committee*

VI. *Motion to adjourn*

*Attachments:*

1. *Resolution #3 – Request for New Contract with Invasive Solutions Dive Company, LLC*
2. *Resolution #20 – Establish MOA with LGLCRP*

## ***RESOLUTION REQUEST FORM NO. 3***

### ***Request for New Contract***

**DEPARTMENT NAME: Planning & Community Development**

**DATE: February 12, 2020**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes, Request for Proposal (WC 84-19)**
- (b) Purpose of Contract: **Provide harvesting of aquatic invasive species on Schroon Lake. Funding for services to be provided by the towns of Horicon, Schroon, and Chester and the NYS Department of State.**
- (c) Name of Contractor: **Invasive Solutions Dive Company, LLC**
- (d) Address of Contractor: **P.O. Box 389, Saranac Lake, NY 12983**
- (e) Contractor's Contact Person and Telephone Number:  
**Daniel Cashin, (518) 810-3470**
- (f) Has or will the Contract be provided, if so, please attach:  
**No. Once approved, the County Attorney's Office will draft the agreement.**
- (g) Commencement Date of Contract: **June 1, 2020**
- (h) Termination Date of Contract: **December 31, 2021**
- (i) Payment Provisions:
  - i) lump sum amount **\$59,840.00**
  - ii) hourly rate amount **N/A**
  - iii) total amount not to exceed **N/A**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.  
**Monthly (\$7,480.00/week)**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **Any local match associated with this activity is provided through H383.9550 2790 - Share of Joint Activity, Local (current budget \$90,234). Any reimbursable expenses associated with this activity is provided through H383.9550 3890 - Schroon Lake Invasive Species Prevention & Control (current budget \$289,750)****

Sample: A.1010 470 Legislative Board – Contract Sxx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx

**WARREN COUNTY  
 BID TABULATION SHEET**

<b>BID NO.: WC 84-19</b>  <b>ITEM(S): RFP FOR SCHROON LAKE AQUATIC          INVASIVE SPECIES CONTROL - PLANT          MANAGEMENT</b>  <b>DATE: JANUARY 16, 2020</b>  <b>TIME: 3:00 P.M.</b>		<b>NAME &amp; ADDRESS OF BIDDER</b>		<b>NAME &amp; ADDRESS OF BIDDER</b>	
<b>DESCRIPTION OF ITEM</b>		<b>BID PRICE</b>		<b>BID PRICE</b>	
Weekly Dive Team Rate:					
Total cost of 3 divers for one 40 hour week		\$5,500.00		\$7,480.00	
<b>BID AWARDED TO:</b>		<b>Resolution No.</b>			
<b>JULIE A. BUTLER, PURCHASING AGENT</b>		Term: Commencing June 1, 2020 and terminating December 31, 2021			

## Review of Proposals

WC 84-19 Request for Proposals for Schroon Lake Aquatic Invasive Species Control Program – Plant Management

**Proposals Opened:** Thursday, January 16, 2020 at 3:00pm

**Number of Proposals Received:** 2

### RFP General Terms and Conditions:

Warren County sought proposals for the harvesting of Eurasian watermilfoil, an invasive aquatic species, present in Schroon Lake, NY. Warren County, on behalf of the Towns of Schroon, Chester, and Horicon, will subcontract with a selected harvester for the 2020 and 2021 seasons. Any expenses incurred by Warren County will be offset by payments from the participating communities to Warren County. Additional detail on the source of funding is described below.

**Source of Funding:** Funding is provided annually by the Towns of Schroon, Chester and Horicon, in the amounts listed below. This program is funded in part by a NYSDOS-LWRP grant, contract #C10001354.

Municipality	Amount
Chester	\$4,243.67
Horicon	\$12,838.17
Schroon	\$12,838.17
<b>TOTAL</b>	<b>\$29,920.01</b>

### Evaluation Criteria

As identified in RFP WC 84-19, the following evaluation criteria will be used to justify the selection of the lowest responsible proposer.

- Quality and responsiveness of Proposal;
- Qualifications and experience of the Firm;
- Demonstration of firm's effectiveness in controlling EWM, description of strategy for years 1 and 2 milfoil control work, and evaluation of long-term management needs;
- Cost-effectiveness of the proposal; and
- Readiness of the firm to meet schedule.

Additionally, proposals must include resumes, description of company, experience, and the following information:

- Brief cover letter of interest, which identified the principal responsible, relevant experience of the firm, methods, project supervisor and dive team, including description and date of similar projects;
- Description of firm-owned vessel(s) to be provided (if any);
- Provide a description of respondent's efforts to comply with NYS's MWBE goals;
- Provide task list detailing anticipated process to complete the project as identified;
- Proposals shall be submitted with an ink signature on the attached proposal forms in a sealed envelope;
- Each proposal must be accompanied by a completed Iran Divestment Act Certification, Non-Collusion Certificate, signed in ink, Corporate Resolution with seal.

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.

**Recommendation:** Based on a thorough review of the 2 proposals received, Invasive Solutions Dive Company, LLC appears to provide the lowest responsive proposal. Aqualogic Inc., failed to provide information and details sought in RFP WC 84-19. While a lower weekly cost was proposed by Aqualogic Inc., without these details, Warren County cannot adequately assess the ability of Aqualogic Inc. to complete the project on-time and as requested. **We recommend that Warren County award the contract to Invasive Solutions Dive Company, LLC.**

Respectfully submitted,

Christopher R. Belden, AICP  
Assistant County Planner

	<b>Evaluation Criteria</b>	<b>Aqualogic Inc.</b>	<b>Invasive Solutions Dive Company LLC.</b>
1.	Quality and responsiveness of Proposal	(-) Firm provided almost no detail on how the project would be completed and when. Several requested elements were not provided.	(+) Firm provided requested information and details on how the project would be completed.
2.	Qualifications and experience of the Firm	(-) Aside from basic certifications required for divers, no information is provided about the qualifications and previous experiences of the firm.	(+) ISDC has been providing harvesting services on Schroon Lake since 2018. Since then, there has been a 14.1% reduction in AIS mass harvested.
3.	Demonstration of firm's effectiveness in controlling EWM, description of strategy for years 1 and 2 milfoil control work, and evaluation of long-term management needs	(-) Firm provides no description of strategy for years 1 and 2 milfoil control work and long-term needs.	(+) As requested, firm explained how each of the divers are P.A.D.I. certified. (+) For year 1, a weekly description is provided for the control strategy. For year 2, it identifies that using data from the 2020 season will be used to determine the strategy in 2021.
4.	Cost-effectiveness of the proposal	(+) Per Week Rate: \$5,500  (-) However, later in the proposal it is indicated that an additional \$200, one time setup fee is required, which would result in a higher rate than provided.	(-) Per Week Rate: \$7,480  (+) The previous contract that served the term of 2018-2019, included the same weekly rate as provided in this response.
5.	Readiness of the firm to meet schedule	(-) Firm provides no proposed schedule.	(+) Firm provides detailed (by week) plan for harvesting on Schroon Lake for 2020. Indicates plan for 2021 would be based on data collected during the 2020 season.
6.	Brief cover letter of interest, which identified the principal responsible, relevant experience of the firm, methods, project supervisor and dive team, including description and date of similar projects	(-) Firm does not elaborate on description and date of similar projects.	(+) Firm does elaborate on description and date of similar projects.

7.	Description of firm-owned vessel(s) to be provided (if any)	(-) No details provided about firm-owned vessel	(+) Description of firm-owned vessel provided. Description provided about how the vessel is cleaned to prevent further spread of invasives.
8.	Provide a description of respondent's efforts to comply with NYS's MWBE goals	(-) Firm provided no response to this criteria	(+) Firm is a certified Veteran-owned business. Pursuant to state contract C10001354, Warren County has a 6% contract goal for veteran-owned businesses.
9.	Provide task list detailing anticipated process to complete the project as identified	(-) Firm provides no proposed task list detailing the process to complete the project.	(+) Firm indicates that if purchasing supplies, etc. efforts are taken to procure those goods or services from an MWBE. (+) Firm has a good understanding of the situation on Schroon Lake and therefore has a well thought out strategy for continuing a successful control operation on Schroon Lake.
10.	Proposals shall be submitted with an ink signature on the attached proposal forms in a sealed envelope	(+) Firm provided..	(+) Firm provided.
11.	Each proposal must be accompanied by a completed Iran Divestment Act Certification, Non-Collusion Certificate, signed in ink, Corporate Resolution with seal	(-) Iran Divestment Act Certification not notarized (-) Corporate Resolution not signed (+) Non-Collusion Certificate Complete	(-) Iran Divestment Act Certification provided, however, is not the current form included in RFP. Warren County will request ISDC to provide the correct form. (+) Corporate Resolution not required, as ISDC is a limited liability corporation (llc). (+) Non-Collusion Certificate Complete

## ***RESOLUTION REQUEST FORM NO. 20***

### ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Planning**

**DATE: 2/24/20**

(a) Purpose of Request:

**Enter into an agreement with Lake George Lake Champlain Regional Planning Board to provide GIS and mapping services requested and necessary to complete all tasks in the Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan**

(b) Details:

**Establish contract with LGLCRPB to perform GIS Services required to complete deliverables under the Lake Champlain Basin Program grant Job Cost Code 0100-328-002. Warren County GIS will complete requested work at a rate of \$52/hr for a sum not to exceed \$31,200. The County will invoice LGLCRPG quarterly. Work will commence March 2020 and be completed by June 2021.**

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS



## A. Cover Page

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**Project Name/Title:**

Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan

**Contact information:**

Organization: Lake Champlain – Lake George Regional Planning Board

Name of primary point of contact: Allison Gaddy, Senior Planner

Address: PO Box 765 Lake George, NY 12845

Phone number(s): 518-668-5773

Email address: [allison.gaddy@lclgrpb.org](mailto:allison.gaddy@lclgrpb.org)

Website URL: [www.lclgrpb.org](http://www.lclgrpb.org)

**Authorized Representative:**

Organization: Lake Champlain – Lake George Regional Planning Board

Name of Authorized Representative: Beth Gilles, Director

Address: PO Box 765 Lake George, NY 12845

Phone number(s): 518-668-5773

Email address: [beth.gilles@lclgrpb.org](mailto:beth.gilles@lclgrpb.org)

**Federal Tax ID Number:** 65-1256768

**DUNS Number:** 627067309

**LCBP Grant Award Amount:** \$100,000

**Non-Federal Match:** \$0

**Total Project Cost:** \$100,000

**Project Location:**

New York Lake Champlain Watershed

**Project Description:**

LCLGRPB staff will utilize the NYS DEC Pollutant Load Reduction Calculator to quantify phosphorus reduction for non-ag, non-point source on-the-ground projects identified in the *Lake Champlain Non-Point Source Pollution Subwatershed Assessment and Management Plan*. This information will be utilized to choose one project for implementation based on the reduction calculations.



## B. Introduction

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To assist local and regional resource managers in New York in identifying targeted projects and programs for phosphorus reduction, the Lake Champlain – Lake George Regional Planning Board (LCLGRP), along with its partners in the Champlain Watershed Improvement Coalition of NY (CWICNY), created the Lake Champlain Non-Point Source Pollution Subwatershed Assessment and Management Plan (Subwatershed Assessment). The goal of creating this Subwatershed Assessment was to identify specific planning and implementation efforts that, if completed, will reduce phosphorus inputs into surface waters from an array of non-point sources. Those that are of most concern include stormwater runoff from urbanized areas, agricultural operations, streambank and roadside erosion, and aging public and private wastewater infrastructure. The need for this Subwatershed Assessment is driven by the fact that phosphorus levels in Lake Champlain still exceed the standards set forth in the TMDL documents and from pressure to ensure that funded projects are maximizing the effect of available implementation funds.

To achieve the goals set forth in the Subwatershed Assessment, the 79 HUC-12 subwatersheds within the New York Lake Champlain watershed were scored based on the potential for phosphorus inputs into surface water and negative human use impacts. A suite of 15 parameters were identified within four categories: water quality, geology, human use, and land use and cover. The parameters include information taken from the NYS DEC Priority Waterbodies List, lake segment target reduction goals, slope, soil type, waterbody classifications, presence of public water supplies, miles of tributaries, miles of road, identified roadside erosion sites, current land use and cover, percent impervious surfaces and percent row crops. To score each HUC-12 subwatershed, a ranking matrix was created utilizing an array of GIS information obtained from several sources. Each parameter was given an individual point system, with a total score for all 15 parameters ranging from 15 – 95 points. The higher the score, the greater the potential for phosphorus loading and associated negative effects there are within the HUC-12 subwatershed.

Of the 79 HUC-12 subwatershed, the highest priority subwatershed had a score of 74 points, while the lowest was 20 points. Based on the scores, 19 high-priority subwatersheds were identified (scores ranging from 74 points – 44 points). These include:

1. Lake Champlain Direct (74 points)
2. Lower Boquet River (68 points)
3. Halfway Creek (64 points)
4. Wood Creek – Lake Champlain Canal (59 points)
5. Ausable River (57 points)
6. Little Ausable River (57 points)
7. Poultney River – Head of Lake Champlain (54 points)
8. Headwaters Lake George (53 points)
9. Indian Brook – Lake George (50 points)
10. Bullis Brook – Great Chazy River (50 points)
11. Dead Creek (50 points)
12. Lake Champlain Canal (49 points)
13. Outlet Great Chazy River (49 points)



14. Mettawee River (48 points)
15. Outlet Lake George (48 points)
16. McKenzie Brook – Lake Champlain (47 points)
17. Rouses Point (46 points)
18. Headwaters Halfway Creek (45 points)
19. Hoisington Brook – Lake Champlain (44 points)

Within these Priority Subwatersheds, on-the-ground projects and planning efforts were identified including upgrades of municipal stormwater and wastewater infrastructure, impervious surface reduction, replacement of undersized and/or failing culverts, implementation of agricultural buffer and cover cropping programs, streambank restoration projects, and creation of septic management districts around surface waters. Hundreds of projects throughout the Lake Champlain Watershed have been identified, totaling almost \$187,000,000 in funding needs for water quality improvement and natural resource protection efforts.

However, the work outlined in the Subwatershed Assessment has the potential to be taken one step further with the calculation of estimated phosphorus and nitrogen reduction numbers for each of the non-ag non-point-source best management practices listed in the Subwatershed Assessment. This will be accomplished by utilizing the NYS Department of Environmental Conservation's Pollutant Load Reduction Calculator (Calculator), which was created by staff at the NYS Department of Environmental Conservation to quantify nutrient reductions for implementation projects to best assess their benefits. The Calculator takes into consideration an array of parameters to derive nutrient reduction numbers for site specific BMPs. It is based on the "Simple Method to Calculate Urban Stormwater Loads," which estimates pollutant loading from a drainage area based on established runoff coefficients. The calculation for pollutant load, L, is expressed as;

$$L = P \times P_j \times R_v \times C \times A \times 0.226$$

Where:

P is annual rainfall in inches (assumed to be 42 inches)

P<sub>j</sub> is the % annual rainfall producing runoff (default is 90%)

R<sub>v</sub> is the runoff coefficient =  $1.05 + 0.009I$  (I is the percent impervious surface 0 – 100%)

C is the pollutant concentration (mg/l)

A is the area of a particular land use (acres) – A is assumed to equal one acre of land

0.226 is a unit conversion factor

To use the Calculator, LCLGRP staff will work with the Warren County GIS staff to identify the drainage areas of 130 identified projects which represent half of the projects identified in the Subwatershed Assessment. These projects were chosen based on the best fit for the method that is being utilized. The types of projects include stabilization of roadsides and streambanks, installation of green infrastructure projects, replacing concrete parking lots with pervious pavement, creation of green space, septic pump-out programs, and installation of vegetated swales. Projects listed within the Subwatershed Assessment that will not be included are planning and educational projects, agricultural projects, or projects that are regional in nature where a definitive drainage area cannot be identified.



Once drainage areas and land use are determined, parameters will be input into the Calculator. This will result in estimated reduction of nitrogen and phosphorus in pounds per one acre per year and the total reduction of nitrogen and phosphorus in pounds per year calculated for each project.

Once all the calculations are complete, the LCLGRP will choose one project for implementation based on its “bang-for-the-buck.” Staff will specifically target a project that may have a larger calculated phosphorus reduction than anticipated and work with the local municipality to implement the project.

This project will assist in achieving Opportunities for Action Task I.A.1.c – Increase understanding of factors affecting BMP performance and efficiency by utilizing a NYS DEC derived tool to quantify estimated phosphorus and nitrogen reductions associated with BMPs that have been identified by New York resource managers. It also relates the Action Task I.A.2.c – Assess progress of existing water quality management programs by helping to inform how BMPs are working by attaching estimated phosphorus reduction numbers to implementation projects.

### C. Project Timeline

Task #	Task Title	Objective	Deliverable or Output	Timeline
1	Develop a QAPP	Describe quality assurance procedures that will maintain project performance.	QAPP Approval	Jan - April 2020
2	Identify Project Drainage Areas and land use acreages for 20% of projects	Utilize GIS to determine land use and area for 26 project subwatersheds for input into calculator	Maps and parameters for calculator	May 2020 – July 2020
3	Identify Project Drainage Areas and land use acreages for 20% of projects	Utilize GIS to determine land use and area for 26 project subwatersheds for input into calculator	Maps and parameters for calculator	Aug 2020 – Oct 2020
4	Identify Project Drainage Areas and land use acreages for 20% of projects	Utilize GIS to determine land use and area for 26 project subwatersheds for input into calculator	Maps and parameters for calculator	Nov 2020 – Jan 2021
5	Identify Project Drainage Areas and land use acreages for 20% of projects	Utilize GIS to determine land use and area for 26 project subwatersheds for input into calculator	Maps and parameters for calculator	Feb – April 2021
6	Identify Project Drainage Areas	Utilize GIS to determine land use and area for 26 project	Maps and parameters	May – July 2021



	and land use acreages for 20% of projects	subwatersheds for input into calculator	for calculator	
7	Input parameters into DEC Calculator for 20% of projects	Input results from data collection into DEC calculator for 26 projects	P and N reduction numbers for projects listed in rank order	Sept 2020 – Nov 2020
8	Input parameters into DEC Calculator for 20% of projects	Input results from data collection into DEC calculator for 26 projects	P and N reduction numbers for projects listed in rank order	Dec 2020 – Feb 2021
9	Input parameters into DEC Calculator for 20% of projects	Input results from data collection into DEC calculator for 26 projects	P and N reduction numbers for projects listed in rank order	April – May 2021
10	Input parameters into DEC Calculator for 20% of projects	Input results from data collection into DEC calculator for 26 projects	P and N reduction numbers for projects listed in rank order	June – July 2021
11	Input parameters into DEC Calculator for 20% of projects	Input results from data collection into DEC calculator for 26 projects	P and N reduction numbers for projects listed in rank order	Aug – Sept 2021
12	Create webpage and outreach	Create a webpage on the LCLGRPB website that lists all the projects and their reduction calculations	Webpage with project results	Oct 2020 – Jan 2021
13	Implement Project	Implement one phosphorus reduction project	Project implemented	Sept 2021 – May 2022
14	Submit QR 1 & 2	Submit QR for 1.1.20 – 3.31.20 and 4.1.20 – 6.30.20	Submit QRs	April 2020, July 2020
15	Submit QR 3 & 4	Submit QR for 7.1.20 – 9.30.20 and 10.1.20 – 12.31.20	Submit QRs	Oct 2020 and Jan



				2020
16	Submit QR 5 & 6	Submit QR for 1.1.21 – 3.31.21 and 4.1.21 – 6.30.21	Submit QRs	April 2021, July 2021
17	Submit QR 7 & 8	Submit QR for 7.1.21 – 9.30.21 and 10.1.21 – 12.31.21	Submit QRs	Oct 2021 and Jan 2022
18	Submit QR 9	Submit QR for 1.1.22 – 3.31.22	Submit QR	April 2022
19	Submit Final Report	Submit final report. Compile project summary, plans, maps, articles and photographs.	Final report submitted	June 30, 2022

## D. Task Descriptions

**Task 1. Develop a QAPP.** Before any data is derived, LCLGRP and Warren County GIS staff will produce an acceptable QAPP, based on LCBP standards, for all applicable work. Work on the project will not begin until an GLFC approved QAPP has been executed.

**Task 2 - 6. Identify Project Drainage Areas and Land Use Acreages.** Warren County GIS staff will utilize the most recent GIS and LiDAR data to determine the drainage areas for each of the 130 projects. Once the drainage area is identified for a project site, land use within each drainage area will be identified, consistent with the land use parameters necessary for input into the DEC Calculator. This can be derived from the National Land Use Cover Dataset and/or tax parcel information. Also determined will be the acreage of each land use type, should there be more than one land use type within a given drainage area. This information is important when the parameters are being input into the Calculator. It is estimated that this work will take the bulk of the time for the project to ensure the most accurate data is captured.

**Task 7 - 11. Input Parameters into DEC Calculator.** Once all the necessary data is derived, LCLGRP staff will enter it into the Calculator. Within the Calculator, a baseline pollutant load has already been calculated and programmed, so staff will select the types of Best Management Practice (BMP) that will be utilized at the site, the number of acres of the BMP, and the land cover type that the practice will be installed on. All BMPs for each site have been previously identified within the Plan. Multiple lines within the calculator will be used when there are different land cover types within one drainage area. Multiple lines will also need to be utilized when more than one type of BMP will be installed at the project site (such as a green infrastructure treatment train). Types of BMPs that have been programmed into the Calculator include;

Bioretention/Rain Garden

Bioswale

Ditch/Channel Stabilization

Dry Ponds

Infiltration Trench

Permeable Pavement

Riparian Buffer/Filter Strip

Septic Connection

Septic Pumping

Street Sweeping

Wet Ponds

Wetland Restoration



### Conversion of Impervious Surfaces

### Rooftop Runoff Disconnection

Should additional information be needed for any of the projects, the LCLGRP will work with its CWICNY partners to determine the correct information to input into the Calculator. The final product will be a table of each of the projects identified by their Plan Project ID # with estimated nitrogen and phosphorus reduction calculations in pounds/one acre/year and pounds/acre/year.

**Task 12. Create Webpage and Outreach.** The LCLGRP will utilize its newly updated website to host a page where all the calculations for the projects can be accessed for use. LCLGRP staff will also explore the possibility of adding a function to the list where entities that are implementing these types of projects (Soil and Water Conservation Districts, municipalities and non-profit entities) can “check” a box once a project is complete so that LCLGRP and its partners can keep track of what is being implemented and its potential nutrient reduction numbers.

The availability of this data will be outreached by LCLGRP staff at CWICNY meetings, County Water Quality Coordinating Committee meetings, county Environmental Committee meetings, and LCLGRP Board meetings. These meetings encompass the types of entities that will be implementing the projects outlined in the Plan, including Soil and Water Conservation Districts, municipal planning and highway department staff, elected officials, and lake and river associations that are very active in obtaining funding for and implementing projects.

**Task 13. Implement Project.** LCLGRP will utilize the nutrient reduction calculations to choose one project for implementation at the end of the process. The project will be chosen based on scale (there is a limited amount of funding for implementation) and its impact in terms of nutrient reduction. LCLGRP will work with the municipality and/or County SWCD to complete the project.

**Task 14 - 19. Produce and Submit Quarterly Reports, Final Report and Reimbursement Requests.** Quarterly reports will be submitted no more than 10 days past the end of a quarter. They will include a description of the work accomplished, the work planned for the upcoming quarter and any reimbursement requests. The final report will outline the steps taken to complete the project along with any created maps, data, tables, pictures, and engineered designs. The final report will be submitted at the end of June 2022.



**E. Detailed Budget**

<i>Line Item</i>	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10	Task 11	Task 12
Personnel	\$2,500	\$3500	\$3500	\$3500	\$3500	\$3500	\$3856	\$3856	\$3856	\$3856	\$3856	\$720
Travel												
Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$1,300	\$5980	\$5980	\$5980	\$5980	\$5980	\$0	\$0	\$0	\$0	\$0	\$1000
<b>Total Direct</b>	<b>\$3,800</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$1720</b>
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUDGET</b>	<b>\$3,800</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$9480</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$3856</b>	<b>\$1720</b>

<i>Line Item</i>	Task 13	Task 14	Task 15	Task 16	Task 17	Task 18	Task 19	<i>Line Item Totals for All Tasks</i>	Proposed Match (if any)	<i>Line Item Totals + Proposed Match</i>
Personnel	\$0	\$1000	\$1000	\$1000	\$1000	\$1000	\$5,000	\$50,000	\$0	\$50,000
Travel								\$0	\$0	\$0
Supplies	\$17,800	\$0	\$0	\$0	\$0	\$0	\$0	\$17,800	\$0	\$17,800
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,200	\$0	\$32,200
<b>Total Direct</b>	<b>\$17,800</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$5,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUDGET</b>	<b>\$17,800</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$5,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>

\$4,960 in match will be provided by a Federal grant held by the LCLGRP for additional staff time for project oversight and QA/QC by LCLGRP Director.



## F. Budget Justification

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### Personnel

LCLGRP Senior Planner time spent working with Warren County GIS staff on completing and submitting QAPP (Task 1); identifying drainage areas and land use type acreages (Task 2 - 6); inputting parameters into DEC calculator and working with CWICNY members when necessary (Task 7 - 11); creating table to upload to LCLGRP website with estimated reduction numbers and outreaching website for use by resource managers (Task 12); selecting and managing implementation project (Task 13); and authoring and submitting quarterly reports, reimbursement requests and final report (Task 14 - 19). 1000 hours @ \$50/hr

### Supplies

Purchase of supplies for implementation project. The project will not be selected until the phosphorus reduction calculations are complete, but potential projects could include a streambank stabilization, roadside stabilization, culvert replacement, or installation of green infrastructure project (Task 13).

### Professional Services

Warren County GIS staff time working on QAPP (Task 1) and utilizing GIS/LiDAR data to determine drainage areas and land use for each project site (Task 2 - 6). 600 hours @ \$52/hour.

LCLGRP website consultant: Website consultant time creating new webpage on the LCLGRP website that houses the list of projects and their estimated nutrient reduction calculations (Task 12). 10 hours @ \$100/hour.

**MEMORANDUM OF AGREEMENT**

**Between Warren County and the  
Lake Champlain – Lake George Regional Planning Board**

This memorandum of agreement is between the Lake Champlain – Lake George Regional Planning Board, hereafter called the LCLGRP, and Warren County, hereafter called County, to fully execute the objectives, tasks and deliverables under the Lake Champlain Basin Program grant Job Cost Code 0100-328-002, *Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan*.

Warren County agrees to perform the following services;

1. Provide the QAPP, GIS and mapping services requested and necessary to complete all tasks in the *Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan*, as outlined in the attached workplan,
2. Provide all requested information and data to LCLGRP for grant reporting purposes, and
3. Complete all requested work by June 2021.

for a sum of no more than \$31,200. It is understood that the County will invoice LCLGRP for work performed within fifteen (15) days after a standard quarter has ended. All invoices will be accompanied by a timesheet indicating Tasks undertaken and their relation to the project advancement.

It is understood that the LCLGRP will reimburse the County for tasks undertaken within thirty (30) days of receipt of a request. LCLGRP will also provide the County with any and all assistance needed for task performance and completion.

This agreement is in effect immediately upon acceptance of both signatures until Job Cost Code 0100-328-002 is closed out with the funding agency. This agreement may be amended or expanded upon at any time, only in writing and signed by both parties.

\_\_\_\_\_  
Frank Thomas, Chairman  
Warren County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elizabeth Gilles, Director  
Lake Champlain – Lake George Regional Planning Board

\_\_\_\_\_  
Date