

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, January 10, 2011

Attending: Craig Schutt – District Manager
Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Frank Proto – Director/Legislator
Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky - NRCS
Rob Gallinger – FSA
Les Travis – Associate Environmental Analyst

Absent: Pam Mackesey – Director/Legislator

- A. **Meeting called to order** – 12:43 PM by Ron Updike, Chairperson
- B. **Minutes of December meeting** – to be approved next month with corrections: spelling error under part B and more detail of salary discussion to be added per Frank’s request

Vouchers – December 2010 Ab 12-10 approved – motion Alan, 2nd Frank

C. Reports:

- NRCS – (Appendix A) - Josh gave an overview of his written report and pointed out that 1/14 is the deadline for many of their programs
- Frank: how does word get out to possible participants for these programs; seem to have the same people participating each year
 - Josh sends program info. to FSA, District Managers, district newsletters, Coop. Extension, etc.
 - Josh will also be working with Seth to develop an email list serve to share info. with possible participants for many programs, events, etc.
 - Frank: suggests sending info. to Bruce Estes at the Ithaca Journal & Doug Scott/Geoff Dunn at WHCU for public service announcements
 - Craig: suggests getting info. in the Farm Bureau newsletter

FSA - (Appendix B) – Rob gave an overview of his report

- Any landowner can get a map from the FSA office, and Rob will email the website to Dan
- There will be a Winter Crop meeting on 1/20 at the Clarion, put on by Coop. Extension

District Reports:

Conservation Technician– (Appendix C)
Resource Conservationist Specialist – (Appendix D)
Education Coordinator– (Appendix E)
Natural Resource Program Specialist – (Appendix F)

District Manager – (Appendix G) - Craig gave an overview of his written report

- Change to report: Nick Brown from Newfield started today as our new Grazing Technician
- Craig: 17 local municipalities are in a health insurance consortium, but SWCD is not eligible to join
- Les: this may be an “interpretation” at the local level, because other SWCD in other counties are purchasing insurance through the county
- Frank: will Board get an updated Annual Plan of Work at the next Board meeting? Craig: yes
- Frank would like a copy of the 2010 plan to see what is being brought forward
- Les recommended setting goals and using the Annual Plan as an evaluation tool at the end of the year, as well as use it as a type of end of year report

D. Old Business:

- Ron would like to get together with the Board to discuss employee raises, & he would like to meet with Craig before the next Board meeting
- Frank thought the Personnel Committee was supposed to get together, but they have not done so yet
- Ron & Dan said they will meet first, then try to get together with the other members to get a proposal to submit

E. New Business:

- Craig: Legislative Day in Albany is coming up (Feb. 7 & 8); do any Board members want to go?
- Les: it does not go toward performance measures
- Ron: do they get a per diem? Craig: not from the state, but hotel, etc. is paid by the District
- Call Craig by 1/21 (registration deadline) if interested in attending
- Frank: county is considering a Road Weight Law with restrictions on weight limits. Permanent operators and agriculture are supposed to be exempt. One concern: if someone hauls agricultural products one way, but not on the return trip, will they need to get a permit? Frank is trying to get the law delayed. There is a public hearing on 2/1
- Ron: concern about weight limits from field to farm
- Frank: Craig should send a copy of the email regarding this law to Ron
- Frank is asking who will be interpreting this law
- Frank: Craig should get an opinion on the law from Ag. & Markets
- Frank met with Congressman Hanna and gave him a copy of the Graze, NY info. Frank asked him to discuss Graze, NY, and Hanna stated that he would do so once he got settled into his position
- NYS Association of Counties will be in Albany: dates are the same or close to the Legislative Days. Frank is on the Blue Ribbon Commission/Task Force for Agriculture in New York State.
- Les needs to see the District's Annual Plan by April 1st. Ron will sit down with Craig to discuss who is responsible for which action items

F. Organizational Business

1. Election of Officers

- Frank moved to keep same officers as last year, Alan 2nd (Ron is Chair, Dan is Vice Chair)

2. Personnel Committee – Ron designated himself and Dan

3. Book Audit – will be done by Frank & Alan

- Frank: is there an attendance policy at meetings
- Craig: members must attend at least 3 meetings per year

4. District Policy Review:

- Craig: not proposing any changes, but suggests they be looked at throughout the year
- Some are quite old and may need to be updated (travel & personnel policies)
- Ron: someone should be appointed to look into the health insurance issue
- Craig: waiting on Senator Seward's office to get back to him regarding health insurance
- Frank: can Pam help with that issue?

5. Official Bank & Newspaper: Tompkins Trust Co. & Ithaca Journal

- Frank moved, Dan 2nd

6. 2011 Holiday Schedule: (Appendix H)

- Follow 2010 schedule (add 1/2/12 holiday & 12/1/11 deadline for Floating Holiday request)
- Dan moved, Frank 2nd

7. District Rate for Services:

- Dan: how long does a pond site visit take? Craig: 1-2 hours
- Dan: should we charge by the hour for pond site visits?
- Frank: is \$35 charge per visit or per project, Craig: only 1 visit is usually needed
- Ron: should change wording from "visits" to "visit"
- Dan moved, Alan 2nd to keep rates the same and change wording to "visit"

8. Landowner Rate for Time on Grants:

- Ron: concerned that we use the term "varies"
- Les: \$25 is a reasonable rate
- Ron: should remove "varies" and set the rate at \$25
- Frank moves, Alan 2nd to set the rate at \$25 per hour

9. Authorization to pay normal operating bills and bills associated with grants already approved by the Board without prior approval:

- Ron: "normal" means timely bills that are repetitive
- Frank: is not comfortable with bills associated with flood hazard grants, and he would like to talk about renewing the contract. The contract does not mention SWCD paying bills and we should charge a fee for doing so. It appears we are responsible for auditing items and paying bills but projects come pre-approved by the Planning department and we do not get a chance to review or approve them
- Dan moved to approve payment of operating and grant bills without prior approval, Frank 2nd

10. Appoint Secretary/Treasurer:

- Frank: Treasurer is responsible for a lot of things, and the Board was not getting enough information in the past. For example, the Audit Committee can only audit the information they are given
- Frank: do Jen and Ron need to be bonded? Craig already is
- Les: there has to be a Treasurer, but that person does not have to be a director. The Secretary to the Board does paperwork, but Manager is the signer. Many districts do not have enough people to have a complete system of checks and balances
- Frank: is it an option to appoint Craig as Treasurer, Les: review the procedures, as the Manager, Craig should review all financial info. anyway
- Frank: where are Craig's fiscal responsibilities listed in his job description? Les: they should be built into the investment & financial policy
- Dan: Craig or Les please get him a copy of the investment & financial policy
- Frank would like to get the procedures in writing so everyone knows them
- Les recommends a motion to decide who should be signatories once the procedures have been reviewed
- Ron: reminder that his signature stamp should be used for grants, etc. but not for signing checks. All uses of his stamp must be recorded
- Craig: bond policy is up for renewal on 2/11, Frank: will there be any changes or rate increases? Ron: does our plan allow rates to go down if there are no claims?
- Frank moved, Dan 2nd to appoint Jennifer Case as the Secretary/Treasurer, with a proviso to review the financial policy

G. Next meeting: February 14, 2011 at 12:30 PM

- Frank requested that a list of meeting dates for the whole year be emailed to all members, and a hard copy be available to them on 2/14
- Frank asked about the special meeting about personnel issues, Ron will meet with Dan & then contact the rest of the Board members

H. Adjourned at 2:47 PM, Motion by Frank, 2nd Dan

Appended to minutes: NRCS, FSA, Conservation Technician, Resource Conservation Specialist, Education Coordinator, Natural Resource Program Specialist, District Manager, 2011 Holiday Schedule, 2011 Board Meeting Schedule


Ron Updike, Chairperson


Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, February 14, 2011

Attending: Craig Schutt – District Manager
Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Frank Proto – Director/Legislator

Jennifer Case – Secretary/Treasurer
Josh Hornesky - NRCS

Absent: Pat Pryor – Director/Legislator

- A. **Meeting called to order** – 12:47 PM by Ron Updike, Chairperson
- B. **Welcome New Board Member:** will be done at the next meeting, Pat is not in attendance
- C. **Approval of Minutes of December meeting** – motion Frank, 2nd Alan, no discussion

Approval of Minutes of January meeting: - motion Alan, 2nd Frank, approved as corrected: section E: “Ag. Committee” should instead be “Blue Ribbon Commission/Task Force for Agriculture in New York State.”

Vouchers – January 2011 Ab 01-11 approved – motion Alan, 2nd Dan

- Breakdown of credit card charges should be added at the end of the voucher list from now on
- Financial reports to potentially be included in future meetings, once bookkeeping is current: Income Statement, Grant Income Report – Jen will check old meeting folders for examples of these and other reports that were included in the past

D. **Reports:**

NRCS – (Appendix A) - Josh gave an overview of his written report

- Spill prevention & control planning – cost share available for secondary clean up, deadline 6/3 or 6/4
- Tried to talk with Doug Schott, has not heard back
- Talked with Ithaca Journal about advertising, was asked just to send an email, Frank suggested emailing Bruce Estes
- Met with Seth last week to work on list serve/newsletter
- NRCS office will be moving across parking lot to the old dentist office, possibly by 3/1
- Craig passed out EPF program numbers sheet. No overall increase. Legislators seemed positive about maintaining the numbers

FSA - None

District Reports:

Conservation Technician– (Appendix B)

Resource Conservationist Specialist – (Appendix C)

Education Coordinator– (Appendix D)

- Seth gave an overview of his report
- Dan asked if we decided what our logo is going to be, Craig showed an example of the one we are currently using (on front cover of the Annual Plan of work)
- Ron: there has been a problem reproducing the current logo on signs, etc. & maybe we should consider using the simpler one that is on our t-shirts (it focuses on Tompkins County) instead of being “in limbo”

- Dan agrees that plain & simple would be best, Ron suggests anyone who has input should talk with Seth
- Seth: how do we decide to officially change the logo?
- Craig: old one was designed by "The Art" company in downtown Ithaca

Natural Resource Program Specialist – (Appendix E)

District Manager – (Appendix F) - Craig gave an overview of his written report

- Dan: would like to sit in when we meet with Congressman Hanna
- Frank: why are we sending 3 people to the Owasco Lake Watershed Project forum? Craig: Seth will be taking information to hand out, and Nick & Aaron are interested in the project
- Frank: from an efficiency standpoint, it does not seem like 3 people need to go
- Craig: Aaron can learn what other watersheds are doing, and Nick can start to meet people
- Frank: how much money are we supposed to get from FL-LOWPA? Craig: received \$85,000 from 08-09, and 09-10 should be roughly \$30,000
- Frank: what reaction was there from Ed Marx on the notes in writing about the Taughannock Creek Assessment? Craig: there was a consultant hired, which cost roughly \$19,000. Frank: did Marks expand on why he wanted a written report, and why he did not use Soil & Water's information? Craig: Marx gave no explanations, and the report was basically the same as what Jon had done.

D. Old Business:

2011 Annual Plan of Work: (Appendix G)

- Craig: Les signed off on the 2011 plan, he said we could put some more goals in it, etc. but it more than meets the minimum expectations
- Ron: we need to catch up on goals we have previously set
- Dan: Hydro seeding: what's this year's plan? Craig: hopefully with Nick here this year we can do more. Craig & Jake did a lot 2 years ago, but with the office situation last year Craig could not get out much, and then Jake left at the end of the year.
- Craig: we are approved through a grant through the DEC to get a new hydro seeder (ours is 10 years old)
- Frank: can we run a comparison between 2010 & 2011 plans? Craig: yes he will
- Frank: there's no point in going forward until we reach past goals
- Approval of 2011 Annual Plan of Work: motion Frank, 2nd Dan

E. New Business:

Legislative Day: (Craig)

- Handed out Performance Measure Evaluation Summary Report & Evaluation Worksheet
- 2010 Annual Report: Owasco Lake Watershed – did not apply to Tompkins County at all
- Ron: how did we do with performance measures? Craig: very well overall, we had 13 quorum meetings, more policies than required, we received the maximum amount of money we could in 2010 (\$14,000 - \$15,000) plus part B project money of \$6,000 that we put into tire collection
- Frank: we should note on the 2010 plan that we did not do a tire collection because there was no funding available. Craig: we were losing money on it, so that is why we will use Part B money for it this year
- Dan: what is "Board Training" in performance measure packet? Craig: Power Point modules count toward that (training on district law & others), all members need district law training this year, and there is a new module on open meeting law which would be good to review as well
- Frank: there were about 50 legislators at NYSAC, had an hour on the agenda for Equine, discussed butchering, transporting meat is a problem
- Frank: the proposed legislation to restrict road weight was pulled off the agenda (not just postponed). 43 people had come to the informational meeting (trucking companies, etc.) and

7 Legislators were there. Many of the same people came to the public hearing the next night. It might be back on the April agenda. Would like Craig to send a copy of the email about the proposed road weight legislation to Ag. & Markets.

- Jen: asked to discuss benefits available through her position. It was her understanding in talking with Craig when hired, that after a 90 day evaluation period (or even possibly less than 90 days per Craig) she would be eligible for health insurance. The personnel handbook says 30 hours per week is considered full time. She has not worked less than 30 hours in any week. 90 days will be up on March 15, and Jen is asking to be eligible for health insurance on March 1st. She also asked about retirement, and Craig said he thought she was currently eligible for that.
- Ron: would like to discuss this at the next meeting
- Jen: can it be discussed prior to that, since the next meeting will be after the March 1st registration?

- 2: 08 PM Motion by Dan, 2nd Frank to go into executive session to review a personnel issue
- 2:42 PM Motion by Frank, 2nd by Dan to reconvene the regular meeting
- Motion by Dan, 2nd by Frank for long term employees (Craig, Seth, Jon, and Darrel) to receive a salary increase for this year. Ron will give the amount of each increase to Craig.
- Jen: asked about health insurance issue, Ron will talk to Craig and they will get back to her. Jen asked if that could happen before March 1st.
- Jen shared the list of credit card charges for the month for the board to review (as asked for earlier in the meeting).

F. Next meeting: March 14, 2011 at 12:30 PM

H. Adjourned at 2:57 PM, Motion by Dan, 2nd Alan

Appended to minutes: NRCS, Conservation Technician, Resource Conservation Specialist, Education Coordinator, Natural Resource Program Specialist, District Manager, 2011 Annual Plan of Work



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, March 14, 2011

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager

Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky – NRCS
Rob Gallinger – FSA
Brian Sheridan – FSA, CED Trainee

Absent: None

A. Call to Order: 12:40 PM by Ron Updike, Chairperson

B. Welcome New Board Member: Introductions made - Pat Pryor

C. Approval of Minutes: February meeting – motion Frank, 2nd Alan
- will add “not officially appointed yet” to Pat’s absence from last meeting

D. Vouchers: February 2011 Ab 02-11 approved – motion Alan, 2nd Dan

- Frank: thank you Jen for the breakdown of credit card charges on the abstract
- Craig: items being purchased with grant funds include: checks 6849, 6854, 6860, 6861, 6866, 6870
- Dan: are we looking at over \$12,000 total cost for trees from Meadowview? Craig: over \$12,00 total, we have over \$34,000 in sales already

E. Reports of Other Agencies:

NRCS: (Appendix A) - Pat B. gave an overview what NRCS does (for Pat P.)

- Josh gave an overview of the written report

F. FSA: (Appendix B) Rob gave an overview of his written report

- Rob has information for Craig regarding the registration for Conservation Reserve Program (enrollment period is 3/14-4/15)
- Gave an explanation of what FSA does: operates commodities programs in Farm Bill from Congress, safety net programs, Conservation Reserve Programs (CRP), etc.
- Discussed budget information/concerns and Farm Land talks, etc.
- Craig handed out FSA Newsletter

G. District Manager: (Appendix C) Craig gave an overview of his written report

- Explained FL-LOWPA for Pat
- Handed out copies of preliminary contract with Stormwater Coalition
- Pat: what is being done to implement Taughannock Creek plan? Craig: waiting on funding and the Highway Department. Pat: will look into the status of the project and its funding through the county.
- Frank: asked Craig to send him the email from DEC that has the emergency permits for flooding attached

H. District Reports:

Conservation Technician– (Appendix D)

- Jon gave an overview of his written report
- Frank: Who is taking the lead on the Taughannock Creek project? Jon: County Highway Department seems to be. He will find out from the Highway Dept. what they know about funding.
- Jon explained the River Morph software.
- Frank: Craig or Jon should take Jon's plan to the next Water Resources Council meeting
- Dan: what is the update on grad school progress? Jon: trying to work with his advisor, who is on leave of absence this semester, to see what else he needs to complete. He is considering the MPS degree instead of MS because there are fewer credit classes needed

Resource Conservationist Specialist – (Appendix E)

Education Coordinator– (Appendix F)

Natural Resource Program Specialist – (Appendix G)

Grazing Technician – (Appendix H)

I. Old Business:

Jen's request for health insurance

- Craig: as of May 1, Aaron's salary will be paid $\frac{3}{4}$ by USC instead of $\frac{1}{2}$
- Pat: what are the general personnel policies? Have other employees in the past had to request health insurance?
- Ron: 30 hours in considered full time, that is why Jon was required to stay at 30 hours in order to get benefits, even when attending grad school
- Motion Frank, 2nd Dan to offer Jen health insurance benefits effective April 1. If April 1 enrollment is not available through Blue Cross Blue Shield, Jen will enroll as of May 1, but will be reimbursed for what the District would have paid for April insurance through the District's plan.
- Jen: the Board may want to consider revising the way the District's plan is set up through Blue Cross Blue Shield with regard to enrollment and waiting periods for new employees
- Frank: asked for details regarding the recent pay raises given to certain employees. Ron: explained the process that was used to come up with the figures that were approved by the Board

J. New Business:

- Frank: Ithaca Equine Education Seminar at Ithaca Agway will be March 23.

K. **Records Management Advisory Board:** none

L. **Executive Session:** none

M. **Next meeting:** April 11, 2011 at 12:30 PM

N. **Adjourned:** 3:22 PM, Motion by Dan, 2nd Alan

Appended to minutes: NRCS, FSA, District Manager, Conservation Technician, Resource Conservation Specialist, Education Coordinator, Natural Resource Program Specialist, Grazing Technician,



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, April 11, 2011

Attending: Ron Updike – Chairperson
Alan Teeter – Director
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager

Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky – NRCS
Les Travis – Associate Environmental Analyst

Absent: Dan Carey – Vice Chair

A. Call to Order: 12:40 PM by Ron Updike, Chairperson

B. Additions to the Agenda/Announcements: None

C. Approval of Minutes: March meeting – motion Frank, 2nd Pat

- Frank would still like a copy of the email from DEC regarding emergency permits for flooding. Craig will forward the email to him.
- Frank would like an update on Jen's health insurance.

D. Vouchers: March 2011 **Ab 03-11** approved – motion Alan, 2nd Frank

- Frank questioned water bottle purchases from both Aquaman & PSP. Jen explained that Aquaman provides bottles of water for the office water cooler, and PSP supplied plastic re-usable water bottles with TCSWCD logo for advertising.
- Frank questioned mileage payments to employees for the Water Quality Symposium and asked why they did not carpool. Craig & Jen: people had classes on different days & times. Jen stayed in Auburn some nights (no cost) & District vehicles were used when possible. Frank also suggested hotel room sharing for Aaron & Craig at Legislative Days would have saved money. Ron asked if Aaron's room cost would be reimbursed & Craig thought USC could be charged for that.
- Frank asked if the DLT Solutions purchase was part of the grant money that had to be spent. Craig: yes, all \$35,000 of that money has been spent, and reimbursement requested.

E. Reports of Other Agencies:

NRCS: (Appendix A)

- Josh gave an overview of the written report.
- Frank: discussion on Cayuga Pure Organics and the split between partners, he questioned if we fund any of their equipment that has been left out all winter long.
- Frank: we should get a copy of the updated DEC stormwater regulations tightened as of 3/1.
- Frank requested a glossary of all NRCS terms. Pat B. will send them as an attachment to Pat & Jen as well. Les suggested using the full term the first time in a report, and then abbreviating after that.

F. FSA: None

G. Les Travis - Associate Environmental Analyst (Appendix B)

- Gave an explanation of what he does.
- He gave an overview of his report.

- Ron: asked who his replacement would be, Les: his SE counterpart retired in March & 2 staff retired last year, so they are now down to only 4 people. Jeff TenEyke (Cayuga County) may become our contact person, but it would be more phone than in-person conversation.
- Ron: are there liability concerns if the District Managers become more responsible for grant closings? What if they are done wrong? Are we liable for that money?

H. District Manager: (Appendix C) Craig gave an overview of his written report.

- Frank: how long will we store plastic bales? Suggested calling Scott Doyle in planning to see if the County has any land they would let us store them on? Craig mentioned Lansing Highway Dept. as a possible option, we would need forklift to load them, need to be able to get to them, etc.
- Ron: town salt sheds are empty through August, maybe that is a storage option.
- Frank: AES Cayuga might have storage space.
- Pat: will mention it to Barbara Ecstrom and see why she is not interested in storing them for us. Ron: maybe she is upset about losing tipping fees from the plastics.
- Frank: asked about Banks Rd. Bridge. Craig: Jon has been out & met with County people.
- Frank: can Craig add any changes made at the Regional Managers' Meetings to his monthly reports to make sure we are up to date?
- Ron: asked about South St. Restoration. Craig: Jon is writing a Great Lakes Restoration proposal for that.

I. District Reports:

Natural Resource Program Specialist – (Appendix D)

- Aaron gave an overview of his written report.
- He explained the history of his 50/50 position for Pat, and stated that he will be changing to 25% TCSWCD & 75% USC as of May 1, 2011.
- Frank: general question: how much of the money noted on Aaron's report is coming into Tompkins County? Aaron: it is hard to give a set number, but some administrative support money is there. We will be setting up a separate bank account eventually that will keep things more in-house and require some more administrative time.

Resource Conservationist Specialist – (Appendix E)

Education Coordinator– (Appendix F)

Conservation Technician– (Appendix G)

J. Old Business:

- Jen's health insurance was approved through BC/BS with no problems (effective April 1, 2011).

K. New Business:

- Aaron's salary change was already mentioned in his report, nothing more to add.
- AEM/Grazing position: Craig: Nick Brown has taken a position elsewhere.
- Frank: we should start looking for a replacement. Ron: check with Cornell for applicants. Pat: what are the requirements? Job description? Is it Civil Service? Frank: are we looking for a technician or a specialist and what is the difference? Craig: education is the same for each (Associate's or Bachelor's) but specialists need more experience and have a higher starting salary.
- Ron: we should see who applies before deciding between a technician and specialist. Frank: how do we advertise? Pat: what is the salary range? Craig: technician = \$32,000, specialist = \$37,000 by County standards, but a lot of SWCD's are not placing salary ranges on job ads.

- Frank: there should be a lot of people in Ag. School looking for work. Craig: will take the advertisement to the Ag. Recruitment Center at Cornell.
- Les: recommends \$30,000 - \$31,000 to get quality applicants
- Ron: suggests announcing a technician for \$30,000
- Craig: County applications are required and should be mailed directly to the County. The County will pick eligible candidates.
- Frank: who does interviewing? Craig does, Ron stated that he will not be available.
- Motion Frank, 2nd Dan for the office to begin advertising to fill the Grazing Technician position, to begin immediately, salary of \$30,00 (commensurate with experience) and benefits offered.
- Frank: do we have a job description to give applicants? Ron: Craig has them, and descriptions should be posted with the job ad. Response time should be 3 weeks. Ad should go to Cornell, TC3, Alfred, Morrisville, Cobleskill recruitment offices, as well as Farm Bureau newsletter and Cornell Co-operative extension.

L. Records Management Advisory Board: None

M. Executive Session: None

N. Next meeting: May 9, 2011 at 12:30 PM

O. Adjourned: 3:04 PM, Motion by Frank, 2nd Pat

Appended to minutes: NRCS, Associate Environmental Analyst, District Manager, Natural Resource Program Specialist, Resource Conservation Specialist, Education Coordinator, Conservation Technician



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, May 9, 2011

Attending: Ron Updike – Chairperson
Alan Teeter – Director
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager

Jennifer Case – Secretary/Treasurer
Rob Gallinger – FSA
Josh Hornesky – NRCS
Barry Goodrich – Guest

Absent: Dan Carey – Vice Chair

A. Call to Order: 12:43 PM by Ron Updike, Chairperson

B. Additions to the Agenda/Announcements:

- Ron: agenda is wrong: next meeting date should say June ~~6~~ ^{13th JK}
- Frank: would like to discuss the possibility of staff members informing the Board 2 months prior to any upcoming conferences, so the Board can pre-approve related expenses instead of signing off on them after the fact.
- Frank: Johnson's Boat yard is interested in using the baler. Craig: already sent letters to all local marinas, and stopped at Johnson's but the owner was not there. Ron: Cayuga Wooden Boats has a plastic supplier who takes the plastic back after it has been used.
- Frank: has heard the County is backing away from Scott Doyle doing flood hazard work, and is requesting that Craig speak to that during his report.
- Frank: would like to discuss moving the June, July, & August meetings to evenings because it is a tough time of year for everyone to get here during the day.
- Frank: there will be a severe state budget impact on the County for the 2012 budget. We may want to start looking at our own budget for the upcoming year.

C. Approval of Minutes: April meeting – motion Frank, 2nd Alan

D. Vouchers: April 2011 **Ab 04-11** approved – motion Alan, 2nd Frank

- Frank: questioned why the Verizon bill for the GPS service was paid by credit card. Craig: service was set up over the phone and credit card payment was most convenient for immediate payment.
- Frank: brought up the topic of Board meeting lunches costing over \$700 each year. Ron: we started serving lunch to get Board members to attend meetings. Frank: not just Board members eat the food. Craig: Staff is invited to eat also. Pat: Mixed feelings because she often has to rush to get here, and is unable to get lunch on her own. She would be willing to chip in for it. Craig: Some districts pay Board members a \$25 stipend for meetings, so the lunch here somewhat offsets that. Pat: recommends placing a donation basket on the lunch table. Ron: Coffee for evening meetings would be nice.
- Frank: Please put the phone number and a note on the agenda each month asking members to call if they will be unable to attend the meeting. Also, is it possible to send agendas out earlier so members can call earlier to say they are unable to attend? Ron: with weather situations, members may not know until the morning of the meeting that they will not be able to attend. Frank: agendas should go out Tuesday so members receive them by Thursday & can call Friday if necessary. Emergency calls can be made Monday if necessary.

E. Reports of Other Agencies:

NRCS: (Appendix A) Josh gave an overview of the written report.

F. FSA:

- Rob discussed how budget restrictions are requiring the curtailment of formal county committee meetings unless absolutely necessary. Other budget restrictions within FSA were also discussed.
- 7.31 inches of rain fell in Ithaca during the month of April, according to the National Agricultural Statistics Service. This is more than double the normal amount. FSA has filed a loss assessment report for excessive rainfall for the month of April, listing losses for prevented planting of spring small grains including spring wheat, oats, and barley, as well as strawberries and some acreage for new alfalfa seedlings. Other crop losses can be added if necessary, but hopefully May will return to normal and corn and soybean acreage can be planted. Corn and soybeans are not considered to be late-planted until after June 10th.
- The durability of modern corn seed varieties was discussed.

G. District Manager: (Appendix B) Craig gave an overview of his written report.

- Ron: will we have any barley straw to sell at the Plant Sale at the Armory this weekend?
- Josh: ESF might donate some trees for tornado areas
- Pat: Do we still need a spot to store plastic bales?
- Frank: Contact Jonathan Wood (County Attorney) as soon as possible to discuss the possibility of getting the trees that we put a down payment on
- Frank: how can we get back to the district marketing plan, knowing that time restraints have kept us occupied on other tasks? Craig: we need time as a staff to meet and discuss.

H. District Reports:

Resource Conservationist Specialist – (Appendix C)

- Darrel introduced himself to Pat and gave an overview of his written report.

Natural Resource Program Specialist– (Appendix D)

Education Coordinator– (Appendix E)

Conservation Technician– (Appendix F)

- Frank: are the projects listed on Jon's report all in some form of planning, and have we met with Cindy Whittaker yet? Barry Goodrich: No, have not met with Cindy yet. Caroline is waiting on cost numbers for culverts from Lampman and Ryan Sherry.
- Frank: What is Jon doing with the Banks Rd. problem? Craig: Jon is working with Ryan Sherry on that, as well as Town of Dryden, Town of Caroline, & Tompkins County.
- Pat: would it be helpful to show the status of projects on reports each month? Maybe in a grid so members can quickly look and see where projects stand.
- Frank: the Stream Team that Jon presented is a good idea, but may not be implemented right away because of costs involved.

I. Old Business:

- None

J. New Business:

- Craig: will call Tompkins County Personnel to check on applications received for the Grazing position


K. Records Management Advisory Board: None

L. Executive Session: None

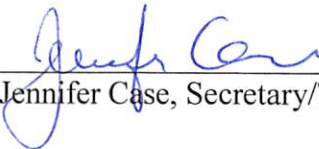
M. Next meeting: June 13, 2011 at 12:30 PM

N. Adjourned: 2:48 PM, motion Frank, 2nd Alan

Appended to minutes: NRCS, District Manager, Resource Conservation Specialist, Natural Resource Program Specialist, Education Coordinator, Conservation Technician



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, June 13, 2011

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Pat Pryor – Director/Legislator
Craig Schutt – District Manager
Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky – NRCS
Barry Goodrich – Guest

Excused:
of **Absent:** Frank Proto – Director/Legislator

A. Call to Order: 12:34 PM by Ron Updike, Chairperson

B. Additions to the Agenda/Announcements: None

C. Approval of Minutes: May meeting – motion Alan, 2nd Dan

- Correction from original May agenda is still wrong in the May minutes: the next meeting should be listed as June 13 not June 6.

D. Vouchers: May 2011 **Ab 05-11** approved – motion Alan, 2nd Dan

- Dan questioned check #6905 for Mike Lovegreen's mileage to speak at the Tompkins County Water Resources Council meeting. Craig: will be reimbursed through grant sponsored by Water Resources Council.
- Dan questioned Verizon bill increase, Craig explained it was for the installation of a new line in the barn to be used for the credit card machine on tree sale day.
- Ron asked if all of Aaron's expenses are reimbursed. Craig: yes they are.
- Ron would like to see some report that shows reimbursement money coming in. Dan said it could be something simple, maybe just an income statement.
- Ron asked if Envirothon t-shirts came out of the Envirothon fund. Craig: yes, separate account.
- Dan questioned if we should raise prices of rain barrels since costs to build them seem to be close to \$30 now. Craig: we probably should look at raising prices. Jen suggested that the prices of all items we sell be looked at since costs have all gone up.

E. District Manager: (Appendix A) Craig gave an overview of his written report.

- Brief discussion about two candidates for the Grazing position.
- Ron: we need to schedule board training, maybe at a board meeting with a short agenda. Training time could be added to the agenda. Alan suggested we could start a meeting earlier to fit in the training if needed.
- Craig mentioned a 2 day conference at Hobart & William Smith Colleges in July. Cost is \$150 for one day or \$175 for two. He did not know about it two months in advance, but is it ok that he attends?

F. Staff Reports:

Education Coordinator– (Appendix B): Seth gave an overview of his written report

- Dan asked if the logo on the banner has been set as our new logo. Seth: we have been using that logo lately, does there need to be a vote to officially change it? Ron suggests using the new one for hats, etc. because the old one was difficult to enlarge.

Resource Conservationist Specialist – (Appendix C)

Natural Resource Program Specialist– (Appendix D)

Conservation Technician– (Appendix E)

Intern: Katie Wratten introduced herself. She will be working on Tier 1 & 2 surveys for the AEM program & the Town of Dryden.

G. Reports of Other Agencies:

NRCS: (Appendix F) Josh gave an overview of the written report.

H. FSA: None

I. Old Business:

- Craig has been making calls to research and encourage the bill that will possibly be passed to allow us to be a part of the health insurance consortium for Tompkins County.
- Ron: if the bill passes does the county then have to approve it as well? Pat: thinks yes.
- Craig: is requesting further discussion on giving 2 month's notice for all conferences. It is not always feasible. Ron: needs to be a discussion when a full Board is present. Please put it on the next agenda.
- Ron: received a phone call from Les Travis about his retirement on June 27th, and also about a year end close out from 2008 that is still not complete. This leaves us at risk of receiving no new awards. Craig: is working on it & has been in email contact with Les. Ron: please get in touch with him again.
- Ron: there are also two other grants that were due 3/28/11. Craig: previous person in charge of those grants did not leave a lot of information on them, making it difficult to find what is needed to close them out. Paperwork may have been thrown out or misplaced with all of the personnel changes in the Grazing position, & he is waiting on signatures from other people. Ron: Craig, Les Travis, & Jeff Teneyck need to have a conference call to see what can be done to get back where we need to be. Maybe they can put pressure on individuals to get needed signatures.
- Ron: regarding the letter from Resource Conservation & Development (RC&D): they want a commitment from us and we need to reply by 8/1/11. He is hesitant to commit. Historically we have paid our dues but never received money for our county, & it would be good to have our boundaries changed to put us in a different region. Pat: recommends putting it on the agenda for next month, and have someone speak to them before then. Craig: USC may be partnering with RC&D to try to survive without NRCS money. Ron: table the issue until next month.
- Craig: There is a State committee Meeting on 6/23 if any Board members can attend?

J. New Business:

- 2012 County budget: Craig received an email from Kevin Sutherland asking to do two different budgets: one at a 7.8% reduction, and one at a 5.4% reduction. Pat: all County cuts will have to come out of discretionary budget items, and it is still not clear what will happen with the tax cap.
- Craig: would like approval to attend the gas drilling conference mentioned earlier. Motion Dan, 2nd Alan to approve Craig's attendance at the gas drilling conference at Hobart & William Smith Colleges in July.

K. Records Management Advisory Board: None

L. Executive Session: None

M. Next meeting: July 11, 2011 at 12:30 PM (or 12:00 if we decide to do a training session before)

N. Adjourned: 2:30 PM, motion Dan, 2nd Alan

Appended to minutes: District Manager, Resource Conservation Specialist, Natural Resource Program Specialist, Education Coordinator, Conservation Technician, NRCS



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

TOMPKINS COUNTY SOIL and WATER CONSERVATION DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday June 27, 2011

ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Alan Teeter, Director
Frank Proto, Director/Legislature
Pat Pryor, Director/Legislature

- A. Meeting called to order – 7:10 P.M. by Ron Updike, Chair
- B. F. Proto made a motion to go into Executive Session to discuss staff person Jon Negley. Seconded by Alan Teeter.
- C. The Board came out of Executive Session at 8:10 PM

No action was taken. Meeting adjourned at 8:15 PM



Ron Updike, Chairman



Craig Schutt, Conservation District Manager

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, July 11, 2011

Attending: Ron Updike – Chairperson
Alan Teeter – Director
Pat Pryor – Director/Legislator
Frank Proto – Director/Legislator
Craig Schutt – District Manager

Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky – NRCS
Barry Goodrich – Guest
Alvin Zimmerman – Guest

Excused: Dan Carey – Vice Chair

A. Call to Order: 12:44 PM by Ron Updike, Chairperson

B. Additions to the Agenda/Announcements:

- Frank: please change him from being “absent” to being “excused” from the last meeting.
- Frank: there needs to be some sort of record for the special meeting.
- Frank: Board members have received a letter from Mike Latham regarding reports that have been filed late and he would like an update from Craig on this situation.
- Frank: can we postpone Aaron’s report this month since there is a lengthy agenda? Ron: Aaron would like just 5 minutes to discuss items relevant to this month.

C. Introduction of Grazing Technician

- Eugene Aarnio gave a brief overview of his background and training

D. Opening of Sealed Bids for Visionquest Dairy Project: 1:00 PM

- Craig gave an overview of the project and answered basic questions from the Board
- 1. All Seasons Excavation: \$628,040
- 2. Lancaster Poured Walls: \$366,975 without excavation, backfill, and recovery building
- 3. KempCon: \$678,640
- 4. RMS Gravel: \$649,233
- 5. Zimmerman Construction: \$639,000
- Discussion by Board: Craig answered questions by stating that we don’t normally call for a security bond for these projects, the farmer does have some say if he wants to choose a higher bid and pay the difference, the farmer has the final decision and no Board action is required, Craig will be the lead person in the office for the project, the County attorney usually is not part of the bidding process, references should be checked, and there is a contingency fund of 10% of the bid since it is a State grant.

E. Approval of Minutes: June meeting – motion Alan, 2nd Pat

- As corrected with Frank changed to excused, not absent.

F. Vouchers: June 2011 **Ab 06-11** approved – motion Alan, 2nd Frank

- Check #6963 was questioned, Craig explained it was written to Steuben County for work they completed on a plan written by Aaron that is running through our office.

G. District Manager: (Appendix A) Craig gave an overview of his written report.

- Barry Goodrich will be reviewing the SWPPs for the Town of Caroline in Darrel’s absence, the Board agrees that is acceptable
- The insurance bill is sitting in the Assembly until next session, so it looks like we will not be allowed to join the Tompkins County consortium for at least another year.

H. Staff Reports:

Education Coordinator– (Appendix B)

Resource Conservationist Specialist – none

Natural Resource Program Specialist– (Appendix C)

- Aaron discussed data on the Chesapeake Bay TMDL regulatory program by the EPA. He discussed the fact that expensive and unrealistic expectations are being placed on NYS.
- Frank asked what can be done, Aaron & Craig thought writing letters to Senators Gillibrand & Schumer. Frank suggests Aaron contact the NYS Association of Counties, and asked if passing a resolution would help? He also suggested meeting with the Senators.
- Aaron said he would write up a resolution, and Pat will see if she can get Aaron on the agenda to make a presentation at the next Legislature meeting on 7/19.

Conservation Technician– (Appendix D)

I. Report on Army Corps of Engineers visit to Barille 2 Project (Barry Goodrich)

- Barry gave a brief history of the Barille 1 & 2 projects
- Army Corps of Engineers & DEC completely funded the Barille 2 project
- Craig handed out a letter from the Army Corps of Engineers regarding the Barille 2 construction
- Pat would like to see the project, and Barry offered to give a tour.

J. Reports of Other Agencies:

NRCS: (Appendix F): Josh gave an overview of the written report.

-Pat Barry handed out copies of a public announcement, and gave an overview.

K. FSA: None

L. Old Business:

- Craig: there is only one qualified candidate for the Resource Conservation Specialist position. Should he interview her? Ron: yes, and then if she does not look like a good fit we can re-post the position.
- Frank: would like to discuss Darrel's exit interview in executive session.
- Craig: 2 month's notice for all conferences is not always feasible, since we do not always get information about conferences 2 months in advance.
- Frank: has a problem with not getting 2 month's notice, since we are down employees, we have reports that are due to the State, as well as budget issues, yet we are still sending people to conferences.
- Pat: are these conferences budgeted for? Can we work out a procedure where less than 2 month's notice is ok if the cost is still within the budgeted amount?
- Frank: if we are down people, others have to pick up the slack.
- Pat: is the cost the concern, or getting the work done? Frank: getting work done.
- Ron: we do need to be informed on certain topics, like Marcellus Shale Drilling, in case we are asked to be involved. We cannot do this without attending conferences.
- Frank: what are we getting out of these conferences? Is it new information or just repeated information? Don't complain about not getting work done and not getting enough funding from the County if you think it is important to go to all of these conferences.
- Pat: how do we attend conferences but still get work done?
- Ron: do we have a plan for getting the reports done that are late to the State? Craig: feels he is constantly trying to pick up the slack from employees who have left. He did have a meeting with Mike Latham about getting the reports done. Jeff Tenyke will come in and help.
- Frank: is concerned about the State holding up funding because these reports are not in. Craig: some of the AEM paperwork that was signed previously is now missing. Pat: Craig should send in what

he can find for each project, and send a letter explaining the employee turnover situation, etc. Craig: the ANP reports can be done fairly quickly. Pat: get them in as soon as possible and copy Mike Latham & Jeff Tenyke in on them so they know we are making progress.

- RC&D: Craig has not heard anything from them. Frank suggests writing a formal letter with Ron's signature opting to withhold membership until we have a clear understanding of what they can do for our County.

M. New Business:

- County Budget: Pat is having an open public meeting on 7/13 at 7:00 PM at the Lansing Town Hall to discuss the 2012 budget.
- Craig: the Department proposals (2 budgets) are due 7/25 to County Administration.
- Frank: has Craig started to pull the budget apart to see where cuts can be made? Craig: not yet.
- Frank: when will he and Pat have an idea of what Soil & Water is requesting from the County? Craig: will email the numbers to Frank.
- Craig: We need to pass the attached DEC resolutions for the Hydroseeding Grant and the Water Resources Council Reporting. Motion Pat, 2nd Alan.

N. Records Management Advisory Board: None


O. Other Staffing Issues:

- Motion Pat, 2nd Frank to go into executive session, 3:15PM.
- Motion Pat, 2nd Frank to end executive session, 4:28 PM. No action was taken.

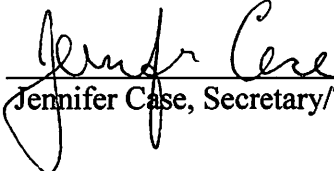
P. Next meeting: August 8, 2011 at 12:30 PM (or 12:00 if we decide to do a training session before)

Q. Adjourned: 4:28 PM, motion Pat, 2nd Frank

Appended to minutes: District Manager, Natural Resource Program Specialist, Education Coordinator, Conservation Technician, NRCS



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

TOMPKINS COUNTY SOIL and WATER CONSERVATION DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS


Thursday July 21, 2011


ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Dan Carey, Director
Alan Teeter, Director
Frank Proto, Director/Legislature
Pat Pryor, Director/Legislature

- A. Meeting called to order – 7:10 P.M. by Ron Updike, Chair
- B. A resolution addressing concerns of the Chesapeake Watershed that Aaron Ristow, Ag Coordinator for the Upper Susquehanna Coalition had created, expressing concerns about the TMDL that the watershed is now under was discussed. F. Proto made a motion to send this resolution with some further clarification in the resolution to the appropriate state and federal legislators. P. Pryor seconded – Approved.
- C. Craig passed around a copy of a letter he sent to Senator James Seward’s office thanking him for his action on a bill to amend the Tompkins County Health Insurance Consortium legislation to allow the Soil and Water Conservation District become a member of the Consortium. Craig explained how skyrocketing insurance costs are becoming too expensive and may lead to the District being unable to provide health insurance in the future if some relief is not found. Craig went on to inform the Board about a phone call he received from Assemblywoman Barbara Lifton and how she expressed her displeasure with the letter. She felt it was an attack on her personally because the letter stated that the legislation was never taken up in the Assembly, which it wasn’t. Craig stated he saw nothing controversial with the legislation considering it passed easily in the Senate with only one dissenting vote.
- D. The Board then took up the main issue associated with this special meeting. That was consideration of a salary adjustment for Jon Negley, Conservation Technician. Craig stated that Jon is looking to have his salary match the working wage for his job classification, as rated by Tompkins County Personnel. After much discussion and consideration of several scenarios of how to get to that salary and where funding would come from (grants, FL-LOWPA, earned income programs, etc.), D, Carey made a motion to immediately offer Jon half the difference of his current salary and the working wage for his job classification, and then he would be eligible for the other half on January 1, 2012 if and only if he has successfully passed the CPESC (Certified Professional in Erosion and Sediment Control) exam. If on January 1, 2012 Jon has not successfully passed the exam he will not be eligible for that increase until such time he so does. Seconded by F. Proto – Approved.

The Board also instructed Craig to get the terms in writing and have Jon sign that he either accepts this offer or not. Furthermore the Board wanted it clearly stated in any agreement that any previous agreement between Jon and the District is now null and void. That being an agreement between Jon and the District that dealt with Jon working on a Masters Degree while continuing to work for the District

Meeting Adjourned : 8:40 PM


Ron Updike, Chairman


Craig Schutt, Conservation District Manager

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, August 8, 2011

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Craig Schutt – District Manager
Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky – NRCS
Barry Goodrich – Guest
Jeff Ten Eyck – Associate Environmental Analyst
Colleen Stannard – Ciaschi, Dietershagen, Little,
Mickelson & Company, LLP

Absent: Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator

1. **Call to Order:** 12:42 PM by Ron Updike, Chairperson
2. **Additions to the Agenda/Announcements:** None
3. **Approval of Minutes:** July 11, 2011 Regular Meeting – motion Alan, 2nd Dan
 - June 27, 2011 Special Meeting – motion Dan, 2nd Alan
 - July 21, 2011 Special Meeting – motion Alan, 2nd Dan
4. **Vouchers:** July 2011 **Ab 07-11** approved – motion Alan, 2nd Dan
 - Check #6977 was questioned by Dan: why was this check for ANP 32 written directly to Bestway when others were written to Fuller Farm? Craig: the invoice was sent directly to us, so we paid 75% to Bestway and forwarded the invoice on to Fuller Farm.
 - Dan: what is the magic mouse purchased on the credit card? Craig: wireless mouse for Aaron, to be reimbursed by USC.
5. **Introduction: Angel Dybas, Resource Conservation Specialist:**
 - Craig introduced Angel and she gave an overview of her background & experience.
6. **District Manager:** (Appendix A) Craig gave an overview of his written report.
 - Shared pictures of the Fuller Farm project (ANP 32) and answered general questions
7. **Staff Reports:**
 - Education Coordinator: Seth – (Appendix B)
 - Resource Conservation Specialist: Angel – none
 - Natural Resource Program Specialist: Aaron – (Appendix C)
 - Conservation Technician: Jon – (Appendix D)
 - Grazing Technician: Gene – (Appendix E)
8. **Reports of Other Agencies:**
 - NRCS: (Appendix F): Josh gave an overview of the written report.
9. **FSA:** None
10. **2010 Auditor Report:**
 - Colleen Stannard introduced herself and gave an overview of the Executive Summary & Financial Reports (Appendix G)

- We need to look at the amount of cash that has been borrowed from grant funds for operating
- Our unrestricted fund balance is significantly down. This could become a problem.
- Revenue is down because amount of grant money earned is down. Expenditures are up about \$20,000. There is an excess of expenditures over revenues.
- Grant payroll needs to be adjusted.
- District Manager has time accrued that is over what the personnel policy allows. This either needs to be approved or eliminated.
- We currently have investments that need to be changed into CD's, government backed securities, or other allowable options.
- We should have a better budget vs. actual report for monthly meetings.
- Has internal audit been done? Ron: no, that committee has not met yet.
- Board will need to accept report and send Colleen an email, and then she will finalize the report.
- Motion by Dan, 2nd Alan to give permission for our financial information to be used in the County's report.
- Colleen is available by phone or email to answer any questions that might arise.

11. Old Business:

- 2012 County budget: Craig met with Joe Mareane for over an hour. They discussed health insurance costs, County health insurance consortium, etc.
- See handout (Agency Program Description & Over target Request) for more info (Appendix H)

12. New Business:

- Jeff Ten Eyck: discussed that he will be the coordinator from here to Buffalo. He still has his old position as well, so he will help when asked but has less time to dedicate than Les Travis did.
- Craig: NYACD Conference is October 16-18 in Utica. Jen and Craig would both like to attend.
- Ron: recommends early registration to save money if we do send people. He went last year and got a lot out of it. He would consider going if needed.
- Dan: the cost would be \$630 for Craig and Jen to go, plus another \$400 if Ron decides to go. Ron: this would get us credit for performance measures.
- Motion Dan, 2nd Alan to approve the attendance of 3 representatives from Tompkins County at the NYACD conference, and the option for Frank and/or Pat to go if they are interested.
- Craig: Chemung County is requesting support for a lawsuit against the EPA for the Chesapeake Bay issue. The State is currently debating a lawsuit as well.
- Barry Goodrich: was going to talk about Flood Hazard, but will hold off until Pat & Frank are in attendance.

13. Records Management Advisory Board: None

14. Other Staffing Issues: None

15. Executive Session: None

16. Next meeting: September 12, 2011 at 12:30 PM

17. Adjourned: 2:57 PM, motion Dan, 2nd Alan

Appended to minutes: District Manager, Education Coordinator, Natural Resource Program Specialist, Conservation Technician, Grazing Technician, NRCS, Executive Summary & Financial Reports, Agency Program Description & Over Target Request



 Ron Updike, Chairperson



 Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, September 12, 2011

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Pat Pryor – Director/Legislator
Craig Schutt – District Manager
Jennifer Case – Secretary/Treasurer
Pat Barry – NRCS
Josh Hornesky – NRCS
Barry Goodrich – Guest

Excused: Frank Proto – Director/Legislator

1. **Call to Order:** 12:35 - 1:15 PM Board Member Training (District Law)
1:20 PM regular meeting called to order by Ron Updike, Chairperson
2. **Additions to the Agenda/Announcements:** None
3. **Approval of Minutes:** August 8, 2011– motion Alan, 2nd Dan
4. **Vouchers:** August 2011 **Ab 08-11** approved – motion Alan, 2nd Dan
 - Check #7005 was questioned by Dan: how long will extra NYS Unemployment payments be made? Jen: should be just a onetime payment (“interest assessment surcharge”).
 - Check #6997 was questioned by Ron: what were the trees for? Craig: flood hazard mitigation. Ron: we should use the RPM trees we have for the Bostwick Rd. flood hazard mitigation project.
5. **District Manager:** (Appendix A) Craig gave an overview of his written report.
6. **Staff Reports:** (no staff member presentation during this meeting due to Board training)
 - Education Coordinator: Seth – (Appendix B)
 - Resource Conservation Specialist: Angel – (Appendix C)
 - Natural Resource Program Specialist: Aaron – (Appendix D)
 - Conservation Technician: Jon – (Appendix E)
 - Grazing Technician: Gene – (Appendix F)
7. **Reports of Other Agencies:**
 - NRCS: (Appendix G): Pat gave an overview of his written report.
8. **FSA:** None
9. **Old Business:**
 - 2012 County budget: budget information was already shared in Craig’s report.
 - Pat: would like Craig to put together and email some information for her to take to the budget planning meeting so she has speaking points in case there is discussion about cutting our funding. Jen: might be a good idea to show what percentage of our county funding goes toward retirement and health insurance costs.

10. New Business:

- Craig: would like the Board to consider a policy about family health insurance. Ron: should we write up an addendum to be discussed at the next meeting?
- Dan motion, Alan 2nd to approve the following resolution:

As of September 12, 2011 the District will not subsidize anything other than an individual insurance plan. Employees have the option of family coverage if they choose to pay the cost difference between individual and family coverage. The District will continue to pay 80% of individual insurance plans.

- Aaron would like Board approval to serve on the NYCDEA board. Motion Alan, 2nd Pat to authorize Aaron to be the member at large for the NYCDEA executive board.
- Craig: the Department of Agriculture has decided to combine The Agricultural Protection & Development Services Division with the Soil & Water Division. Leadership will shift to Mike Latham as Executive Director.
- Craig discussed Evie Weinstein's property with recent flooding issues.

11. Records Management Advisory Board: None

12. Executive Session: None

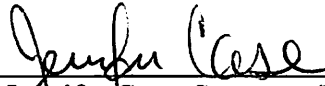
13. Next meeting: TUESDAY October 11, 2011 at 12:30 PM (Monday is Columbus Day)

14. Adjourned: 2:45 PM, motion Alan, 2nd Dan

Appended to minutes: District Manager, Education Coordinator, Resource Conservation Specialist, Natural Resource Program Specialist, Conservation Technician, Grazing Technician, NRCS



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 11, 2011

**** No quorum. No minutes recorded****

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, November 14, 2011

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager

Angel Dybas – SWCD staff
Josh Hornesky – NRCS
Rob Gallinger – USDA FSA
Barry Goodrich – Guest

1. **Call to Order:** 12:45 – Chair Ron Updike
2. **Additions to the Agenda/Announcements:** None
3. **Approval of Minutes:** No quorum in October: September 12, 2011 – motion Frank, 2nd Dan
No October Minutes
4. **Vouchers:** September 2011 **Ab 09-11** approved – motion Dan, 2nd Frank
October 2011 **Ab 10-11** approved – motion Dan, 2nd Pat
5. **Reports of Other Agencies:**
 - FSA (Appendix H): Rob gave an overview of Federal Budget issues as they pertain to the Farm Bill currently being negotiated.
 - NRCS: (Appendix G): Pat gave an overview of his written report.
6. **District Manager:** (Appendix A) Craig gave an overview of his written report.
7. **Staff Reports:** (no staff member presentation during this meeting due to Board training)
 - Education Coordinator: Seth – (Appendix B)
 - Resource Conservation Specialist: Angel – (Appendix C)
 - Natural Resource Program Specialist: Aaron – (Appendix D)
 - Conservation Technician: Jon – (Appendix E)
 - Grazing Technician: Gene – (Appendix F)

Angel gave a brief overview of the Hydrilla efforts and her stormwater work with Stormwater Coalition.
8. **Old Business:**
 - 2012 County budget is finished and will be voted on this week by the County Legislature
 - Discussion of the 2010 Audit and acceptance of that: Frank made a motion to accept the 2010 audit, 2nd Alan: Approved
 - It was also discussed that there still need to be an annual internal audit by the audit committee (Frank and Alan). They will set a time with Craig to come to the office and complete that
 - **Secretary/Treasurer Position:** Jen resigned from the position and her last day of work was November 10. Craig reported he had advertised the position and applications had begun to come in. The closing date is November 15 so we should know who and how many have applied for the position. Ron and Dan agreed to sit on interviews, time permitting. Craig will inform them of times

as soon as interviews are scheduled. It was agreed we need to move on this as quickly as possible, due to the sensitivity of year end reporting, tree sales, W2s, 1009s, audit preparation and everything else that must be completed in the first quarter of 2012.

9. New Business:

- **Next Meeting December 12;** This will be the Annual holiday Luncheon with staff and guests. Dan agreed to look into having it at Stonehedges Golf Course this year and get back to Craig. If that is not possible Craig will look into other options.
- Craig: would like the Board to consider a policy about family health insurance. Ron: should we write up an addendum to be discussed at the next meeting?
- Dan motion, Alan 2nd to approve the following resolution:

10. Records Management Advisory Board: None

11. Executive Session: None

12. Next meeting: Monday December 12, Stonehedges Golf Course, Groton

13. Adjourned: 2:45 PM, motion Alan, 2nd Dan

Appended to minutes: District Manager, Education Coordinator, Resource Conservation Specialist, Natural Resource Program Specialist, Conservation Technician, Grazing Technician, NRCS

Ron Updike, Chairperson



Craig Schutt, District Manager

Tompkins County Soil & Water Conservation District

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Wednesday December 7, 2011

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager

- 1. Call to Order: 7:10 – Chair Ron Updike**

- 2. Meeting was called by Chair Ron Updike to discuss applications for the vacant Secretary/ Treasurer position. Craig and Ron reported that five applicants were interviewed by the two of them. All five of those applications were shared with the other Board members.**

- 3. Frank Proto made a motion to go into Executive Session at 7:50 PM; Second by Ron Updike.**

- 4. The BOD came out of Executive Session at 8:30 PM**

- 5. Dan Carey made a motion to allow Craig to make an offer to one of the applicants, one that was unanimously agreed upon by all Board members Second by Pat Pryor; Approved. Within that approved offer the Board gave Craig a little leeway to negotiate with the applicant.**

- 6. No other business was discussed; Meeting Adjourned at 9:00 PM**

Ron Updike, Chairperson

Craig Schutt, District Manager