

## Minutes

Special Meeting of the Board of Directors - Tompkins County SWCD  
April 29, 2020  
Via Teleconference (Recorded)

Present: Aaron Ristow, Deborah Dawson, Callan Space, Alan Teeter (Directors)  
Staff: Jon Negley, Kym Jackson

A Ristow, Chairman, called the meeting to order at 11:02am. A quorum was present.

There were no changes or additions to the Agenda.

Approval of the April 2020 Regular Board Meeting Minutes and Re-Approval of the March 2020 Regular Board Meeting Minutes were tabled until later in the meeting.

D. Dawson moved to approve the additional April vouchers as presented. A. Teeter seconded. No discussion. All in favor. Carried.

A. Teeter moved to approve a Vocalmatic Transcription Service purchase. The Board discussed how the County was handling the distribution of decisions made at meetings and the recordings from the meetings. D. Dawson made a friendly amendment motion to purchase between 10-14 hours of transcription services from Vocalmatic per the County Attorney's interpretation of New York State's Executive Order to provide a transcription of the meetings if requested. A. Teeter accepted the friendly amendment. All in favor. Carried.

C. Space joined the meeting at 11:18am.

D. Dawson moved to approve the March 2020 Regular Meeting Minutes. C. Space seconded. All in favor. Carried. A Teeter moved to approve the April 2020 Regular Meeting Minutes. C. Space seconded. All in favor. Carried.

### Old Business

Beginning new construction under Executive Pause Order discussion and decision. The Board discussed which projects would be considered essential and whether construction should move forward. Agricultural projects at the District are primarily the ones affected by the Order. The Board also discussed whether the construction companies doing the work should get a waiver by Empire State Development. Some projects are required for farms to remain compliant under new laws and the case can be made they are essential and can be performed with the requirements mandated by the State, such as social distancing. J. Negley asked the NYS SWCC if the District gave a farm a Notice to Proceed and the farm did the work under the Executive Order, would NYS then hold payment later for performing the work during the Order? Little direction and clarity has been received on these matters. There is talk external construction will be one of the first items to open. The Board supports continuing on the path of beginning construction in anticipation of opening and having more clarity by the next Board meeting. No vote was made at this time.

COVID-19 and Continuity of Operations Plan updates. The Continuity of Operations Plan was updated with an extension to May 15<sup>th</sup>. J. Negley discussed the phasing in of operations to return to the office with various changes. He would like to purchase some items to assist with social distancing. He also discussed the needs of some staff due to childcare changes since schools, daycares, and summer camps are closed. The Board is supportive of flexible work schedules, coverage, and the continuation of working from home combined with some office time. J. Negley will develop a Plan for the next Board meeting of how to phase in operations. D. Dawson moved to approve extending the current Operation Plan to May 15<sup>th</sup>. C. Space seconded. All in favor. Carried.

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

C. Space recused herself and disconnected from the meeting at 11:48am.

AMENDED RESOLUTION 2020-26 – Entering into Contract Agreement with Millbrook Farms. A. Teeter made the motion to approve. D. Dawson seconded. J. Negley reviewed the Contract and letter from the farm regarding their need to proceed. The Board voted to approve the Contract. A Notice to Proceed will be given to the farm later when the State gives clearance to begin work. All in favor. Carried.

The Meeting adjourned at 11:53am.

Respectfully Submitted:

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Kym Jackson, Secretary

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Aaron Ristow, BOD Chairman