

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

Monday, January 11, 2010

ATTENDING: Craig Schutt – District Manager
 Vicki Hendrix – Secretary/Treasurer
 Dan Carey – Vice Chair
 Ron Updike – Chair
 Alan Teeter – Director
 Frank Proto - Director
 Pat Barry - NRCS

Excused:

A. Meeting was called to order – 1:46 P.M.

B. Organizational Business

- a) Election of officers
MOTION by Frank Proto to elect the following officers
Ron Updike – Chairperson
Dan Carey – Vice Chairperson
Seconded by Teeter
- b) Personnel Committee
Ron Updike & Dan Carey
- c) Book Audit
2 county legislator positions Frank Proto and ?
- d) District Policy review
Review them during the year
- e) Official Bank and Newspaper
Tompkins Trust Company and The Ithaca Journal and Ithaca Times
- f) 2010 Holiday Schedule
See attached Appendix
- g) District Rate for services –
\$35 for New Soil Group Worksheet, \$25 for a revised one, Pond assessments \$40,
Stormwater tech assistance \$50/hr
- h) Landowner Rate for time on grants –
Grant in kind time \$35/hr
- i) Bills to be paid without prior approval – approved.
These will include all normal operations of district (ex. payroll, payroll taxes, telephone,
grant payments, rent, copier lease payment, tree sale, insurance). Single payments that
are not included in the normal operations at \$3,000 or above will come to the board for
prior approval.
- j) Appoint Treasurer – MOTION by Teeter to appoint Vicki Hendrix – Treasurer,
seconded by Carey, carried.

COMPTON COUNTY SOIL AND WATER CONSERVATION DISTRICT
 MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, January 11, 2010

ATTENDANCE:

- Craig Nelson - District Manager
- Viola Johnson - Secretary/Treasurer
- Don Clark - Vice Chairman
- Ron Lipika - Chairman
- Alan Foster - Director
- Frank Brown - Director
- Tim Barry - Director

Excused:

A. Meeting was called to order at 7:45 PM.

B. Administrative business

- 1) Election of officers
 MOTION by Frank Brown to elect the following officers:
 Ron Lipika - Chairman
 Don Clark - Vice Chairman
 Recorded by Foster
- 2) Personnel Committee
 Ron Lipika as Chairman
 Don Clark
- 3) Board agenda
 2 coming legislative sessions from 2/15/10
- 4) District Policy review
 Action items during the year
- 5) District Bank and Newspaper
 The Virginia Farm Company and The Times Journal and Times Times
- 6) 2010 Budget Schedule
 Personnel Appointments
- 7) District Bank for the year
 2009 the New Soil Conservation District 2009 2010 Budget Schedule
 Stormwater fees assistance 2009
- 8) Landowner fees for this program -
 District 2009 2010
- 9) Bills to be paid within 30 days - approved
 These bills include all normal operations of district (see page 10 for full list of bills)
 grant payments - some bills are for 2009 and some are for 2010. All bills are due by 1/15/10 or more will come to the board for
 approval.
- 10) Approval Treasurer - 2010
 Motion to approve Viola Johnson as Treasurer - Recorded by Craig Nelson

C. Minutes of December meeting – Approved with corrections

Financial Report – December financials
Vouchers – December 2009 Ab 12-09 approved.

D. REPORTS:

NRCS – Pat overviewed his written report.

SWCD MANAGER – Craig overviewed his written report.

Discussion on grants that need closing, they are being worked on by Jake and one is at the state office waiting on word as to whether it was accepted or not.

Craig had meeting this morning with Jake, Jon and Darrel on AEM and its deliverables This will have a direct impact on budget if not completed and underfunded.

Received a grant from Gannett to improve the website and buy software.

Craig is now chair of FL-LOWP this will take up some of Craig's time in the coming year. RC&D – Craig would like someone else to take his position since he is chair of FL-LOWPA and may not have the time to devote to this group. Frank suggested asking Greg Stevenson to take the position as either the soil and water rep or the county rep since someone is needed for that position also.

Flood Hazard Mitigation (FHM) Frank asked about the review committee for the projects is it still in place and how are decisions made. Craig felt Frank was better talking to Scott Doyle or Ed Marx since he is not sure how the decisions are made either since the review committee was not really used last year.

Annual Plan of Work drafts given to board members please review and be ready to act on it next month.

Resolution needed for FL-LOWPA contract giving Craig permission to be the contact signature person on the contract.

MOTION by Frank Proto to approve written resolution attached to minutes to approve Craig to be contact and signatory on contract with FL-LOWPA, seconded by Dan Carey. Carried.

E. Old Business:

Jon's grad school contract. Jon will not be taking classes until September so he will be back to Working 40/hr a week. It looks like the Barille 2 stream project will happen this spring so he will be working on his thesis on this project this spring/summer. Board approved this plan. Board would like to see Craig write the Town of Ithaca about sustainability position they have talked about adding. Explain to them that this is something that the soil and water already works on and we would be willing to help the town out.

F. New Business:

Legislative Days January 25 & 26, board members are welcome to attend.
FL-LOWPA legislative days are the following week which Craig will also attend.

G. Next meeting date and time – February 8, 2010 at 12:30 P.M.

Minutes of previous meeting - Approved with corrections

Financial Report - Approved
Minutes - December 2009 / Approved

10. 10.10.09

AGOS - that reviewed his written report

AGOS - that reviewed his written report

Discussion on grants that are being worked on by John and one is in the state of the waiting on work as to whether it was accepted or not

Craig had received this evening with John and David in A&E and the discussion this will have a short paper on budget it has completed and understood

Review from a grant from Council to improve the website and help software

Craig is now Chair of F&E OWT this will take up some of Craig's time in the coming

year 2010 - Craig would like someone else to take his position since he is chair of

F&E OWT and may not have the time to devote to this group. Frank suggested taking Craig's name to take the position as either the soil and water rep of the county or

since some one is needed for that position also

Food Hazard Mitigation (FHM) - Frank asked about the review committee for the

projects is it still in place and how are the decisions made Craig felt Frank was better

able to do it Craig or Ed since he is not sure how the decisions are made

other than the review committee was not really an idea last year

Annual Plan of Work (APW) given to board members please review and be ready to put on it next month

Resolution needed for F&E OWT to contract Craig permission to be a member of the board on the contract

AGOS by Frank from a report which resolution attached to minutes to approve to be a contract and signed on contract with F&E OWT. seconded by Ed

Craig, Chair

11. 11.10.09

John's grant which contract you will not be doing classes until September so he will be back to working 40 hours a week. He looks like the Board's 2 year contract will happen this spring so he

will be working on his boards on the project this spring/summer. Board approved this plan and would like to see Craig with the Town of Hines about some liability whether they have

talked about liability. Explain to them that this is something that the soil and water already work on and we would be willing to help the town out

12. 12.10.09

1. Legislative Day Tuesday, 12.10.09, board members are welcome to attend


11-12.00.09 legislative day and the following week which Craig will also attend

13. Board meeting date and time - February 11, 2010 at 10:30 AM

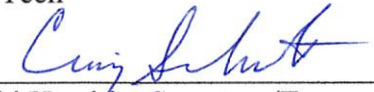
H. **Adjourned** 3:29 P.M.

I. **Executive Session**

Appended to minutes: NRCS Report, Manager Report, Holiday Schedule, Grazing Specialist, Resource Cons. Specialist, Education Coord., Conservation Tech



~~Ron Updike, Chairperson~~
Dan Carey, Vice Chair



Vicki Hendrix, Secretary/Treasurer
District Manager

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

Monday, February 8, 2010

ATTENDING: Craig Schutt – District Manager
Vicki Hendrix – Secretary/Treasurer
Frank Proto – Director/Legislature
Alan Teeter – Director
Dan Carey – Vice - Chair
Pat Barry - NRCS

Excused: Ron Updike

- A. Meeting was called to order – 1:25 P.M. by Dan Carey Vice Chair.
B. Minutes of January meeting – approved

Financial Reports – approved
Vouchers – January 2010 Ab 01-10

C. REPORTS:

NRCS – Pat overviewed his written report. Appendix C
Pat explained the Hoop House program to board. Frank let him know about an operation outside of Slaterville that has these already and may be a place to establish cost associated with installing them. Josh received an award from Schuyler Co SWCD at their annual banquet for all the hard work he has been doing in that county.

DISTRICT REPORTS:

GrazeNY – Appendix D
Resource Conservationist Specialist – Appendix E
Education Coordinator/Tech Asst. – Appendix F
Americorps Tech – Appendix G

SWCD MANAGER – Appendix H

Craig overviewed his written report.
Craig went to Albany on behalf of districts in January and then the first week of February he went on behalf of FL-LOWPA, everyone in Albany seems to be very frustrated with the financial problems of the state.
Round 16 Ag grants should be announced soon, the need to be shown not sure when funding will be released ~~for them though.~~ from NYS.
Feb 26th Darrel is holding another Stormwater training session in Brooktondale. New stormwater permit effective January 29th, gas drilling is included in the permit, and logging was

not included. Reps in Albany were very interested in the gas drilling and what districts can do as this is the hot topic all over. Some districts are talking directly to the gas companies to see what services they can offer to them.

RC&D – Greg is considering being the rep for Tompkins County, Greg and Craig have not been able to make contact on this yet though.

Barrile 2 project – Pete Hoyt still has not signed the easement, bid has been in the paper with a site viewing set up for Feb. 10th.

A grant that Roxi Johnson wrote for Six Mile Creek has not been completed, she turned it over to us and we had not done anything with it either, DEC has called and is saying either get in a plan of work or the money will no longer be available. Jon is working with Tempco on an area they are going to restore to protect their pipeline; this grant could extend that area and get more done along the stream bank. Frank has some reservations on this project and would Jon to explain the project further. Jon came in to the meeting and explained where the work was going to be completed near the Banks Rd bridge, County Highway equipment and Tempco money can be used as matches on this grant.

MOTION by Alan Teeter to adopt the resolution for the NYSDEC grant project, Six Mile Creek Pipeline Protection, seconded by Frank Proto with board seeing the final design and budget as it progresses. Carried.

D. NEW BUSINESS:

Annual Plan of Work needs to be accepted by board.

MOTION by Alan Teeter to accept the Annual Plan of Work 2010, second by Frank Proto. Carried.

Dan asked about the bale mulcher, Craig explained there is money in the stormwater grants that funds were just released to purchase this equipment.

Travel and Procurement policies given to board members for them to review as per the organizational meeting to review them during the year.

ACS came to Craig to look in to renting some desk space and hook up for the internet from us. Board would like Craig to check with county on doing this since they are the lease holders and it would be them subleasing. Some reservations were expressed about privacy issues and such also.

Discussion the vehicles and their poor condition. Jon and Craig have been working with county highway on this and hope to be able to get one of the vehicles that they take off this year.

Some counties are passing resolutions to have the SWCD be involved in gas drilling operations pertaining to the erosion and sediment control practices, in no way do districts want to be regulatory but we are already the lead agency on ag lands and would in a position to help if drilling does come to the county and we need to be prepared for it if it does.

D. OLD BUSINESS:

Frank received an email about the Town of Caroline stormwater contract and the increase in rate the board approved last month. Caroline's contract ran out the end of the year so the new rate would be effective for the 2010 contract. Frank felt that the adjustment can be made in Caroline's budget for this increase as rates change all the time for things. Next year we will bring this up earlier in the year so it does not come as a surprise to municipalities after their budgets are completed.

F. Next meeting date and time – March 8, 2010 at 12:30 PM


G. Adjourned at 4:02 P.M.

H. Executive Session

Appended to minutes: Resource Conservation Specialist, Education Coordinator, District Manager, NRCS, Conservation Tech, Grazing Specialist



Ron Updike, Chairperson



Vicki Hendrix, Secretary/Treasurer
District Manager

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

Monday, March 8, 2010

ATTENDING: Craig Schutt – District Manager
Vicki Hendrix – Secretary/Treasurer
Ron Updike - Chair
Frank Proto – Director/Legislature
Alan Teeter – Director (1:00 PM)
Dan Carey – Vice – Chair
Pam Mackesey – Director (left at 2:00 PM)
Pat Barry - NRCS

Before meeting officially started a training module was done by Craig titled History of Soil & Water

- A. **Meeting was called to order – 12:52 P.M. by Ron Updike, Chair.**
- B. **Minutes of February meeting – approved with question and clarification on a point.**

Financial Reports – approved
Vouchers – February 2010 Ab 02-10 approved with some questions

C. REPORTS:

NRCS – Pat overviewed his written report. Appendix C
To help Pam understand the relationship between the district and NRCS Pat gave a brief history of the working relationship.
Pat passed around a Local Working Group questionnaire that he would like the board to fill out preferable online but if not fill in and send to him.

DISTRICT REPORTS:

GrazeNY – Appendix D
Resource Conservationist Specialist – Appendix E
Education Coordinator/Tech Asst. – Appendix F
Americorps Tech – Appendix G

SWCD MANAGER – Appendix H

Craig overviewed his written report.
GrazeNY meeting held in Onondaga Co this morning, funding got kicked back to NRCS in House budget.
Brooktondale Stormwater training was cancelled due to winter snow storm rescheduled for April in Dryden.

TOWNSHIP COUNTY BOARD OF DIRECTORS
 MEETING OF THE BOARD OF DIRECTORS

Monday, March 2, 2010

ATTENDING:

- Paul Perry - Mayor
- John H. ... - ...
- John H. ... - ...
- John H. ... - ...
- John H. ... - ...
- John H. ... - ...
- John H. ... - ...
- John H. ... - ...

Before meeting officially, a meeting agenda was discussed by the Board of Directors.

A. Meeting was called to order - 7:00 P.M. by Paul Perry, Mayor.

B. Minutes of previous meeting - approved with amendments on a motion.

Financial reports - approved
 Reports - ... - approved with amendments

C. RESOLUTIONS:

RESOLUTION - Paul Perry, Mayor presented the resolution of the Board of Directors to ...
 To help Paul Perry, Mayor to ... the ... and ...
 history of the ...
 Paul Perry, Mayor presented a ... that he would like the Board to ...
 ... but it not ...

DISTRICT REPORTS:

- ... - Appendix D
- ... - Appendix E
- ... - Appendix F
- ... - Appendix G

RESOLUTIONS - Appendix H

Original ...
 ... meeting ...
 ...
 ...
 ...

Discussion on gas leases and all the meetings that are going on about the drilling. March 30th national Gas Forum in Sayre, PA Craig and Darrel will be attending this meeting. Americorps program is not as big as it once was thru Cayuga Co so help is not available that way. Tompkins County could look in to doing a program county wide and share a slot with the soil and water district.

Board looked over the bids from the Six Mile Creek project, they were all over the amount available for the project. The project will most likely be rebid with some aspects of it changed. Craig sent letter to Senator Seward on the prevailing wage issue that is hurting the project also and they will get back to him on what they find out in getting an exemption.

Jon included in his report a budget for the PipeLine/Banks Rd stream project and Frank would like a copy of the plan of work on this project also.

Concern expressed about the programming of the Flood Hazard Mitigation Program, a discussion with Pam, Frank and Craig should be happening on the subject soon.

Craig explained the dredging that the City of Ithaca is planning on doing in the inlet. This was talked about at great length.

Frank asked about ACS renting space from us, privacy is definitely an issue and they have not approached us again about it.

Dan asked about the RC&D intern that Jake mentioned in his report.

Draft copy of the Danby volunteer MS4 handed out to board members.

MOTION by Frank Proto to forward similar resolution already done by Schuyler and Tioga counties pertaining to the districts role in gas drilling should it come to Tompkins County to the PDEQ, seconded by Dan Carey.

A lengthy discussion on the pros and cons of gas drilling and how the district can be of great service to the landowners if it should come here.

D. NEW BUSINESS:

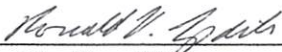
D. OLD BUSINESS:

F. Next meeting date and time – April 12, 2010 at 12:30 PM


G. Adjourned at 3:15 P.M.

H. Executive Session

Appended to minutes: Resource Conservation Specialist, Education Coordinator, District Manager, NRCS, Conservation Tech, Grazing Specialist



Ron Updike, Chairperson



Vicki Hendrix, Secretary/Treasurer
District Manager

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

Monday, April 12, 2010

ATTENDING: Craig Schutt – District Manager
Vicki Hendrix – Secretary/Treasurer
Ron Updike - Chair
Frank Proto – Director/Legislature
Alan Teeter – Director
Pat Barry - NRCS

A. Meeting was called to order – 1:00 P.M. by Ron Updike, Chair.

B. Minutes of February meeting – approved

Financial Reports – approved
Vouchers – March 2010 Ab 03-10 approved

C. REPORTS:

NRCS – Pat overviewed his written report. Appendix C

DISTRICT REPORTS:

GrazeNY – Appendix D

Resource Conservationist Specialist – Appendix E

Education Coordinator/Tech Asst. – Appendix F

Grazing Specialist – Appendix G

SWCD MANAGER – Appendix H

Craig overviewed his written report.

Board asked about Jake's report and repairs on 98 Ford Trk, the trk is getting very old and is extremely rusty so when one thing is repaired others seem to break at the same time.

Board asked about civil service tests for Jake and Darrel and both have passed the test.

Board asked about what city parking lot Darrel was talking about in his report and it is was the Union parking lot.

D. NEW BUSINESS:

Resolutions needed for the Round 16 grant applications.

Four applications are being filed so four resolutions are needed giving Craig authority to be the signature on the contracts. These will filled in the Resolution Book.

MOTION: by Alan Teeter to pass the resolutions for the Ag Non Point Source grant applications, seconded by Frank Proto.

E. OLD BUSINESS:

Frank and Pam are on the audit committee for 2010. Colleen is going to try and be at the May meeting.

Board wondered about the survey that RC&D sent out quite awhile ago and Craig has heard nothing more about it.

F. Next meeting date and time – May 10, 2010 at 12:30 PM

G. Adjourned at 2:05 P.M.

H. Executive Session

Appended to minutes: Resource Conservation Specialist, Education Coordinator, District Manager, NRCS, Conservation Tech, Grazing Specialist



Ron Updike, Chairperson

Vicki Hendrix, Secretary/Treasurer


District Manager

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

Monday, May 10, 2010

ATTENDING: Craig Schutt – District Manager
 Ron Updike – Chairman
 Dan Carey – Vice Chair
 Alan Teeter – Director
 Pam Mackesey – Director
 Pat Barry – NRCS District Conservationist

Excused: Frank Proto - Director
 Vicki Hendrix – Secretary/Treasure due to illness

- A. Meeting called to order – 12:45 P.M. by Ron Updike, Chairman
- B. No minutes of the April meeting available due to the illness of Vicki Hendrix, Secretary/Treasure. Those will be dealt with at the May meeting.

Financial Reports – The BOD approved the incomplete financial report and vouchers provided by the District Manager as presented. A more complete report will be provided at the May meeting for final approval.

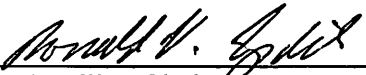
- C. Reports:
NRCS – Pat Barry provided a report on NRCS activities. Written report attached.

DISTRICT REPORTS ATTACHED:
Grazing Specialist – Appendix D
Resource Conservation Specialist – Appendix E
Education Coordinator – Appendix F
Conservation Technician – Appendix G


District Manager – Appendix H
Craig overviewed his written report and added some highlights from the staff reports. Craig reported that the resolution concerning gas well drilling was not passed at the May meeting of PDEQ but will be on the agenda for the June meeting with some revisions.

- D. 1:30 P.M. Pam Mackesey made a motion to go into Executive Session to discuss personnel issues, seconded by Alan Teeter. Passed; Executive Session ended at 2:15 and regular session continued.
- E. No other business was discussed
- F. Next meeting date and time – June 14, 2010 at 12:30 P.M.
- G. Adjourned at 2:45 P.M.

Appended to minutes: Resource Conservation Specialist, Education Coordinator, District Manager, Conservation Technician, Grazing Specialist reports.



Ron Updike, Chairman



Craig Schutt, District Manager

TOMPKINS SOIL and WATER CONSERVATION DISTRICT

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday June 8, 2010

ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Dan Carey, Vice Chair
Frank Proto, Director/Legislature
Alan Teeter, Director
Anita Fitzpatrick. Tompkins County Personnel

ABSENT: Pam Mackesey, Director/Legislature

A. Meeting called to order – 7:20 P.M. by Ron Updike, Chair

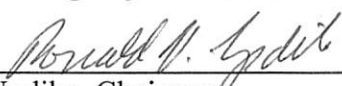
B. Motion by Ron Updike to enter into Executive Session to discuss personnel matters,
Seconded by Frank Proto.

C. Board of Directors came out of Executive Session at 8:42 P.M. – no action taken

FRANK MOVED, DAN SECOND to come out of EX SESSION

D. Following Executive Session the Board assigned information gathering tasks to Craig
for further discussion at a later date.

D. Meeting adjourned – 8:45 P.M.



Ron Updike, Chairman



Craig Schutt, District Manager

TOMPKINS SOIL and WATER CONSERVATION DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday June 14, 2010

ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Dan Carey, Vice Chair
Frank Proto, Director/Legislature
Alan Teeter, Director
Patrick Barry, NRCS District Conservationist
Seth Dennis, Education Coordinator TCSWCD

ABSENT: Pam Mackesey, Director/Legislature

- A. Meeting called to order – 12:45 P.M. by Ron Updike, Chair**
- B. Minutes: Motion by Frank Proto to approve minutes of both April 12 and May 10, 2010 regular meetings minutes. Seconded by Dan Carey. Approved**
- C. Alan Teeter made a motion to approve minutes of the June 8, 2010 Special BOD Meeting. Seconded by Frank Proto - approved**
- D. Pat Barry gave the NRCS report: Attached; He also provided Ron with NRCS USDA Acknowledgement of section 1619 Compliance. The purpose is to protect the privacy of Cooperators and by signing it the Board agrees to the terms stated within it. Ron signed**
- E. Colleen Stannard of Ciashi, Dietershagen, Little, Mickelson & Company, LLP presented the 2009 Audit Report. She highlighted some of the same concerns as in the past: Segregation of duties with the understanding that much of this is due to the size of the SWCD; the need for better capitalization of fixed assets, (Colleen said she would work with Craig to come up with a better system), and the continued problem with deficit fund balances. Colleen said there had been some improvement on that issue in 2009. Overall Colleen stated that the audit showed no major concerns or problems.**
- F. Craig did an overview of his report, attached – Appendix H. He passed pictures around taken in Bradford County, PA on the USC Marcellus gas tour.**

DISTRICT REPORTS ATTACHED:

Grazing Specialist – Appendix D

Resource Conservation Specialist – Appendix E

Education Coordinator – Appendix F - Seth Dennis gave a brief report on the Envirothon and other recent educational events.

Conservation Technician – Appendix H

New Business: The Board unanimously approved the job description proposed by Craig entitled Natural Resource Program Specialist. With that the job description will be forwarded on to County Personnel for scoring. The Board also approved the hiring of Aaron Ristow to this position. Although Aaron will be a full time Tompkins County SWCD employee half of his pay will be reimbursed to TCSWCD through a contract with the USC as he has been designated as the USC Agriculture Coordinator. Within six to eight months it is expected Aaron will be full time USC Ag Coordinator and his salary will be totally reimbursed by the USC. In the interim

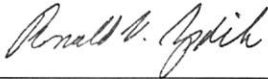
Craig explained that he plans to have Aaron working on deliverables of the District's AEM contract and through that generate the funds for half of his salary. Craig also stated that he sees this as a good opportunity for further training for Jake. Aaron's experience with many of the same types of projects that Jake is involved with will help Jake shorten his learning curve, Craig did want to make it clear that in no way was he discrediting Jake. Craig said Jake is doing a good job and is learning as fast as anyone could reasonably expect him to.

Seth Dennis asked the Board about possibly creating a policy that would allow staff members to donate benefit time to another staff member that has a prolonged absence from work due to illness and uses all of their own benefit time. The Board discussed it and said they would consider such a policy. No other action was taken.

Executive Session: 2:47 P.M. Alan Teeter made a motion to go into Executive Session to discuss personnel matters. Dan Carey seconded.

3:20 P.M. Frank Proto made a motion to come out of Executive Session. Alan Teeter Seconded. Executive Session ended with no action being taken.

3:22 P.M. meeting adjourned by Ron Updike, Chairman



Ron Updike, Chairman



Craig Schutt, Conservation District Manager

D. Meeting adjourned – 8:45 P.M.

Ron Updike, Chairman

Craig Schutt, District Manager

TOMPKINS SOIL and WATER CONSERVATION DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday July 10, 2010

ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Dan Carey, Vice Chair
Frank Proto, Director/Legislature
Pam Mackesey, Director/Legislature
Alan Teeter, Director
Patrick Barry, NRCS District Conservationist
Josh Hornesky, NRCS Soil Conservationist

A. Meeting called to order – 12:40 P.M. by Ron Updike, Chair

B. Josh and Pat reviewed the NRCS report: Attached

C. Minutes: Motion by Frank Proto to approve minutes of the June 14 and May 10, 2010 regular meetings minutes. Seconded by Alan Teeter. Approved

B. Vouchers: June 2010 Ab 06-10; Pam M. made a motion to approve the vouchers. Seconded by Alan Teeter, approved

D. District Reports: Craig did an overview of his report, attached – Appendix H.

DISTRICT REPORTS ATTACHED:

Grazing Specialist – Appendix D

Resource Conservation Specialist – Appendix E

Education Coordinator – Appendix F

Conservation Technician – Appendix G

Old Business: There was no Old Business to discuss.

New Business: Craig did an overview of the Districts proposal to the County Administrator for 2011 county funding. The difficult all around budget situation was discussed and Craig noted that the proposed 6.9% cut by the county for 2011 includes the rent for the building. The County Legislature had voted to pay the rent through 2011 when the District was moved to the current location. Craig said that if that cut holds it would mean over a 9% cut to the District's 2011 operating funds from the county. Craig said he submitted a budget request for the same amount of funding as 2010. Frank P. made a motion to support the budget proposal. Seconded by Pam M. approved.

Craig announced that the District has received a letter from Ag and Markets announcing the award of all four Ag Nonpoint Grants submitted by Craig for Round 16 of the program. The grants total over \$812,000.00 in state funds with total project costs at about \$1.1 million. Projects will include a variety of barnyard runoff control projects, a milking center waste control system, and a manure storage.

Frank P. made a motion to enter into Executive Session at 2:15 PM. Dan Carey seconded that motion.

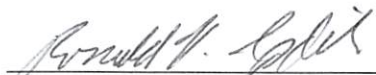
Executive Session: 2:15 P.M. Frank Proto made a motion to go into Executive Session to discuss personnel matters. Dan Carey seconded.

2:37 P.M. Dan Carey made a motion to come out of Executive Session. Frank Proto Seconded. Executive Session ended with no action being taken.

New Business (cont.)

Frank proto made a motion to add both Ron Updike and Dan Carey as signatories on all District financial accounts. Seconded by Alan Teeter; approved

2:40 P.M. Frank Proto moved the meeting be adjourned. Meeting adjourned by Ron Updike, Chairman



Ron Updike, Chairman



Craig Schutt, Conservation District Manager

TOMPKINS SOIL and WATER CONSERVATION DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday August 9, 2010

ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Dan Carey, Vice Chair
Alan Teeter, Director
Patrick Barry, NRCS District Conservationist
Josh Hornesky, NRCS Soil Conservationist
Bruce Hopkins, NRCS Area Conservationist
Rob Gallinger, FSA

Excused: Frank Proto, Director/Legislature
Pam Mackesey, Director/Legislature

A. Meeting called to order – 12:45 P.M. by Ron Updike, Chair

B. Rob Gallinger, FSA: Explained the CRP Program, General
Sign up is from Aug. 2 to Aug 27; need cropping history to be eligible, it has been advertised in the FSA Newsletter. Also discussed the proposed CREP projects that the District is assisting with Mazourek and Sherman)

C. Bruce Hopkins: Discussed the national perspective as it relates to the upcoming Farm Bill (2012) as did R. Gallinger. Also talked about Ag Appropriations in the 2011 budget process, already passed by the Senate, awaiting action by the House. Bruce said expects GLRI (Grazing Lands Initiative program) to get dinged in the upcoming budget. He explained the Food Security Act and the need for compliance of that as we HEL and Wetlands concerns.

D. Josh and Pat reviewed the NRCS report: Attached

E. Aaron Ristow joined the meeting, introduced himself and told the Board what his duties will be as USC Ag Coordinator/Natural Resource Program Specialist. Aaron will be working approximately 50/50 in his roles for a few months and likely transition to full time USC Ag Coordinator.

F. Minutes: Motion by Dan Carey to approve minutes of the July 12, 2010 regular meeting. Seconded by Alan Teeter. Approved

G. Vouchers: July 2010 Ab 07-10; Alan T. made a motion to approve the vouchers. Seconded by Dan C. approved

H. District Reports: Craig did an overview of his report, attached – Appendix H.

DISTRICT REPORTS ATTACHED:

Grazing Specialist – Appendix D

Resource Conservation Specialist – Appendix E

Education Coordinator – Appendix F

Conservation Technician – Appendix G

Old Business: There was no Old Business to discuss.

New Business: Craig showed the Board and estimate to keep the 1998 F-150 road worthy and pass inspection. The estimate was from about \$2,500 to \$3,500 depending on what might be found when certain parts in need of repair are torn down. The Board discussed the options and the condition of the truck and decided to take some of the available funds and purchase a new pickup on state bid. Dan made a motion to authorize Craig to purchase and F-150 4X4 on state bid. Alan T. seconded; approved.

Craig provided the Board with a proposed job announcement for the Secretary/Treasure Position. Dan C. made a motion to accept the job announcement and get it out as soon as possible. Alan T. seconded – approved.

Discussion on the need for a designated Treasure until the position is filled. Motion by Alan T. to designate Frank P. as interim Treasure, seconded by Dan C. approved.

Dan C. made a motion to pay Craig his \$400.00 annual longevity pay. Seconded by Alan T. approved. Ron will sign the check once it is cut.

Due to Craig being on vacation on September 13 (the next regularly scheduled BOD meeting date the September meeting will be moved to Monday September 20.

Executive Session: None was required

3:40 P.M. Dan Carey made a moved adjournment Alan T. Second



Ron Updike, Chairman



Craig Schutt, Conservation District Manager

TOMPKINS SOIL and WATER CONSERVATION DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday September 20, 2010

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

Patrick Barry, NRCS District Conservationist

Excused: Dan Carey, Vice-Chair
Pam Mackesey, Director/Legislature

A. Meeting called to order – 12:40 P.M. by Ron Updike, Chair

B. Jake's resignation as Grazing Specialist was discussed followed by the staff (Seth, Jon, Darrel and Aaron) joined the meeting to present a proposal on how to cover the responsibilities of the Grazing Specialist with a proposal of dividing those responsibilities amongst those existing staff. Craig gave an overview of the responsibilities of the position of the Grazing Specialist to the Board. In that Craig told the Board that between AEM and Graze NY there is 2,146 hrs. to account for to earn the \$73,000 available. The Board asked the staff to provide them with more particulars on the proposal and show where each would have time to devote to the position and what exactly each individual staff person could do and what responsibilities they would each be responsible for. The Board asked for this information by the next meeting. Frank suggested that, with that there needs to be discussion of salary adjustments to reflect any added responsibilities for the remainder of this year and then further discussions on how compensation for the full year 2011 will be handled. The Board also asked for copies of all staff job descriptions before the next meeting.

D. Josh reviewed the NRCS report: Attached

E. Minutes: Motion by A. Teeter to approve minutes of the August 9, 2010 regular meeting. Seconded by F. Proto. Approved

G. Vouchers: August 2010 Ab 08-10; Alan T. made a motion to approve the vouchers. Seconded by Dan C. approved

H. District Reports: Craig did an overview of his report, attached – Appendix H.

DISTRICT REPORTS ATTACHED:

Natural Resource Program Specialist/USC Ag Coordinator– Appendix D

Resource Conservation Specialist – Appendix E

Education Coordinator – Appendix F

Conservation Technician – Appendix G

Old Business: There was no Old Business to discuss.

New Business: Craig reported that the new F-150 Pickup has been ordered through state bid. Frank made a motion to purchase the truck utilizing funds from the M&T fund as a Capital

Expense for up to \$23,000 and to further designate remaining funds in that account as a Capital Expense fund. Second by A. Teeter: approved

Executive Session: None was required

Next Meeting – October 11 at 12:30

2:40 P.M. F. Proto made a moved adjournment Alan T. Second



Ron Updike, Chairman



Craig Schutt, Conservation District Manager

TOMPKINS SOIL and WATER CONSERVATION DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday October 11, 2010

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

ABSENT: Alan Teeter, Director
Pam Mackesey, Director/Legislature

A. Meeting called to order – 12:42 P.M. by Ron Updike, Chair

B. Frank P. made a motion to approve the September 20 minutes, seconded by Dan C.
Approved

C. Vouchers: September 2010 Ab 09 - 10; Frank P. had questions on a couple of items, which Craig was able to answer. Frank P. made a motion to approve, Dan C. seconded Approved

D.

H. District Reports: Craig did an overview of his report, attached – **Appendix H.**

DISTRICT REPORTS ATTACHED:

Natural Resource Program Specialist/USC Ag Coordinator– Appendix D

Resource Conservation Specialist – Appendix E

Education Coordinator – Appendix F

Conservation Technician – Appendix G

Old Business: Staff (Jon, Seth) entered the meeting to discuss the Grazing Specialist/AEM position proposal. Following the discussion it was decided that the staff should begin work on the AEM contract and discussions would be ongoing on compensation. Frank also asked Craig to contact Anita at County Personnel for guidance on how to proceed with the compensation question. Frank wants to be sure the District is not doing something contrary to county policy.

New Business: Frank and Craig presented the Chesapeake Bay TMDL resolution that Farm Bureau had forwarded. The resolution strongly asks that the EPA take more time to in determining state allocations and give more time for public comment. Craig explained that EPA public meetings are scheduled for October 26 and 27 and that the public comment period ends November 3. EPA intends to have final allocations before the end of 2010. Frank P. made a motion to support the FB resolution, second by Dan C. Passed

Craig provided a letter from Central NY RC&D in regards to the District's dues. After discussion on the value of the RC&D to Tompkins County residents Dan C. made a motion for Craig to write a letter on behalf of the District to the RC&D explaining our concerns of value and explaining the financial conditions of Tompkins County, relating the County Administrator's position that all departments and agencies need to evaluate the value of all programs and

determine the best use of county funding. And with that to hold off on paying the dues until the District gets a response from the RC&D. Seconded by Frank P. Passed

Executive Session: None was required

Next Meeting – December 13 will be the traditional Christmas luncheon. What's the Board's preference?

3:30 P.M. F. Proto made a moved adjournment Dan C.. Second

Ron Updike, Chairman

Craig Schutt, Conservation District Manager

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

Monday November 8, 2010

ATTENDING: Craig Schutt, District Manager
Ron Updike, Chair
Dan Carey, Director
Alan Teeter, Director
Frank Proto, Director/Legislature
Pam Mackesey, Director/Legislature
Les Travis, NYSSWCC
Pat Barry, NRCS
Rob Gallinger, FSA

- A. Meeting called to order – 12:37 P.M. by Ron Updike, Chair
- B. Les Travis, NYSSWCC handed out a report to the Board (attached) Two important pointed that Les stressed was that he now has responsibility for 19 counties and with that he may not be as responsive to individual requests as we are accustomed to. He also said that Tompkins County has 14 active Ag Nonpoint grants, the most of any county in the state. Les also said the proposed Conservation Project (Part C funding) for the District to use the funds to sponsor a Tire Collection in 20011 was approved.
- C. Rob Gallinger, FSA handed out his report (attached) and gave an overview of the highlights.
- D. Pat Barry, NRCS handed out his report (attached) and gave a brief over view of activities.
- E. **Minutes:** Frank P. made a motion to accept the minutes of the 10/11/10 BOD meeting. Seconded by Dan C. Approved
- F. **Vouchers: October 2010 Ab 10 - 10;** Dan C. made a motion to approve, Frank P. seconded Approved
- G. **District Reports:** Craig did an overview of his report, attached – **Appendix H.**
- H. **DISTRICT REPORTS ATTACHED:**
- I. **Natural Resource Program Specialist/USC Ag Coordinator– Appendix D**
- J. **Resource Conservation Specialist – Appendix E**
- K. **Education Coordinator – Appendix F**
- L. **Conservation Technician – Appendix G**
- M. **Old Business:**
There was a discussion about how to dispose of the 1998 Ford-150. It was decided that it should be listed (as is) on Craig's list, and the District website and see what offers we receive. And that whatever payment we receive from it should go back into the capital account, where funds will be withdrawn to pay for the new truck.
- N. **New Business**

A motion was made by Dan C. to give Craig permission to be the designated signature on the required resolutions for the two grants proposed for Round 17 of the Ag nonpoint Program. Seconded by Pam M. Approved

There was also discussion about putting an announcement on Ag Assessments (soil group worksheets) on the website.

Frank P. made a motion to go into Executive Session to discuss personnel issues at 2:58 P.M. Seconded by Ron U.

Moved and seconded to come out of Executive Session at 3:50

Dan C. made a motion to offer the Secretary/Treasurer position to Jennifer Case Arne at a rate of \$15.50/hr. for 30hrs. per week with a review after 90 days. Seconded by Frank P. Approved

Dan C. made a motion for Craig to begin looking into filling the Grazing Specialist position and in the interim offer Seth, Jon, and Darrel the opportunity to earn additional funds above their normal pay by working up to an additional 10 hrs./week to full fill some of the requirements of the job. This arrangement would last through February 25, 2011 at which time there would be an evaluation of it. Each of three staff persons could earn up to, but not exceed \$7,000 over the duration of this arrangement. Seconded by Dan C. Approved


Pam M. made a motion to pay Craig a stipend equal to the 10 hrs./wk. pay of the Grazing Specialist during this time frame (\$7,000). Seconded by Dan C. Approved

Next Meeting: December 13 will be the Holiday Luncheon with the Staff. Craig was instructed to choose the location.

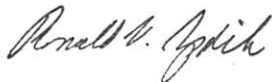
4:20 P.M. Dan C. made a moved adjournment Alan T. Second



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, December 13, 2010

(The Rose, Ithaca, NY)

Attending: Craig Schutt – District Manager Seth Dennis – Conservation Education Coordinator
Ron Updike – Chairperson Jon Negley – Conservation Technician
Dan Carey – Vice Chair Darrel Sturges – Resource Conservation Specialist
Alan Teeter – Director Aaron Ristow – Natural Resource Program Specialist
Frank Proto – Director/Legislator Beth Thorp – Interim Bookkeeper
Pat Barry – NRCS Barry Goodrich – Guest
Josh Hornesky - NRCS
Jenifer Case – Secretary/Treasurer

Absent: Pam Mackesey – Director/Legislator

A. Meeting was called to order – 1:30 PM by Ron Updike, Chairperson

B. Minutes of November meeting – approved with one correction – motion 2nd by Alan not Dan

Vouchers – November 2010 Ab 11-10 approved – motion Dan, 2nd Alan

- Frank questioned the bidding process, stating that surveying costs seem steep for the Flood Hazard project
- Frank thinks we need to review the District's liability with the county regarding contracts & possibly add a service fee for processing contracts for them

C. Reports:

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

District Reports:

Conservation Technician– (Appendix B)

Resource Conservationist Specialist – (Appendix C)

Education Coordinator– (Appendix D)

Natural Resource Program Specialist – (Appendix E)

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

- Craig also mentioned that we sold the old truck for \$1,200

- Pam needs to complete the District Law training; this is needed for performance measures

D. Old Business:

- Grazing Specialist Position: Craig has concerns about funding going forward
- \$33,000 available now: earmark through NRCS
- can we hire a technician instead of specialist
- Craig already has 2 emails from potential applicants for technician position
- need to call County Personnel office to see if position has to be advertised
- personnel committee will decide on salary range
- motion by Frank to hire Grazing Technician as a temporary position, 2nd Dan

E. New Business:

- Ron discussed approving Jennifer Case as the Secretary/Treasurer effective 11/15/10 – 12/31/10
- Motion by Frank, 2nd Dan
- Ron asked that the mileage checks for the Directors go out before Christmas
- There was discussion regarding increases in employee salaries: an OTR (over target request) was made in 2009 requesting \$9,000 for staff increases. \$8,500 was received but did not go to employees. Where did this money go? Where can we pull \$8500 from our budget to give to employees as raises?
- More specific discussion about salaries did not take place because staff members and guests were present at the meeting. No salary decisions were made.

F. Next meeting: January 10, 2011 at 12:30 PM

G. Adjourned at 3:20 PM, Motion by Frank, 2nd Dan

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



Ron Updike, Chairperson



Jennifer Case, Secretary/Treasurer