

Regular Meeting
Cayuga Lake Watershed Intermunicipal Organization (IO) Meeting Minutes
Wednesday, February 24, 2021
Held Via ZOOM
Minutes

Voting Members Present: Liz Thomas, Mike Allinger, Amanda Champion, Ronny Hardaway, Tee Ann Hunter, Browyn Losey, William Sherman, Dave Sprout, Becky Sims, Dave Slocum, Roxy Johnston, Grace Bates, Tony Del Plato, Cynthia Brock, Jackie Cassaniti

Stakeholders Present: Hilary Lambert, Doug Kierst, Ona Ferguson, Shawn Murphy, Jennifer Karius, Jeff Wilkes, Noah Mark, Rebecca Minas, Jenn Tufano, Roxanne Marino, Steve Penningroth, Paulette Rosa, Donna Shaw, Annie Bastoni

Agenda Item 2 – Consider Approval of the Minutes –

BE IT RESOLVED that the IO approves the minutes from the January 26, 2021 meeting

MOVED: Roxy Johnston

SECONDED: Amanda Champion

VOTE: Unanimous

Agenda Item 3 – Consider Approval of the Financial Reports –

BE IT RESOLVED that the IO approves the Amended Financial Report from December 2020 in the amount of \$65,477.29 and the January 2021 Financial Report in the amount of \$65,486.50

MOVED: Liz Thomas

SECONDED: Tee Ann Hunter

VOTE: Unanimous

Agenda Item 4 - Update on Organizational Assessment - Hilary Lambert

Hilary Lambert presented her findings on the organizational points of six different groups that protect water. Her findings and recommendations are appended to these minutes. Hilary recommended that the IO wait to make any changes to their structure or bylaws until they hear the results of the survey that she and Ona Ferguson have worked on and will present at the March or April IO meeting.

Agenda Item 5 – Projects Update –

As part of the grant lead by Kathy Bertuch, a Project Advisory Committee (PAC) consisting of 39 members was established to rank shovel-ready projects for the IO. According to its bylaws, the IO needs a Technical Advisory Committee (TAC) to evaluate projects for the IO, so for 2021, the IO membership voted the PAC to serve as the TAC. However, the possibility of additional projects beyond those Kathy Bertuch has identified may emerge, such as one Ian Smith is currently exploring. Liz Thomas pointed out the IO will need to create a system to approve any additional IO projects that may emerge in 2021. The options she outlined were:

- To have the PAC review and make recommendations, but this group is very large.
- Set up a TAC for 2021 for emerging projects.
- Have the entire IO membership vote on emerging projects.

The IO projects list will eventually become a living list that can be added to periodically and reranked.

Tee Ann said the **Project Advisory Committee** with Kathy Bertuch will meet on 2/25. They will focus on ranking 6 of the 29 identified projects. The report will be available soon. The IO website will have the [projects listed on a map](http://www.cayugawatershed.org/proposed_projects.html) (http://www.cayugawatershed.org/proposed_projects.html).

Agenda Item 6 – Watershed Manager Report - Ian Smith

Ian Smith was unable to attend the 2/24 meeting, he is investigating the potential for a project focused on ditching in Hector which is in both Seneca and Cayuga Lake watersheds; he reviewed the outreach PowerPoint and will meet with the Executive Committee on 3/2/21. He has reviewed the draft fair funding formula and made recommendations.

Agenda Item 7 - Committee Reports-

Executive Committee –

The Executive Committee passed two resolutions since the last IO meeting

RESOLVED that the Cayuga Lake Watershed IO approves the 2021 priorities of the Education, Public Participation, and Outreach Committee which are to:

- 1. Develop/define relationship with the CLWN.*
- 2. Educate municipal officials about land and water protection options, how to use them and how to respond to threats.*
- 3. Improve our website and social media presence.*

Moved by Grace Bates, Seconded by Liz Thomas, vote unanimous in favor

RESOLVED that the Executive Committee elects Roxy Johnston as the Vice Chair of the Executive Committee for 2021

Moved by Liz Thomas, Seconded by Grace Bates. All in favor except Roxy who abstained.

The Executive Committee also reviewed a potential timetable for making budget and billing requests for IO dues that takes into account the different fiscal years of villages and other municipalities.

Tee Ann, Liz and Roxy had a phone meeting with the NYS “Executive Chamber” to establish a rapport with new representatives in that office and to voice some key concerns: side effects of the lack of TMDL, funding issues, and a query about the timeline for the approval of the Owasco Watershed Rules and Regulations. They were able to talk to Stephanie Wojtowjcz who used to be the IO’s contact with DOS (it is now Katherine Hogle). She said there might be bridge money for a watershed manager for Cayuga Lake

Membership Committee –

The group has worked on non-voting membership but will wait until the organizational assessment is complete to make recommendations. The committee has been working on the outreach PowerPoint.

Finance Committee –

An updated Fair Funding Formula based on Ian’s review has been sent to the Finance Committee members. They are meeting on 3/8/21 to review.

Education, Public Participation and Outreach Committee (EPPOC) -

Roxy introduced a resolution for the EPPOC 2021 priorities:

RESOLVED that the Cayuga Lake Watershed IO approves the 2021 priorities of the Education, Public Participation, and Outreach Committee which are to:

- 1. Develop/define relationship with the CLWN.*
- 2. Educate municipal officials about land and water protection options, how to use them and how to respond to threats.*
- 3. Improve our website and social media presence.*

MOVED: Tee Ann Hunter, SECONDED: Dave Sprout, VOTE: Unanimous in favor

There is \$7,000 in the IO 2021 budget for education and outreach. Roxy introduced a second resolution to approve a request for quotes for watershed education for officials (see RFQ below)

RESOLVED that the Cayuga Lake Watershed IO approves the Education, Public Participation, and Outreach Committee Request for Quotes for watershed education for elected officials as presented at the 2/24/21 IO meeting and conditioned on the approval of the Town of Ithaca Supervisor.

MOVED: Dave Sprout, SECONDED: William Sherman, VOTE: Unanimous in favor

Project Advisory Committee – see Agenda Item 5

Agenda Item 8 – General Announcements –

CSI - The Community Science Institute (CSI) monitors lakes and tributaries and has valuable data regarding the lake, but they currently have a \$14,000 funding shortfall for their HABs monitoring work. Steve Penningroth explained that Cayuga and Tompkins County are contributing large amounts for stream monitoring as are many other municipalities, but the cost for HAB monitoring is separate and goes beyond previous CSI requests for municipal funding. Tompkins has committed \$6,000 for HABs but Cayuga was not able to do so for 2021 and Seneca County does not contribute. The DEC apparently does not cover costs for HAB monitoring. CSI will try to raise the funds through a GoFundMe page. He emphasized that some municipalities are paying significant amounts, but if others would also contribute for the HABs monitoring service, there would not be a HABs monitoring shortfall.

Constitutional Amendment for Clean Air and Water. Liz reported that both the NYS Assembly and Senate adopted the legislation required to add a sentence to the NYS Constitution giving all residents the right to clean air and water. The general electorate will now need to vote on this change at the general election in November. The IO can help educate voters about the benefits of this change a little later this year.

Tony mentioned that next week is Lobby Day in Albany, he will be meeting with Assemblyperson Philip Palmesano and State Senator Pam Helming about the green amendment, and Tee Ann said the Environmental Advocates are having a Water Lobbying Day on March 4th, and a meeting with Anna Kelles on March 5th.

Shawn said the soil and water groups will be getting together on March 1st to talk about an agriculture committee.

Agenda Item 9 – Future agenda topics -

Liz is open to suggestions for topics for the IO meetings. Ona Ferguson from CBI plans to present findings from the surveys at the 3/24 meeting. Other ideas are: the Finger Lakes Land Trust, discussion of the pros and cons of a 9-Element Plan, the Community Science Institute, the Membership Committee's outreach product....

Agenda Item 10 – Move to Adjourn –

MOVED: Roxy Johnston

SECONDED: Tony Del Plato

Submitted by Jackie Cassaniti

The Comparative Watershed Governance Models Spreadsheet: Findings and Recommendations for the Cayuga Lake Watershed Intermunicipal Organization

February 24, 2021

Hilary Lambert

Introduction: Findings summary

On September 19, 2020, a spreadsheet was submitted to the IO that provided comparative information about five New York State watershed organizations, presented as possible models for improving the Cayuga Lake Watershed Intermunicipal Organization's governance. A brief report accompanied the spreadsheet.

This document follows up by summarizing and comparing how each organization does its work, in terms of potential value to the Cayuga Lake IO.

(Note: The September 19, 2020 report can be found at the end of this document. The spreadsheet, Comparative Watershed Governance Models 2 24 2021, is available separately.)

The spreadsheet displays the answers to a series of questions asked of the leaders of five NYS watershed organizations, and of the Cayuga Lake IO's chair. Their answers are augmented by background and contact information. The questions were developed by Tee-Ann Hunter and Hilary Lambert.

Six watershed organizations, including the CLWIO, are included:
(Names of those interviewed on behalf of each group are in parentheses.)

- Cayuga Lake Watershed Intermunicipal Organization (interviewed: Tee-Ann Hunter, Chair)
- Upper Susquehanna Coalition (Wendy Walsh, Watershed Coordinator)
- Seneca Lake Watershed Intermunicipal Organization (Ian Smith, Seneca Watershed Steward)
- Owasco Lake Watershed Management Council (Adam Effler, Executive Director)
- Canandaigua Lake Watershed Council (Kevin Olvany, Director)
- Wappingers Creek Intermunicipal Council (Mike Herzog, Mayor, Village of Millbrook NY)

Following are the questions asked.

Comments are provided about the answers, for consideration by the Cayuga Lake IO.

Substantive questions & answers

- 1. What comprises the membership of your organization? What are membership requirements?**

In addition to the Cayuga Lake IO, only the Canandaigua Lake Watershed Council charges membership dues. This means that, for the other groups, money for operations, etc must come from other sources. Becoming a member is not made more challenging by having to justify paying an annual fee.

The four semi-governmental agencies on this list (Upper Susquehanna Coalition, Owasco Lake Watershed Management Council, Canandaigua Lake Watershed Council, and Wappingers Creek Intermunicipal Council) have full membership – all the entities that could be members, are members.

The other one, Seneca Watershed IO, does not have full membership – they had a membership of 26 out of 43 municipalities, much like the Cayuga IO, when Ian Smith was interviewed in 2020. But, like the Cayuga IO, Seneca shares all information with all municipalities, regardless of member status. SWIO members have signed an MOU and have voting rights. Non-members do not.

2. Who are the decision-makers?

The answers from the other groups are not very different from the Cayuga Lake IO situation.

For all groups, the member municipalities (in the case of the Upper Susquehanna Coalition, it's the 21 Soil and Water Conservation Districts) vote on projects and tasks, with one vote per municipality/SWCD. Each group has some form of executive committee or working group to review and work on items before they are presented to the full coalition/council/IO. Three have paid staff (Seneca, Owasco, Canandaigua).

3. Where does the money come from to support your operations and projects?

The answers are varied and innovative, including federal and state grants for projects; funds requested from municipalities to help with projects; water purveyors, Cornell Cooperative Extension. There may be some new ideas here for the Cayuga Lake IO.

The Canandaigua Lake WC's funding appears to be the most diverse: "From a variety of sources: university, watershed munis membership fees, which funds a basic level of funding, Kevin Olvany's position and part time assistant. Also receive funds from citizen groups, such as the watershed associations which co-fund our initiatives. Our county water resources council provides small grants. FLOWPA provides funds for some special projects. DOS is a big funder, as is WQIP. We are partnering with a land trust to do protection projects - we get funding to build wetlands, re-plumbing of natural floodplain areas etc. Five of our munis are outside the watershed land area, but are water purveyors - draw water, treat and sell it. They provide funding via their water rates. The other nine use their general fund for membership fees."

4. Are you a not-for-profit, public agency, other?

The replies are varied. This suggests that there are numerous choices available, in numerous combinations, and that choices can be made to best suit the interests and intentions of the group. Once the Cayuga Lake IO has completed its self-assessment, a review of these options may help determine which options would work best, going forward.

The Upper Susquehanna Coalition: “formed under the SWCD law. We are not a non-profit.”

Seneca Watershed IO is “other.” Ian Smith is technically an employee of Hobart and William Smith College. SWIO is not incorporated – which, he says, limits the grants available.

The Owasco Lake WMC has a wider definition: “We are a nonprofit, a not-for-profit, an intermunicipal organization, and now, considered a Local Authority with NYS. The overarching classification would be nonprofit (in pursuit of the public good).” The statement at their website reads, “The Owasco Lake Watershed Management Council is an inter-municipal 501(c)3 nonprofit development corporation with representation from municipalities throughout the Owasco Lake Watershed.”

Canandaigua Lake WC is “an intermunicipal organization. Tied together through intermunicipal agreements - can sign contracts, have insurance. They funnel their work through the City of Canandaigua, including staff paychecks. The agreement for services states that the city cannot tell staff what to do. The watershed council decides that. It has saved them "a ton of money" by being an intermunicipal organization.”

Wappingers Creek IC: “Other. We are a group of municipalities which have joined together under a management agreement to discuss and solve mutual problems arising from pollution and government requirements over source water protection and clean water availability.”

5. What do you have authority over?

As with the replies to the previous question, the answers are varied. And again, this suggests that there are numerous options. As the Cayuga Lake IO goes through its self-assessment process, these groups provide several pathways for the Cayuga Lake IO to choose among: Become a manager of many grants? House an inspection program, other regulatory programs? Be an influencer? Share information for municipalities to work together effectively?

The SWCD focus of the Upper Susquehanna Coalition means that they “provide technical assistance to landowners and municipalities.” And they have the funding to do this.

The Seneca Lake IO has no enforcement authority.

The Owasco Lake WMC has major responsibilities: “Currently, under Section 104.1 of City of Auburn and Town of Owasco Law, the OLWIPD (watershed inspection and

protection division) has the authority to gain access to private lands to determine whether there is a pollutant discharge to any tributary within the watershed. That said, the actions of the OLWIPD are much more diplomatic, and it is important we maintain the community's trust. The Local Authority title granted us by NYS was not really a pursuit on our part, but we hope to leverage the title to greater benefit. That title holds organizations funded by mostly public funds transparent and accountable. There is a reporting system that we are now beholden to with strict guidelines on transparency and accountability. We are not fully up to speed on all the requirements there - it's a real administrative burden. See "Duties" at olwmc.org/about."

Canandaigua Lake WC claims little authority: "We have zero authority, "our only power is persuasion."” However, an expanded explanation suggests that their persuasion is widespread and effective – Olvany reports that he is hired to write permits, and works with a Watershed Commission that has an inspector. His group works with agencies that do have authority, such as highway departments. Olvany develops and implements all phases of many big projects (35-40 at one time).

Wappingers Creek IC says they have authority “over no one.”

6. Do you have enforcement capabilities?

Three of the five groups do not have any enforcement capabilities. The Susquehanna Coalition says they are “Not regulatory.” The Seneca IO says, interestingly, “No. Hard to imagine that being functionally useful for us. Easier for DEC, etc.” Wappingers Creek IC simply says, “No.” The other two do not have enforcement capabilities (detailed below), but point out that they partner with enforcement agencies and inspectors.

Considering the Cayuga Lake IO’s five-county watershed area, it would probably be prohibitively complex to take on an enforcement role – as indicated by Ian Smith about the Seneca IO. However, partnering or advising those with such roles might be a good goal for greater effectiveness.

The Owasco Lake WMC’s response is that, “Enforcement of the Watershed Rules and regulations (our regulatory document, 104.1) is done by the respective County Department of Health, depending on where a watershed violation takes place (for us, typically Cayuga County). The ins and outs of enforcement is a big topic on its own. We are only breaking the ice on the DOH’s capacity to actually enforce.”

Note that the Cayuga County Department of Health is a partner, but not a member, of the Owasco Lake WMC. It would appear that OLWMC regards itself as advisory to, but not the enforcer of, the Watershed Rules and Regulations (which have been revised and are presently under review for approval at the state level.)

Canandaigua Lake WC has “No enforcement capabilities. They help craft and write local laws. Their onsite wastewater inspection program is modeled somewhat after Cayuga County's. Do 5 year inspections within 200 feet of the lake, etc. There is a docks and moorings local law. They perform a lot of development reviews and check

single lot construction, especially during storm events, working through code enforcement officers. Their work is based on trust.”

Wappingers Creek IC: “No.”

7. What is your relationship to the science community?

For all the groups, working closely with the science community in academia and in public agencies is essential. The Cayuga Lake IO should consider such options as creating a science advisory board, introducing yourselves to the local science community, and recruiting a champion or two to help apply science to solving local or watershed-wide problems through municipal means. These actions will help raise your profile and enhance access to project funding.

Upper Susquehanna Coalition: “We partner with academic intuitions to make sure our approaches and programs are sound scientifically. We do a lot of work with Binghamton University, SUNY ESF, Cornell, and colleges and universities depending on the needs.”

Seneca Watershed IO: Ian Smith is at FLI/Hobart and William Smith Colleges, so he develops research grants, working with John Halfman, Lisa Cleckner; also with Cornell University and the Wine and Grape Foundation. Research, he feels, is where SWIO can add the most value – can help Seneca Lake’s Soil and Water Districts best via research to inform and support their field projects.

Owasco Lake WMC: “We have a very close relationship with the scientific community. We have regular presentations at our board meetings, given by experts. John Halfman of HWS is perhaps our most consistent expert and attends our meetings routinely. UFI (Upstate Freshwater Institute) is developing the lake model to tie in with the Cayuga County led SWAT model for our 9 Element Plan. The 9 Element Plan is positioned for completion end of this summer (2020). That plan will be important for obtaining grant funding and will help prioritize projects.”

Canandaigua Lake WC: They “contract out lake sampling with local colleges and regional experts. A Cornell University doctoral student is working on the 9 Element Plan. Also other Cornell university researchers are involved, and some Masters students from MIT.”

Wappingers Creek IC: “Our affiliation with Cornell Cooperative Extension is our main link to the Science Community. We have Hudson Valley Watershed Alliance, NYSDEC Estuary Program, and volunteer groups who also send us information and scientific data, which is shared by our members.”

8. What is your relationship to the municipalities in your watershed?

The striking response here across the five groups is the deep respect and sense of service that the organizations have for their watershed’s municipalities, members or

not. These words show up: trust, transparency, reputations, sharing, feedback, communities, coordinate, support.

The Cayuga Lake IO will no doubt be discussing values during the self-assessment process. Also note/review the “Vision and Goals” and “Purpose and Charge” sections of the 2017 Cayuga Lake Watershed Restoration & Protection Plan, pages 15-16 (www.cayugawatershed.org under the Restoration and Protection Plans heading). These were developed and approved over the course of several months by the IO and can provide guidance going forward.

Upper Susquehanna Coalition: “Our relationships at the local level are based on the reputations of our SWCD members, generally very strong and trusted in their communities.”

Seneca Watershed IO: “It varies. The municipalities that are onboard via the MOU are easy to work with. The other ones are mostly willing to talk, and to participate in open sessions and webinars.” Steward Smith shares information with every municipality regardless of membership status.

Owasco Lake WMC: From answer to #5, above: “it is important we maintain the community’s trust.”

Canandaigua Lake WC: “It better be good!”; “the work is based on trust.” – comments from Kevin Olvany. See his answers to the other questions, which reflect this ethos. He works with great respect and care with his members: “I have 14 bosses,” he says in response to the “who are the decision-makers” question.

Wappingers Creek IC: “The representatives from each municipality provide feedback to and from their communities and are asked to distribute information to residents in their area. WIC is strictly advisory in nature and tries to coordinate action projects, grant request information and support, and resolution approvals that support efforts on behalf of WIC members.”

Background questions & answers

The other questions and answers on the spreadsheet are informational, for those who want to dig deeper into the specifics of each organization, and get ideas about how they do specific things.

These will not be described in detail at this time, but are available for reference as the Cayuga Lake IO moves through the self-assessment process with the Consensus Building Institute.

As part of Workplan Task 9 for the Department of State grant, Hilary Lambert will be available to dig into and report on information in these categories as needed when the IO begins to build anew or remodel how it will do its work. (See the Task 9 report from September 2020, following.)

Each person interviewed indicated that they were happy to help answer additional questions, and their contact information is available on the spreadsheet.

- 9. Governance documents**
- 10. Mission statement/goals**
- 11. Contact information**
- 12. Membership requirements**
- 13. Website/other media**
- 14. Organizational structure**
- 15. Watershed map**
- 16. Annual Report, Watershed Plans**

Summary and suggestions

Completion of the self-assessment process that the Cayuga Lake IO is embarked on with the Consensus Building Institute comes before choosing or implementing any of the ideas suggested in this report and accompanying spreadsheet.

Overall, the spreadsheet and report indicate that there are numerous ways for the Cayuga Lake IO to move forward that lead to effective, sustained, funded action by a vigorous, engaged, significant community organization. There is no one path to success. It appears that a gradual, step-by-step approach to change and growth may be of value.

New options and choices for how to move forward are provided here. However, do not act on anything until the work is completed with the Consensus Building Institute.

Cayuga Lake Watershed Network
Report to the Cayuga Lake Watershed Intermunicipal Organization
Task 9. Develop and Establish Operational Structure

September 19, 2020

Hilary Lambert
Steward, Cayuga Lake Watershed Network

A preliminary written report was submitted to the IO in June 2019. Several subsequent updates and a preliminary version of the Comparative Watershed Governance Models Spreadsheet were provided to IO meetings during 2019-20.

Excerpt from CLWN's subcontract with the Town of Ithaca
January 31 2019

Task 9. Develop and Establish Operational Structure

Task 9: Develop and Establish Operational Structure

The Contractor, or its Consultants, will define a sustainable operational/organizational structure for the Intermunicipal Organization (IO). Organizational structures will be researched and analyzed for the most appropriate implementation for the IO. Feedback will be solicited from the Project Advisory Committee and IO. Draft governance documents will be developed based on feedback. In addition, the 2001 Memorandum of Agreement (MOA) will be revisited. If appropriate, the (MOA) or other instrument that describes the purposes and responsibilities of the watershed advisory committee and its partners shall be executed.

Products: Draft and final draft governance documents and MOA, if necessary.

CLWN's responsibilities for Task 9:

1. CLWN will research watershed governance models and select up to 5 successful models. Report will be compiled by CLWN and sent to the Town Clerk who will distribute report to IO members, compile any comments, and make copies for IO meeting.
2. CLWN will present the 5 examples of governance at a regularly scheduled IO meeting. The group will discuss the pros and cons of the models and select three for further discussion and consideration.
3. CLWN will present the selected watershed governance models at an Interagency Committee Meeting convened by CNY RPDB.
4. CLWN will schedule and conduct a joint interagency and IO meeting to receive input from Interagency Committee members on the regional work-ability of the selected models.
5. CLWN will work with CNY RPDB, Interagency Task Force, and IO in the selection process of a new governance model, its adoption by the IO, and notification of the Dept. of State of these outcomes.

Work Product: Comparative Watershed Governance Models Spreadsheet

Following numerous progress reports to the CLW IO during 2019-20, it was determined that a spreadsheet was the best format for the five watershed governance

models. In this way, comparisons can easily be made. A near-final version of the spreadsheet is included with this report.

Watershed organizations included in the spreadsheet

Names of those interviewed on behalf of each group are in parentheses.

- Cayuga Lake Watershed Intermunicipal Organization (interviewed: Tee-Ann Hunter, Chair)
- Upper Susquehanna Coalition (Wendy Walsh, Watershed Coordinator)
- Seneca Lake Watershed Intermunicipal Organization (Ian Smith, Seneca Watershed Steward)
- Owasco Lake Watershed Management Council (Adam Effler, Executive Director)
- Canandaigua Lake Watershed Council (Kevin Olvany, Director)
- Wappingers Creek Intermunicipal Organization (Mike Herzog, Mayor, Village of Millbrook NY)

Questions asked of each organization

This list of questions was developed by Tee-Ann Hunter and Hilary Lambert. Phone and email interviews were conducted for each organization, supplemented by online research at websites and via additional documents.

Answers to these questions are provided in the spreadsheet for each of the five organizations, plus the Cayuga Lake Watershed Intermunicipal Organization.

1. What comprises the membership of your organization? What are membership requirements?
2. Who are the decision-makers?
3. Where does the money come from to support your operations and projects?
4. Are you a not-for-profit, public agency, other?
5. What do you have authority over?
6. What are your enforcement capabilities?
7. What is your relationship to the scientific community?
8. What is your relationship to municipalities?
9. Where online may we view governance documents?
10. What is your mission statement/goals (and where may we view them online)?
11. What is your contact information?
12. Please provide access/links to website, other information.

13. Please provide access/links regarding organizational structure.

14. Please provide a watershed map.

15. Please provide access to annual reports, watershed plans, etc.

Next steps toward completion of Task 9

As a result of steps 1 and 2, the IO determined to conduct a self-assessment process; obtained financial support for this process; and has selected a facilitator for the self-assessment process.

Also during this period, the IO has been developing an internal structure via its original Bylaws, developed in 2000.

Thanks to these great leaps forward in creating an effective internal structure for the IO, the exact nature of CLWN's actions for steps 3-5 ("CLWN to present, schedule and conduct, and work with") may have changed.

This spreadsheet will, it is hoped, be of use to the IO and facilitator during the self-assessment process and afterwards. CLWN awaits discussion initiated by the IO on how to most usefully complete the final steps of Task 9.

Request for Quotes – Watershed Education for Local Officials

Cayuga Lake Watershed Intermunicipal Organization

Timeline and Requirements:

Applications due April 1st

Projects must be completed in 2021

Goals:

A priority of the 2017 Cayuga Lake Watershed Restoration & Protection Plan (RPP) is to educate municipal and county officials and agencies about the available land and water protection options at local, state, and federal levels, how to benefit from them, and how to respond if water resources or protections of water resources are threatened. Projects that support this priority will be considered for funding.

Overview:

The Cayuga Lake Watershed Intermunicipal Organization (CLWIO) has a maximum of \$7,000 to support 1-3 collaborative education/outreach events. These proposals should be promoted and delivered using your organization's existing platform, or a platform that benefits both your organization and the CLWIO. The event should promote increased engagement by municipal officials throughout the Cayuga Lake Watershed in protection activities. CLWIO will work with applicants to develop and provide content, materials or speakers best suited for inclusion in the event. Individual projects should not request less than \$1,500 or more than \$5,000.

A mid-March zoom meeting will be scheduled, and potential applicants are invited to attend to discuss their project ideas with the Committee. Please send a draft proposal in advance of the meeting.

Successful proposals will include:

- A specific description of the education/outreach project being proposed
- Who is your target audience?
- How will success be measured?
- What are the qualifications of the person(s) or organization(s)?
- A timeframe for the project
- Project Budget
- Ability to meet insurance and contractual requirements of the Town of Ithaca

Proposals should be no more than 3 pages in length.

Questions or requests to arrange a meeting can be referred to:

Roxy Johnston, Chair of the EPPOC rjohnston@cityofithaca.org