

Task 3 & Task 7 – WAC Meeting

SUMMARY NOTES

MAY 4, 2022

7.00PM-7.45PM

VIRTUAL

MEETING CALLED BY	Sally Baker – PBI Project Management
ATTENDEES	See attached list

Agenda topics

DISCUSSION	Review & Approval of 3/19/22 Summary Notes		
CONCLUSIONS	3/19/22 Summary Notes approved by WAC.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Upload to PBI’s Watershed Management Plan webpage	PBI	5/6/22	

DISCUSSION	Clarifications/items/questions resulting from the Irene Holak / DOS presentation 3/19/22		
<p>General discussion took place clarifying various Work Plan Tasks and how the tasks are the foundation for the participating towns & village to include existing and future planned water quality and land use projects into the Watershed Management Plan.</p> <p>Greg Vogler, Town of Austerlitz, thanked Gretchen Stevens, Town of Hillsdale for asking the DOS presentation speakers about how projects and the resulting Watershed Management Plan are sustained after the plan is completed, and the methods of implementation. General discussion about assembling volunteers during the planning process that will be able to assist with sustaining the water quality monitoring and other aspects of implementing the identified plan goals.</p> <p>Sally Baker, PBI, asked WAC members if they would like the DOS recording of the 3/19/22 presentation to be uploaded to the PBI Watershed Management plan web page so folk could review the questions and answers and view the presentation. All agreed to the upload.</p> <p>Craig Simmons, Ghent, thanked PBI for the brief summary and clarification for benefits of towns to participate in the Watershed Management Plan (WMP) and the need for each town to identify projects to be included in the plan. Without a watershed plan, and the justification of costs, it remains challenging for towns and the village to get specific projects funded.</p>			
CONCLUSIONS	DOS presentation and 5/4/22 WAC meeting provided clarification.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
PBI to upload the 3/19/22 DOS presentation to website	PBI	5/6/22	

DISCUSSION	Tentative project timeline: •Tentative date for RFP - initial draft		
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	•Tentative date for MOA – initial draft
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A tentative project timeline to produce the draft RFP was discussed including the procedures. Tentative timeline for the final RFP to be published – September at the latest as a tentative goal.

Procedures discussed as follows:

- PBI will produce a 1st draft of the RFP to email WAC members.
- WAC will review and make changes, and if necessary, communication to be conducted initially via email.
- WAC will review 1st draft in a meeting held in Zoom.
- If WAC are in agreement and feel RFP is in good shape – the 1st Draft will then be sent to DOS for review and comments.
- WAC will then review received DOS comments and make changes accordingly.
- Final Draft will be sent back to the DOS for final review.
- When WAC has received final approval from DOS,
- WAC will approve to release to the Village of Philmont BOA Grant Committee to review and advise the Village of Philmont Board the RFP is ready to be published (Village BOT to motion).
- RFP can then be published by the Village of Philmont on the NYS Contractor Reporter web site to solicit proposals.

David Lewis, Hillsdale, asked about examples of prior LWRP Watershed Management Plan RFP’s published by other towns be made available. Sally, PBI, agreed to send these by email and has a collection of good examples. Advised WAC, the DOS do not provide LWRP RFP examples. It’s down to local project to research, but DOS will assist and require reviews and comments during the process of assembling the RFP.

Gretchen Stevens, Hillsdale, guided WAC for timeline of 1st draft assembly before next WAC meeting and presented potential dates for WAC & PBI to meet. All agreed.

A general discussion took place about the timeline to produce a Memorandum of Understanding outlining the intended Watershed Management Plan participation by WAC members and the participating towns & village. This was tentatively talked about as a Work Plan item to be completed before a Watershed consultant is hired. Tentative date – sometime in September as a goal. Clarification was made by Sally Baker, PBI, that the MOU is a non-binding agreement, more aimed at the working spirit of the project.

CONCLUSIONS	1 st draft of RFP to proceed for preparation by PBI to be sent to WAC.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to send WAC 1 st draft by May 19.	PBI	May 19
WAC to review 1 st draft for any changes, comments, by May 31.	WAC	May 31

DISCUSSION	Town’s prior water or land use planning documents, reports, needed for PBI to draft the RFP to hire a watershed management plan consultant.
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PBI presented it’s important for the WAC members to be asking the towns to start to assemble prior completed reports, maps, surveys, plans, and other materials that relate to water quality and land use

C1001662 – Agawamuck Creek Watershed Management Plan

in the towns that can be made available to the selected consultant. For example, Hillsdale have produced a NRI (Natural Resources Inventory) and are currently assembling a survey/report of farm land in the town. All towns have completed significant work for culverts and wastewater run off with Trout Unlimited. There may be items that a participating town have been discussing that need to be addressed in the town relating to water quality and land use and can add any materials for those future identified projects & items. These are the items that will be used to incorporate into the Watershed Management Plan to assist getting them in line for implementation funding in the future following the publication of the Watershed Management Plan (WMP), among other items identified during the course of work for the WMP plan.

Greg Vogler, Austerlitz, requested PBI to compile a “specific ask” to be sent by email to all WAC members relating to this item.

CONCLUSIONS		
Proceed.		
ACTION ITEMS		
PBI to generate the specific ask email	PBI	05/10/22

DISCUSSION		
Next WAC meeting scheduled. General discussion to establish a standing meeting during the RFP process.		
CONCLUSIONS		
All agreed for 2 nd Wednesday of each month at 7pm-8pm to be a standing meeting during the RFP process for at least through the summer months.		
ACTION ITEMS		
PBI to generate Zoom meeting invite for WAC – June 8	PBI	05/06/22

DISCUSSION		
Added Agenda Item – Biological Report review by WAC relating to re-draft / modification of Work Plan – Task 10 by DOS. Sally, PBI, discussed receiving revised Work Plan – Task 10 description from the DOS for a required modification of the Work Plan Task 10 changing the report from a NRI (Natural Resources inventory) to a Biological Report		
CONCLUSIONS		
Sally and David Lewis, Hillsdale, will review DOS Task 10 changes, and inform / advise WAC in next meeting in June for review.		
ACTION ITEMS		
PBI to email David Lewis – Task 10 changes in Work Plan.	PBI	05/06/22



This report was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.

Attachment F - Other (Volunteer Services by Group)						
This timelog showing daily time distribution, signed by the oversight individual MUST be submitted with Payment Request Forms. For use when a group of volunteers are completing similar tasks at project meetings and events.						
Contract #:	C1001662 - LWRP					
Description of services performed (including specific project tasks):	WAC Meeting - Watershed Advisory Committee - Agawamuck Creek Watershed Management Plan					
Date (individual date only):	5/4/2022					
Explanation of how hourly rate was determined:	Volunteer services of the Watershed Advisory Committee including project oversight, public outreach, reviewing the watershed plan and project-related deliverables and participating in meetings - \$15 per hour					
Name and Title of Oversight Individual:	Sally Baker, Project Management, Philmont Beautification, Inc.					
Signature of Oversight Individual:	Date:					
By signature, I certify that this time log represents an accurate representation of hours worked towards completion of tasks related to the contract listed above.						
TOTAL HOURS:				4.5	TOTAL:	\$ 67.50
Time In	Time Out	Name of Each Volunteer (including Organization, if applicable)	# of Hours	Volunteer Rate	Amount (includes local match)	
7pm	7.45pm	Barbara Sagal, Chair, WAC (Philmont)	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Craig Simmons, Supervisor Town of Ghent	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Cathy Zises, farm owner- Town of Ghent	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	David Lewis Esq., Chair of Conservation Council Town of Hillsdale	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Gretchen Stevens, member of Conservation Council Town of Hillsdale	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Greg Vogler, Deputy Supervisor Town of Austerlitz	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Sally Baker, Project Management				

**All records must be maintained at the Recipient's official place of business for a period of 6 years following the last contract transaction, which is generally the final payment.