

Work Plan / Task 3 & Task 10 – WAC Meeting

SUMMARY NOTES

JUNE 8, 2022

7.00PM-8.15PM

VIRTUAL

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

Agenda topics

DISCUSSION	Review & Approval of 5/4/22 Summary Notes		
CONCLUSIONS	5/4/22 Summary Notes approved by WAC.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Upload to PBI’s Watershed Management Plan webpage	PBI	6/10/22	

DISCUSSION	Review of DRAFT of RFP		
<p>WAC members comments received as of 5/31/22 were reviewed. David Lewis requested an additional criteria be added to the section <i>Submission Requirements</i> (page 13) requiring consultants to provide examples of prior watershed management plans. All other comments reviewed were agreed as incorporated into the Draft RFP.</p>			
CONCLUSIONS	<p>PBI to complete the action items below, and then email the draft RFP for further review by WAC members, including those members who were unable to attend the 6/8/22 meeting. If no further comments are received by 6/20/22 – WAC attendees recommend submitting the Draft RFP to Irene Holak for DOS comments in compliance with Task 3 of the Work Plan.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
PBI to draft additional criteria for Submission Requirements and provide redline draft to WAC members for review.	PBI	06/10/22	
PBI to re-format the draft RFP as a clean document containing all comments and changes.			
PBI to email final Draft RFP to all WAC members for final comments to be received by 06/20/22.		06/14/22	

DISCUSSION	Review of Biological Survey Study		
<p>Extensive and thorough review by WAC members of a 2nd set of comments received from Irene Holak/DOS was conducted over a period from 5/20/ to 6/3/22. A total of 5 comments were agreed as appropriate (pages 19,31,34,35,37) making minor changes to add clarity to the study for the</p>			

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intended use of the study to be incorporated into the watershed management plan as intended to assist community knowledge of the site-specific area and its existing conditions to inform the watershed management planning process. An additional paragraph was added to Objective(s).

CONCLUSIONS	WAC members discussed and agreed, as the planning process advances, it will involve WAC members and community participation education, assisted by the watershed management consultant, to assess the lake and the adjacent land area covered in the Biological Survey Study. The survey study will assist with understanding the recent emergence of the delta in Summit Lake, invasive species, the existing flora & fauna, and other biological indicators of natural habits associated with Summit Lake and adjacent land areas. WAC members are in agreement the Biological Survey Study is an outstanding report and accomplishes the Work Plan Task 10 deliverables.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to submit the annotated Biological Survey Study for any additional comments to be made by WAC members.	PBI	06/14/22
If no additional WAC comments are generated by 6/20/22, PBI is to submit the Survey Study to Irene Holak/DOS for Task 10 approval.		06/20/22

DISCUSSION	Review of changes made by DOS for modification of Work Plan
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Extensive and thorough review by WAC members of the redline document of the proposed Work Plan was conducted by WAC members from 5/23/ to 6/8/22.

CONCLUSIONS	Minor changes are proposed by the WAC to paragraph 3 of the Project Description - inserted as a redline. The 3 rd bullet of Task 10 has been redline deleted by WAC due to it not being a work task included in the scope of work intended or performed for the Biological Survey Study.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to submit the annotated Work Plan for any additional comments to be made by WAC members.	PBI	06/14/22
If no additional WAC comments are generated by 6/20/22, PBI is to submit the Work plan redline, with WAC comments, to Irene Holak/DOS for review.		06/20/22

DISCUSSION	Next WAC meeting scheduled.
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CONCLUSIONS	Next WAC meeting – July 13.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to generate Zoom meeting invite for WAC – July 13	PBI	06/22/22

PBInc.org

Housing Programs Small Business
Food Program Philmont Rising
Community-Based Revitalization



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

NYS Department of State - Office of Planning, Development and Community Infrastructure

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):	6/8/2022
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:	5	TOTAL:	\$ 75.00
Time In	Time Out	Name of Each Volunteer (including Organization, if applicable)	# of Hours	Volunteer Rate	Amount (includes local match)	
7pm	8.15pm	Barbara Sagal, Chair, WAC (Philmont)	1.25	\$ 15.00	\$ 18.75	
7pm	8.15pm	David Lewis Esq., Chair of Conservation Council Town of Hillsdale	1.25	\$ 15.00	\$ 18.75	
7pm	8.15pm	Gretchen Stevens, member of Conservation Council Town of Hillsdale	1.25	\$ 15.00	\$ 18.75	
7pm	8.15pm	Greg Vogler, Deputy Supervisor Town of Austerlitz	1.25	\$ 15.00	\$ 18.75	
7pm	8.15pm	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.