AGENDA
Regular meeting of the BOD Tompkins County SWCD
January 16, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00 Meeting called to order
3:00–3:02 Additions/changes to the Agenda
3:02-3:05 Approval December, 2017 Regular and Special Meeting Minutes
3:05-3:10 Privilege of the Floor – Members of the Public*
3:10-3:25 Reports of other agencies
NYS SWCC Report, NRCS
3:25-3:40 Financial Report – December
3:40-3:50 January Vouchers
Winter Crop Meeting 1/24/18 – Paul & Jon's Attendance
3:50-3:55 Staff/Project Reports
Paul Gier, Angel Hinickle, Mike Hall (written)
3:55-4:55 Organizational Meeting

- Election of Officers
- Committee Appointments/Schedules – Finance, Personnel & Safety
- Resolution 2018-1 - Board Meeting Schedules
- Policy Review –
  - Resolution 2018-2 – Adoption of Fiscal Policies
  - Resolution 2018-3 – Adoption of Employee Handbook
  - Resolution 2018-4 – Adoption of Tompkins County Public Access to Records Policy & TCSWCD Subject Matter List
  - Resolution 2018-5 – Adoption of Records Retention Policy
  - Resolution 2018-6 – Adoption of Director Attendance Policy
  - Resolution 2018-7 – Adoption of Bio-Security Policy
- Resolution 2018-8 - Official Bank Designation
- Resolution 2018-9 - Official Newspaper Designation
- Resolution 2018-10 - Adoption of 2018 Holiday Schedule
- Resolution 2018-11 – Payroll Certification
- Resolution 2018-12 - Rates for Services
- Resolution 2018-13 – Appointment of Secretary/Assistant Treasurer

4:55-5:10 Old Business

5:10-5:30 New Business

- Resolution 2018-15 - Entering into a Contract Agreement with Tompkins County for Services to the County with reimbursement of $352,131.00
- Resolution 2018-16 - Entering Into Contract Agreements with the Town of Danby, Newfield, Ulysses, Caroline and the Town of Ithaca for Stormwater Technical Services
- Resolution 2018-17 – Insurance Policy Renewal
- Resolution 2018-18 – Shared Service Agreement for Equipment, Materials

Announcements/Meetings:

Next Meeting Date: February 5, 2018

Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors – Tompkins County SWCD
December 4, 2017
170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Dave McKenna, Alan Teeter, Jim Dennis
Staff: Kym Jackson, Jon Negley, Paul Gier, Mike Hall, Angel Hinickle
Agencies: Pat Barry, NRCS
Guests: Debbie Teeter, Barry Goodrich

Alan Teeter, Vice-Chair, called the meeting to order at 12:40pm. A quorum was present.

An addition was made to the Agenda. An Executive Session was added to discuss salary improvements.

J. Dennis moved to approve the Regular Meeting Minutes and Special Meeting Minutes as presented. D. McKenna seconded. All in favor. Motion Carried.

Reports of Other Agencies:

P. Barry reviewed his written report and it is attached.

J. Negley reviewed NYS SWCC's written report and it is attached.

Financial Report:

D. McKenna moved to approve the financial reports for the month of November. J. Dennis seconded. J. Negley reviewed the reports. Interviews are currently taking place for a new County Administrator since Joe Mareane retired. The County hopes to have the position filled by February, 2018. A vote was taken and the financial reports were approved. All in favor. Motion Carried.

D. McKenna moved to approve the December, 2017 Vouchers. J. Dennis seconded. K. Jackson advised the Board that due to a printer jam, checks 8489 and 8490 are reversed but the payees, amounts, etc are all correct. It is only listed incorrectly on the Voucher sheet. Also, Jim Sczepanski's payment is not for final closeout, but for a progress payment. A vote was taken and the December vouchers were approved. All in favor. Motion Carried.

Cooperator Reports:

There were no new Cooperator Agreements this month.

Staff/Project Reports:

P. Gier, A. Hinickle, and M. Hall provided written reports and they are attached.

Old Business:

- Dental Insurance Benefit Change. The Board agreed to the selection of the Excellus Voluntary Plan as it is the only plan available effective January 1, 2018. The other two options were for employer sponsored plans.

D. Carey arrived at 1:01pm. A. Teeter turned the meeting over to D. Carey at 1:03pm.

- HP Plotter. TCSWCD had the old HP Plotter looked at again by a technician since there may be a need for it for Tom Mallory's designs. TCSWCD elected not to repair it as the quote was $1,471.00 with no guarantee that it would work after the repairs. A new plotter was quoted by the Computing Center and the quote is attached. TCSWCD may look into purchasing the equipment next year.
- RESOLUTION 2017-35 – Amended - Approval of 2018 Final Budget. D. Carey made the motion to approve. J. Dennis seconded. There were no revisions to the 2018 Budget since the last meeting. However, since then, the Tompkins County Budget was approved so the County Appropriation has been confirmed. The Board made the recommendation to repay the NYS Debt over the next two to three years. A vote was taken and the adoption of Resolution 2017-35 - Amended was accepted. Motion carried.

P. Barry, A. Hinickle, M. Hall, P. Gier, B. Goodrich, D. Teeter, and A. Teeter departed at 1:06pm.

New Business:

- J. Dennis made the motion to go into Executive Session at 1:14pm to discuss salary improvements. D. McKenna seconded. D. Carey closed the Session at 1:43pm. No motions were made during Executive Session and personnel issues were resolved.

Announcements/Meetings:

The 2018 Regional Envirothon is scheduled for April 30, 2018 at the Tioga County Sportsmen's Association.

The next meeting date was changed to January 8, 2018 as the original date falls on a holiday. The meeting time will be 3:00pm.

D. Carey moved to adjourn the Regular Meeting at 1:46pm. J. Dennis seconded. All in favor. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Dan Carey, Chair

Minutes

Special Meeting of the Board of Directors – Tompkins County SWCD
December 20, 2017
170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Aaron Ristow (via speakerphone), Dave McKenna
Staff: Jon Negley, Kym Jackson, Paul Gier

Dan Carey, Chair, called the meeting to order at 3:34pm. A quorum was present.

There were no additions or changes to the agenda.

December Vouchers

D. Carey made the motion to approve, D. McKenna seconded. J. Negley reviewed the vouchers. No discussion. A vote was taken and the vouchers were approved for payment. All in favor. Motion Carried.

Old Business:

None

New Business:

None

Announcements/Meetings

J. Negley announced the upcoming Empire Chapter Soil and Water Conservation Society Annual Meeting on January 18th. J. Negley also announced TCSWCD was awarded a contract for the CAFO Waste Storage and Transfer System Program through NYS Ag and Markets. TCSWCD was also just awarded Water Quality Improvement Funding for streambank stabilization through NYSDEC – WQIP.

D. Carey moved to adjourn the Special Meeting at 3:44pm. D. McKenna seconded. All in favor. Motion Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Dan Carey, Chair

AGENDA
Regular meeting of the BOD Tompkins County SWCD
February 5, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval January, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Report, NRCS
3:40-3:50	Financial Report – January Bank Accounts Signatory Update
3:50-4:00	February Vouchers Computer Purchases – OTR Funds
4:00-4:35	Staff/Project Reports Paul Gier, Angel Hinickle, Mike Hall (presentation)
4:35-4:37	Old Business None
4:37-5:00	New Business • Resolution 2018-19 – Approval of submission to NYS Ag and Markets the Annual Report of the Treasurer, State Aid (Part A, Part B, Part C), Annual Activity Report and Hourly Rates for Grants reports for 2017 • Board of Directors' Training Plan Review • Part B 2018 Project Discussion

Announcements/Meetings:

Next Meeting Date: March 5, 2018 – need to reschedule due to HAB Summit

Privilege of the Floor is limited to 3 minutes/person

Minutes

Annual Organizational Meeting of the Board of Directors - Tompkins County SWCD
January 16, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Dave McKenna, Aaron Ristow, Alan Teeter (Directors)
Staff: Kym Jackson

D. Carey , Chairman, called the meeting called to order at 3:06pm. A quorum was present.

There were no additions to the Agenda. D. McKenna moved to approve minutes of the December 2018 Regular Board Meeting and Special Meeting. Seconded by Alan Teeter. No discussion. All in favor. Carried.

K. Jackson reviewed the NYS SWCC Report for January.

Financial Report

A Jackson moved to approve the financial reports as presented. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

P. Gier and M. Hall provided written staff reports to the Board and they are attached.

January Vouchers

D. McKenna moved to approve the January vouchers as presented. A. Ristow seconded. K. Jackson advised that the printer jammed while printing check number 8519, so it is now 8520 and 8519 will be voided. The Winter Crop Meeting was discussed as well as the 2018 Water Quality Symposium. A. Ristow would like to attend both events along with staff members. Payment for the Winter Crop Meeting will be by credit card. An additional check will be written for A. Ristow to attend the Symposium. A vote was taken and all were in favor. Carried.

Organizational Business

D. Carey handed the meeting to K. Jackson at 3:25pm. Slate of Officers were recommended for consideration...Aaron Ristow as Chair, Alan Teeter as Vice Chair, Dave McKenna as Treasurer, Jon Negley as Assistant Treasurer, and Kym Jackson as Secretary. D. Carey moved to elect the Officer positions as recommended. A. Teeter seconded. No Discussion. Carried. K. Jackson passed back the meeting to A. Ristow at 3:29pm.

D. Carey moved to select the Committee appointments. D. McKenna seconded. The Finance Committee will remain unchanged from 2017 with D. McKenna and A. Teeter being appointed. The Personnel Committee will be A. Ristow being appointed. A. Teeter will be appointed to the Safety Committee. J. Negley will participate in all of the committees and K. Jackson will participate in the Safety Committee. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-1 – Board Meeting Schedules. D. Carey made the motion to approve. D. McKenna seconded. The time of 3:00pm for the meeting time was added. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-2 – Adoption of Fiscal Policies. A. Teeter made the motion to approve. D. McKenna seconded. The majority of changes were made to page 15. A. Ristow made the motion to amend the resolution to change the wording of the lowest bidder to "determine", not "feels". D. McKenna seconded. All in favor of the amendment. Carried. All in favor of the amended resolution 2018-2. Carried.

RESOLUTION 2018-3 – Adoption of Employee Handbook. D. McKenna made the motion to approve. D. Carey seconded. No changes have been made since 2017. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-4 – Adoption of Tompkins County Public Access to Records Policy & TCSWCD Subject Matter List. D. Carey made the motion to approve. A. Teeter seconded. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-5 – Adoption of Records Retention Policy. D. Carey made the motion to approve. D. McKenna seconded. J. Negley was appointed the Records Retention Manager. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-6 – Update of Director Attendance Policy. D. Carey made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-7 – Update of Bio-Security Policy. D. Carey made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-8 – Official Bank Designation. A. Teeter made the motion to approve. D. Carey seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-9 – Official Newspaper Designation. A. Teeter made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-10 – Adoption of 2018 Holiday Schedule. A. Teeter made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-11 – Payroll Certification. D. Carey made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-12 – Rates for Services. A. Teeter made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-13 – Appointment of Secretary/Assistant Treasurer. D. Carey made the motion to approve. D. McKenna seconded. K. Jackson was appointed Secretary and J. Negley was appointed Assistant Treasurer. All in Favor. Carried.

End of Organizational Business at 4:51pm.

Old Business

None.

New Business

RESOLUTION 2018-15 – Entering into a Contract Agreement with Tompkins County for Services to the County with reimbursement of $352,131.00. D. McKenna made the motion to approve. D. Carey seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-16 – Entering into Contract Agreements with the Town of Danby, Newfield, Ulysses, Caroline and the Town of Ithaca for Stormwater Technical Services. D. Carey made the motion to approve. D. McKenna seconded. No discussion. All in favor. Carried.

RESOLUTION 2018-17 – Insurance Policy Renewal. A. Teeter made the motion to approve. D. McKenna seconded. There is a typo on the resolution number year. It will be updated to reflect 2018, not 2017. All in favor. Carried.

RESOLUTION 2018-18 – Shared Service Agreement for Equipment, Materials. D. Carey made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

D. McKenna moved to adjourn at 4:21pm, Seconded by A. Teeter. Carried.

Next meeting date: February 5th, 2018 at 3:00pm.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
March 12, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval February, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Report, NRCS
3:40-3:50	Financial Report – February
3:50-4:00	March Vouchers NYS Debt Repayment Amount Personal Protective Equipment Purchase for Field Work
4:00-4:35	Staff/Project Reports Paul Gier, Angel Hinickle, Mike Hall
4:35-4:37	Old Business • Part B 2018 Project • Plan of Work – NYSDEC Cayuga Lake Watershed Streambank Grant
4:37-4:42	New Business • Intern/Seasonal Worker and Office Space discussion
4:42-5:00	Executive Session, if needed, to discuss opening Nutrient Management Planner Position

Announcements/Meetings:

Next Meeting Date: April 2, 2018 at 3:00pm

Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
February 5, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Dave McKenna, Aaron Ristow, Alan Teeter, Deborah Dawson (Directors)
Staff: Kym Jackson, Jon Negley, Mike Hall, Angel Hinickle, Paul Gier
Agencies: Pat Barry
Guests: Barry Goodrich

A. Ristow, Chairman, called the meeting called to order at 3:04pm. A quorum was present.

D. Dawson was welcomed to the Board of Directors and introductions were made.

P. Barry arrived at 3:07pm.

There were no additions or changes to the Agenda. D. Carey moved to approve minutes of the January 2018 Organizational Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

P. Barry reviewed his written report.

J. Negley reviewed the NYS SWCC Report for February. He noted that regarding the State Certification Program, TCSWCD will probably miss this year's deadline to register. Currently, A. Hinickle and J. Negley are certified nationally. TCSWCD will hold off registering to see where the program is headed and whether it would be beneficial to hold a State certification.

Financial Report

D. Carey moved to approve the financial reports as presented. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

February Vouchers

D. McKenna moved to approve the February vouchers as presented along with the computer purchases. A. Teeter seconded. The computer purchases are funded by an OTR which was approved by the County. Payment for the purchase of the computers and accessories may be made by credit card, a check, or a combination of both. A vote was taken and all were in favor. Carried.

Bank Account Signatory Update – D. McKenna made a motion to approve the addition of A. Ristow as the new Chairman of the Board and the deletion of D. Carey as the prior Chairman to have signatory authority for the TCSWCD's bank accounts. D. Dawson seconded. A vote was taken and all were in favor. Carried.

Staff Reports

M. Hall and A. Hinickle each gave a PowerPoint presentation on project recaps for 2017, as well as project outlooks for 2018. M. Hall reviewed Hydroseeding, Hydrilla, Mulching, and Compost projects. A. Hinickle reviewed the Trumbulls Corners Road and Fish Road project. Chemung County SWCD was instrumental in the Fish Road project and contributed greatly at no cost to Tompkins County SWCD. The Board would like TCSWCD to send a formal "thank you" for their efforts.

P. Gier gave a STAIEP project review. He also notified the Board of the State's approval of the change to Gabriel Carpenter's project. They will begin the process of building a new dairy facility.

P. Barry, M. Hall, A. Hinickle, & P. Gier departed at 4:26pm.

Old Business

None.

New Business

RESOLUTION 2018-19 – Approval of submission to NYS Ag and Markets the Annual Report of the Treasurer, State Aid (Part A, Part B, & Part C), Annual Activity Report and Hourly Rates for Grants reports for 2017. D. Carey made the motion to approve. A. Teeter seconded. The reports presented are approximately 95% complete. Final drafts will be presented for approval prior to the February 15th submission deadline. A Vote was taken. All in favor. Carried.

Board of Directors' Training Plan Review – A training plan was distributed to each Board member for their reference and as a guide through the year. Progress will be reviewed in the fall.

Part B 2018 Project Discussion – Due to the low participation at the last two tire collection events, an alternate project is being considered. A formal proposal and RFP will be presented at the next Board Meeting.

Announcements/Meetings

The next Board Meeting has been rescheduled due to the HAB Summit. The next meeting will be on March 12th at 3:00pm.

D. Dawson moved to adjourn at 4:55pm, Seconded by D. Carey. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
April 2, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval March, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Report, NRCS
3:40-3:50	Financial Report – March
3:50-4:00	April Vouchers
4:00-4:10	Staff/Project Reports Paul Gier, Mike Hall (written)
4:10-4:30	Old Business • RESOLUTION NO.: 2018-3-Amended – Adoption of Amended Employee Handbook – Addition of Clothing Allowance Policy • Seasonal Worker & Nutrient Management Specialist Position Update • RESOLUTION NO.: 2018-19 – Approval of submission to NYS Ag and Markets the Annual Report of the Treasurer, State Aid (Part A, Part B, Part C), Annual Activity Report and Hourly Rates for Grants reports for 2017 – Treasurer's Report Review & Submission
4:30-4:35	New Business • Committee Appointment for Deborah Dawson • EPF/Part C Discussion • Veteran's Bill Discussion • Board Binders
4:35-5:00	Executive Session, to hear formal dispute resolution request by Mike Hall as per Dispute Procedure

Announcements/Meetings:
Committee Meetings: Safety & Personnel

Next Meeting Date: May 7, 2018 at 3:00pm

Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
March 12, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Dave McKenna, Aaron Ristow, Alan Teeter, Deborah Dawson (Directors)
Staff: Kym Jackson, Jon Negley, Paul Gier
Agencies: Pat Barry

A. Teeter, Vice Chairman, called the meeting called to order at 3:12pm. A quorum was present.

The addition of a thank you letter to Chemung County SWCD was added to Old Business. D. Carey moved to approve minutes of the February 2018 Board Meeting. Seconded by D. Dawson. No discussion. All in favor. Carried.

P. Barry reviewed his written report.

J. Negley reviewed the NYS SWCC Report for March. He reminded everyone that the District needs to meet all the performance measures for Part C funding. Funding was reduced substantially for 2018 due to two items. A bill has been introduced to allow soil and water conservation districts to make amendments to applications for performance based Part C funding, however, it is still going through the legislative process.

A. Ristow arrived at 3:26pm.

J. Negley gave a quick review of the recent HAB Summit he attended. An Action Plan will be coming out soon.

A. Teeter turned the meeting over to A. Ristow at 3:36pm.

Financial Report

D. McKenna moved to approve the financial reports as presented. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

March Vouchers

D. McKenna moved to approve the March vouchers as presented. No discussion. A vote was taken and all were in favor. Carried.

D. Dawson made a motion to approve the annual NYS debt repayment for 2018 at $15,000. A. Teeter seconded. No discussion. A vote was taken and all were in favor. Carried.

The purchase of personal protection equipment for field work was discussed. D. Dawson made a motion to approve the use of $2,000 for the purchases which would be district owned. A. Teeter seconded. The Board requested a list of items to be purchased to be presented for approval at the next meeting. J. Negley will gather input from the staff and establish a list. The Board will also update the policy to include an allowance of $200 per year to be given to each employee to allow them to purchase additional gear. M. Hall sent a letter to the Board requesting reimbursement for his personal Muck boots which were damaged on the job. The Board elected not to reimburse M. Hall for new boots but will address the issue instead through the formal policy which will be developed as discussed earlier. A vote was taken and all were in favor. Carried.

Staff Reports

P. Gier gave a STAIEP project review. There are four projects remaining to be completed. The District has also submitted two CAFO projects for approval and funding. For AgNPS Round 24, the District will be submitting three projects for approval and funding.

Old Business

A Hinickle prepared a thank you letter to Chemung County SWCD for their assistance with the Fish Road project as discussed at last month's meeting. D. Dawson made the motion to approve the letter. D. McKenna seconded. A vote was taken and all were in favor. Carried.

Part B Project discussion. The District would like to do a high tunnel project at an area school. There is also a possible buffer project. P. Barry will work with the District on the high tunnel idea to develop a proposal. In addition, the Ithaca Community Garden may be moving in the future. They may need some assistance, as well.

D. Carey made the motion to approve the Plan of Work for the NYSDEC Cayuga Lake Watershed Streambank Grant. D. McKenna seconded. A vote was taken and all were in favor. Carried.

P. Barry departed at 4:25pm.

New Business

Intern/Seasonal Worker discussion – The District feels it needs one to two seasonal workers for 2018 to assist with hydroseeding, the inventory of watersheds, and composting program. Additional tasks may be assigned. They would each be hired for a 6 month term and would cost the District approximately $15,000 each. The candidates would not need to be screened by the Board. D. Dawson made the motion to approve the position posting and hiring of two seasonal workers. D. McKenna seconded. A vote was taken and all were in favor. Carried.

Office space discussion – The District and its staff are growing and need to grow with the amount of work that is being requested of them. However, space is becoming limited with this growth. Both the Highway Department and Facilities Department agreed to the District converting the second floor conference room into office space. The District may also utilize a portion of the map room. D. McKenna is working on office space configurations and departmental housing for the County and will assist the District, as well.

D. McKenna made the motion to enter into Executive Session at 4:45pm to discuss opening a Nutrient Management Planner Position. D. Carey seconded. Executive Session closed at 5:05pm. D. Dawson made the motion for the District to post the position opening of a Nutrient Management Planner at the salary of $45,000 to $50,000 annually. A. Teeter seconded. A vote was taken and all were in favor. Carried.

Announcements/Meetings

The next meeting will be April 2nd at 3:00pm.

A Ristow moved to adjourn at 5:07pm, Seconded by D. Carey. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
May 7, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval April, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Report, NRCS
3:40-3:50	Financial Report – April
3:50-4:00	May Vouchers A-Verdi 20' Storage Container Furniture Purchase Request
4:00pm-4:06	Cooperator Agreements Ludlowville Road, Lansing, Stream Erosion Salmon Creek Road, Lansing, Waste Storage
4:06-4:15	Staff/Project Reports Paul Gier, Mike Hall, Angel Hinickle (written), Rosgen Training for Angel
4:15-4:20	Old Business Resolution 2018-20 – Entering into Contract Agreement with NYSDEC for Streambank Sediment Reduction project in Cayuga Inlet Watershed.
4:20-4:35	New Business Resolution 2018-21 – Entering into contract Agreement with Cornell IRIS for Aerial Imagery Georectification Project. Resolution 2018-22 – Entering into contract with NYS Department of Ag and Markets for CAFO Waste Storage Project on Fuller Farms Resolution 2018-23 – Entering into contract with Jason Fuller of Fuller Family Farms to implement CAFO Waste Storage Project. Resolution 2018-24 – Approval of Seasonal Workers hiring Resolution 2018-25 – Approval of Nutrient Management Specialist hiring Resolution 2018-26 – County Loan Advance Truck Purchase/Surveyor Truck Insert Part B & Part C Projects Hydroseeding Police Report
4:35-5:00	Executive Session, to hear formal dispute resolution request by Mike Hall as per Dispute Procedure & to review applications and interview results of candidates for posted positions

Announcements/Meetings:

Meeting Schedule Change? 2nd Monday of Month?

Next Meeting Date: June 4, 2018 at 3:00pm

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
April 2, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Dan Carey, Dave McKenna, Aaron Ristow, Deborah Dawson (Directors)
Staff: Kym Jackson, Jon Negley
Agencies: Pat Barry

A. Ristow, Chairman, called the meeting called to order at 3:13pm. A quorum was present.

D. Dawson moved to approve minutes of the March 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

A NYS SWCC Report for April has not been provided yet as it is early in the month.

Financial Report

D. McKenna moved to approve the financial reports as presented. D. Carey seconded. J. Negley reported he had met with Jason Molino, County Administrator at the District office. They discussed space issues, some budget line items, and perhaps reactivating the County Advance. A vote was taken and all were in favor. Carried.

March Vouchers

D. McKenna moved to approve the April vouchers as presented. D. Carey seconded. D. McKenna recused himself at 3:25pm. D. Dawson moved to approve the April vouchers. D. Carey seconded. No discussion. A vote was taken and all were in favor. Carried. D. McKenna rejoined the meeting at 3:27pm.

Staff Reports

P. Gier and M. Hall provided a written report.

Old Business

RESOLUTION NO.: 2018-3 Amended – Adoption of Amended Employee Handbook – Addition of Clothing Allowance Policy. D. Dawson made the motion to approve. D. Carey seconded. J. Negley noted he had looked at other policies, including the County's Bargaining Unit to assist in establishing the District's new policy. This year the District will spend approximately $6,500 and approximately $4,500 in future years. This will vary with staffing changes and other factors.

P. Barry arrived at 3:30pm.

D. Carey made the motion to table RESOLUTION NO.: 2018-3 Amended to allow P. Barry to review his report. D. Dawson seconded. Carried.

P. Barry reviewed his written report.

P. Barry departed at 3:49pm.

D. Dawson made the motion to return to RESOLUTION NO.: 2018-3 Amended – Adoption of Amended Employee Handbook. D. McKenna seconded. J. Negley also reported that there are other districts who offer a clothing allowance to employees. He was uncertain of the amounts. There are different options to fund the new policy. The District has some administrative STAIEP funds, savings, could reduce the NYS debt repayment amount, or hire only one Seasonal Worker. The Board agreed that work gear is necessary and the safety of the employees is principal. It was suggested to reduce the annual allowance from $500 to $350 and provide less of a uniform until the District is stronger financially. The Board will revisit the policy routinely and take a graduated approach to increasing the allowance amount and uniform items as the District continues to grow and strengthen. D. Carey made the motion to amend the resolution. Aaron seconded. D. McKenna and D. Dawson agreed it is a friendly amendment. A vote was taken and all were in favor. Carried.

Seasonal Worker & Nutrient Management Specialist Position Update – The District has received seven (7) applications for the Nutrient Management Specialist Position. J. Negley would like to set up interviews this week with the top three (3) candidates and Board members. The job posting for the Seasonal Worker is still open and interviews may begin the following week.

RESOLUTION NO.: 2018-19 – Approval of submission to NYS Ag and Markets the Annual Report of the Treasurer, State Aid (Part A, Part B, Part C), Annual Activity Report and Hourly Rates for Grants reports for 2017 – Treasurer's Report Review and Submission. D. Dawson made the motion to approve. D. McKenna seconded. K. Jackson reported the adjusting general journal entries have been received from the accountants, entered, and the Treasurer's Report has been updated. It is ready to be submitted to NYS Ag and Markets with Board approval. A vote was taken and all were in favor. Carried.

New Business

Committee Appointment for Deborah Dawson. As D. Dawson was not appointed to the District Board yet and present at the January Organization Meeting, the District wanted to extend an invitation for her to participate in any of its committees. D. Dawson was appreciative but declined at this time. Participation will be considered in the future.

EPF/Part C Discussion. Gov. Andrew Cuomo and New York's Legislature agreed on a budget for the 2019 fiscal year which includes an increase for districts. District law was also changed for State Aid – Part C. The "competitive basis" was removed and funds will be dispersed differently in the future. The new language is still being interpreted and revisions will be made to the rules and regulations for 2018 and 2019. Possible uses for 2018 funds need to be discussed again as the Highway Department may not complete their intended project this year.

Veteran's Bill Discussion. A new bill (S.2911 (Croci)/A.3198 (Paulin)), which was signed into law in 2017 but became active on March 11, 2018 provides combat veterans employed by the state with additional days of leave to obtain health services, counseling and access to other benefits related to such combat. The District reached out to TC Personnel and Legal Counsel to verify if District employees were eligible for the additional benefit. It was determined that only New York State employees, not local employees were eligible and therefore District employees were not eligible for the benefits.

Board Binders. Board binders were distributed to each Board member. It is a resource and organizer for members to use throughout the year.

Announcements/Meetings

The next meeting will be May 7th at 3:00pm. J. Negley would also like to schedule meetings for the Personnel Committee, and Safety Committee after interviews have been completed.

Executive Session

D. Carey made the motion to enter into Executive Session at 4:55pm to discuss a hearing request. D. Dawson seconded. Executive Session closed at 5:15pm. Discussion only.

D. Carey moved to adjourn the Regular Meeting at 5:17pm, Seconded by D. Dawson. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
June 11, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval May, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Report, NRCS
3:40-3:50	Financial Report – May
3:50-4:00	June Vouchers ScanSnap scanner purchase
4:00pm-4:06	Cooperator Agreements Town of Groton Property
4:06-4:15	Staff/Project Reports Paul Gier, Mike Hall, Angel Hinickle (written),
4:15-4:30	Old Business Truck Purchase/Surveyor Truck Insert
4:30-5:00	New Business RESOLUTION 2018-27 – Entering into Contract Agreement with FLLOWPA as subcontractor for funding from the FWS ANS for fiscal year 2017 RESOLUTION 2018-28 – No Cost time extension for FWS-ANS FY15 Agreement

Announcements/Meetings:

Next Meeting Date: July 9, 2018 at 3:00pm

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
May 7, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Aaron Ristow, Deborah Dawson, Alan Teeter (Directors)
Staff: Kym Jackson, Jon Negley
Agencies: Pat Barry

A. Ristow, Chairman, called the meeting called to order at 3:10pm. A quorum was present.

An addition of the Employee Handbook Update was added under Old Business.

D. Dawson moved to approve minutes of the April 2018 Board Meeting. Seconded by A. Teeter. No discussion. All in favor. Carried.

Agency Reports

J. Negley reviewed the NYS SWCC Report and it is attached. P. Barry reviewed his written report and it is attached.

Financial Report

A Teeter moved to approve the financial reports as presented. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

April Vouchers

D. Dawson moved to approve the April vouchers as presented. A. Teeter seconded. No discussion. A vote was taken and all were in favor. Carried.

A. Teeter moved to approve the voucher for A-Verdi Storage and the purchase of new or used office furniture within the $2,000 budget allocated for office furniture. J. Negley advised the Board about missing mulch that was being stored at the Dryden Highway Department. The Highway Department will be filling a police report for the missing mulch and will look into possibly filling an insurance claim to recover the materials. A vote was taken and all were in favor. Carried.

Cooperator Agreements

D. Dawson moved to approve the two Cooperator Agreements presented. A. Teeter seconded. P. Gier described the waste storage project that is in the planning stages for a property on Jerry Smith Road/Lansingville Road in the Town of Lansing. It will be satellite storage for a nearby farm and will be funded by a CAFO grant. The other project is design assistance for a property in Ludlowville, Lansing which has been experiencing significant erosion from storm events. A vote was taken and all were in favor. Carried.

Staff Reports

P. Gier, A. Hinickle, and M. Hall provided a written report. In addition, P. Gier provided an update of the STAIEP projects progress. Out of the 18 projects approved, there are 5 that need to be completed by the end of the year. Due to extenuating health issues of one farmer, TCSWCD asked the Board for an extension of time for completion of his project. TCSWCD has already received authorization from Mike Latham from NYS Ag and Markets. D. Dawson made the motion to approve the extension, A. Teeter seconded. A vote was taken and all were in favor. Carried.

P. Gier also requested approval from the Board for TCSWCD to participate in Dryden Dairy Day on June 9th. Approval was granted.

J. Negley advised the Board about A. Hinickle wishing to attend Rosgen Training in 2019. It is specialized and intensive stream design training. The training courses are presented through lectures and on-the-ground field experience for professionals working with rivers and their watersheds. It is a 5 day program and will be held in West Virginia. The fee is approximately $1,600 plus travel and hotel. A. Hinickle will apply for the Frank Bratt Scholarship to assist with expenses. D. Dawson made the motion to approve A. Hinickle to register for the course and apply for the scholarship. A. Teeter seconded. A vote was taken and all were in favor. Carried.

New Business

RESOLUTION 2018-22 – Entering into contract with NYS Department of Ag and Markets for CAFO Waste Storage Project on Fuller Farms. A. Teeter made the motion to approve. D. Dawson seconded. The farm is willing to move forward and lenders have verified there are enough funds for the cost share portion of the project. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-23 – Entering into contract with Jason Fuller of Fuller Family Farms to implement CAFO Waste Storage Project. D. Dawson made the motion to approve. A. Teeter seconded. Upon a fully executed contract from NYS Ag and Markets, TCSWCD will execute this contract. A vote was taken and all were in favor. Carried.

P. Barry advised everyone that should TCSWCD hire a Nutrient Management Specialist, NRCS may have work opportunities available for the Specialist.

RESOLUTION 2018-21 – Entering into contract Agreement with Cornell IRIS for Aerial Imagery Georectification Project. A. Teeter made the motion to approve. D. Dawson seconded. This project will look at Cayuga Inlet from 1932 to document where the water has been and pull the information into GIS and overlay the information with other boundaries in maps. In conjunction with stream BMP's, this technology could assist in calculating events before a disturbance is created. It also has the potential to assist in the TMDL discussions. The Cayuga Inlet will be a pilot program but the program may expand countywide and be available on a stored network at Mann Library, Cornell University for public access in the future.

P. Barry departed at 4:30pm.

Old Business

RESOLUTION NO.: 2018-3 Amended – Adoption of Amended Employee Handbook – Update to Section 802 Vacation Leave. D. Dawson made the motion to approve. A. Teeter seconded. The section was updated to include two weeks of vacation time to be credited annually with a maximum accrual amount remaining at 160 hours. The Board felt additional compensation should be considered as the District does not carry disability or paid family leave insurance. However, they felt further discussion was needed and should include the absent Board Members. D. Dawson moved to table the resolution to the next Board Meeting. All in favor. Carried.

RESOLUTION 2018-20 – Entering into Contract Agreement with NYSDEC for Streambank Sediment Reduction project in Cayuga Inlet Watershed. D. Dawson made the motion to approve. A. Teeter seconded. No discussion. All in favor. Carried.

New Business

RESOLUTION 2018-26 – County Loan Advance. A. Teeter made the motion to approve. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

Truck Purchase/Surveyor Truck Insert. D. Dawson made the motion to approve the specifications provided to submit a mini-bid to NYS Contract System and purchase a pick-up truck with a purchase price of $35,000 and under. A. Teeter seconded. All in favor. Carried. The Surveyor Truck Insert will be considered at a later date after the pick-up truck purchase has been secured. All in favor. Carried.

Part B and Part C Projects. Half of the Nutrient Management Specialist Position will be supported by Part C funds. The other half will be supported by AEM funds. A Part B project and other ideas will be discussed at the next staff meeting and will be presented to the Board on June 11th.

Executive Session

A Ristow made the motion to enter into Executive Session at 5:04pm to discuss hiring candidates for the open positions. M. Hall chose not to pursue a hearing request. M. Hall should follow up in writing that the matter is closed. D. Dawson seconded. Executive Session closed at 5:14pm.

A. Ristow made the motion to approve RESOLUTION 2018-24 with the selection of Sasha Salayda and Patrick King as 2018 Seasonal Workers. D. Dawson seconded. All in favor. Carried.

RESOLUTION 2018-25 – Approval of Nutrient Management Specialist hiring. D. Dawson made the motion to approve. A. Teeter seconded. Clifford Love was selected as the top candidate and will be offered the position with an annual salary not to exceed $50,000. All in favor. Carried.

Announcements/Meetings

The next meeting is scheduled for June 4th at 3:00pm. J. Negley asked if the Board would be willing and able to change the schedule back to the second Monday of the month at 3:00pm to allow for more time to post interest at the end of the month and complete the monthly financial reports. All were in agreement and the next Board Meeting was scheduled for June 11th at 3:00pm.

D. Dawson moved to adjourn the Regular Meeting at 5:16pm, Seconded by A. Teeter. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
July 9, 2018, 3:00 PM
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval June, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Report, NRCS Colleen Stannard & Mikhail O'Laughlin, Insero & Co. CPA's, LLP, 2017 Audit Review
3:40-3:50	Financial Report – June
3:50-4:00	July Vouchers
4:00pm-4:02	Cooperator Agreements
4:02-4:15	Staff/Project Reports Angel Hinickle – Parking Area Paul Gier – STAIEP Update
4:15-4:20	Old Business Surveyor Truck Insert Update/Formal Quote RESOLUTION 2018-28 AMENDED – Approval of No-Cost Time Extension for FLLOWPA ANS FY15
4:20-5:00	New Business RESOLUTION 2018-29-Hydrilla Plant Community monitoring bid and contract approval RESOLUTION 2018-30 – Renewal of Technical Services Agreement with Waypoint Technologies RESOLUTION 2018-31 – Authorization to apply for CAFO Waste Storage & Transfer System Program for Millbrook Farms RESOLUTION 2018-32 – Authorization to apply for Water Quality Improvement (WQIP) Funding 2019 Draft Budget Review

Announcements/Meetings:

Next Meeting Date: August 13, 2018 at 3:00pm

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
June 11, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Aaron Ristow, Deborah Dawson, Alan Teeter, Dave McKenna, Dan Carey (Directors)
Staff: Kym Jackson, Jon Negley, Cliff Love, Sasha Salayda

A. Teeter, Vice Chairman, called the meeting called to order at 3:08pm. A quorum was present.

D. Dawson moved to approve minutes of the May 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

Agency Reports

J. Negley reviewed the NYS SWCC Report and NRCS Report and they are attached. P. Gier is working with a few farms for possible CAFO Round 2 funding. The applications are due August 6th. P. Gier is also working on closing out AEM Year 13. There were questions about the status of HAB's and plans to combat them. J. Negley advised that a draft action plan has been established by the State Committee, but not made public yet. An update will be provided soon.

Financial Report

D. Carey moved to approve the financial reports as presented. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

May Vouchers

D. McKenna moved to approve the May vouchers as presented. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

D. Carey moved to approve the purchase of a desktop scanner for C. Love's workstation. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

Cooperator Agreements

D. McKenna moved to approve a Cooperator Agreement for the Town of Groton, McLean Fire District. A dry hydrant has become silted in and plugged. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

J. Negley advised that the Village of Groton Highway Department has contacted him regarding extreme sediment surrounding a property from stream damage. An Agreement has not been signed yet, but may be presented at the next meeting.

A. Ristow arrived at 3:31pm. A. Teeter turned the meeting over to A. Ristow at 3:39pm.

Staff Reports

P. Gier, and M. Hall provided a written report. A. Hinickle did not provide a report this month. J. Negley introduced the Board to Clifford Love and Sasha Salayda, TCSWCD's newest employees. Patrick King was unable to attend as he was still working in the field. Clifford and Sasha each gave a brief description of their background. The Board, in turn, introduced themselves and gave a brief background.

Old Business

Truck Purchase/Surveyor Truck Insert – J. Negley reviewed the NYS Mini Bid results and purchase order for the new pick-up truck. TCSWCD would like to purchase the Highway Products Surveyor Pack Pro to insert into either the new truck or the F-150. With 9 staff on board now, the sale of the F-150 may be delayed a year or two so the District can still utilize it. D. Dawson made the motion to approve the purchase of the Surveyor Pack with a purchase price not to exceed $7,750.00. D. McKenna seconded. A vote was taken and all were in favor. Carried.

New Business

RESOLUTION 2018-27 – Entering into Contract Agreement with FLLOWPA as subcontractor for funding from the FWS ANS for fiscal year 2017. D. Carey made the motion to approve. A. Teeter seconded. The Army Corps of Engineers will be providing in lake treating of Hydrilla. Funds are still needed for monitoring, sampling, and spot treatment. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-28 – No Cost time extension for FWS-ANS FY15 Agreement. A. Teeter made the motion to approve. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

Announcements/Meetings

The next meeting is scheduled for July 9th at 3:00pm.

A Ristow moved to adjourn the Regular Meeting at 4:19pm, Seconded by D. McKenna. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

~~Aaron Ristow, BOD~~ Chairman
Alan Teeter - BOD vice chair

AGENDA
Regular meeting of the BOD Tompkins County SWCD
August 20, 2018, 10:00 AM
170 Bostwick Road, Ithaca, NY 14850

10:00 Meeting called to order
10:00–10:02 Additions/changes to the Agenda
10:02-10:10 Approval July, 2018 Regular Minutes
10:10-10:25 Privilege of the Floor – Members of the Public*
Bright Raven Apiary – STAIEP Project – Contract Extension Discussion
10:25-10:40 Reports of other agencies
NYS SWCC Monthly Report, NRCS
NYS SWCC 2017 Annual Report
10:40-10:50 Financial Report – July

10:50-11:00 August Vouchers

11:00pm-11:02 Cooperator Agreements
Newfield Property Erosion Control & Riparian Buffer System
Dryden Property Waste Storage & Transfer System & Silage Leachate Control
Groton Property Waste Storage & Transfer System
11:02-11:15 Staff/Project Reports
Sasha Salayda & Patrick King - Overview
Angel Hinickle, Paul Gier, Cliff Love (written)

11:15-11:25 Old Business
2019 Budget Discussion/Update
Storage Facility Discussion/Update

11:25-11:45 New Business
RESOLUTION 2018-33- Authorizing application under Round 24 NYS Ag and Markets Ag NPS Pollution abatement program
RESOLUTION 2018-34 – Authorizing application for Addendum to the Fuel Card Services Agreement between WEX Bank and the State of New York
RESOLUTION 2018-35 – Entering into MOU with Soil & Crop Sciences, Cornell University for technical assistance for compost-based stormwater management implementation project.
RESOLUTION 2018-2 AMENDED – Adoption of Fiscal Policies
11:45-12:00 Executive Session
To discuss legal action

Announcements/Meetings:

NYACD Annual Meeting – The Hampton Inn, Cazenovia, NY – October 23-25th, 2018 – Registration Form Attached

Next Meeting Date: September 10, 2018 at 3:00pm

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
July 9, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Deborah Dawson, Alan Teeter, Dave McKenna, Dan Carey (Directors)
Staff: Kym Jackson, Jon Negley, Paul Gier, Angel Hinickle
Agencies: Patrick Barry, NRCS, Jillian Aliusio, NRCS,
Mikhail O'Laughlin, Insero & Co., Duane Shoen, Insero & Co.

3:04pm – No quorum.

Agency Reports

P. Barry introduced Jillian Aliusio, an ESF student who is the summer intern for the NRCS Ithaca Field Office. P. Barry also reviewed his written report and it is attached.

A. Teeter and D. Carey arrived at 3:06pm.

A. Teeter, Vice Chairman, called the meeting called to order at 3:07pm. A quorum was present.

There were no additions or changes to the agenda.

D. Dawson moved to approve minutes of the June 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

Agency Reports (Continued)

M. O'Laughlin reviewed the annual audit report of TCSWCD in draft form. TCSWCD received the highest unmodified option for 2017. M. O'Laughlin reviewed the Executive Summary, Financial Report, Communication Letter and Management Comment Letter. D. Dawson made the motion to approve the 2017 Draft Audit Materials, D. McKenna seconded. A vote was taken and all were in favor. Carried.

M. O'Laughlin and D. Shoen departed at 3:25pm.

A SWCC report was not received prior to the meeting.

Financial Report

D. Carey moved to approve the financial reports as presented. D. McKenna seconded. P. Gier reviewed a STAIEP project in conjunction with the farm's payment in June. The project will be complete and ready for final payment approval at the next Board Meeting. A vote was taken and all were in favor. Carried.

June Vouchers

D. McKenna moved to approve the June vouchers as presented. D. Carey seconded. A. Hinickle reviewed the Trumbulls Corners Project completion and payment to the contractor. She also reviewed the payment for the bus advertisement to be reimbursed by the Coalition. A vote was taken and all were in favor. Carried.

Cooperator Agreements

There were no Cooperator Agreements this month.

Staff Reports

A Hinickle reviewed a project the Town of Caroline contacted her about. They will be replacing a parking lot which has problems with water drainage and would like TCSWCD's input on stormwater management. Jon Andersson will be designing the parking lot. The Town will fund the parking lot installation and is looking at permeable asphalt and other possibilities. They would like TCSWCD to implement stormwater practices and provide bio-retention plantings. There is also the opportunity to install educational signage in the bio-retention area. The Town of Caroline Board already voted to move forward to complete the project in 2018. TCSWCD would like to use Part B funds to fund its

portion of the project. D. McKenna made the motion to spend up to $6,000.00 of Part B funds for the Town of Caroline's parking lot project. D. Dawson seconded. A vote was taken and all were in favor. Carried.

P. Gier reviewed the STAIEP projects. There are four (4) projects which have not started yet, but need to be completed by January 1, 2019. He also advised the Board that the AgNPS project for Sherman's has been completed and closed out. P. Gier also expects to receive a CAFO Round 2 application. The next round of AgNPS (Round 24) applications are due August 20th. P. Gier has two (2) farms who are interested in applying and he will be assisting them with the process.

P. Barry and J. Aliusio departed at 3:57pm.

Old Business

Truck Purchase/Surveyor Truck Insert – Since the last Board meeting and the approval to purchase the Surveyor Truck Insert, TCSWCD received a new quote including shipping which exceeds the amount approved. D. Dawson made the motion to approve the purchase of the Surveyor Pack with the stipulation that TCSWCD tries to negotiate with the seller for a discount on the shipping costs or other. D. McKenna seconded. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-28 – AMENDED - No Cost time extension for FWS-ANS FY15 Agreement. The scope of the project was amended and the new language has already been emailed to the Board. D. Carey made the motion to approve. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

New Business

RESOLUTION 2018-29 – Hydrilla Plant Community monitoring bid and contract approval. D. Carey made the motion to approve. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-30 – Renewal of Technical Services Agreement with Waypoint Technologies. No discussion. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-31 – Authorization to apply for CAFO Waste Storage & Transfer System Program for Millbrook Farms. D. Carey made the motion to approve. D. Dawson seconded. Paul reviewed the project with the Board. No discussion. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-32 – Authorization to apply for Water Quality Improvement (WQIP) Funding. D. Dawson made the motion to approve. D. McKenna seconded. TCSWCD would like to continue two current projects, hydroseeding and stormwater mapping. No discussion. A vote was taken and all were in favor. Carried.

A Hinickle departed at 4:26pm.

Executive Session

D. Dawson made the motion to enter into Executive Session to discuss a personnel matter regarding a specific employee at 4:31pm. D. McKenna seconded. The Board came out of Executive Session at 4:52pm with nothing to report and no decisions made.

New Business (Continued)

2019 Draft Budget Review – D. McKenna made the motion to approve. D. Dawson seconded. J. Negley reviewed the 2019 Draft Budget via a PowerPoint presentation. Tompkins County has approved a 2% increase in appropriations. J. Negley also reviewed OTR requests with the Board. TCSWCD would like to request two (2) for 2019. The first would be a joint OTR with Facilities for a 60x100 cold storage building in the amount of $50,000. An additional $100,000 would be requested from Senator O'Mara's budget. If the funding from O'Mara's office is not approved, the project will not move forward. The second would be for new office structures/furniture in the amount of $30,000 per a quote from Sedgewick furniture. The Board voted to approve the 2019 Draft Budget with an OTR for a cold storage building as stated and a reduced multiyear OTR for new office structures/furniture. All in favor. Carried.

Announcements/Meetings

The next meeting is scheduled for August 13th at 3:00pm.

A Teeter moved to adjourn the Regular Meeting at 5:14pm, Seconded by D. Dawson. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Alan Teeter, Vice Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
September 10, 2018, 3:00pm
170 Bostwick Road, Ithaca, NY 14850

3:00	Meeting called to order
3:00–3:02	Additions/changes to the Agenda
3:02-3:10	Approval August, 2018 Regular Minutes
3:10-3:25	Privilege of the Floor – Members of the Public*
3:25-3:40	Reports of other agencies NYS SWCC Monthly Report, NRCS
3:40-3:50	Financial Report – August
3:50-4:00	September Vouchers New York Farm Bureau Membership
4:00-4:02	Cooperator Agreements
4:02-4:20	Staff/Project Reports Angel Hinickle, Paul Gier, Cliff Love
4:20-4:25	Old Business
4:25-5:00	New Business RESOLUTION 2018-36 – Adoption of 2019 Plan of Work RESOLUTION 2018-37 – Approval of Contract with Cayuga County Soil & Water Conservation District to provide services for Salmon Creek Nutrient Reduction Project

Announcements/Meetings:

Next Meeting Date: October 8, 2018 at 3:00pm – Holiday – Need to Reschedule

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
August 20, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Deborah Dawson, Dave McKenna, Aaron Ristow (Directors)
Staff: Kym Jackson, Jon Negley, Paul Gier, Angel Hinickle, Cliff Love
Agencies: Patrick Barry, NRCS

A Ristow, Chairman, called the meeting to order at 10:01am. A quorum was present.

There were no additions or changes to the agenda.

D. Dawson moved to approve minutes of the July 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

Privilege of the Floor

Brent Welsh & Theresa Vanek of Bright Raven Apiary addressed the Board of Directors to ask for an extension of time to complete their project awarded under the STAIEP Program. They have experienced numerous delays as a result of weather conditions, design, permits, and lumber availability. They requested a six month extension. D. Dawson moved to approve the six month extension with final approval to be requested from New York State Ag and Markets. D. McKenna seconded. A vote was taken and all were in favor. Carried.

P. Barry arrived at 10:10am.

Agency Reports

P. Barry reviewed his written report and it is attached. P. Barry and J. Negley discussed an Ag Waste Project to be constructed in Lansing. It is facing some opposition due to its proposed location. D. Dawson expressed concern, as well and will reach out to others to discuss the matter further. The project was awarded through Cayuga County Soil and Water Conservation District with Tompkins County Soil and Water Conservation District providing some technical assistance. NRCS is assisting the farm with a co-cost share application.

J. Negley reviewed the NYS SWCC monthly report. The District will be working on the Annual Plan of Work for approval at the next Board Meeting.

Financial Report

D. McKenna moved to approve the financial reports as presented. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

July Vouchers

D. McKenna moved to approve the July vouchers as presented. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

Cooperator Agreements

D. Dawson moved to approve three Cooperator Agreements as presented. D. McKenna seconded. A. Hinickle provided information about the Newfield Property bank erosion and the property owners request for technical assistance. P. Gier provided information on the Groton and Dryden property Waste Storage & Transfer Station Agreements. No discussion. A vote was taken and all were in favor. Carried.

Staff Reports

J. Negley gave an overview on the projects P. King and S. Salayda have been working on as Seasonal Workers. P. King's last day was August 17th as he returned to SUNY ESF and S. Salayda will continue to assist the District until November or December.

P. Gier reviewed the STAIEP projects. He will be conducting a site visit to a farm who is almost complete with their project. The dairy barn project will be moving forward and will be the last project to be completed.

C. Love advised the Board of all the training he has been involved in to be a CNP Planner and reviewed his written report.

P. Barry departed at 11:05am.

New Business

RESOLUTION 2018-33 – Authorizing application under Round 24 NYS Ag and Markets AgNPS Pollution Abatement Program. D. Dawson made the motion to approve. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-34 – Authorizing application for Addendum to the Fuel Card Services Agreement between WEX Bank and the State of New York. D. McKenna made the motion to approve. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

RESOLUTION 2018-35 – Entering into MOU with Soil & Crop Sciences, Cornell University for technical assistance for compost-based stormwater management implementation project. D. McKenna made the motion to approve. D. Dawson seconded. No discussion. A vote was taken and all were in favor. Carried.

Old Business

2019 Budget and Storage Facility Discussion – J. Negley distributed an updated 2019 Budget with personnel changes and the desks/furniture OTR amended. The Health Department has several workstations that are available and may work in the District's space. J. Negley and K. Jackson will work with the Health Department and Sedgwick Business Interiors on a solution for the office space. An OTR may still be necessary for moving, set up expenses, and/or additional pieces due to the office's configuration. After more is known, a vote will take place at the October Board Meeting. The Facilities Department will be submitting the OTR for the cold storage building. In addition, The District was awarded a SAM grant in the amount of $60,000 from NYS Senator Thomas F. O'Mara's office. The Facilities Department will also submit the preliminary application for the grant as the County is the owner of the property.

Executive Session

D. Dawson made the motion to enter into Executive Session to discuss a personnel matter regarding a specific employee at 11:22am. D. McKenna seconded. The Board came out of Executive Session at 11:35am. No actions were taken.

Announcements/Meetings

Registration forms were distributed for the NYACD Annual Meeting.

The next meeting is scheduled for September 10th at 3:00pm.

A. Ristow moved to adjourn the Regular Meeting at 11:39pm, Seconded by D. Dawson. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
October 12, 2018, 2:00pm
170 Bostwick Road, Ithaca, NY 14850

2:00	Meeting called to order
2:00–2:02	Additions/changes to the Agenda
2:02-2:10	Approval September, 2018 Regular Minutes
2:10-2:25	Privilege of the Floor – Members of the Public*
2:25-2:40	Reports of other agencies NYS SWCC Monthly Report, NRCS
2:40-2:50	Financial Report – September Distribute approved and final 2017 Audit Report from Insero & Co, CPAS, LLP
2:50-3:00	October Vouchers Northeast Cover Crops Council Meeting – Cliff Love CCA Renewal – Cliff Love
3:00-3:02	Cooperator Agreements
3:02-3:20	Staff/Project Reports Angel Hinickle, Paul Gier, Cliff Love
3:20-3:25	Old Business RESOLUTION 2018-36 – Adoption of 2019 Plan of Work RESOLUTION 2018-38 - Approval of use of $6,000 for Groton Elementary School pond and wetland revitalization for educational training space within Tompkins County under NYS District Law, Part B, funding agreement
3:25-4:00	New Business RESOLUTION 2018-39 - Entering into contract with NYS Ag and Markets for AEM program reimbursement (Year 14) RESOLUTION 2018-40 – Entering into a one-year contract with the Community Science Institute to monitor water quality for watersheds draining into the south end of Cayuga Lake New Position Hiring Discussion with Budget Review

Announcements/Meetings:

NYACD Annual Meeting, The Hampton Inn, Cazenovia, October 23-25th
Schedule Committee Meetings
Next Meeting Date: November 12, 2018 at 3:00pm – Holiday – Need to Reschedule

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
September 10, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Deborah Dawson, Dave McKenna, Aaron Ristow, Alan Teeter, Dan Carey (Directors)
Staff: Kym Jackson, Jon Negley, Paul Gier, Angel Hinickle, Cliff Love
Agencies: Patrick Barry, NRCS

A Ristow, Chairman, called the meeting to order at 3:03pm. A quorum was present.

There were no additions or changes to the agenda.

D. McKenna moved to approve minutes of the August 2018 Board Meeting. Seconded by D. Dawson. No discussion. All in favor. Carried.

P. Barry arrived at 3:05pm.

Agency Reports

P. Barry reviewed his written report and it is attached.

J. Negley reviewed the NYS SWCC monthly report and it is attached.

Financial Report

D. McKenna moved to approve the financial reports as presented. D. Carey seconded. No discussion. A vote was taken and all were in favor. Carried.

D. Carey recused himself at 3:17pm.

August Vouchers

D. Dawson moved to approve the August vouchers as presented including an annual membership to the NY Farm Bureau with payment online by credit card. A. Teeter seconded. No discussion. A vote was taken and all were in favor. Carried.

D. Carey rejoined the meeting at 3:32pm.

K. Jackson departed at 3:33pm.

Cooperator Agreements

There were no cooperator agreements this month.

Staff Reports

P. Gier reviewed the STAIEP projects and the progress made.

Cliff reviewed all the trainings and events he has participated in. He is working on his first nutrient management project plan.

Angel spoke about the Town of Caroline stormwater management project progress and the SWPP reviews she has completed. She and Tom continue to work on Salmon Creek Road and a draft design solution for it. Carter Creek stabilization project in three locations has been bid and work will begin this week. She continues to work with private landowners, scheduling trainings in October or November on logging & private forestry & maybe local highway law.

Old Business

None this month.

New Business

RESOLUTION 2018-36 – Adoption of 2019 Plan of Work. This resolution was tabled to the next meeting as the Staff met the week before and are still developing the document and making changes. Jon prepared a draft plan based on everyone's input for the Board's review before the next Board Meeting. Hiring another employee was discussed. Whether the need is a Seasonal Employee, Technician, or Heavy Equipment Operator is still being determined.

A Ristow handed the meeting over to A. Teeter and departed.

RESOLUTION 2018-37 – Approval of Contract with Cayuga County Soil & Water Conservation District to provide services for Salmon Creek Nutrient Reduction Project. D. McKenna made the motion to approve. D. Carey seconded. J. Negley described what TCSWCD's role in the project would be and the funding of the project. D. Dawson was concerned with the impact on the planned affordable housing development and the town center. The project is still in the development stage and more education, and public relations, etc. is needed. A vote was taken and all were in favor. Carried.

Announcements/Meetings

The next meeting was rescheduled for October 9th at 3:00pm due to the observance of the Columbus Day Holiday on October 8th.

A. Teeter moved to adjourn the Regular Meeting at 11:39pm, Seconded by D. Dawson. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
November 14, 2018, 1:00pm
170 Bostwick Road, Ithaca, NY 14850

1:00	Meeting called to order
1:00–1:02	Additions/changes to the Agenda
1:02-1:10	Approval - October 2018 Regular Minutes
1:10-1:20	Privilege of the Floor – Members of the Public*
1:20-1:30	Reports of other agencies NYS SWCC Monthly Report, NRCS
1:30-1:40	Financial Report – October Lifetime Benefit Solutions – New Contract & Rates Effective 2/1/19 – Vision Insurance
1:40-1:45	November Vouchers Tompkins County Furniture Cost Share
1:45-1:47	Cooperator Agreements
1:47-1:50	Staff/Project Reports Angel Hinickle, Paul Gier, Cliff Love
1:50-2:00	Old Business Ford F-150 Discussion
2:00-3:00	New Business RESOLUTION 2018-41 – Approval of 2018-2019 FLLOWPA Workplan RESOLUTION 2018-42 – Approval of January 2019 to December 2023 Lease Agreement between Tompkins County and Tompkins County Soil & Water Conservation District RESOLUTION 2018-43 - Authorization to enroll in Total Care Employee Assistance Program (EAP) through Tompkins County Professionalism & Ethics – NYS SWCC Training with P.J. Emerick

Announcements/Meetings:

Next Meeting Date: December 10, 2018 at 1:00pm

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
October 12, 2018
Ramada Inn, Ithaca, NY 14850

Present: Deborah Dawson, Dave McKenna, Aaron Ristow, Alan Teeter, Dan Carey (Directors)
Staff: Kym Jackson, Jon Negley
Guest: Barry Goodrich

A Ristow, Chairman, called the meeting to order at 2:38pm. A quorum was present.

There were no additions or changes to the agenda.

D. Carey moved to approve minutes of the September 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

A Teeter arrived at 2:41pm.

Agency Reports

J. Negley reviewed the NYS SWCC monthly report and it is attached.

Financial Report

D. Dawson moved to approve the financial reports as presented. D. McKenna seconded. No discussion. Final and approved year end 2017 Audit reports from Insero & Co. CPAs, LLP were distributed. A vote was taken, and all were in favor. Carried.

September Vouchers

D. Carey moved to approve the September vouchers as presented including training registrations for C. Love and P. Gier for payment by credit card. D. McKenna seconded. No discussion. A vote was taken and all were in favor. Carried.

Cooperator Agreements

There were no cooperator agreements this month.

Staff Reports

P. Gier and C. Love provided written reports and they are attached for the Board's review. J. Negley and the Board discussed how to provide more in-field training and other specialized training opportunities for the CNP Planner.

Old Business

RESOLUTION 2018-36 – Adoption of 2019 Plan of Work. D. Carey made the motion to approve. D. McKenna seconded. J. Negley spoke of the Highway Departments willingness to work with TCSWCD on hiring and sharing a Heavy Equipment Operator. The Board discussed the availability of current grant funds to support a Technician in 2019. It was decided to request an OTR or Target position in 2019 for the budget year 2020. A vote was taken, and all were in favor. Carried.

RESOLUTION 2018-38 – Approval of use of $6,000 for Groton Elementary School pond and wetland revitalization for educational training space within Tompkins County under NYS District Law, Part B, funding agreement. D. Carey made the motion to approve. D. Dawson seconded. No discussion. A vote was taken, and all were in favor. Carried.

New Business

RESOLUTION 2018-39 – Entering into a one-year contract with NYS Ag and Markets for AEM program reimbursement (Year 14). A. Teeter made the motion to approve. D. McKenna seconded. No discussion. A vote was taken, and all were in favor. Carried.

RESOLUTION 2018-40 – Entering into a one-year contract with the Community Science Institute to monitor water quality for watersheds draining into the south end of Cayuga Lake. D. McKenna made the motion to approve. A. Teeter seconded. No discussion. A vote was taken, and all were in favor. Carried.

New Position Hiring Discussion with Budget Review. This was discussed in connection with RESOLUTION 2018-36. Nothing further to add.

Announcements/Meetings

The next meeting was rescheduled for November 14th at 1:00pm due to the observance of the Veteran's Day Holiday on November 12th.

The Board also voted to move the meeting time of the regular Board Meetings scheduled on the 2nd Monday of each month from 3:00pm to 1:00pm. Carried.

A Finance Committee Meeting with D. McKenna, A. Teeter, and J. Negley was scheduled for November 14th at the end of the Regular Board Meeting. A Personnel Committee Meeting with A. Ristow and J. Negley was scheduled for December 10th after the Regular Board Meeting.

D. Carey moved to adjourn the Regular Meeting at 3:50pm. Seconded by D. Dawson. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, Chairman

AGENDA
Regular meeting of the BOD Tompkins County SWCD
December 10, 2018, 1:00pm
170 Bostwick Road, Ithaca, NY 14850

1:00	Meeting called to order
1:00–1:02	Additions/changes to the Agenda
1:02-1:10	Approval - November 2018 Regular Minutes
1:10-1:20	Privilege of the Floor – Members of the Public*
1:20-1:30	Reports of other agencies NYS SWCC Monthly Report, NRCS, NYACD
1:30-1:40	Financial Report – November
1:40-1:45	December Vouchers
1:45-1:47	Cooperator Agreements
1:47-1:50	Staff/Project Reports Angel Hinickle, Paul Gier, Cliff Love
1:50-2:00	Old Business RESOLUTION 2018-43 - Authorization to enroll in Total Care Employee Assistance Program (EAP) through Tompkins County RESOLUTION 20118-44 – Enter into agreement with the Town of Caroline for Bioretention Feature Funding
2:00-3:00	New Business Annual Sexual Harassment Policy and Training discussion RESOLUTION 2018-45 - Approval and Adoption of 2019 Budget

Announcements/Meetings:

Next Meeting Date: January 14, 2019 at 1:00pm – Organizational Meeting

*Privilege of the Floor is limited to 3 minutes/person

Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD
November 14, 2018
170 Bostwick Road, Ithaca, NY 14850

Present: Dave McKenna, Aaron Ristow, Dan Carey (Directors)
Staff: Kym Jackson, Jon Negley
Agencies: Pat Barry, NRCS, P.J. Emerick, NYS SWCC
Guest: Barry Goodrich

1:00pm, no quorum was present.

Agency Reports

P. Barry reviewed his written report and it is attached.

P.J. Emerick reviewed the NYS SWCC monthly report and it is attached.

D. Carey arrived at 1:16pm. A quorum was present.

A Ristow, Chairman, called the meeting to order at 1:23pm.

Privilege of the Floor

B. Goodrich advised everyone the Town of Caroline is reviewing its Comprehensive Plan.

There were no additions or changes to the agenda.

D. Carey moved to approve minutes of the October 2018 Board Meeting. Seconded by D. McKenna. No discussion. All in favor. Carried.

Financial Report

D. McKenna moved to approve the financial reports as presented along with the new contract rates from Lifetime Benefit Solutions for vision insurance. D. Carey seconded. No discussion. A vote was taken, and all were in favor. Carried.

September Vouchers

D. Carey recused himself at 1:29pm. No quorum to vote. D. Carey returned at 1:34pm. D. McKenna moved to approve the September vouchers as presented excluding Voucher 16-112018 from the vote. Included was a 50/50 cost share with Tompkins County for furniture to be moved from the Health Department to the TCSWCD offices with set up. D. Carey seconded. The Board supported moving forward with a contract with the County. A vote was taken and all were in favor. Carried.

Cooperator Agreements

There were no cooperator agreements this month.

Staff Reports

P. Gier, A. Hinickle, and C. Love provided written reports and they are attached for the Board's review.

Old Business

The Board discussed the future of the 2010 Ford F-150 as it continues to have electronic issues and will cease to run without warning. The Board agrees with Staff to eliminate the truck from the fleet after the new Chevrolet truck arrives in late December. Its value is not worth any further repairs.

P. Barry departed at 1:50pm.

New Business

RESOLUTION 2018-41 – Approval of 2018-2019 FLLOWPA Workplan. D. Carey made the motion to approve. D. McKenna seconded. J. Negley reviewed with the Board that a ranking tool would be used to select the various projects. No discussion. A vote was taken, and all were in favor. Carried.

RESOLUTION 2018-42 – Approval of January 2019 to December 2023 Lease Agreement between Tompkins County and Tompkins County Soil and Water Conservation District. D. McKenna made the motion to approve. D. Carey seconded. The Board will discuss the growth of TCSWCD and review its Strategic Plan at the Organizational Meeting in January. No further discussion. A vote was taken, and all were in favor. Carried.

RESOLUTION 2018-43 – Authorization to enroll in Total Care Employee Assistance Program (EAP) through Tompkins County. This resolution was tabled to the next meeting as J. Negley is waiting for a response to a question from the County.

Professionalism & Ethics – NYS SWCC Training with P.J. Emerick. A PowerPoint presentation was given and narrated by P.J. Emerick at 2:04pm. A. Hinickle and P. Gier joined the training.

Announcements/Meetings

The next meeting is December 10th at 1:00pm.

D. Carey moved to adjourn the Regular Meeting at 2:50pm. Seconded by D. McKenna. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, Chairman