

Minutes

Organizational and Regular Meeting of the Board of Directors - Tompkins County SWCD
January 11, 2021
Via Teleconference (recorded)

Present: Aaron Ristow, Alan Teeter, Deborah Dawson, David McKenna, Callan Space (Directors)
Staff: Jon Negley, Kym Jackson, Paul Gier
Agencies: Eric Toftegaard, Tompkins Insurance Agencies

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

There were no additions or changes to the agenda.

The December 14, 2020 Regular Board Meeting Minutes were overlooked on the agenda and were not approved.

Agency Reports

NYS SWCC December Report – J. Negley reviewed the report. The State Committee Reports are due February 15th. An Emergency Operation Plan will be discussed later in the meeting. A. Ristow quickly reviewed the Farmland Trust tool. J. Negley confirmed the upcoming Open Meetings Law Seminar would count towards the annual performance measure requirements.

USDA Memo – J. Negley briefly reviewed the Memo on reduced staffing. The reduction does not affect the District as much as the offices who co-locate with NRCS. However, it could affect some communications with NRCS over projects in the field.

Jen Doty from Cortland/Tompkins FSA was not present on the call.

Financial Report

D. McKenna moved to approve the financial reports for December as presented. D. Dawson seconded. J. Negley noted that the District has been working on cash flow management and will be closing out projects. The County appropriation for 2021 should be coming soon. The District will be paying back the County for the annual loan in February to secure it again for this year. D. Dawson will check into converting it into a revolving line of credit. No discussion. All in favor. Carried.

Vouchers

E. Toftegaard joined the meeting at 11:16am. He provided an overview of the Tompkins Insurance Agencies quote by Trident Insurance Group. Overall, premiums have increased as claims have increased, and investments are down. The District estimated a 5% increase in the Budget this year and the renewal amount came in under it. Terrorism coverage is an optional policy and would be \$118.00 for the year. E. Toftegaard ready the overview and explained any loss would need to be deemed and act of terrorism and certified by the federal government, including the Attorney General. The Board was not in favor of the extra coverage and D. Dawson made the motion to accept the quote and payment of the renewal without the terrorism rider. D. McKenna seconded. No discussion. All in favor. Carried.

E. Toftegaard departed the meeting at 11:23am.

January Vouchers. D. McKenna made the motion to approve. D. Dawson seconded. J. Negley reviewed the items. P. Gier reviewed the cover crop payments and the completion of the Fuller project. All the cover crops this fall were drilled in except for Bergen's whose was broadcast. Bergen's crops were covered by Chemung County SWCD and Schuyler County SWCD. No discussion. All in favor. Carried.

P. Gier departed the meeting at 11:34am.

Staff Reports

None.

Cooperator Agreements

None.

Organizational Meeting

Election of Officers. D. Dawson made the motion to re-elect the Officers in the position they hold presently. A. Ristow seconded. The Chair is Aaron Ristow, the Vice-Chair is Alan Teeter, and the Treasurer is Dave McKenna. All in favor. Carried.

Committee Appointments. D. Dawson made the motion to approve the Committee Appointments as follows:

Finance – D. McKenna, D. Dawson, K. Jackson, J. Negley

Personnel – A. Ristow, J. Negley

Safety – A. Teeter, C. Space

All in favor. Carried.

Policy Review. D. Dawson made the motion to approve all the policy reviews together (Resolution 2021-1 to 2021-6). D. McKenna seconded. J. Negley reviewed the resolutions. The Fiscal Policies and the Employee Handbook have not changed. The Code of Ethics has changed and instead of adopting the County's Code, it will be District specific. J. Negley used a template from Jefferson County SWCD which went under extensive review, including New York State. J. Negley has sent the new Code to the Tompkins County Attorney, Jonathan Wood, for his review. The Computer Acceptable Use Policy has not changed and neither has the Public Access to Records and the Subject Matter List. The Records Retention Policy was just updated in the fall and was approved by the Board. There was no change to the Director's Attendance Policy. J. Negley did update the Bio-Security Policy to better reflect the current events. No discussion. All in favor. Carried.

Resolution 2021-7 to 2021-10. A. Ristow made the motion to approve together. D. Dawson seconded. There were no changes for the Bank or Newspaper and only the IRS mileage rate was updated on the Rates for Services. K. Jackson was appointed Secretary and J. Negley was appointed as the Assistant Treasurer. No discussion. All in favor. Carried.

Old Business

RESOLUTION 2020-29 – AMENDED 3 – Approval of 2021 Final Budget. A. Ristow made the motion to approve. A. Teeter seconded. J. Negley reviewed the amendments. This included the 2% salary increases in which \$3,744.00 will be covered by savings, a few calculation errors, and the addition of the iSpring renewal. No discussion. All in favor. Carried.

RESOLUTION 2020-45 – AMENDED - 2021 Payroll Certification. D. Dawson made the motion to approve. D. McKenna seconded. The resolution reflects the 2% salary increase in 2021. J. Negley thanked the Board on behalf of the staff. No discussion. All in favor. Carried.

New Business

RESOLUTION 2021-11 – Entering into a Contract Agreement with Tompkins County for Services to the County with reimbursement of \$336,083.44. A. Ristow made the motion to approve. D. McKenna seconded. The County is in the process of updating all the Agency Contracts and the District should be receiving it sometime this week. D. Dawson noted the County has already approved this amount and she feels comfortable approving the Resolution without the final contract so the first voucher can be sent and paid as soon as possible. No discussion. All in favor. Carried.

RESOLUTION 2021-12 – Entering into Contract Agreements with the Town of Danby, Newfield, Ulysses, Caroline, and Lansing for Stormwater Technical Services. A. Ristow made the motion to approve. A. Teeter seconded. The Town of Ithaca was incorrectly listed on the Agenda, but the resolution is correct. No discussion. All in favor. Carried.

RESOLUTION 2021-13 – Shared Service Agreement for Equipment, Materials. D. McKenna made the motion to approve. A. Ristow seconded. J. Negley reviewed. No discussion. All in favor. Carried.

RESOLUTION 2021-14 – Entering into a Service Agreement with the Tompkins County Stormwater Coalition. A. Ristow made the motion to approve. D. Dawson seconded. J. Negley reviewed. The billing rate remained the same and costs are covered, however, the Board may discuss increasing the rate in the future. All in favor. Carried.

RESOLUTION 2021-15 – Entering into Contract with Tompkins County for \$200,000 to conduct conservation project activities. A. Ristow made the motion to approve. C. Space seconded. The 2020 advance will be repaid in February for renewal in 2021. It will be sent to the County for final approval. No discussion. All in favor. Carried.

Tompkins County SWCD Public Health Emergency Operation Plan discussion. J. Negley has prepared a draft from a template from a NYS consultant. The District may be covered by the County's Plan submission, however, it was recommended by the NYS Ag & Markets that the District has one, as well. The Plan is due to NYS by April 1st. J. Negley requested the Board review it and suggest any changes before the deadline.

The next Regular Board Meeting is scheduled for February 8, 2021 at 11:00am. The meeting will take place via teleconference.

Meeting adjourned at 12:08pm. Carried.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, BOD Chairman