

## Minutes

Regular Meeting of the Board of Directors - Tompkins County SWCD  
April 13, 2020  
Via Teleconference (Recorded)

Present: Aaron Ristow, Dave McKenna, Callan Space, Alan Teeter (Directors)  
Staff: Jon Negley, Kym Jackson, Paul Gier, Angel Hinicle

A Ristow, Chairman, called the meeting to order at 11:06am. A quorum was present.

The addition of the distribution of a Communication Letter from Insero & Co., LLP was added to Old Business.

Approval of the March 9<sup>th</sup> Regular Board Meeting Minutes was moved by D. McKenna and seconded by A. Teeter. No discussion, A. Ristow, D. McKenna & A. Teeter in favor, carried.

Meeting minutes were not prepared from the March 17<sup>th</sup> Special Board Meeting as they were recorded. J. Negley and K. Jackson are looking into legal requirements per open meeting law and how the District needs to prepare, post, and make available to the public meeting information and decisions made during the meeting. The Special Meeting conference call number and access number were posted on the District website for the public to join if anyone was so inclined to do so. J. Negley and K. Jackson are also looking into transcription software and ways to streamline the process.

C. Space joined the meeting at 11:11am and was briefed.

J. Negley will also reach out to the County for guidance.

### Agency Reports

A written report from NYS SWCC was provided and it is attached. J. Negley reviewed some key items.

### Financial Report

A Teeter moved to approve the financial reports for March as presented. C. Space seconded. An updated balance sheet to April 13<sup>th</sup> was included to show current funds to date. The District will be closing out some projects in the next few months, and funding is still be received. In addition, some projects are proceeding even during the Covid-19 outbreak and will be discussed later in the meeting. All in favor. Carried.

### Vouchers

D. McKenna moved to approve the April vouchers as presented. A. Teeter seconded. All in favor. Carried.

D. McKenna moved to approve a contract extension of the Cayuga Radio Group transit bus advertising. C. Space seconded. The Stormwater Coalition wishes to extend the contract due to limited visibility due to reduced routes and less people out in public due to the Covid-19 virus. The Coalition will reimburse the District for the costs in full. No discussion. All in favor. Carried.

### Staff Reports

There were no written staff reports provided. A. Ristow thanked all employees for their flexibility and was appreciative for all the changes staff have made for the District during this time.

### Cooperator Agreements

None.

## Old Business

Engineer Position Discussion. The position offer made to the candidate selected was declined by the candidate. The Board elected to continue with the search and to advertise again for the position opening. In addition, the Board would like to secure Jessica Skinner for design and engineering at least one day a week to assist with current projects. The County recommended performing a Request for Qualifications process for the contract. The District will develop an RFQ in tandem with reposting the advertisement for a Water Resource Engineer. Approval of the ad and RFQ will be made at a future meeting.

AMENDED RESOLUTION 2020-22 – Award of Bid for 2020 Hydrilla herbicide application. D. McKenna made the motion to approve. C. Space seconded. The only change is no sonar will be used in Fall Creek. Benthic Mats can be used instead. This changes the bid award amount. No discussion. All in favor. Carried.

Commitment Letter from Insero & Co., LLP. The Commitment letter was distributed to the Board members as formal notice of the annual audit. D. McKenna made the motion to approve signature by A. Ristow, if required. C. Space seconded. No discussion. All in favor. Carried.

## New Business

RESOLUTION 2020-23 – Entering into contract with Solitude Lake Management for 2020 Hydrilla herbicide application. D. McKenna made the motion to approve. C. Space seconded. No discussion. All in favor. Carried.

RESOLUTION 2020-24 - Authorizing Permit Applications to NYSDEC for 2020 Hydrilla Treatments in Cayuga Lake. C. Space made the motion to approve. D. McKenna seconded. The District is waiting for Board approval and a Letter of Permission from the City of Ithaca and New York State Parks for submission. Original signatures are required. A. Teeter made a friendly amendment to change the resolution number and date due to typos. No discussion. All in favor. Carried.

RESOLUTION 2020-25 – Entering into contract with Dan Carey Farm awarded funding under Round 24 of NYS AgNPS Program contract # C701390. D. McKenna made the motion to approve. C. Space seconded. The farm wants to move forward with the preliminary field work. Digging test pits has been scheduled for later in the week. No discussion. All in favor. Carried.

A discussion ensued regarding landowner contracts and District contracts. Are projects deemed essential and should the District carry on as planned? Should the District get a waiver from the Empire State Development Corporation? The District is learning more from NYS SWCC and other entities and will discuss further at the next meeting.

A Special Meeting was scheduled for April 29, 2020 at 11:00am.

The next Regular Board Meeting is scheduled for May 11, 2020 at 11:00am.

D. McKenna moved to adjourn the meeting at 12:13pm. C. Space seconded. Carried.

Respectfully Submitted:

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Kym Jackson, Secretary

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Aaron Ristow, BOD Chairman