# Memorandum

TO: DEC Commissioner

FROM: Joanna Pallito, Administration & Innovation Division (AID)

DATE: August 18, 2017

SUBJECT: Administration & Innovation Division (AID) Weekly – August 18, 2017

**Legislative Issues/Contacts:**

**Press Issues/Releases/Contacts:**

**Significant Events/Meetings:**

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**SUMMARY OF KEY DEPARTMENT OF ENVIRONMENTAL CONSERVATION ACTIVITY**

**Business Transformation Initiative (BTI):**

*No report this week*

**Innovation:**

***Environmental Notice Bulletin (ENBv2****):*

This week ADS IT Systems Developer Mark Davis and Carol Chamberlin worked on implementing final updates to the Public ENB site, including additional instructional text to the activity profile and public comment features, and internal notifications to program staff.  Mark also worked on the public subscription features, which included revisions to email notifications.  These updates represent the home stretch for the ENB build.  Once complete, Carol and Jessica will focus on regression testing of all features, which can then post to the production website.

***ANR Online:***

DWGWP – Indirect Discharge Untreated Discharge Incident Report – AID completed a draft of the form a few weeks ago. ANR IT is beginning work on the database integration for the form.

DWGWP- Well Driller Database online form project –Carol Chamberlin has met with Scott Stewart, Rodney Pingree, and Tim Phillips to determine what database changes might be required for form integration. Scott Stewart is consulting with other programs to make final decisions regarding the information to be collected on these forms; once this is determined, the database integration work for these forms will begin.

WMPD – E-Cyles Invoice Payment Form – AID completed a draft of the form a couple of weeks ago. ANR IT is now working on the database integration for the form. The database is going to require some structural changes to allow the form to be prefilled with unpaid invoices. ANR IT will meet with E-Cycles Program and AID staff to discuss the changes.

WMPD – Residuals Management Forms – AID is working on a couple of forms for the Residuals Program, a Septage Reporting and Payment form and Residuals Management Quarterly Report form. Drafts of two online forms have been completed for the program. The Program wants to focus on completing the Septage Reporting and Payment form first. This form will require some structural changes to the WWI database since the database doesn’t currently include the ability to track payment information. The data is currently being hand-entered in spreadsheets. A meeting has been scheduled with ANR IT to discuss the requirements for the database modifications.

WSMD – Rivers – Emergency Protective Measures form – Carol Chamberlin is consulting with the IT team who created the current online form for EPMs.  It is likely that this form will be updated rather than initiating an ANR Online form, as it already has much of the necessary functionality incorporated.

WSMD – Wetlands – The basic structure of three forms – reporting the commencement of a project, the completion of a project, and the filing of a project with town land records – has been developed and reviewed with program staff.  Minor textual changes will be made to these forms and Carol Chamberlin is working on completing the database mapping so that IT work on database connections may begin.

WSMD – Stormwater MSGP forms – Drafts of three MSGP related forms have been completed. A meeting has been scheduled with BOSS staff to review the forms on 8/23. In the meantime, AID will begin the database mapping for the three  forms.

WSMD – Wastewater Discharge Termination of Coverage form – A draft of the Termination of Coverage for General Permits 3-9004 and 3-9016 has been completed. A meeting has been scheduled with BOSS staff to review the forms on 8/23. In the meantime, AID will begin the database mapping for the form.

AID requested an update from Windsor Solutions on the status of the enhancement estimate request we sent a few weeks ago. Windsor expects to have the estimates developed by the end of August. The reasons for the delay are the addition of the request for an estimate to integrate EPA’s Shared CROMERR Service for Identity Proofing and Windsor’s focus on completing work on the nFORM version 4.3 upgrade.

**Planning Section:**

**ECO AmeriCorps:**

***2016-2017 Service Year:*** The 2016-17 service year came to a close last Friday with a celebration at the Capital City Grange. We were joined by a number of site supervisors, member mentors, and other program partners in celebrating our members’ service and successes over the past year. We were joined by Governor Phil Scott, Secretary Julie Moore, and SerVermont Executive Director Phil Kolling who all addressed our members.



***2017-2018 Service Year:*** We have finaliszed placement with our final, 24th member for the upcoming service year. All member placements have now been filled. Logistical work continues to prepare for the upcoming year which begins Sept. 11.

**AID Financial Operations Section:**

**Grants/Contracts “Out” Activity – Week of 8/14/17**

***Request for Proposals (RFPs):***

* A Department-wide RFP for analytical lab services that the Vermont Agricultural and Environmental Lab cannot perform closed on August 11 with three bids received.

***Vendors selected:***

* None.

***Agreements “In Process”:***

* For the Drinking Water Groundwater Protection Division (DWGWPD), 2017 Asset Management Grant agreements with twelve public community water systems are under development.
* For AID, three host site agreements for the 2017-2018 ECO AmeriCorps Program year are under development and we are collecting necessary documents. Host site agreements with DEC’s Watershed Management Division and Windham Regional Commission are with the host sites for signature.
* For AID, a contract with Sugarbush Resort to host our 2017 DEC Day is under development and we are collecting necessary documents.
* For the Waste Management and Prevention Division (WMPD), An MOA with the Attorney General’s Office for the purpose of establishing terms for the legal services provided by the AGO is under development.
* For the Watershed Management Division (WSMD), a contract with Arrowwood Environmental for developing a methodology for understanding the impact of solar development on wetlands is with the contractor for review.
* For the Facilities and Engineering Division (FED), an MOA with the Vermont Economic Development Authority (VEDA) for underwriting and account management for privately funded Drinking Water State Revolving Fund projects is with VEDA for signature.

***Amendments:***

* For WMPD, a novation amendment reassigning a hazardous spills cleanup contract with ENPRO to its new legal name NRC East Environmental Services is under development.
* For FED, an amendment with Dubois Construction for Waterbury Dam General Maintenance to extend and increase costs for additional needed repairs identified is under development.

***Renewals:***

* For WMPD, renewals to contracts with Stone Environmental and Weston and Sampson for targeted Brownfield assessments for an additional year are under development.
* For the WSMD, two no cost time amendment to renew contracts with Stone Environmental and Dubois & King for BMP development support for RCPP are currently under development.
* For FED, a renewal to the contract with Windsor Solution for LGTS maintenance and support for an additional one year period is currently under development.
* For FED, a renewal to a contract with the University of New Mexico for asset management curriculum and workshop development is with the Attorney General’s for approval.

***Agreements Executed:***

* For AID, host site agreements with Lake Champlain Committee, Friends of Northern Lake Champlain, DEC WSMD’s Monitoring, Assessment and Planning Program and WMPD were fully executed this week.
* For AID, a contract with Innovative Payroll Services to provide payroll services for the ECO AmeriCorps program was fully executed on August 9.
* For the FED, an amendment to a contract with Kerper and Bowron, LLC to perform a financial viability study of the DW/CW SRF Programs to adjust project timeline and revise the scenarios included in the study was fully executed on August 11.
* For WPMD, an MOA with VT Fish and Wildlife Department for use of DEC’s Site Investigation contract for a Phase I assessment was fully executed on August 14.
* For DWGWPD, Asset Management Grant agreements with the Town of Arlington, City of Barre, Town of Bennington, Jay Peak Resort (two agreements) and City of Winooski were fully signed this week.

 ***Clean Water Initiative Program (CWIP) grants:***

* 2017 ERP Grant Round: Of the 52 grants that were awarded 37 have been executed, 8 are with the grantee for final review/comments, three are with the project manager, and five are out for final signatures. During this past week two grant agreements were executed.
* 2018 Municipal Grants-in-Aid: The grant has been fully executed and work has begun soliciting towns to participate. Four subcontractors were approved this week to provide technical support to municipalities through the grant. We received the first invoice from the grantee, which is currently under review by the project manager for approval.
* 2018 Multi-Sector Block Grant: A draft grant document was sent to the program for review and we are waiting for comments back.
* 2018 Easement RFP: The program completed their review of the proposals and agreed to fund all ten of the projects proposed by the two bidders: Vermont Land Trust and the Vermont River Conservancy. Draft agreements are currently under development.
* 2018 ERP Grant Round: 63 proposals were received. 51 applications were chosen to receive funding for a total of $1.6 million. We are planning to send out notifications to all applicants early next week.

**Grants/Contracts “In” Activity:**

* For WSMD, EPA provided notification that we were considered “finalists” to receive Wetland Development grants in response to the two proposals submitted earlier this year. We provided EPA with additional information on August 17.

 **FY17 Year End Close-out/FY18 Budget Monitoring/FY19 Budget Planning:**

* The financial documents for period ending 7/31/17 are very near completion. They should be published on Monday 8/21/17. An email will be sent when they are ready for review.
* For those divisions who have not submitted their preliminary budget building sheets, these are required to do the next steps in budgeting. Please forward these to Tracy as soon as possible.

***Remember - Financial Operations Website for helpful information and reports:*** <http://anrconnect/sites/ANRSTAFF/DECSTAFF/SitePages/Financial%20Operations.asp>