

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

6:30 – 8:30

**Woodward Memorial Library – downstairs meeting room**  
7 Wolcott Street LeRoy, NY 14482

**In Attendance**

**Oatka Creek Project Advisory Committee**

**Members**

Esther Leadley, Genesee County Legislature  
Lisa Compton

**Black Creek Advisory Committee Members**

Peggy Grayson, Town of Stafford Rep.  
Ray Cipriano

Lyle Warren, Village of Churchville

**Joint Members**

George Squires, Genesee Co. SWCD

**Staff**

Brian Slack, G/FLRPC

**Summary**

**Introductions**

**Review Meeting Agenda and Outcomes**

Brian stated that the primary intended outcome of this evening's meeting is to review and discuss the latest draft RFQ document. Assuming no further comments, Brian would then request a motion that the document be approved either as written or with revisions so that it could be forwarded to the NYS Department of State (DOS) for approval. If the RFQ is approved by members present, Brian would then like to discuss other procedural items related to the RFQ process.

No further discussion.

**Review and approve Meeting Summary from 11/23/09**

Brian asked for any comments regarding the 11/23/09 Meeting Summary. No significant comments were made. Brian requested a motion for approval of the 11/23/09 Meeting Summary as written. A motion was made by Lisa Compton to accept the Meeting Summary as written; 2nd by Peggy Grayson. All were in favor. Motion carried.

**Old Business**

**PAC Chairs and Vice Chairs**

Brian noted that he has not heard from Larry VerWeire regarding his nomination to serve as Chair of the Black Creek Project Advisory Committee. As per the discussion from the 11/23 Joint Project Advisory

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### **MEETING SUMMARY – 12/17/09**

Committee meeting, Lyle Warren will now serve as the Chair in Mr. VerWeir's place. Brian asked if there was a need for a Vice Chair or if there were any volunteers willing to fulfill that role. No volunteers came forward, although Peggy Grayson noted modest interest in assisting with this role if it is necessary. Lyle suggested that we table the issue until a later point in time; all were in favor of proceeding as suggested.

Brian, speaking on behalf of those present, concluded by noting his hopes for Mr. VerWeire's return to the group in the near future and further emphasized that Mr. VerWeire would be welcome to serve as either Chair or Vice Chair upon his return if he so desires.

### **Review of draft Request for Qualifications**

Brian began to go over some preliminary items regarding the draft RFQ before opening the floor for comments and discussion. He summarized the status of this task and what the group's options were at this point in time. He stated that he is open to any and all comments on the draft regarding its framework, format or content. He emphasized that he would very much like to forward the draft to DOS as soon as possible. He noted that he provided advance copies of the draft to Rick VenVertloh, Rochelle Bell, Lyle Warren and Stephanie Wojtowicz at DOS before circulating them to the group on 12/04. Stephanie had some minor editorial revisions, which are included in the draft that the PACs have before them. He noted that Stephanie stated through email that the draft met all of the basic requirements of DOS, although it is still subject to final/official DOS approval after the PACs approve it. Rick and Rochelle noted in previous conversation with Brian that the draft seemed to capture the intent of the group's comments that were put forth at the 11/23 meeting and that it would likely generate good responses from potential applicants as written.

Brian then began to review the document with the group. He noted that he has since developed several minor revisions/improvements to the grammar and structure of certain sections of the draft and reviewed those with the group; none of these would change the document significantly. He then opened the floor for comment.

Esther Leadley raised the issue of the pending request to DOS for a project extension and inquired as to how that might affect the RFQ process once applications are received. Brian noted that the inquiry to DOS is being led by Dave Zorn and that, last he heard, no extension had been granted. He noted that this does make it difficult to prepare accurate project timelines and benchmarks; however, the majority of the tasks that are being requested through the RFQ are near-term tasks associated with the Characterization. These tasks will have to be completed within an 8-12 month period of time. The pending extension request therefore may not be a significant deterrent for potential applicants. Brian noted that it remains to be seen how applicants will react to the lack of a clearly-defined date of project completion in the contract.

Lisa Compton asked if other PAC members would be allowed to comment further on this draft after this evening's meeting. Brian noted that if and when approval is received, it will be considered to be a "final draft" and will be sent to DOS for approval as written. Esther asked if a quorum was necessary; Brian noted that there are no bylaws governing this group and that no quorum was necessary. Further, the draft has been circulated to all PAC members in advance and that PAC members have been strongly encouraged to submit comments. Other than those mentioned above, no comments have been received. Brian therefore noted that he saw no reason why the group couldn't proceed moving the draft forward in good faith. He further noted that DOS provides some flexibility with these documents even after

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### ***MEETING SUMMARY – 12/17/09***

approval has been given – assuming that we do not make any major changes in the structure, intent or purpose of the document.

Given no additional comments, Brian requested a motion to approve the RFQ with minor revisions. Peggy Grayson made a motion to approve the draft RFQ with minor revisions; 2<sup>nd</sup> by Esther Leadley. All were in favor – motion carried.

Brian noted that he will make the necessary revisions and forward the draft to Stephanie at DOS as soon as possible; he hopes that this can be accomplished before Christmas. He does not know how long it will take for DOS to review the draft and provide them with the necessary approval to move forward, but he is optimistic that they will receive that approval by early January 2010.

### **New Business**

#### **Discussion of the RFQ Selection Process**

Given that the draft RFQ has been approved Brian began to lay-out the next steps regarding the RFQ process and asked for input and discussion therein.

Once DOS approves the draft, G/FLRPC is free to advertise it. Brian anticipates circulating it widely through email. G/FLRPC maintains an extensive contact list of private contractors, academic institutions and other relevant organizations. This will be the primary method used to advertise the draft. Brian will also use the extensive “Master Contact List” that was created at the beginning of the project. Further, he will encourage everyone to forward and share the RFQ as they please. This should ensure a wide circulation. The RFQ will be posted on the G/FLRPC website; Brian will also look into the possibility/feasibility of posting it on other public websites, such as *NYS Contract Reporter*.

Once advertised Brian anticipates providing approximately 30 days for applicants to prepare and submit their responses. He will request a set number of hard copies and also an electronic copy in .pdf format so that it can be easily distributed. Once the applications are received, Brian would like to keep to a tight schedule – perhaps 2 weeks to review applications and two weeks to conduct interviews, arriving at a final contractor within a 4-6 week period. After discussion, Brian felt that all PAC members should review the submissions; he further felt that the PACs can play a prominent role in identifying finalists to be called-in for a face to face interview. A selection committee will need to be formed in order to conduct the interviews with the finalists and make a final determination. This committee will be open to all PAC members; however, members **must** be available to attend every interview. These interviews will likely take place during the daytime at G/FLRPC offices in downtown Rochester. Rick VenVertloh, George Squires and Lyle Warren have agreed to serve on the selection committee. Brian would also like Rochelle Bell to sit on this committee and will ask her to volunteer to do so. Dave Zorn will also sit on the committee. Other PAC members are welcome to join. Brian will initiate this process at the appropriate juncture.

#### **Other Issues for Discussion**

Brian noted that regardless of how long the RFQ approval process and selection process takes, he will begin to work on tasks associated with the Characterization of both watershed in 2010.

**Review Action Items/Schedule Next Meeting**

Brian to make minor changes to draft RFQ and forward them to DOS for review and approval as soon as possible.

Brian will prepare the meeting summary and have it posted online as soon as possible (with notice forwarded to PACs); he hopes to have both of these tasks done before Christmas.

At this point in time Brian would like to await word from DOS regarding the draft RFQ before he schedules the next meeting. Unless other issues arise, Brian thinks that the next meeting will likely be held to review the submissions to the RFQ, perhaps by early or mid February. This depends entirely upon how soon DOS can approve the draft RFQ.

**Adjourn**

Motion to adjourn made by Esther Leadley; 2nd by Lisa Compton. All in favor. Meeting adjourned at approximately 7:30

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