

**Joint Meeting of the Black Creek and Oatka Creek Watershed Management
Plans Project Advisory Committees**

In Attendance

Oatka Creek Project Advisory Committee

Members

Maureen Leupold
Lisa Compton

Black Creek Advisory Committee Members

Peggy Grayson, Town of Stafford Rep.
Judy Spring, Genesee County SWCD
Ray Cipriano
Lyle Warren

Joint Members

Felipe Oltremari, Genesee Co. Planning
Robert Kiley, Monroe County SWCD
Rochelle Bell, Monroe Co. Planning
Kathy Blachowski, Genesee Land Trust
Esther Leadley, Genesee County Legislature

Staff

Brian Slack, G/FLRPC
David Zorn, G/FLRPC

Summary

6:30 Introductions

6:35 Review Meeting Agenda and Outcomes

6:40 Review and approve meeting summary from 9/21/09

The floor was open to comments and revisions regarding the 9/21 meeting summary. Felipe Oltremari noted that Ray Cipriano's name was misspelled. Esther Leadley noted that her title as well as those of others should be noted under the 'In Attendance' line. Rochelle Bell noted that Chili Comprehensive Plan Update Committee meetings are held on the 3rd Monday of each month, not Thursday as noted.

Brian requested a motion to approve the 9/21 Meeting Summary with revisions. Motion made by Rochelle Bell; 2nd made by Maureen Leupold. All were in favor – motion carried.

Old Business

6:50 Review Status of the Following:

- *Community Participation Plans approved*

Brian noted that the Plans were approved by NYS Division of Coastal Resources with no changes. The final plans will be posted online as soon as he receives word from both proposed PAC Chairs that they would like to serve.

- *Nominations for Chairs*

Rick VenVertloh has agreed to serve. Brian has not received word from Larry VerWeire. Dave Zorn noted that perhaps there should be Vice Chairs named in case the Chairs have conflicts for whatever reason. Brief discussion ensued; the committee was in general agreement.

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Brian called for nominations for the Oatka Creek Vice Chair. Maureen Leupold nominated Lisa Compton to serve as Vice Chair of the Oatka Creek PAC; 2nd by Esther Leadley. Brian called for a vote to elect Lisa Compton as Vice Chair of the Oatka Creek PAC. All were in favor.

Until Larry VerWeire can be contacted, the motion to name a Chair/Vice Chair to the Black Creek Project Advisory Committee will be tabled.

- *Summary of Reports and Monitoring Activities*

Brian mentioned that the revisions and additions noted at the last meeting have not been made to the document yet but will be made in the future. He also noted that the document will likely remain in draft form throughout the course of the project considering that new reports and activities will continually be completed in the watersheds as time goes on. In this sense, it is a ‘living document.’

New Business

7:00 Review Project Overview

Brian circulated the Draft Project Overview. The document outlines tasks that to be performed as part of its contract with the NYS Division of Coastal Resources. Brian stressed that some of the tasks outlined are flexible in the manner by which they can be completed. PAC members should be sure to review the Initial Project Scoping Meeting Summary from 7/06/09 (on the project website) in order to gain further insight regarding how various tasks can be interpreted.

Ray Cipriano asked a question regarding the hiring of a 3rd party contractor. He asked if the PACs might be able to use dollars outside of the NYS Division of Coastal Resources grant dollars to hire or fund additional work, such as monitoring or sampling work. Dave Zorn and Brian Slack noted that this is certainly an option. Brian noted that he will elaborate further on the role that a 3rd party contractor might play if hired under the next agenda item.

7:20 Review of Draft Scope and Needs Assessment for 3rd Party Contractor Procurement

At the last meeting Brian noted that he would prepare a Draft Scope/Needs Assessment outlining exactly what it is we would ask a 3rd party contractor to do. Brian circulated a draft Request for Proposals to the PACs. Section 2 of the draft outlined the Scope of Work. Brian reviewed the draft section by section with the group. He further stressed the need for committee members to keep the tasks listed in the Project Overview in mind as they reviewed the Scope of Work. He mentioned that the process would likely include the establishment of some sort of subcommittee of both PACs in order to review applications and conduct eventual interviews with candidates. The format here is completely up for discussion, however.

Questions asked included:

Can we create an online method of submission and review in order to facilitate the review of submissions? (M. Leupold) Brian responded that there are some options that we could pursue and he

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agreed that such methods had merit. He further stressed that it might be a good idea to create a more strict format – such as using word # limitations – in order to cut down on the amount of material that reviewers would have to read.

Why wouldn't G/FLRPC just conduct the review internally by themselves? Wouldn't that save time and be easier? (L. Compton)

Indeed, it would be easier but Brian and Dave Zorn noted that we want to be as inclusive as possible. We want to make sure the PACs are involved with the selection process. Creating a voluntary sub-committee may be a good approach in this regard. Also Brian is counting on the expertise that other members of the PACs will bring to the table when evaluating applications. Lyle Warren noted that a smaller group of individuals is typically better when conducting interviews. Again Brian noted that the format for reviewing the applications will be discussed and decided at a later meeting.

Brian closed the discussion by noting that PAC members should provide him with comments on the draft RFP no later than November 3rd. Brian will then make revisions and continue the discussion at the next meeting. He also noted that he will be sure to forward copies to PAC members who are not in attendance at this meeting.

8:00 Other Issues for Discussion

Some general announcements were made: Maureen discussed interest in expanding the annual September Coastal Cleanup event to other areas of the watersheds; an upcoming informational/organizational meeting is being held on this subject. Maureen will forward the information to the Committees.

Peggy Grayson mentioned details regarding an upcoming Household Hazardous Waste collection

Brian mentioned some of the presentations that he heard at last week's FL/LOWPA conference.

8:15: Review Action Items/Schedule Next Meeting

Action Items:

- Brian to contact and confirm Chairs
- PACs to review the draft RFP and provide comments by Nov. 3rd

Next Meeting

- The next meeting will be scheduled by way of a doodle poll. Brian will send out a link to the poll asap.

8:30 Adjourn

Motion made by Bob Kiley; second by Ray Cipriano. Carried.

Project Website:

<http://gflrpc.org/blackoatka.htm>