

## Client Meeting No. 1 - Minutes

Report Date: December 2, 2008

Meeting Date	Start	End	Next Meeting	Next Time	Prepared by:
11-20-2008	6:00 PM	7:45 PM	TBD	TBD	Tim Dean

Purpose	Location	General Notes
Phase II – WPAC 1	Elk County Planning Department Ridgway, PA	

Attended By:	Phone	Email
<b>Elk County:</b>		
Matt Quesenberry, Planning Director	814-776-5335	<a href="mailto:mquesenberry@countyofelkpa.com">mquesenberry@countyofelkpa.com</a>
Jodi Foster, Planning	814-776-5335	<a href="mailto:jfoster@countyofelkpa.com">jfoster@countyofelkpa.com</a>
Kim Lanich, Conservation District	814-776-5373	<a href="mailto:klanich@countyofelkpa.com">klanich@countyofelkpa.com</a>
<b>L. Robert Kimball &amp; Associates:</b>		
Tim Dean, Project Manager	412-262-5400 x4238	<a href="mailto:tim.dean@kimballcorp.com">tim.dean@kimballcorp.com</a>
<b>Committee Members</b>		
Tim Bruno, PA DEP	814-332-6917	<a href="mailto:tibruno@state.pa.us">tibruno@state.pa.us</a>
Ruth Sitler, PA DEP	717-772-5632	<a href="mailto:rusitler@state.pa.us">rusitler@state.pa.us</a>
Ken Rowe	814-787-8787	<a href="mailto:elkcountry@alltel.net">elkcountry@alltel.net</a>
James McCluskey	814-787-4881	---
Gary Blair	814-752-2585	---

**Public**

Copies To:	Phone	Email
Elk County Attendees		
Tim Bruno, NWRO PADEP	814-332-6917	<a href="mailto:tibruno@state.pa.us">tibruno@state.pa.us</a>
Project File		

Item	Summary of Meeting and Current Issues	By who?	By when?
1-A01	<b>167 Program Review / Progress to Date:</b> <ul style="list-style-type: none"> <li>Tim reviewed the Act 167 Program, the planning process, and the progress to date for Elk County.</li> </ul>	---	---
1-A02	<b>Project Administration:</b> <ul style="list-style-type: none"> <li>Tim handed out a draft preliminary work plan for the initial Phase II tasks and requested input or comments. Tim reminded the County to review their staff resources and internal expertise.</li> <li>Tim reminded the County about tracking all in-kind services costs and expenses to help the County in meeting their match.</li> </ul>	ElkCo  ElkCo	1/31/08  ---

Item	Summary of Meeting and Current Issues	By who?	By when?
1-A03	<p><b>Municipal Coordination:</b></p> <ul style="list-style-type: none"> <li>General discussion regarding municipal cooperation and engineering representation. Various WPAC members noted that many municipalities do not have a municipal engineer.</li> <li>The lack of engineering representation prompted general discussions regarding ultimate enforcement and administration of the ordinance to be generated as part of the Phase II process. After good discussion it was generally acknowledged that these concerns would be addressed as part of the Phase II planning effort and that administration/enforcement mechanisms would be developed with input from the WPAC.</li> </ul>	---	---
1-A04	<p><b>Data Collection:</b></p> <ul style="list-style-type: none"> <li>Tim noted that Kimball has begun acquiring PennDOT BMS2 bridge and culvert data. This information will be used to help develop a field verification work plan.</li> </ul>	Kimball	TBD
1-A05	<p><b>Studies &amp; Reports:</b></p> <ul style="list-style-type: none"> <li>Tim reminded the County and the WPAC to provide copies of any recent studies or reports that were not collected and provided in Phase I.</li> </ul>	ElkCo	1/31/08

All meeting minute items are considered correct and accurate unless the author is notified in writing within five (5) days.



Timothy C. Dean, PE  
Project Manager