

MINUTES
WATER QUALITY FEES BOARD
October 14, 2021
Regular Meeting

- I. **CALL TO ORDER** – George Woolwine called the October 14th meeting of the Water Quality Fees Board (WQFB) to order at the Division of Water Quality (DWQ) Tate Building, North Elkhorn Conference Room, 125 Lisle Industrial Avenue, Suite 180 at 9:00 a.m.

Water Quality Fees Board Members in Attendance: Harry Clarke, George Ely, Donna Fogle, David Lowe, and George Woolwine.

Staff Members in Attendance: Charles Martin, P.E., Director, DWQ; Greg Lubeck P.E., Deputy Director, DWQ; Mark Sanders, P.E., DWQ; Amad Al-Humadi, P.E., DWQ; Frank Mabson, DWQ; Denise Bullock, DWQ; and Michael Cravens, Department of Law.

Guests: Scott Southall, Earthcycle Design, LLC.

- II. **APPROVAL OF MINUTES** – Mr. Woolwine asked the WQFB to review the minutes of the July 8, 2021, Water Quality Fees Board Meeting.

Mr. Ely moved to accept the minutes as written. The motion was seconded by Mr. Clarke, and the motion passed unanimously.

- III. **OLD BUSINESS** – There was none.

IV. **NEW BUSINESS**

A. **Incentive Grants**

1. **FY 2022 Class B Infrastructure Grant Selection** – Mr. Mabson provided the Board with an overview of the funds available for allocation for the FY 2022 Class B Infrastructure Grants:

- \$300,000 maximum per grant
- Target of \$50,000 for Feasibility Only Projects (There were no applications submitted in this category.)
- Target of \$166,500 for Projects \$50,000 or Less (There was one (1) application submitted in this category.)
- Available in FY22 Budget: \$1,165,000.00
- Available from unused grant funds: \$103,704.00 (Available from previous FYs' grants that were completed under budget or were cancelled or terminated)
- Available from remaining FY21 funds: \$421,682.60
- Total available for FY22 funding = \$1,690,386.60
- Experimentation / Innovation Pool: \$300,000 (available for use in any grant class)
- Total amount requested from submitted applications: \$1,468,808.60

Mr. Mabson introduced the Class B Infrastructure Grant Applications. Seven applications were received, with applicants requesting a total of \$1,468,808.60.

Mr. Mabson read the Director's Recommendations to include the score, amount requested, and stipulations for each application.

Summary of Applications

Beaver Creek Hydrology, LLC [Application number BI-APP1-2022] – Score 72.50, \$127,050.00 requested.

The proposed project elements will retrofit an existing parking lot with permeable pavers (approximately 9,500 square feet) underlain with a stone (aggregate) subgrade for filtration and temporary storage. The project will thereby reduce stormwater runoff before draining into the unnamed tributary to Town Branch. Install permanent signage as a stormwater educational tool. The signage will be placed on the property nearest to Sandersville Road. It will highlight the planning, construction, and performance of the stormwater facilities; and will be visible as well as accessible to the public.

Director recommended full funding in the amount of \$127,050.00 requiring a minimum \$31,762.50 cost share with stipulations that the Applicant shall obtain written approval / agreement prior to work being done on properties not owned by the Applicant; Permeable pavement shall not be installed within 10' either side of an existing sanitary sewer and

measures taken to prevent infiltrating water from entering into the sanitary sewer stone trench; The Operations and Maintenance Plan (O&M Plan) shall preclude storage of certain materials on the permeable pavement. The O&M Plan shall be provided at the conclusion of the project; Because of modifications to the parking areas, Applicant will need to work with LFUCG Division of Planning to verify the regulatory requirements; The project shall not proceed with field work until written approval to proceed is obtained from the Grant Administrator or Director or Water Quality, because of the potential for conflict with potential future LFUCG Projects; The Budget in the Application is based on no underdrain. Applicant to provide results from the soil test. If the underlying soils have an infiltration rate of less than 0.5 inches per hour underdrains will be required; and Applicant will be required to submit a revised budget that includes the design and materials costs for the underdrain system as cost share for inclusion in the Grant Award Agreement – Attachment A document; The Budget in the Application did not include funding for the proposed educational signage. Applicant shall submit a revised budget that includes funding for the educational sign as cost share for inclusion in the Grant Award Agreement – Attachment A document; Organization proposes a larger cost share beyond that required by the grant program. Budget shall reflect the 20.4% cost share offered in the application (approximately \$32,550.00).

Blue Grass Stockyards [Application number BI-APP2-2022] – Score 70.84, \$45,475.00 requested.

The proposed project elements will install a 1,000-gallon tank with 2,800 pounds of Poseidon pellets, pump and hosing. Water will be pumped into the tank from the bottom and rise to the top where the water will exit back into the pond “recycling the water while it is being cleaned;” Stormwater education in the form of development of brochures to educate people on nutrient pollution for urban stormwater and AG runoff; and host a webinar by EPA scientist Dr. Mallikarjuana Nadagouda.

Not recommended for funding.

If the Grant Application is approved by the Board, approve with stipulations that the Applicant shall produce documentation that the individual who submitted the Application is authorized to act on behalf of the Organization; The Inspection, Operation, and Maintenance Plan shall be provided at the conclusion of the project, and shall clearly define who is responsible for maintenance including pellet replacement and frequency; Organization shall also provide an evaluation of ammonia and phosphorous reductions resulting from Poseidon Pellets for years two through five; Organization shall maintain the system including replacement the Poseidon Pellets based on sampling data for the 15-year maintenance expectation included in Attachment B of the Grant Award Agreement document; Organization proposes a larger cost share beyond that required by the grant program. Budget shall reflect the 21.96% cost share offered in the application (approximately \$12,800.00).

Colt Engineering, Inc., dba Thoroughbred Engineering [Application number BI-APP3-2022] – Score 71.50, \$184,000.00 requested.

The proposed project elements includes design and construction of an infiltration basin / rain garden; retrofit of an existing asphalt parking area with the permeable pavement; install rain barrels; permanent signage near the rain garden and front sidewalk of the building.

Director recommended partial funding in the amount of \$178,675.00 requiring a minimum \$44,668.75 cost share with stipulations that the Applicant shall obtain written approval / agreement prior to work being done on properties not owned by the Applicant; Because of the modifications being proposed to the parking area, the Applicant will need to work with LFUCG Division of Planning to verify the regulatory requirements; Since the property being located in a Historical District, the Applicant will need to work with the LFUCG Historic Preservation to obtain a Certificate of Appropriateness prior to project; Permeable pavement shall not be installed within 10’ either side of an existing sanitary sewer and measures taken to prevent infiltrating water from entering into the sanitary sewer stone trench; The Operations and Maintenance Plan (O&M Plan) shall preclude storage of certain materials on the permeable pavement. The O&M Plan shall be provided at the conclusion of the project; BMP locations to be modified to comply with the minimum setback distances stipulated in the Engineering Manuals, Codes, Regulations, and Ordinances; If underground detention is provided, property owner will be required to conform to LFUCG Code of Ordinances Chapter 16, Article X, Division 2; Since the costs of the educational signage exceeds what is typically approved by the Water Quality Fees Board, Applicant to provide more detail about the signage for inclusion into the Grant Award Agreement – Attachment A document; Since partial funding was awarded; Applicant shall provide the Division of Water Quality with a revised budget listing how the approved funds and

associated costs share will be allocated for inclusion in the Grant Award Agreement – Attachment A document. The “Brick Pavers” (\$5,325.00), or line #2 under Proposed Pavements in the budget shall be omitted from the revised budget.

Community Montessori School, Inc., [Application number BI-APP4-2022] – Score 78.73, \$300,000.00 requested.

The proposed project elements include design & construction of a permeable paver lot (approximately 15,000 sq. ft.); and Stormwater education by adding the permeable paver project to the BMP list of “stormwater educational components already installed at CMS through previous LFUCG Stormwater Quality Projects, including the stream restoration, rainwater harvesting, rain garden, bioswale and wetlands projects.”

Director recommended full funding in the amount of \$300,000.00 requiring a minimum \$75,000.00 cost share with stipulations that the project shall not proceed with field work until written approval to proceed is obtained from the Grant Administrator or Director of Water Quality, because of the potential for conflict with potential future LFUCG Projects; Permeable pavement shall not be installed within 10’ either side of an existing sanitary sewer and measures taken to prevent infiltrating water from entering into the sanitary sewer stone trench; The Operations and Maintenance Plan shall preclude storage of certain materials on the permeable pavement. The Operations and Maintenance Plan shall be provided at the conclusion of the project; Applicant to coordinate with the Div. of Planning at the beginning of project; Applicant to provide details of how they plan to avoid the rain garden, buffer / wetland areas, and the outlet structure constructed as part of the previously funded LFUCG (FY12) Stormwater Quality Project; and a plan of action to restore items damaged during construction of the proposed permeable paver lot; Both electronic and hard copies of all newly developed educational materials resulting from this project are to be provided to LFUCG, for its use, as part of the grant deliverables.

Lakeshore Village, Inc., [Application number BI-APP5-2022] – Score 71.00, \$212,932.00 requested.

The proposed project elements will retrofit an existing sidewalk with permeable interlocking concrete pavers; redirect existing downspouts toward the proposed green infrastructure for storage and infiltration; provide underground detention (storage), as needed; and stormwater education is also included.

Director recommended full funding in the amount of \$300,000.00 requiring a minimum \$53,233.00 cost share with stipulations that the project shall not proceed with field work until written approval to proceed is obtained from the Grant Administrator or Director of Water Quality, because of the potential for conflict with potential future LFUCG Projects; Permeable pavement shall not be installed within 10’ either side of an existing sanitary sewer and measures taken to prevent infiltrating water from entering into the sanitary sewer stone trench; The Operations and Maintenance Plan shall preclude storage of certain materials on the permeable pavement. The Operations and Maintenance Plan shall be provided at the conclusion of the project; Because of modifications to the parking areas, applicant will need to work with LFUCG Division of Planning to verify the regulatory requirements; If underground detention is provided, property owner will be required to conform with LFUCG Code of Ordinances Chapter 16, Article X, Division 2; Applicant to clarify the educational components of the project and associated costs and provide a revised budget for inclusion in the Grant Award Agreement – Attachment A document; Both electronic and hard copies of all materials are to be provided to LFUCG, for its use, as part of the grant deliverables.

Lexington Center Corporation [Application number BI-APP6-2022] – Score 77.68, \$299,874.00 requested.

The proposed project elements will include removal of approximately 20,000 sq. ft. of impervious area, replaced with a large open lawn, landscaped areas, and part of the network of sidewalks to support the Town Branch Park. The net reduction of impervious area to be removed is approximately 16,000 sq. ft., an 80% reduction; Manufactured Treatment Unit (MTU) – Modify the Merino Street junction structure to direct base flow into the northern culvert and a downtown diversion structure to direct flow towards the MTU; Bioswale – Route the diverted base flow from the MTU through a bioswale area before outflow into Town Branch Creek.

Director recommended full funding in the amount of \$299,874.00 requiring a minimum \$74,968.50 cost share with stipulations that the project shall not proceed with field work until written approval to proceed is obtained from the Grant Administrator or Director of Water Quality, because of the potential for conflict with potential future LFUCG Projects; Applicant shall verify the need and ensure all permits are received (*i.e.*, FEMA, Army Corp, DOW, etc.) prior to any streambank stabilization work; Tree plantings shall be coordinated with existing utilities prior to plantings, and if possible, trees shall not be planted within 10’ of an existing utility. Encroachment agreements shall be obtained when working

within any private utility areas; The Operations and Maintenance Plan shall be provided at the conclusion of the project; Because of modifications to the parking areas, applicant will need to work with LFUCG Division of Planning to verify the regulatory requirements; Organization proposes a larger cost share beyond that required by the grant program. Budget shall reflect the 20.01% cost share offered in the application (approximately \$75,030.00).

Unitarian Universalist Church of Lexington [Application number BI-APP7-2022] – Score 67.91, \$299,477.60 requested.

The proposed project elements will remove impervious asphalt parking spaces beneath the 36” mature oak tree; remove a dead sycamore tree at the main lot and add permeable parking spaces to increase available parking spaces, but still allowing for infiltration; convert gravel / grassy area east of the main lot, to pervious concrete for overflow parking, while still allowing for infiltration. This expansion will include a painted labyrinth area on the pervious concrete for aesthetics and contemplation; Install bio-infiltration swales at the entryway culvert on the north side to direct, slow runoff, and provide infiltration; Repairs to entry drive culvert headwalls and stabilize drainage channels with a bio-infiltration trench; Install vegetated swales along the main driveway and between the new pervious concrete and existing parking bays; Install canopy trees in the parking area.

Director recommended full funding in the amount of \$299,477.60 requiring a minimum \$74,869.40 cost share with stipulations that the project shall not proceed with field work until written approval to proceed is obtained from the Grant Administrator or Director of Water Quality, because of the potential for conflict with potential future LFUCG Projects; Permeable pavement shall not be installed within 10’ either side of an existing sanitary sewer and measures taken to prevent infiltrating water from entering into the sanitary sewer stone trench; The Operations and Maintenance Plan shall preclude storage of certain materials on the permeable pavement. The Operations and Maintenance Plan shall be provided at the conclusion of the project; Because of the modifications being proposed to the parking area, Applicant will need to work with LFUCG Division of Planning to verify the regulatory requirements; Because the sycamore tree is proposed to be removed, the oak tree and other trees may be impacted and the addition of new canopy trees, Applicant will need to work with the LFUCG Urban Forester; If underground detention is provided, property owner will be required to conform with LFUCG Code of Ordinances Chapter 16, Article X, Division 2; BMP locations to be modified to comply with the minimum setback distances stipulated in the Engineering Manuals, Codes, Regulations, and Ordinances; Tree plantings shall be coordinated with existing utilities prior to plantings, and if possible, trees shall not be planted within 10’ of an existing utility. Encroachment agreements shall be obtained when working within any private utility areas.

Public Comment – Mr. Woolwine opened the floor for public comments. There were none.

Board Discussions – Mr. Woolwine opened the floor for discussion of the Class B Infrastructure Grant Applications.

- **Beaver Creek Hydrology, LLC** [Application number BI-APP1-2022]

Mr. Woolwine asked where the project site was located. Mr. Martin replied the site is located on Sandersville Road. Mr. Mabson added that the address is 2516 Sandersville Road.

Mr. Ely moved to accept the Director’s Recommendations for Beaver Creek Hydrology, LLC [Application number BI-APP1-2022]; seconded by Ms. Fogle. The motion passed unanimously.

- **Blue Grass Stockyards** [Application number BI-APP2-2022]

Mr. Woolwine asked for a summary of the non-compliance issues associated with Blue Grass Stockyards. Mr. Mabson submitted a breakdown to the Board that lists the Notice of Violations between 2019 and 2021. He explained that the Blue Grass Stockyards (BGSY) had several NOV’s on their previously owned property located at 375 Lisle Industrial Avenue, as well as their current property located at 4561 Iron Works Pike. He commented that the sale of the Bluegrass Stockyards property on Lisle Industrial Avenue prompted the Organization to reach out to LFUCG to request the lien to be removed. In order for the sale to go through, the lien had to be removed, and in order for that to happen BGSY had to reconcile several compliance issues related to maintenance to the basin which was part of its previous Stormwater Quality Grant with the DWQ. In addition, the most recent compliance issues were concerning the Iron Works Pike location, and ultimately the issues were referred for enforcement to the Division of Environmental Services due to the lack of response from the Organization.

Mr. Mabson also commented that another issue had been that Water Warriors, Inc., which was initially listed as the Applicant on the proposal is not a Class B fee payer of the Water Quality Management Fee. Even though Water Warriors had been the driving force behind the application, Blue Grass Stockyards would have to be the Applicant in order for the Application to be eligible. However, during the staff's review, we noticed that Jim Akers who signed the Application, was not listed on the Secretary of State website as a current Officer for the Blue Grass Stockyards, LLC. The staff understands Mr. Akers is involved with the Blue Grass Stockyards, but with him not being an Officer per the Secretary of State made the Applicant ineligible.

Mr. Ely asked if Mr. Akers was advised about the Secretary of State documentation. Mr. Mabson replied affirmatively and said that the staff reached out to request an amended Annual report that listed Mr. Akers as an Officer or representative from the Secretary of State, to no avail.

Mr. Mabson said that the staff due to previous compliance issues, eligibility issues, and the fact that the contract between Environmental Protection Agency and the apparent contractor (Water Warriors, Inc.) listed in the proposal, which would be the sole source of the media for the tank, would be expiring in a couple of years.

Mr. Martin said that Water Warriors, Inc. is a local company that wants to enter the stormwater program and provide Best Management Practices (BMPs) that are focused on farm ponds, retention basins, and so forth. He explained that they have been unsuccessful in marketing the Lexington-Fayette Urban County Government, and it is the staff's understanding, the Blue Grass Stockyards was a potential client of theirs. The staff did reach out to the Blue Grass Stockyards for more information, but there was no response from them.

Mr. Ely asked for an explanation of the Water Warriors pilot program. Mr. Martin said that he does not recall how the Blue Grass Stockyards retention / detentions basins are set up, but water is being collected off of the semi-covered pump stalls that enter the basin. He said that Water Warrior's marketed the lowering of non-point phosphorus levels.

Mr. Ely asked if the Board needs to take action. Mr. Mabson replied that the staff is recommending not to fund this application at this time as stated on the Grant Determination Form.

Mr. Clarke moved to agree with the Director's Recommendations in denying Blue Grass Stockyards [Application number BI-APP2-2022]; seconded by Mr. Lowe. The motion passed unanimously.

- **Colt Engineering, Inc., dba Thoroughbred Engineering** [Application number BI-APP3-2022]

Mr. Clarke asked for clarification of the staff's concerns regarding the high cost and lack of details in the budget for construction, and educational signage which exceeds the amount typically approved by the Board. Mr. Mabson replied that Mr. Joel Elder, a representative for the Organization ultimately provided a breakdown of the general conditions for the construction, as well as more details regarding the signage; therefore both the Director and staff feel more comfortable with the recommendation as listed in the Grant Determination Form.

Mr. Woolwine asked why the staff only recommended partial funding. Mr. Mabson directed the Board's attention to Stipulation #9 on the Grant Determination Form, and explained that the budget included a line in the amount of \$5,325.00 for non-porous "brick pavers" proposed for installation in the patio area. Staff felt since the pavers are non-porous and will be placed over concrete, they should be deemed ineligible; hence the partial award.

Mr. Woolwine then asked if the staff has spoken to the applicant. Mr. Mabson replied affirmatively.

Mr. Lowe asked if the applicant provided more information on the educational signage. Mr. Mabson replied that since this property is located in the Historic District (H-1), the applicant would be providing more details about the two educational signs and whether they are required to be more intricate.

Mr. Clarke moved to accept the Director's Recommendations for Colt Engineering, Inc., dba Thoroughbred Engineering [Application number BI-APP3-2022]; seconded by Mr. Ely. The motion passed unanimously.

- **Community Montessori School, Inc.,** [Application number BI-APP4-2022]

Mr. Mabson explained that the Community Montessori School received an FY19 Incentive Grant Award, but had recently decided to terminate the grant and reapplied this year to, hopefully, be able to complete the entire parking lot at one time versus constructing the lot in phases. The Applicant has indicated that if awarded they are ready to move forward with the project.

Mr. Clarke asked if there was a feasibility grant. Mr. Mabson replied negatively and said that the Applicant was awarded funding during the FY 2012 cycle to install a bio-retention basin on the property. Mr. Lubeck added that part of that grant, the Applicant had worked in the nearby stream to add curves throughout it, as well as working on the floodplain.

Mr. Mabson that the Grant Determination Form includes a Stipulation (#5) that would require the Applicant to provide details of how they plan to avoid the rain garden, buffer / wetland areas, and the outlet structure constructed as part of the previously funded LFUCG (FY12) Stormwater Quality Project. In addition, a plan of action to restore items damaged during construction of the proposed permeable paver lot.

Mr. Mabson said that a greenspace area provides better water infiltration, whereas, a parking lot, even though it would be impermeable, would not. The Grant Program does not address new parking lots versus retrofitting an existing parking lot, and this is one of the staff's concerns. He said that this issue will be discussed during the January 2022 WQFB meeting. Mr. Martin said that a solid recommendation would be the cost difference between a new parking lot and retrofitting an existing parking lot, particularly in a manner that would benefit water quality.

Mr. Lowe moved to accept the Director's Recommendations for Community Montessori School, Inc., [Application number BI-APP4-2022]; seconded by Mr. Clarke. The motion passed unanimously.

- **Lakeshore Village, Inc., [Application number BI-APP5-2022]**

Mr. Woolwine asked if there was a concern with grass growing in between the pavers. Mr. Mabson replied negatively and said that grass / gravel would still allow the water to infiltrate into the ground. He then said that the Applicant is bound by the Maintenance Agreement (Attachment B) to maintain the area for 15 years.

Mr. Woolwine then asked if the staff has any concerns with the area being maintained. Mr. Mabson replied negatively.

Mr. Clarke asked for the staff to comment on Grant Project Elements #3. Mr. Mabson briefly explained per the Stormwater Manual, the soil must be tested to ensure infiltration and should the permeability be less than 0.5 inches / hour then underground detention (storage) would be required.

Mr. Ely asked if the Applicant discovers they have to go further with the project resulting in higher cost would the funding automatically increase. Mr. Mabson replied negatively and said that the Applicant would be required to cover the additional costs which would just increase the Applicants cost share not affecting grant amount.

Mr. Mabson said that the Applicant was awarded grant funds for a Feasibility Study prior to this proposal.

Mr. Ely moved to accept the Director's Recommendations for Lakeshore Village, Inc., [Application number BI-APP5-2022]; seconded by Ms. Fogle. The motion passed unanimously.

- **Lexington Center Corporation [Application number BI-APP6-2022]**

Mr. Mabson commented that the Applicant was awarded grant funds for an FY21 Class BI Feasibility Study and design project.

Mr. Woolwine asked if the project area for this proposal was the existing parking area behind the Mary Todd Lincoln House. Mr. Mabson replied affirmatively.

Mr. Clarke said that the project area is oddly shaped. Mr. Martin replied that the odd shape stems from the existing utilities in the area and the culvert running along the side of the property that connects to the storm pipes.

Mr. Clarke commented that the application did not mention trees. Mr. Martin replied that in reviewing the proposed site, trees are along the outer boundary versus the interior portions of the project site.

Mr. Clarke moved to accept the Director's Recommendations for Lexington Center Corporation [Application number BI-APP6-2022]; seconded by Mr. Lowe. The motion passed unanimously.

- **Unitarian Universalist Church of Lexington** [Application number BI-APP7-2022]

Mr. Clarke commented that this is another example of removing grass for a parking lot.

Mr. Mabson commented that the Applicant was awarded grant funds for a Feasibility Study prior to this proposal.

Scott Southall, Earthcycle Design, LLC, gave a summary of the Applicant's proposed project.

Mr. Clarke moved to accept the Director's Recommendations for Unitarian Universalists Church of Lexington [Application number BI-APP7-2022]; seconded by Mr. Lowe. The motion passed 4-0.

Aye - Clarke, Fogle, Lowe, and Woolwine

Nay - None

Recused - Ely

VI. REMAINING FUNDS RECOMMENDATION / DISCUSSION – Mr. Mabson said that the FY 2022 Class B Infrastructure Grant Awards totaled \$1,418,008.60, with \$272,378.00 remaining.

Mr. Mabson also commented that staff recommends reallocating the remaining funds in Fiscal Year 2023.

Board questions and comments: Mr. Woolwine confirmed that the unallocated funds would be used for FY 2023. Mr. Mabson replied affirmatively and said that the remaining funds would be redistributed according to the originating class for the next round of grants.

Mr. Woolwine said that carrying the funds over to the next fiscal year is the standard operating procedure. Mr. Mabson replied affirmatively.

Mr. Woolwine said that it's good to be able to redistribute additional funds for future projects. Mr. Mabson said that the pandemic resulted in a slower year, but the staff does plan to pick up on the marketing of the Stormwater Quality Incentive Grants Program. Mr. Martin said that revenue-wise, the funds are fine especially in the stormwater program. Even in a pandemic, the impact of impervious surfaces in Fayette County has not slowed down.

Mr. Martin commented that it has become very challenging to complete a project due to unforeseen circumstances as well as problems with the increased cost of materials. The Board might want to consider, over the next couple of months, how to address Grantees requesting additional time on their schedules as well as the increased cost that is happening.

Further discussion between the Board and staff took place regarding the impact of extending the time frame of an approved grant.

No action was taken to allocate the remaining funds for FY 2022 Stormwater Quality Projects Incentive Grants.

IV. INCENTIVE GRANT STATUS UPDATE – Mr. Mabson briefly provided an update on the Incentive Grants between FY 2016 to FY 2021, commenting on a few select projects.

Scott Southall, Earthcycle Design, LLC, gave a brief update on the Incentive Grants his company is involved with.

V. OTHER MATTERS

Mr. Woolwine asked if there were any other matters to address.

1. **FY20 Andover Neighborhood Association, Inc.** – Mr. Mabson indicated that this item had been previously discussed during the Incentive Grant Status Update.
2. **Public Notice for 2022 Meetings** – Mr. Mabson presented the Public Notice for 2022 meeting dates. He recommended a vote to accept the meeting dates as January 13; April 14; July 14; and October 13, 2022, unless there were any scheduling conflicts.

The WQFB had no objections to the proposed future meeting dates for the 2022 calendar year.

Mr. Ely moved to accept the date(s), as listed above, for the 2022 Calendar Year Meeting schedule; seconded by Mr. Clarke. The motion passed unanimously.

3. **Members Terms Expiring** – Mr. Mabson informed the Board that October 14th would be Mr. Woolwine and Mr. Ely's last Board meeting. He explained that Mr. Ely has been a Board member for two terms which is the limit, and Mr. Woolwine has not yet been reappointed by the Mayor's Office. He thanked Mr. Ely and Mr. Woolwine for their service on the Water Quality Fees Board and their services to the Community.

VI. ADJOURNMENT – The meeting was adjourned at 10:23 a.m.

APPROVED