

Minutes

Regular Meeting of the Board of Directors – Tompkins County SWCD
January, 11, 2016
170 Bostwick Road, Ithaca, NY 14850

Present: David McKenna, Dan Carey, Alan Teeter, Aaron Ristow, Jim Dennis
Staff: Jon Negley, Kym Jackson, Paul Gier
Agencies: Justin Olsen, NRCS, Patrick Barry, NRCS, Eric Toftegaard, Tompkins Insurance Agencies, Inc.

Dan Carey, Chair, called the meeting to order at 12:32pm. A quorum was present.

There were no additions or changes to the agenda.

David McKenna moved to approve the minutes as presented. Aaron Ristow seconded. No discussion. Carried.

Reports of Other Agencies:

Eric Toftegaard from Tompkins Insurance Agencies provided an overview of their services, ranking, and noted how they have a full time dedicated claims team who specialize in businesses. He also explained the limited availability of products and companies who specialize in public entity coverage. Our current carrier, Trident Insurance, will probably continue to be the most competitive. If Tompkins Insurance Agencies is selected as the broker of record, there should be no change of pricing and our policies will be thoroughly reviewed for discrepancies following the transition. There may be some pricing changes if coverage changes need to be made. Eric would also be happy to present details of the policies and their coverage and review them with the Board at the next meeting should the transfer occur.

Eric Toftegaard departed the meeting.

Patrick Barry, NRCS read their written report and it is attached. He also reviewed the Data Universal Numbering System (DUNS) and System Award Management (SAM) process. There are some new timing issues evolving during the application process. District contracts are not affected; however, some match programs from NRCS may be.

NYS SWCC Report written reports were reviewed by Jon. Grants will now be submitted through SharePoint. He is in the process of closing out Baker's and Beck's project. Jon has a meeting with Scott Fickbohm from NYS SWCC on February 1st. For Round 21, the District is still working with the Sherman's, however, the status of the land purchase and the project is still unclear. The District can't submit a Plan of Work until the ownership transfer is final. The Water Quality Symposium is scheduled for March 15-18, 2016 and staff will be attending the workshops. If any Board members are interested in attending, let Jon know. The Governor may be increasing the Environmental Protection Fund for 2016 and it has the potential to affect FLOWPA and State A, B, and C funds.

Financial Report:

A. Ristow moved to approve the financial reports for the month of November. D. McKenna seconded. No discussion. A vote was taken and the financial reports were approved. Motion Carried.

D. Carey moved to approve the financial reports for the month of December. D. McKenna seconded. It was noted there was a 5% health care increase for 2016. A vote was taken and the financial reports were approved. Motion Carried.

D. McKenna moved to approve the January, 2016 Vouchers. J. Dennis seconded. It was noted the City and County advances from 2015 were repaid. The County is working on updating the contract for 2016. They may be willing to update the contract in 2017, as well, until the grant funds are exhausted. It was suggested the District reach out to area partners for cost sharing in the future. A vote was taken and the vouchers were approved. Motion carried.

Staff/Project Reports:

Paul Gier was introduced to the Board and welcomed. He gave a brief history of his background and experience and is looking forward to the years ahead with the District.

Paul departed the meeting.

Organizational Meeting:

- Resolution #2016-1 – Official Bank Designation. D. Carey made the motion to approve, J. Dennis seconded. A vote was taken and the adoption of Resolution No. 2016-1 was accepted. Motion carried.
- Resolution #2016-2 – Official Newspaper Designation. A. Ristow made the motion to approve, J. Dennis seconded. A vote was taken and the adoption of Resolution No. 2016-2 was accepted. Motion carried.
- Resolution #2016-3 – Adoption of 2016 Holiday Schedule. D. Carey made the motion to approve, A. Ristow seconded. A vote was taken and the adoption of Resolution No. 2016-3 was accepted. Motion carried.
- Resolution #2016-4 – Board Meeting Schedules. D. Carey made the motion to approve, A. Ristow seconded. It was decided to amend the start time of the meetings to 3:30pm and to make the change to item #1 on the resolution. A vote was taken and the adoption of Resolution No. 2016-4 was accepted. Motion carried.
- Resolution #2016-5 – Approval of the 2016 Budget. J. Dennis made the motion to approve, A. Ristow seconded. There should be some savings in 2016 which can be put aside in the Savings Account or applied to the NYS Debt Repayment Account. All decided it would be to the Districts advantage to have a better contingency fund and funds should be directed to the Savings Account. A vote was taken and the adoption of Resolution No. 2016-5 was accepted. Motion carried.

J. Dennis made a motion to go to Executive Session at 1:50pm to discuss personnel matters – payroll certification. A. Ristow seconded. No action taken. D. Carey moved to adjourn the Executive Session at 1:58pm. D. McKenna seconded. All in favor. Motion carried.

- Resolution #2016-5a – Payroll Certification. D. Carey made the motion to approve, D. McKenna seconded. A vote was taken and the adoption of Resolution No. 2016-5a was accepted. Motion carried.
- Resolution #2016-6 – Rates for Service. D. Carey made the motion to approve, D. McKenna seconded. A vote was taken and the adoption of Resolution No. 2016-6 was accepted. Motion carried.

A. Teeter joined the meeting at 2:02pm.

- Resolution #2016-7 – Approval of Routine Expenditures. J. Dennis made the motion to approve, D. McKenna seconded. A vote was taken and the adoption of Resolution No. 2016-7 was accepted. Motion carried.
- Resolution #2016-11 – Adoption of Employee Handbook. D. Carey made the motion to approve, D. McKenna seconded. A vote was taken and the adoption of Resolution No. 2016-11 was accepted. Motion carried.
- Resolution #2016-12 – Appointment of Fiscal Officer/Secretary/Assistant Treasurer. D. Carey made the motion to approve, J. Dennis seconded. J. Negley recommended Kym Jackson as the Secretary and Fiscal Officer and himself as the Assistant Treasurer. A vote was taken and the adoption of Resolution No. 2016-12 was accepted. Motion carried.
- Resolution #2016-10 – Adoption of Fiscal Policies. D. McKenna made the motion to approve, A. Ristow seconded. J. Negley reviewed a few changes. A vote was taken and the adoption of Resolution No. 2016-10 was accepted. Motion carried.

J. Dennis made the motion to elect officers for 2016. A. Ristow seconded. J. Negley recommended the nomination of Dan Carey, Chair, Dave McKenna, Treasurer, and Alan Teeter, Vice-Chair. A vote was taken and the nominations were accepted.

End of Organizational Meeting at 2:19pm.

Old Business

- Resolution #2015-57 – Approval to Change Insurance Agencies to Tompkins Trust Insurance Agencies, Inc. J. Dennis made the motion to approve, A. Ristow seconded. A vote was taken and the adoption of Resolution No. 2015-57 was accepted. Motion carried.

New Business:

- Resolution #2016-8 – Entering into Contract Agreements with the Town of Danby, Newfield, Ulysses, Caroline and the Town of Ithaca for Stormwater Technical Services. D. McKenna made the motion to approve, J. Dennis seconded. A vote was taken and the adoption of Resolution No. 2016-8 was accepted. Motion carried.
- Resolution #2016-9 – Entering into a Contract Agreement with Tompkins County for Services to the County With Reimbursement of \$243,317.00. J. Dennis made the motion to approve, D. McKenna seconded. A vote was taken and the adoption of Resolution No. 2016-9 was accepted. Motion carried.
- Resolution #2016-13 – Ludlowville Stormwater Control As-builts. D. McKenna made the motion to approve, J. Dennis seconded. A vote was taken and the adoption of Resolution No. 2016-13 was accepted. Motion carried.
- Resolution #2016-14 – Tompkins County Flood Hazard Mitigation Contract Extension. D. Carey made the motion to approve, D. McKenna seconded. The contract extension is necessary due to land ownership issues. The County has approved this portion of the scope of the project. A vote was taken and the adoption of Resolution No. 2016-14 was accepted. Motion carried.
- Resolution #2016-15 – FLOWPA 13/14 Contract for Cal Snow Laneway Roof. A. Ristow made the motion to approve, A. Teeter seconded. A. Ristow explained this project was a water quality issue and worthwhile. It was intended to be included in the original NYS AgNPS contract. A vote was taken and the adoption of Resolution No. 2016-15 was accepted. Motion carried.
- Resolution #2016-16 – RS Parker Landscaping contract for Cayuga Inlet tree planting. J. Dennis made the motion to approve, D. Carey seconded. A vote was taken and the adoption of Resolution No. 2016-16 was accepted. Motion carried.

J. Negley recommended approval of the Lifetime Benefit Solutions Vision Care Proposal. The Board members support the Option IV, Tier Four rate. A. Ristow made the motion to accept the option, A. Teeter seconded. A vote was taken and the Proposal was accepted. Motion carried.

Announcements/Meetings:

The Southern Tier Funding Application Opening is scheduled for January 19th.

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

Next meeting date: February 8, 2016, at 3:30pm.

Respectfully Submitted:

Kym Jackson, Secretary

David McKenna, Treasurer