

**Ontario-Wayne Stormwater Coalition
Minutes
February 16, 2021**

Due to the COVID19 Disruption this was a virtual meeting held via Go to Meeting

PRESENT:

Coalition Voting Members / Alternates

Town of Farmington - **Dan Delpriore**, *John Weidenborner*

Ontario County Highway – **Tim McElligot**

Town of Macedon - **Scott Allen**

Town of Ontario – **Adam Cummings**

Town of Victor - **Keith Maynard II**, *Al Benedict*

Town of Walworth – **Norm Druschel**, *Linda Kleeman*

ABSENT:

Village of Victor - **John Turner**

Wayne County Highway - **Brian Frey**

Other Attendees: Kim Boyd –BME Associates, Alaina Robarge-OCSWCD, Megan Webster, OCSWCD, Diana Thorn-OCSWCD, Luke Scannell-NYS DEC

Chairman Cummings called the meeting to order at 9:31am.

MINUTES

The December minutes were reviewed – no comments were made.

Motion to approve December minutes.

Made by Keith Maynard, seconded by Norm Druschel

All in favor; Carried.

OLD BUSINESS

a. Alaina Robarge Conservation District Educator Update

Alaina reported that the new website is live. It contains a great deal of information - please check it out at your convenience. www.owsc.org Alaina was able to get 3 years of website hosting for \$234 (versus the \$420 per year you were paying). If anyone has any questions, edits, or comments about the website, please let Alaina know.

Alaina reminded everyone that she has distributed a review guide for the annual IDDE, Pollution Prevention, and Good Housekeeping training. The review guide contains videos to watch. After reading the complete document and watching the videos, trainees can sign the last page and submit it to Alaina and Kim for the annual report. If you would like Alaina to present remotely to an in-person group and you have an area that is large

enough to support proper social distancing, contact Alaina. All annual IDDE, Pollution Prevention, and Good Housekeeping training needs to be completed by March 9th. Please act quickly. All members need to report to Alaina how they plan to access the training so that that information can be provided to Kim for the annual report.

Alaina reported that the printed/laminated restaurant poster is finished. She has them and will distribute them to members as soon as she is able to do so safely.

Adam asked about the calendar on the website. Alaina explained that it is a Google calendar and she can give anyone permission to update it. Adam would like to see links to the agenda for Coalition meetings as well as all of the virtual trainings that are being held.

b. Luke Scannell DEC Update

Luke thanked Alaina for putting together the remote IDDE, Pollution Prevention, and Good Housekeeping training options to meet the Coalition's goals.

Luke reported that several annual reports have been audited by the EPA. Farmington's was one of those. They were questioned about why their outflow mapping was at 87% and why their training was at 97%. Luke recommended that you only include work that is finished and can be inspected, and employees that have been on the job long enough to receive training.

Luke reminded everyone that the annual report needs to be shared with the public and suggested that it be posted on the Facebook page. Adam reminded everyone to share it with Town/Village Clerks to share as well.

Luke informed everyone that the Regional Water Engineer is Tara Blum. Contact Luke for her contact information if you need it. Tara started in this position last March.

c. Kim Boyd BME Update

Kim reminded everyone of the timeline for the annual report (please review attached document). The reporting year ends March 10th. Please get your municipality's report to Kim no later than April 10th. (If you are having difficulties gathering the data due to COVID19, please contact Kim).

Kim reminded everyone that now is a good time to review your goals to make sure you haven't missed anything and please review your stormwater plan to make sure that it matches your report.

Kim encouraged members to post their completed reports on the Coalition's Facebook page as well as their Municipality's page and website to gather public comments. Please share any comments received with Kim.

Kim will compile the joint report once she receives each individual report. Remember to include the information used to generate percentages so that she can make the joint report accurate.

Kim will submit the final joint report to DEC at the end of May. Hard copies will be mailed.

d. Committee reports:

- i. Awards/Businesses committee – No meeting. Adam will delegate this committee to Kim due to time constraints. Kim was asked to please be careful with billing as the budget is limited this year.
- ii. Brochures/Outreach – Alaina reiterated that the restaurant poster is ready to be distributed. She expects that the committee will begin work on a brochure regarding emptying spas and pools next.
- iii. 3 Year Strategic Plan – Kim reported that this committee met recently. Notes are attached.

Kim reported that the strategic plan committee would like to see a members page on the website where members could access the activities spreadsheet and pdf's of various outreach materials. The only recent outreach piece that cannot be on the website is the pet waste rack card. That was developed specifically for VistaPrint printing. If you need more rack cards or supplies, please let Alaina know. This page on the website could also include training information. Alaina will work on creating the page and sharing the information to access it once it is ready.

Alaina was asked to get a quote for additional pet waste bag dispensers for the next meeting. At least one member is in need of additional supplies. Adam reminded everyone to consider COVID19 disinfecting policies and procedures before handing out materials.

Kim reported that the Strategic Plan committee also assessed current programs. They would like to increase the Coalition's presence at farmers markets this summer. There was discussion of what could be given out at such an event. If you have ideas, get them to Alaina. She will be gathering quotes to share at the next meeting. They also discussed handing out information at drive thru events like chicken barbeques. If you hear of an event, please let Alaina and/or Kim know.

Wayne County SWCD is working on organizing a tire recycling event that the Coalition could be involved in. Ontario County SWCD in partnership with Ontario County has 3 residential tire recycling events scheduled for this year including one in Victor in March. Adam will reach out to see if the Coalition can be involved. Adam asked for member comments, there were none.

Kim reported that the committee discussed the Coalition's Facebook presence. The Coalition has 35+ followers. Please share the page on your page to increase the number of followers. Also ask your municipality and any groups you are affiliated with to share the page so that additional people have the opportunity to see the OWSC Facebook page and like/follow it.

Kim stated that the committee discussed Alaina's virtual presentation to the Victor Garden Club. Additional virtual presentations should be considered. Alaina talked about doing Virtual Rain Barrel workshops. People would watch/listen to the virtual presentation and then pick up a pre-made barrel at the OCSWCD office parking lot. Adam suggested that we hold off and see if the restrictions are lifted later this year so that we can do more in person events.

Adam suggested that the Coalition consider outdoor meetings beginning this spring so that the group can gather in person and invite the public. Please work with your municipality to determine if you would be able to attend an in person meeting per their COVID19 policies and procedures.

e. COVID19 Impacts and Guidance

Adam stated that this item is status quo. The hope is to increase our activity in spring/summer when it is safer.

NEW BUSINESS

Alaina and Megan shared that OCSWCD is hosting a virtual DEC 4hr Erosion and Sediment Control course on March 4th. Alaina will forward the registration link. Megan added that OCSWCD will host an in-person outside/socially distanced 4hr course in May for people that can't attend remotely. Alaina will make sure both are on the calendar on the new website.

BILLS TO BE PAID

- a. OCSWCD \$ 2,884.80 – Staff time, 3 year website hosting, restaurant signs
- b. Town of Walworth \$300.00 – training reimbursement

Total bills = \$3,184.80

Motion to approve paying the two bills submitted.

**Made by Dan Delpriore, seconded by Tim McElliot
All in favor; Carried.**

TREASURER'S REPORT

December bank account data:
Beginning Balance: \$79,788.61
Interest earned= \$2.67
Deposits=\$0.00
Withdrawals=\$2,212.50
Ending Balance: \$77,578.78

January bank account data:
Beginning Balance: \$77,578.78
Interest earned= \$2.47
Deposits=\$0.00
Withdrawals=\$0.00
Ending Balance: \$77,581.25

Bills paid in December:
a. BME - \$750.00
b. OCSWCD - \$1,462.50

Total Bills paid: \$2,212.50

Bank Account is Reconciled through January 30, 2021.

**Motion to approve Treasurer's Report.
Made by Norm Druschel, seconded by Keith Maynard
All in favor; Carried.**

Please remember to:

- Share the OWSC Facebook page with friends, and ask your municipality to share it on their page in an effort to increase followers.
- Create Facebook content and send to Alaina to post.
- Share the new website with your municipality.

ADJOURNMENT

10:17am

Motion to adjourn.

Made by Adam Cummings, seconded by Keith Maynard

All in favor; Carried.

The next meeting will be April 20, 2021 at 9:30am. Meeting details to be determined.

Diana Thorn, Recording Secretary

2020-2021 OWSC Joint MS4 Annual Report Schedule & Important Information

Date	Activity
Now	Review Last Year's Annual Report's Measurable Goals & SWMPP and complete activities
March 10 th	Annual Reporting Period Ends
April 9th	Email Annual Report to BME
April 10 th	Post Individual Annual Report and SWMPP on MS4 Website – Announce Annual Report & SWMPP at next Public Meeting
May 10 th	BME Associates to post Joint Annual Report on the OWSC Website
May 11 th	Individual MS4 to post a link to the Joint Annual Report on their website
May 24th	Last day to submit comments to BME
May 28 ^h	BME to submit Joint Annual Report to the DEC for June 1st deadline

1. The Additional Watershed Improvement Strategy BMPs section after MCM 6 does not need to be completed.
2. Have MCC forms signed by Supervisor, Mayor, Commissioner, or Chairman in blue ink (preferred) after March 10th.
3. At a Public Meeting notify the public that the report and SWMPP are available online or at a public library and direct them to submit comments to your SWMP Coordinator.
4. If two or more people request a public meeting, then you must hold a public meeting regarding the Annual Report and SWMPP
5. If you receive comments, respond to the comments and forward then to BME as soon as possible. If you cannot address the comments prior to the deadline, still forward BME comments with an explanation of your intent.

Annual Report Percentage Questions:

There are three questions on the annual report where we need additional information from each MS4 in order to get an accurate average for the Coalition. What is the total number of people your MS4's Percentage is based on?

<p>1. <u>MCM 3, Page 3 of 4 (Question #11):</u></p> <p>11. What percent of staff in relevant positions and departments has received IDDE training? <input type="text"/> %</p> <p>If 50% is your answer, is that 2 out of 4 people, or 5 out of 10 people, etc.</p>
<p>2. <u>MCM 5, Page 2 of 3 (Question #5):</u></p> <p>5. What percent of municipal officials/MS4 staff responsible for program implementation attended training on Low Impace Development (LID), Better Site Design (BSD) and other Green Infrastructure principles in this reporting period? <input type="text"/> %</p> <p>If 80% is your answer, is that 8 out of 10 people, or 80 out of 100?</p>
<p>3. <u>MCM 6, Page 2 of 3 (Question #6):</u></p> <p>6. What percent of municipal employees in relevant positions and departments receive stormwater management training? <input type="text"/> %</p> <p>If 75% is your answer, is that 3 out of 4 people, or 75 out of 100?</p>

OWSC Strategic Plan 2019-2022
Program & Communications Plan Implementation Schedule Updates
February 11, 2021

Attendees: Kimberly Boyd, Norm Druschel, Brian Frey, Keith Maynard

General: Please see the program plan for specific updates for each target/tactic. We reviewed the priority of each tactic and made suggestions for this year's activities. See below for the highlights.

Discussion Topics:

Target/Tactics: *Create an electronic toolkit for municipalities to distribute and/or produce*

Are the new brochures available online to download individually? Have the brochures been emailed out to the MS4s? Can we have a "members only" section on the website for content that has been developed for the Coalition including the Public Education & Participation spreadsheet, the Program & Communications Plan Implementation Schedule, Alaina's training document, etc.

Target/Tactics: *Assessment of current programs and events*

We did not complete an assessment this year because of COVID and fewer events occurred last year than what we typically see. The previous recommendations still apply: pursue additional events in Wayne County, increase business and local organization connections, and pursue Ontario County Landfill Casella event and local farmer's markets.

MS4 Members: If members had any events from last year, remember to update the Public Education & Participation spreadsheet before the end of the Annual Reporting period on March 9th. We need to consider developing more video or virtual content, like the Victor Garden Club Virtual presentation. Can the Rain Barrel Workshop be conducted virtually or as video on YouTube for people to watch and download?

Target/Tactics: *Develop a social media campaign that inspires active posting participation*

The current Facebook Page has 31 followers and 26 likes. Alaina has increased the frequency of postings.

MS4 Members: Remember to check your MS4 for a Facebook page and see if your MS4 can follow the OWSC page. Visit the OWSC page and invite your friends to Like the page. This will help increase viewership. Provide Alaina with stormwater content to post.

Target/Tactics: *Develop an awards program to recognize local business/org and Develop "eco-approved" certification for businesses who sell/provide eco-friendly alternatives*

On hold waiting for feedback from Adam.

Target/Tactics: *Distribute collateral at local Farmers Markets*

We moved this tactic from a medium priority to a high priority. We need to discuss what type of brochure to supply to farmers markets. Reusable bags are a priority. The composting brochure might be the best brochure for this venue.

MS4 Members: Please provide Alaina a contact or location and time of the Farmers Market in your local area. Please let Alaina know if you do not have a Farmers Market. Victor, Walworth, and Farmington have had Farmers Markets in the past.

General Comments on Public Education & Outreach and Public Involvement & Participation Events:

- Fire Departments and other organizations are hosting drive thru or pick-up Chicken Barbeques. Partnering with these events would provide an opportunity to distribute materials. The car wash brochure would make sense to hand out since people are diving to these events.
- Do we have specific content that could be distributed at waterfront events?
- We should create a Facebook post about masks and stormwater pollution.

OWSC Strategic Plan 2019-2022
Program & Communications Plan Implementation Schedule Updates
February 11, 2021

- We would like to survey the team regarding in person meetings. It would be nice to have a meeting outside when the weather turns.
- Victor Hiking Trails would be a good partner for conducting stormwater education.