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MEETING MINUTES

To:	Mr. Jeff Kassner Town of Brookhaven
Meeting Date:	February 23, 2010
Project:	Forge River Watershed Plan Town of Brookhaven, New York CE 1799A
Purpose:	Project Team Kick-Off Meeting
Date:	March 31, 2010

Attendees	**Representing**	**Telephone/E-mail**
Jeff Kassner	Town of Brookhaven	(631) 451-6400/jkassner@brookhaven.org
Veronica King	Town of Brookhaven	(631) 451-6455/vking@brookhaven.org
Lorraine Holdridge	NYS DEC	(518) 408-5718/laholdri@gw.dec.state.ny.us
Anthony Leung	NYS DEC	(631) 444-0415/ayleung@gw.dec.state.ny.us
Caroline McCabe	US Army Corps of Engineers	(917)790-8316/caroline.m.mccabe@usace.army.mil
Lori Anne DeIulio Casdia	Town of Brookhaven, Dist. 6	(631) 451-6502/lacasdia@brookhaven.org
William McMillin	CH2M-HILL	(973) 316-3530/william.mcmillin@ch2m.com
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Robert Svadlenka	Cameron Engineering.	(516) 827-4900 x.203/rs@cameronengineering.com

Distribution:
All Attendees

A meeting was held at the Town of Brookhaven (TOB) offices to discuss agency coordination, project schedule, data needs and other issues concerning the Forge River Watershed Plan (FRWP) as summarized below.

Coordination:

- Jeff Kassner will prepare an e-mail list for the project team (i.e., comprising agency representatives and consultant team). Jeff will also handle e-mails and all other correspondences with the Watershed Advisory Committee (WAC).

- The consultant team (Cameron Engineering and CH2M-Hill) will interact directly with the USACE and NYSDEC.
- The consultant team will review the USACE Project Management Plan (PMP) and identify the PMP tasks that will be completed within the Forge River Watershed Plan. A marked-up PMP – with the consultant team tasks identified – will be provided to the USACE. The consultant team and the USACE will then coordinate on any issues regarding FRWP elements within the PMP.
- Cameron Engineering will provide up to six (6) web pages for the project that will be hosted on the Town server. Sample web pages will be provided for review and approval of format by the TOB.
- The Suffolk County Department of Health Services (SCDHS) will be a member of the project team.

Schedule:

- April 5, 2010 – Kick-Off meeting with the WAC at 6pm. Project team to meet at 4pm. A representative from the SCDHS will also be invited to attend.
- June 1, 2010 – Tentative date for first public workshop following the WAC kick-off meeting.
- September/October 2010 – Approximate timeframe for second public workshop.
- Dates for other project milestones will be determined as the project progresses. The projected time of completion of the plan is one year from kick-off meeting date.

April 5 WAC Meeting and Presentation:

- The project team will meet at 4pm to prepare for the kick-off meeting and to discuss project issues.
- Peter Scully will serve as the facilitator for the meeting at 6pm with the WAC. The meeting duration is expected to be two hours.
- The kick-off meeting will comprise a presentation by the consultants and a question-and-answer session. The presentation will comprise an introduction of agency representatives and the consultant team and a discussion of cost sharing, the project development process and agency roles.

TMDL:

- There will be a separate procurement process for the TMDL.
- The consultant team will identify data gaps, recommend the model to be used, estimate costs and prepare the RFP for the TMDL.
- The TOB has secured funding for the TMDL and wishes to fast-track its development. The preparatory work by the consultant team is part of the TOB's in-kind match for the TMDL.
- It was discussed – and recommended for future consideration – that if river flow dynamics were to be altered the TMDL could change.

USACE Role and Schedule:

- The FRWP will contribute to Phase I of the USACE's two-phase project development process. The USACE will begin their effort upon completion of the FRWP. The USACE's time commitment is typically four years, with an approximately equal division over the two phases (i.e., two years per phase), as discussed below:

  Phase I: This phase comprises watershed planning with a focus on potential land-based solutions (e.g., sewage treatment) to the problem. The consultant team will conduct an exhaustive assessment of existing conditions, including the review of reports, scientific studies and watershed data to support USACE's PMP. Thus, the FRWP will contribute significantly to the feasibility study component of the PMP. Phase I may also entail modeling which requires a 6-12 month effort that simulates oxygen condition and flushing; modeling would be conducted in the USACE's Engineering Research and Development Center (ERDC) at the Vicksburg station. The USACE will review the FRWP to determine if their further involvement is necessary. If the Phase I

feasibility study establishes that there is a federal interest in the project, i.e., land-based solutions are insufficient to resolve the problem, the USACE will initiate Phase II.

Phase II: This phase comprises the development of watershed alternatives (e.g., dredging, ecological restoration, etc.), the preparation of supporting engineering and environmental documentation, and estimates of costs and benefits for each alternative. Also included in this phase are the development of an EIS, a public information process and a Record of Decision.

- There was a related discussion on USACE modeling summarized as follows:
  - The consultant team will cooperate with the USACE on tailoring the model to the Forge River in support of the TMDL. This will include collaboration on the calibration for existing conditions, available data and the modeling framework.
  - USACE will provide the consultant team with their modeling plan.
  - It was noted that any changes to estuary morphology could affect the TMDL
  - ERDC has become more conservative in recent years, focusing on affordable solutions and on models that have been used previously. Model certification depends significantly upon the use of an existing model. Note: The ERDC does not model water quality.
  - The consultant team requests that our input be included as components within the ERDC scope of work.
  - Caroline McCabe promised to send information on ERDC's approaches to comparable projects to the consultant team.

- Dredging was also discussed:
  - The USACE will require the project sponsor to provide ½ of the funding for dredging.
  - The USACE reconnaissance study did identify dredging as one of the potential solutions to the problem.

Mapping:

- Cornell University is mapping drainage structures in the watershed
- In the review of the PMP, the consultant team will note any data collection or new mapping that is beyond the scope of the FRWP. The USACE will conduct new mapping – as specified in the PMP – only where beneficial to the watershed plan per recommendation by the consultant team.
- The consultant team will delineate the drainage and sub-drainage boundaries of the watershed which were not previously delineated.
- The TOB provided a map that included a watershed boundary. The watershed boundary was believed to be a 50-year groundwater contributing area. (Note: This boundary, however, does not match the one provided in the groundwater modeling report prepared by CDM for the SCDHS. The consultant team will investigate this issue.)

These minutes represent the writer's understanding of the matters discussed and decisions reached. If there are any discrepancies, omissions or changes, please contact the undersigned immediately. After ten (10) calendar days from receipt, these minutes shall be considered correct and final.

Respectfully submitted,

Robert Svadlenka, AICP, GISc
Planner/GIS Manager

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