

## **Intermunicipal Planning for the Black and Oatka Creek Watersheds**

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*Initial Project Scoping Meeting Summary – July 6, 2009 1:00pm Conference Call*

### **Present**

(by phone in Rochester)

Rochelle Bell, Monroe County Planning and Development/Black Creek Watershed Committee

Maureen Leupold, GCC/Oatka Creek Watershed Committee

Brian Slack, G/FLRPC

George Squires, Genesee County Soil and Water Conservation District

David Zorn, G/FLRPC

(by phone in Albany)

Stephanie Wojtowicz, NYSDOS Office of Local Gov't Resources and Community Sustainability

Tracy O'Malley, NYSDOS Office of Local Gov't Resources and Community Sustainability

### **Conference Call Summary**

The conference call began with introductions. Linda Dobson Supervisor of the Town of Wheatland and Rick VenVertloh of the Village of Scottsville/Oatka Creek Watershed Committee Chairman could not attend today's call due to conflicts.

Stephanie Wojtowicz of the NYSDOS began by explaining that this conference call is the *Initial Project Scoping Meeting* and will fulfill the requirements of Task 1 of the project. The purpose of the meeting is to discuss the project scope, project requirements, roles and responsibilities of project partners, the selection process for procuring consultant services for the project, and other project components. Stephanie stressed that the meeting is intended to air any questions or concerns that any project partner may have regarding the project components. No specific questions were asked at this point; Stephanie therefore continued by reviewing the work plan and addressed each project component task.

*Task 2: Community Training* has been completed by G/FLRPC.

*Task 3: Project Advisory Committees* is underway. It is understood that two different committees will be created, one for each watershed. Stephanie noted that the committees will likely share members; this type of overlap is often necessary and anticipated. It is further understood by DOS that individuals may likely come and go over the course of the project. A draft Project Advisory Committee list has been created for consideration. Brian will provide a draft list to DOS for their review.

Stephanie discussed *Task 4: Preparation of Community Outreach Plans*. These outreach plans do not have to be overly extensive. They are intended to outline and identify the process for public outreach and involvement, essentially setting the basic framework. These plans can evolve and change over the course of the project. Stephanie mentioned that a good model is the Saratoga outreach plan, which was created for a previous DOS project.

*Task 5: Request for Proposals; Task 6: Consultant Selection and Compliance with Procurement Requirements; and Task 7: Subcontract Preparation and Execution* explain standard procedures that must be followed if any subcontracts are issued during the course of this project. Stephanie

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noted that consultant services may be necessary and inquired as to whether that was indeed the case. Dave Zorn noted that scientific expertise may be necessary for some aspects of the project. Stephanie mentioned that if a particular group or entity has been identified that G/FLRPC would prefer to work with, that is fine – as long as the procedures laid out by DOS are followed. Stephanie further mentioned the explicit need to stay in touch with her office through the process.

If a consultant is hired, another scoping meeting similar to this one would be necessary, as explained under *Task 8: Second Project Scoping Meeting*.

*Task 9: Characterize the Waterbody and its Watershed* explains the first major component of the project. Various technical issues associated with this task were discussed briefly by participants. The necessary components are explained in detail under Task 9. The following was discussed:

- Subwatershed may not be the appropriate unit of analysis and presentation of recommendations for protection and restoration in these two stream watersheds
- Many of the tasks under “describes current land use plans and regulations including zoning, site plan review, subdivision regulations, stormwater management, and wetlands, watercourse and floodplain regulations” apply to Task 15: Evaluate the Regulatory and Programmatic Environment.
- The task “describes a projected build-out for the community based on current land use plans and regulations” can use an existing analysis and/or a brief narrative description.
- The task “estimates runoff volume and pollutant loadings for each subwatershed under current conditions at various rainfall events, and anticipated pollutant loads resulting from new or expanded uses in the watershed” can be a brief overview of land use, land cover and impervious surface.
- The Assessment of Natural Resources can be a synthesis of existing data and information.

When addressing *Task 10: Prepare Draft Characterization Report*, Stephanie noted that each written “deliverable” of this project can take on whatever format the groups prefer. That is to say the Characterization can be a stand alone report, or it can be a chapter or section of what will eventually be one large report that includes all documents. The committees and G/FLRPC have the discretion to develop their own formats.

*Task 11: Public Information Meeting* is one of the first benchmarks of the project. It is the first of several opportunities for the public to become involved in, learn about, and have input into the project.

*Task 12: Prepare Final Characterization Report* may proceed after input has been solicited from the public.

*Task 13: Prioritization of Sub-watersheds* is another task that allows for flexibility. In the case of other DOS watershed management plans, some groups have chosen not to prioritize any sub-watersheds. The methods for delineating, selecting and prioritizing sub-watersheds are left to the discretion of the committees, as long as they are agreed upon by committee members and are based on an acceptable rationale.

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*Task 14: Prepare Draft and Final Prioritization Report* follows similar procedures as noted above under earlier tasks.

When reviewing *Task 15: Evaluate the Regulatory and Programmatic Environment*, Stephanie noted that G/FLRPC has completed several projects that can be used to fulfill task requirements. Local law analyses and other similar projects would only require basic updates and can then be inserted into the project.

*Task 16: Prepare Draft and Final Regulatory and Programmatic Environment Report* follows similar procedures as noted above under earlier tasks.

Stephanie explained that *Task 17: Identify and Describe Management Strategies for Watershed Protection and Restoration* should be based on previous tasks/components such as the characterization and Regulatory and Programmatic Environment report.

*Task 18: Phasing of Management Strategies* is intended to encourage development of recommendations that are based on previous steps. Committees are expected to evaluate and rank potential projects and other actions within each sub-watershed (or agreed upon geography) according to anticipated reduction in nonpoint source pollution, water quality improvements, and benefits to fish and wildlife. Cost estimates and sources of funding should be included when possible. Methods for tracking and evaluating progress and the schedule for conducting updates will also be an important component to this step.

*Task 19: Prepare Draft and Final Watershed Management Strategy Report* follows similar procedures as noted above under earlier tasks.

Finally, Stephanie noted that *Task 20: Prepare Draft Watershed Management Plans* is the point at which all of the work will be brought together into one final compendium or document.

*Task 23: Develop Intermunicipal Coordinating Organizations* may entail recommendations regarding the development of intermunicipal coordinating organizations and may not have to have a MoA. One intent of this task is to create a mechanism whereby watershed management strategy components are kept up to date and continued to be reviewed and acted on.

Stephanie concluded the meeting by stressing the importance of keeping in touch. She mentioned that DOS will attempt to attend project advisory committee meetings when possible. Dave Zorn noted that G/FLRPC staff (Brian Slack) will likely include DOS on email correspondence of meeting notes, agendas and other items.

Meeting concluded at approximately 2:00.

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