

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, December 12, 2011

Annual Holiday Luncheon held at Stonhedges Golf Course in Groton

Attending: Ron Updike – Chairperson
Pat Pryor – Director/Legislator
Dan Carey – Vice Chair
Alan Teeter – Director
Craig Schutt – District Manager
Aaron Ristow – SWCD Staff
Seth Dennis –SWCD Staff
Angel Dybas – SWCD staff
Josh Hornesky – NRCS
Pat Barry - NRCS
Jon Negley – SWCD Staff
Eugene Aarnio – SWCD Staff
Barry Goodrich – Guest
Frank Proto – Director/Legislator - Excused

1. **Call to Order:** 12:20 – Chair Ron Updike
2. **Additions to the Agenda/Announcements:** None
3. **Approval of Minutes:** November 14, 2011 – motion Pat P. 2nd Alan T. Approved
Special Meeting held December 7, 2011 Minutes: motion to approve by Alan T. 2nd
Dan C. Approved
4. **Vouchers:** November 2011 Ab 11-11 approved – motion Alan T, 2nd Pat P.
5. **Reports of Other Agencies:**
. 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)
8. **Old Business:**
Secretary/Treasurer Position: Craig and Ron reported they have completed five interviews for the position and have made an offer.
New Business:
 - Craig announced that Annual NYACD/District Legislative Days in Albany will be February
 - Pat P. reported on opportunities for QuickBooks training she had researched at several venues. Craig will follow up once a person has been hired to fill the S/T position.
 - Ron asked Craig to please get the Directors Annual mileage checks out before Christmas if possible

Lunch served 1:00 PM
Returned to Meeting 2:00 PM
9. **Records Management Advisory Board:** None

10. Ron Updike thanked the Staff for all the good work completed in 2011 and congratulated them on their achievements. He said he hoped for an equally productive year in 2012, and then excused them and gave them the remainder of the day off.
11. **Executive Session: 2:05 PM** Dan C. made a motion to go into Executive Session 2nd by Alan T..
12. 2:55 PM Motion made by Dan C. to come out of Executive Session, 2nd Alan T. No business was acted on in Executive Session. The discussion in Executive Session focused on the S/T position.
13. Motion by Dan C. to give Craig some salary negotiating flexibility in discussions with the candidate the District is offering the S/T position. 2nd Pat P. Approved
14. **Next meeting: Monday January 1st, 2012 Annual Organizational Meeting**
15. **Adjourned:** 2:50 PM, motion Alan T., 2nd Dan C.



Ron Updike, Chairperson



Craig Schutt, District Manager

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, January 9, 2012

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Alan Teeter – Director
Pat Pryor – Director/Legislator
Craig Schutt – District Manager
Teresa Burch – Secretary/Treasurer

Pat Barry – NRCS
Josh Hornesky – NRCS
Barry Goodrich – Guest

Excused: Frank Proto – Director/Legislator

1. **Call to Order:** 12:45 PM regular meeting called to order by Ron Updike, Chairperson
2. **Organizational Business**
 - A. **Election of Officers:** Ron Updike Chairman, Dan Carey Vice-Chairman
Motion was made by Alan Teeter to approve both appointments and it was 2nd by Pat Pryor
 - B. **Personnel Committee:** Ron Updike and Dan Carey Motion by Alan Teeter, 2nd by Pat Pryor
 - C. **Book Audit:** Pat Pryor, Alan Teeter
 - D. **District Policies Review:** No changes to any policies
 1. Travel policy
 2. Agency Owned and Leased Vehicle Policy
 3. Investment Policy
 4. Procurement Policy
 5. Personnel Policy
 6. Bio-Security Policy
 7. Board Attendance Policy
 - E. **Official bank and newspaper designated:** Tompkins Trust Co. and the Ithaca Journal
 - F. **2012 Holiday and Board Meeting Schedules** (Appendix A & B) (no changes for now maybe if Legislators have conflict)
 - G. **District Rate for Services—**(Appendix C) (staff working on proposal for changes to be considered by board)

Pat Pryor, Dan Carey 2nd Adjust fee schedule to include the time you leave office to the time you return (door to door)
 - H. **Landowner rate for time on grants:** (Appendix C)
 - I. **Vouchers:** December 2011 Ab-12-11 approved motion Alan Teeter, 2nd Dan Carey
 - J. **Appoint Secretary/Treasurer:** motion to appoint Teresa Burch as Sec/Treas made by Pat Pryor, 2nd by Alan Teeter
3. **Approval of Minutes:** December 12, 2011– motion Alan Teeter, 2nd Pat Pryor
4. **District Manager:** (Appendix D) Craig gave an overview of his written report.
5. **Staff Reports:** (no staff member presentation during this meeting)
6. **Reports of Other Agencies:**

NRCS: (Appendix E): Josh gave an overview of his written report.

7. **FSA:** None

8. **Old Business:** (see manager report)

9. **New Business:**

- Notice of violation to Craig. Board approved him sending it back in to State Dept of Environmental Conservation. Motion Alan Teeter, 2nd by Pat Pryor
- Dredging by ~~Wooden Boat~~ inlet maybe could include site that has Hydrilla infestation
City vgs

10. **Records Management Advisory Board:** None

11. **Executive Session:** None

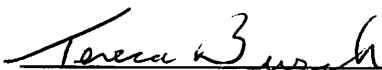
12. **Next meeting:** Monday February 13, 2012 at 12:30 PM

13. **Adjourned:** 2:25 PM, motion Dan, 2nd Ron

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



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer

No

Meeting

Feb, 2012



Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, March 12, 2012

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

1. **Call to Order:** 12:50 PM regular meeting called to order by Ron Updike, Chairperson
2. **Additions to the Agenda/Announcements:** none
3. **Approval of Minutes:** January 9, 2012– motion Alan, 2nd Dan
4. **Approval of Ab-1-12 and Ab-2-12** motion Frank, 2nd Dan
 - Andre Petroleum Dan questioned the price that we were receiving
 - David Brandt Dan wanted to know what it pertained to
 - RIR payment Ron wanted to know if that was all of it
 - Monroe Muffler Frank wanted to know why there were 2 and they were for so much money
 - Pat would like a budget against bills listing to see if we are over budget or not
 - Would also like Asset listing and mileage - vehicle
 - Robert Sweeney Ins. Frank wanted to know why so high
 - Flood Hazard Mitigation bills Frank wanted to know what they were
 - Should make a note why expenses are not compared to last year.
5. **District Manager:** Craig gave an overview of his written report. Frank said that Joe gave Craig a nice compliment.
 - **Fingerlakes' Inst.** To promote washing of boats and manning it for the summer
 - **Cayuga Watershed District** to coordinate education
 - **FL-LOWPA** funding at same amount as last year.
 - **Flood Hazard Mitigation** paper work, permits, responsibilities not receiving anything for handling it.
 - **DEC** general permit more of a notification may be done some time this year
 - **BOD Training** Frank thinks he had training within 3 years
 - **Insurance** still trying to get it through Barbara Lifton's office
 - **Legislative Days** Ron enjoyed going felt they were not shut out of anyone. Acted like they understood what was being requested. Dan liked them also, liked the idea that if you had an appointment you could get in to see them
6. **Staff Reports:** Jon gave a presentation on a program to help with time tracking called Harvest that the employees would like to implement.
 - \$90 per month unlimited users
 - Time can be reimbursed more effectively
 - Need a budget area to charge it to
 - There are auto updates available with it.

7. Reports of Other Agencies:

NRCS: Josh gave an overview of his written report.

8. 2012 Annual Plan of Work: looked through briefly as it needs to be turned in by April 1, 2012

- Would like to see 2011 attached to see what is being carried forward and what was completed
- Added Hydrilla
- Motion to accept Dan, 2nd Frank
- Pg 22 change it to read 2012

9. Old Business:

- Money Market acct switched to CD's (not gone over)
- Extra Vacation & Sick time overage approved (not gone over)

10. New Business:

Budget

Pat- County was to pay rent for 3 years with 3/1/12 being the end

Discrepancy in Finance and Contract office

Kevin Sutherland to meet with Frank and Pat

Rent extended 1 year per Frank

County to continue to pay rent

\$105000 budget amount

Pat doesn't like tone of scenarios Craig wrote up

Craig is only one doing budget

Ron asked if Craig was told not to worry about rent because that was taken care of.

Craig's base asked for \$138938

Craig to send 2011 and 2012 requests to Pat and Frank

Comp Abs Frank wants to know who is over their limits

ANP Letter Ron received a letter that there are ANP's that are finished and have not been closed out.

Can Schumaker help with closing out these grants? Craig doesn't think so.

J Verigni did not leave good paperwork so Craig needs to recreate

Suggested that Craig should send a letter back stating the contacts you made and state that you were given a verbal extension

Is there someone who can step in and do some of the work Craig does to free him up to work on the Grants?

11. Records Management Advisory Board: None

12. Executive Session: None

13. Next meeting: Monday ^{April 9} ~~February 13~~, 2012 at 12:30 PM

14. Adjourned: 3:35 PM, motion Frank, 2nd Pat

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

Ron Updike, Chairperson

Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, April 9, 2012

Attending: Dan Carey – Vice Chair
Frank Proto-Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager
Teresa Burch – Secretary/Treasurer

Alan Teeter – Director
Barry Goodrich – Guest
Pat Barry--NRCS

Excused: Ron Updike – Chairperson

1. **Call to Order:** 12:37 PM regular meeting called to order by Dan Carey, Vice-Chairperson
2. **Additions to the Agenda/Announcements:** Frank requested executive session
3. **Approval of Minutes:** March 12, 2012– motion Frank, Pat 2nd want more details, not only questions raised but the answers given. Spell out acronyms first time use then just use the acronyms.
4. **Approval of Ab-3-12** motion Frank, 2nd Alan
Make sure to put in what the bill was for not just the account number.
On one report **expenses—income--budget**
5. **District Manager:** Craig gave an overview of his written report.
Hydrilla- talk about money being released or not
If treatment gets done on time the summer events schedule should be not problem
Hydroseeding- helping out county with materials as we can
Letter to John Anderson thanking him for time with Angel
RC&D- asking for money? Not yet but will be going to County for it- no projects even given to Tompkins Co.
FEMA-Banks Rd.should be complete next week. Beaver Creek Rd. has problems needs saddle changed out. FEMA funding Caroline and 600 Road Bank projects.
Budgets!!!
6. **Staff Reports:** Angel- Schickel project....soil removed on other end of project. Seeding and mulching area. Concern over this. Gene- concern over Crossing Project at Scott Crispell. The stream is not protected.
7. **Reports of Other Agencies:**
NRCS: Pat gave an overview of his written report. Grassland Reserve Program (GRP) grassland rental longer time period = more money. So much \$ per acre per year. Trying to get as many people in as possible- it is rumored that Congress is going to be cutting GRP to bare bones. Gene filled out plans and made maps for 5 farmers. Cover crops- Josh is working with Dan Carey, Millbrook, and Bensusen farms.
8. **Old Business:**
 - Money Market acct switched to CD's motion made by Frank Pat 2nd to move the money to a 3 month CD and include each month on monthly report
9. **New Business:**
New Hydroseeder----2 bids came in Bobcat of Buffalo had a bid of \$44900 which met our specs.

There is a DEC Grant for \$200,000 to cover Hydroseeder materials, and time. Plus what we sold the old Hydroseeder (\$10,000) to the county will cover the amount we needed to come up with. Frank made a motion to accept the bid from Bobcat of Buffalo and let the other company know they did not win the contract. This was seconded by Alan.

Grant Closeouts- get as many done this week (4/9-4/13/12) as possible and the rest done next week (4/16-4/20)

Personnel Policy to Dan after meeting to find out about Compensated Absences.

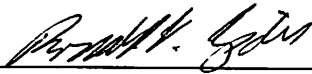
10. Records Management Advisory Board: None

11. Executive Session: in 2:10pm Frank 2nd Pat out 2:45pm Pat 2nd Frank
Personnel items

12. Next meeting: Monday May 14, 2012 at 12:30 PM

13. Adjourned: 2:55 PM, motion Frank, 2nd Pat

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



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, May 14, 2012

Attending: Ron Updike – Chairperson
Frank Proto-Director/Legislator
Josh Hornsby—NRCS
Craig Schutt – District Manager
Teresa Burch – Secretary/Treasurer
Alan Teeter – Director
Barry Goodrich – Guest
Pat Barry--NRCS
Jeff Ten Eyck—Ag Markets

Excused: Dan Carey – Vice Chair

Unexcused: Pat Pryor – Director/Legislator

1. **Call to Order:** 12:50 PM regular meeting called to order by Ron Updike Chairperson
2. **Additions to the Agenda/Announcements:** none
3. **Approval of Minutes:** April 9, 2012– motion Frank, Alan 2nd
4. **Approval of Ab-4-12 motion** Alan, 2nd Frank
Do any of these bills go back to closeouts being worked on-no?
5. **District Manager:** Craig gave an overview of his written report.
Status of Soil and Water- we are not an authority
Subdivision of Government (per Jeff)
Alison can make the bill specific to this Soil and Water Conservation District if necessary because there may be other entities that want to be included
Don Barber has history with insurance may be able to help
Bill needs to be done in 6 weeks.
Email from Barbara Lifton’s office about whether it is a “good bill” or not
(Otherwise see printed report.)
6. **Staff Reports:** see attached written reports.
Questions on Jon’s report- did everything go ok with Army Corp and Dec. Fish and Wildlife?
Answer: yes Army corps wanted to go further on projects.
Question: Enfield Creek- according to Fish and Wildlife nothing needs to be done there.
Answer: do not agree as they have not been out there when flooding has occurred. Maybe need to take pictures to show Fish & Wildlife on Enfield Creek.
Ron to check on photos that were taken.
Gene’s report—2 days of training?
Question: Would he work for NRCS not farmer?
Answer: yes Nutrient management Plan or Pest Management Plan money could go to the district
Seth’s report: loved that Trumansburg won the Envirothon. Seth should do a letter giving recognition to the Trumansburg team. Send letter to Karen Fuller
Maybe Distinguished Youth Award?
7. **Reports of Other Agencies:**
NRCS: Josh gave an overview of his written report.
Ag Markets: Jeff gave a report.
\$8000 more to come in with the Part A money to each district for this year. This was for help with the flooding issues.
Ag-Markets have hired an engineer for training employees.

They have hired 2 accountants and one assistant for Jeff and one assistant for the Eastern District (Jeff's counterpart)

Working with Craig on closeout of grants.

We need to keep showing progress because we are on borrowed time with Ag & Markets.

Tompkins County not ranked to get more money until closeouts are cleaned up.

(Thanks to Jeff for his help on this)

One is hard to closeout is a Grazing grant. A lot of landowners and a lot of small bills. Needs to go through individual folders (very time consuming)

Need details

Part of problem is change in personnel.

8. Old Business:

- Money Market acct switched to CD's Craig and Teresa need to get this done.
- Vacation and Sick time overages—carried over to next month. Dan has information so we need input from him on this.

9. New Business:

RC&D letter—board is waiting to see if there is anything for Tompkins County.

As far as we know there is nothing.

Nomination from this board then to County Legislature.

Send note to Andrew Kiraly for plan of work for Tompkins County and County by County

Appreciated letter from him but still in limbo about it.

Letter from Customer- glad it was sent to Joe Morrelli

Budget Amendment-signed contract with County now being adjusted down to \$104thousand

2011 contract put forth by County paid rent for last 3 years. \$105,000 + \$34,000 County always sends voucher here with amounts filled in. (Only need to sign and return them)

The County Administration will not try to recover the extra money for 2011 and Frank approved the 2 quarterly payments that have been received so far in 2012

Need to make amendment to get County budget to balance per Kevin Sutherland and Jackie Kipola Pat and Frank are willing to go to try and get money from County contingency fund for the \$34,000 to balance the County books.

Quarter 3 and Quarter 4 Soil and Water are only entitled to \$17,000

Need to send 2010, 2011, 2012 budgets to Frank. Frank states that he has been asking since February for this.

With a request from this board Kevin and an accountant are willing to come to Soil and Water and show Teresa how to do budgets

What has not been mentioned before is forecasting for 2013 and 2014.

Concern about old closeouts

Before formalized increases or decreases are done can go in and argue for more money

When go to the planning committee 52% goes to healthcare from the salary line.

Revision of contract needs to be signed and guidance given to Frank and Pat on contingency fund.

Quarter 1 and Quarter 2 no money to come to Soil and Water from the contingency money

Quarter 3 and Quarter 4 \$17,000 each quarter, of the contingency money would stay with the county and Quarter 3 and Quarter 4 will go up to \$26,111 for Soil and Water if the contingency money is approved

Which means the contract would need to be amended again.

What chance is there to actually get the money from the contingency fund? Pretty good chance of approval

Frank stated that he and Pat would only go after the contingency money if the amended contract was signed by Soil and Water

Get budgets to Frank and Pat as soon as possible and copy Karen Fuller at the County Legislative office

Table and reconvene at a later date for issue of amended contract with County and where to find more money to make up the difference that is being taken away.

Jackie Kippola thinks Soil and Water should be moved to another location to save on rent. The Soil and Water board of directors does not agree with her.

Ron to contact Dan and Pat on amended contract and setting up another meeting on the subject.


10. Records Management Advisory Board: None

11. Executive Session: none

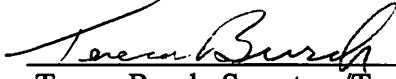
12. Next meeting: Monday June 11, 2012 at 12:30 PM

13. Adjourned: 3:40 PM,

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



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, May 31, 2012

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Craig Schutt – District Manager
Pat Pryor – Director/Legislator
Alan Teeter – Director
Barry Goodrich – Guest
Teresa Burch – Secretary/Treasurer

Excused: Frank Proto-Director/Legislator

1. **Call to Order:** 7:07 PM special meeting called to order by Ron Updike Chairperson

Contract Amendment- County contract amended to \$34000, \$34000, \$17000, \$17000 to balance out to \$104000 for the year.

\$17000 will only pay health insurance for each quarter

Frank and Pat will put resolution to county to restore approximately \$8000 each of 3rd and 4th quarters from the contingency money after they go over the budgets with Craig, and Soil and Water Board of Directors Money never authorized by legislature total budget \$104000 plus \$34000 for rent. County administrator claimed they pay our rent so not to worry about it.

The budget is in the minutes of the legislative meeting

Need to know if we agree with the amended contract.

Pat and Frank were originally going to ask for \$34000 (per Frank) now (per Pat) they are going to only ask for as much as they think they can get.

Frank and Pat will take it to 2 committees of the county legislature only after amended contract is signed.

Is the County going to continue to pay the rent?

That is another hurdle to cross. Hoping the County is going to continue to pay rent for us.

There is one lease each for Board of Elections and SWCD. County to pay rent through the end of the lease but not sure when that is. Jackie should be able to tell us when the end of the lease is.

Is the County going to let us stay here?

Pat hasn't heard if they are planning on moving board of elections. Legislature has not talked about the district and whether they should be moved or not.

If the district was forced to move not sure where we would go or that we would be in existence if we have to pay our own rent.

Have Pat's support for the district staying where it is.

Now that the County knows that a mistake was made it has to be corrected and cannot be left to continue.

Could the contract be amended to include the extra money, like the county is amending this contract?

No, because the money has not been authorized by the legislature.

The District received 2 amended contracts within a short period of time. One acknowledging the 2nd quarter payment and adjusting the 3rd and 4th quarter payments. The other one not acknowledging the 2nd quarter payment. District had to explain to the County about their mistake.

The contracts didn't make sense unless we were being asked to pay it back. Not paying back just adjusting to make sure the payments add up to \$104000.

Kevin admitted that he made the mistake.

Frank wants the board to sign the amended contract. He said in the last meeting that if he wasn't here the board had his approval to sign the contract.

It all got cumbersome when rent got incorporated into the budget.

Not really too many choices as to whether to sign or not.

Alan made a motion to sign the contract with a second from Dan.

It was asked why the amount that was going to be asked for from the contingency budget couldn't be specified.

No answer was given just told it could not.

Asked why the money could not be sought after and given to the county and up the districts amount to \$26000 for 3rd and 4th quarter. Told could not be done as the legislature had not agreed to that. The county can't spend money if it has not been authorized.

Asked about getting the contingency money for the 3rd quarter payment, were told that there is no guarantee that the money would be gotten for the 3rd quarter payment.

So, if the board agrees to the amended contract they have to understand and assume that the district is not going to get any more money than the \$17000 for each of the last two quarters. That would mean that there is no money for salaries for the rest of the year, the payments would cover insurance and nothing else. There would be a couple hundred dollars left over after insurance is paid.

. Going after the contingency money should not depend on if the amended contract is signed or not. Told that there is protocol to follow in order to take the request to the different committees that would need to sign off on it, and then to the county legislature.

The County could ask for last years' back also, even though they were the ones that made the mistake.

The amended contract needs to be signed to be in line with protocol to be able to go to the other committees in the legislature for more money.

The original contract was void because the county was not authorized to pay that amount of money to the district by the legislature.

It was asked what the county attorney's position is on the matter. It has not been brought to the county attorney's attention.

Dan stated there are a lot of farmers that rely on this district and the work that they do.

The support and money budgeted that Cortland County legislature gives its' Soil and Water is fabulous. If you drive through the county, you can see the work that has been done. It is a shame that the county legislature does not appreciate the work that the district does in this county.

The major support of the county legislature is in the city and not in the rural areas. Tompkins is a county that does not have the understanding or the respect for the rural culture that the surrounding counties have. The county is dominated by the university and Ithaca College and that is the reality that we operate in.

The committees would have to be asked to approve \$15248 total to bring the districts' budget up to \$26000 for the last two quarters of the year.

One of the things the district has going for it is the attention surrounding Hydrilla. It has gotten the districts name out there with good publicity, and particularly in the City, and Craig is respected in the community.

If help is not forthcoming, the district may need to withdraw from Hydrilla because we don't have the money to put into it. So far the funds that we get for Hydrilla, there are no funds for salary included.

Would like to see changes in the process in the way that the budget gets reported to the board, to be able to see where we stand with actual expenses against what was budgeted. The board should be able to tell where we stand from month to month for cash, grants, county contract, or anything else.

The resolution was voted on and approved by Dan, Ron, Pat, and Alan.

Adjourned: 7:51 PM, Ron Updike adjourned meeting.



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, June 11, 2012

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Craig Schutt – District Manager
Teresa Burch – Secretary/Treasurer
Pat Barry – NRCS
Ben Bonk – NRCS
Barry Goodrich – Guest
Colleen Stanard-Auditor
Jerry Mickelson-Auditor

Excused: Alan Teeter – Director

1. **Call to Order:** 12:40 PM regular meeting called to order by Ron Updike, Chairperson
2. **Approval of Minutes:** May 14, 2012 regular meeting motion to accept Pat, 2nd by Dan, Special Meeting of May 31, 2012 motion made by Dan, 2nd by Pat.
(Frank Proto arrived)
3. **Reports of Other Agencies:**
NRCS: (Appendix A) Pat Barry gave an overview of his written report.
Asked that Pat give a written report about the relationship between the NRCS and SWCD and what items SWCD might take advantage of
(Pat Barry and Ben Bonk left)
4. **Audit Report:** (Appendix B) see report
Highlights of discussion:
Question about rather cooperators should be charged for time District staff is working on a project. Dan Carey responded that most of the time cooperators are already paying 25% of the project cost and that often runs into a large commitment of funds.
Salaries covered by grants. Craig explained that personnel money on grants is at a predetermined per hour rate (set by the state) and that there is only so many hours that can be charged in any given year, with limited staff. The fact that staff are expected to perform so many duties it is difficult to account for any more hours than we currently do without getting into trouble.
BOD to assist Manager to look at grants to see if can break even in salaries
BOD to assist Manager to look at each revenue line
BOD to assist Manager identify new ways to bring money in
BOD to assist Manager to look at other Districts to see what they do
Mid-year budget analysis
Corrective action plan
“Review of 2012 operations and taking an early advanced look at our expectations for preliminary budget for 2013 and forward looking for 2014. As well as looking at additional sources of funding and revenues from ongoing projects.”
Accept Preliminary Audit with corrective action plan made part of it. motion by Frank, 2nd by Dan passed
(Colleen Stannard and Jerry Mickelson left)

Amendments to minutes previously approved. Motion by Pat, 2nd by Dan passed
5. **Voucher Ab 05-12** motion to approve vouchers Frank, 2nd by Dan passed
(Pat Pryor left 3pm)

6. **District Manager:** (Appendix C) Craig gave an overview of his written report. (In the interest of time I just said you have my report any questions?)
Senator Mike Nozzolio letter passed around about Hydrilla funding
Report from Fingerlakes Land Trust about conservation focus area of the Upper Susquahanna watershed and Fingerlakes land trust service area some of which is in Danby and Caroline.
7. **Seth Report:** Education Coordinator (presentation)
8. **Staff Reports:** Resource conservation Specialist, Natural Resource Program Specialist, Conservation Technician, Grazing Technician

9. **Old Business:** Money Market money taken out of account and will be moved to a CD. Craig given leverage to put it into which ever length CD will give us the most interest up to 1 year.
Extra Vacation and Sick time overage put off to next month's meeting

10. **New Business:**

11. **Records Management Advisory Board:** None

12. **Executive Session:** None

13. **Next meeting:** Monday July 9, 2012 at 12:30 PM

14. **Adjourned:** 3:40 PM, motion Frank, 2nd Dan

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



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday July 9, 2012

Draft Copy

Attending: Ron Updike – Chairperson
Dan Carey – Vice Chair
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Alan Teeter- Director
Teresa Burch – Secretary/Treasurer

Pat Barry – NRCS
Ben Bonk – NRCS
Barry Goodrich – Guest
Craig Schutt – District Manager

1. **Call to Order:** 12:37 PM regular meeting called to order by Ron Updike, Chairperson
2. **Additions to the Agenda/Announcements:** Updates on Grants each month, meeting held with Joe Mariana, content of corrective action plan, 2013 budget, Barry Goodrich
3. **Approval of Minutes:** June 11, 2012 regular meeting minutes, motion to accept Dan 2nd by Frank with corrections. Corrections noted and made.
4. **Voucher Ab 06-12** motion to approve by Frank, 2nd Pat (Alan arrived at 1:05pm)
5. **Reports of others Agencies (NRCS):** Pat Barry give an overview of his written report. Then went through the Civil Rights training with the board.
6. **District Managers Report:** Hydrilla questions, hydro seeding questions, Flood Hazard Mitigation clarification. Van suggestions where to look for a new one, or can we use a car and rent a van when needed. (Pat Barry and Ben leave 2:10pm)
7. **Staff Reports:** Angel's report discussion on Schickle project
8. **Old Business:** CD Motion "Put money into checking account until a decision is made as to where to deposit it" Frank, 2nd Pat
9. Vacation & Sick time overage held over to next month
10. **New Van** previously discussed
11. **2012 Northeast NACD Regional Meeting** count as performance measures if board members go. How many would count
12. **Additions:** Meeting with Joe Mariana went well, based on audit and fund deficit the district is in trouble. Need to pursue a corrective action to get back on track. Closing out grants. Barry willing to help closeout grants and guiding staff with budget process, identifying other sources of income, setting up a spreadsheet of the different grants.
Timeline for items—corrective action and most closeouts done by end of August
Craig needs to figure out how long and how much time to make up corrective plan of action. How to raise funds, etc. Joe would like to see deficit pared down by end of year.
Compensation for this is not necessary at this point. The importance of the District is the reason for coming on to help. Barry will be a volunteer not liable through District.
Colleen to have look done by end of July, has it been started. Let Barry have access to audit information. Ron to contact auditors to release information to Barry directly and overall ok for Barry to help district motion by Pat 2nd Frank passed.
Grant status: 8 AG & Markets still outstanding, 2 Stormwater DEC

County Appropriation-is to stay the same from last year \$104,446. District needs to put in OTR's (over target request) for Rent, maintenance of effort, hydrilla, operating costs. County wants District to negotiate the rent for August-December 2013

Adjourn out 3:50pm

Go into executive session 3:50pm for personnel matters

Out of executive session 3:55pm

Adjourn board meeting 4pm

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday August 13, 2012

Draft Copy

Attending: Ron Updike – Chairperson
Ben Bonk – NRCS
Barry Goodrich – Guest
Craig Schutt – District Manager
Teresa Burch – Secretary/Treasurer
Pat Barry – NRCS
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Alan Teeter- Director

Excused: Dan Carey – Vice Chair

- 1. Call to Order:** 12:37 PM regular meeting called to order by Ron Updike, Chairperson
- 2. Additions to the Agenda/Announcements:** Contingency Fund money, mailing packets (Alan arrived at 12:45pm)
- 3. Approval of Minutes:** July 9, 2012 regular meeting minutes, motion to accept Alan 2nd by Pat. Send out copy of Joe's letter to all board members with next packet. Auditor's share information with Barry Goodrich.
- 4. Voucher Ab 07-12** motion to approve by Frank, 2nd Alan Grant payouts (none) mileage (because Van is down)
The District to make adjustments if no more money until the end of the year
Pat will not vote to support regular voucher payments each month until the adjustments are drawn up.
Ron questions checks being sent out before board approves.
Craig stated board had approved years ago that it was ok to send out checks
Board wants to revisit policy about paying bills
3 yes, 1 no passed
- 5. District Managers Report:** Hydrilla questions who is responsible for the hiring of the Coordinator, and who will the Coordinator be responsible too? Task force, FL-LOWPA all equipment is funded through Hydrilla contract. No liability for District as Coordinator will be a contract person.
For monies owed to the District for grants already closed out, if it is turning into a lengthy time to get the money back, the board should do the follow up.
FHM- Ed Marks meeting FHM agreed to pay District actual hours worked plus benefits. Do one job at a time and judge budget wise how close is budget to actual and adjust accordingly.
Motion: FHM technical committee reviews projects for approval. Soil and Water shall include estimate for staff time including benefits which may be amended to reflect actual upon project completion. (Per 7/16 meeting) Commissioner Marks and Scott Doyle attended. Alan, 2nd by Pat-passed
County budget waiting on review by accountants
- 6. Reports of others Agencies (NRCS):** Ben Bonk went through report that is attached.
Memorandum of Understanding: Agreement between NRCS and District boiled down by Pat Barry. District can be Technical Service Providers. Can receive larger percentage on contracts as technical service provider, same as a consulting group.

7. **Staff Reports:** Seth's report—dead trees lose money? Not much
8. **Old Business:** money to be put in CD 3 month CD District Director with 3 month CD with Tompkins County Trust Company. Frank, 2nd Alan passed
9. **Vacation & Sick time overage** - held over to next month
10. **New Van** - Barry gave recommendation of leasing an SUV around \$3000/year, no repairs, no new tires, local dealer not state bid, better mileage. Ford Escape least expensive. (after meeting found out cannot lease a vehicle, against District law) BOE is willing to give (possibly) District their van as long as when they need it they can use it (to move election machines). Question on collision on vehicles—yes we carry collision
11. **NACD Regional Meeting-** Motion to send Craig for 1 day for \$125 Frank, 2nd Alan passed
12. **2012 Budget Approval** – forwarded to next month pending information from accountants
13. **OTR's** – (1) salary (2) operating expenses (3) Hydrilla (4) Rent (last 5 months negotiated with landlord.) Make sure to put everything in writing that Kevin said and send out to Kevin, Frank, Pat, Joe and Barry. Who is actually paying rent to landlord? Is the OTR for rent to come to District or straight to the landlord? Need to work out questions with county. Board reconfirmed decision for OTR's for 2013
14. **Insurance Options-** sent options to accountants for recommendations. Looking at family policy with 50/50 split above individual rates.
15. **Additions:**
Adjourn board meeting 3:10pm

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday September 10, 2012

Draft Copy

Attending: Ron Updike – Chairperson
Frank Proto – Director/Legislator
Pat Pryor – Director/Legislator
Alan Teeter- Director
Teresa Burch – Secretary/Treasurer

Pat Barry – NRCS
Barry Goodrich – Public
Craig Schutt – District Manager

Excused: Dan Carey – Vice Chair

1. **Call to Order:** 12:39 PM regular meeting called to order by Ron Updike, Chairperson
2. **Additions to the Agenda/Announcements:** None
3. **Approval of Minutes:** August, 2012 regular meeting minutes, motion to accept Frank 2nd by Alan. Send out copy of Joe's letter to all board members with next packet. Update on Accountants.
4. **Voucher Ab 08-12** motion to approve by Frank, 2nd Alan 3 yes 1 no
5. Pat will not vote to support regular voucher payments each month until the adjustments are drawn up. Normal operating expenses can be paid without prior approval per previous rulings.
6. **District Managers Report:** Clean Water Act: Frank moves that we complete District approval and have county to same. With changes included between District and County. Frank, Alan 2nd passed. Need to pass this as SWCD and forward. Craig gave hi-lites of the report. Grants: 2 need information from Cayuga County in order to finish the closeout report. Pat we need a plan for completion date to closeout old grants. Barry wants a note put in for items that we cannot get certain information for. Frank procedure for future grants in place to monitor status. Angel completed and submitted the two Stormwater grant closeouts. Jeff Teneyck to come to District to go over closeouts. Budget OTRs for payroll and expenses to be approved by county controller but not Hydrilla. Rent OTR not needed as this is a line item on the county budget and not district. Any contact with Tourism group for money for Hydrilla (Fred Bond or Tom)
FHM discussion on the contract, no contract at this time with them, because of the wording in the contract. Danby contract Craig has signed—Scott Doyle had proposal to M&M for work before it was discussed with Jon if he had time to do the work. District is on the hook to make sure contract if fulfilled but does not get paid out of contract. Bill Planning for hours worked on project at \$40/hour
NYACD Meeting. Send Craig, Teresa, Alan to meeting in Auburn on October 15 & 16 total \$386
Frank, Pat 2nd
Conservation Skills Workshop- 3 employees want to attend \$10 per person (take note of timesheets for week of October 1 for Frank) Ron, Alan 2nd
7. **Reports of others Agencies (NRCS):** see attached. Meeting with Barry, Jon, Craig, Don NRCS
8. **Staff Reports:** see attached
9. **Old Business:** MM money to be put in 3 month CD as soon as signatures can be acquired
10. **Vacation & Sick time overage** - held over to next month
11. **New Van** Frank to follow up on van from Board of Elections
12. **2012 Budget Approval** – forwarded to next month pending full board
13. **Insurance Options-** looking for information from accountants
Adjourn board meeting 3:15pm

Tompkins County Soil & Water Conservation District

MINUTES OF THE AUDIT MEETING WITH THE BOARD OF DIRECTORS

Monday November 5, 2012 Noon

Draft Copy

Attending:

Dan Carey- Vice Chair
Frank Proto – Director/Legislator
Craig Schutt – District Manager
Jerry Mickelson-Auditor

Teresa Burch – Secretary/Treasurer
Barry Goodrich – Public
Pat Pryor – Director/Legislator
Colleen Stannard-Auditor

Excused: Alan Teeter – Director

Absent: Ron Updike – Chairperson

1. Call to Order: 12:25 PM special audit meeting called to order by Dan Carey, Vice-Chairperson
Colleen and Jerry gave an overview of their findings from reviews of 6/30/12 and 9/30/12.

Colleen and Jerry talked about the procedure report page 2. And change at the bottom of the page. A lot of the change is just the recording of payroll from grants that had not been done previously. The grant payroll is tracked in Harvest and should be reported to the grants per month.

It is difficult in going back so far in getting all the documentation together. Have not audited the numbers, and can change if DEC or Ag markets do not accept paperwork that is turned in, the money may need to be turned back in to the organization that forwarded the money to the District .

Budgets (page 3) - need to be made more in line with what is actual. (Etc. State sources, Federal sources, expenditures for co-operators and others)

Looking for budgets to be a reasonable estimation and adjusted each quarter of the year.

Skipped to pg. 5 & 5a showing Grants as of September 30, 2012 ANP 27 used as an example. If can show where money was used for the different grants, will move the money from deferred revenue to revenue. It is easier to substantiate the contractual parts of the grants, than the payroll parts of the grants.

There is more light at the end of the tunnel than there was before as far as the grants are concerned, but more work still needs to be done. The most vital item is to get the grants closed out, that will help cash flow and the bottom line. The District is upside down on money at the end of September 2012 about \$330,000 and with what has come in to the District in October 2012 it is more like \$150,000 upside down.

Taking a look at what the expenses are for the past 5 years should be about what makes up the expenses on the 2012 budget and extended into the 2013 budget. The same holds true for the revenue side of it. The accounting as of September 30, 2012 is better than you have ever had in recent history to be able to have an informed budget.

Are there grants that are better sources of revenue than others that Soil and Water should go after, and how do you tell which ones' they might be. If there are grants that need to be performed but the expenses outweigh the revenues the County may need to step up and give the District more money to compensate for having to work this grant. That is in addition to the \$104,446 that the County gives the District for operating expenses.

County overpaid the District in both 1st and 2nd quarters of the fiscal year 2012 by \$8623 each quarter. In the 3rd and 4th quarters the County underpaid the District by \$8623 each quarter to balance out the overall payments to the District.

The auditors were asked what their take on the 2012 District Budget was, and they commented that the State sources, Federal sources, and Expenditures for co-operators and others needed to be adjusted down. Overall it is a breakeven budget. With the Audit report in the Executive Summary the last five years are given. The auditors stated that the District has lived enough of the 2012 budget that adjustments to the budget should be to bring it into line with the actual and then extend it out for 3 months for the totals. (except for those items that are complete)

Jerry and Colleen left meeting when their presentation was completed.

Questions on grants and closeout schedule. What is the monitoring of the employees for the grants and payroll in the past and will it be better in the future.

FHM contract- have had them in the past. Suggestions made at last meeting, made a resolution, and sent to the County with the changes included. The County sent back with another change included, then Barry and Craig made more changes. Pat had a sentence that she wants put in. Exhibit A Paragraph under #4 "The County will approve the additional work that is needed prior to the District completing the additional work and the County will agree to pay for it." (See changes in the attached copy.) It seems like contract is mixed between the yearly one and a specific project contract. The whole project is for the design of the future project. Resolution to send contract with changes to County Planning for signatures and then have it sent back for Craig to sign. Motion by Pat second by Frank passed.

Adjourned at 245pm

Tompkins County Soil & Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday October 22, 2012

Draft Copy

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

Pat Barry – NRCS
Teresa Burch – Secretary/Treasurer
Barry Goodrich – Public

1. **Call to Order:** 12:54 PM regular meeting called to order by Ron Updike, Chairperson
2. **Additions to the Agenda/Announcements:** Resolutions for 2 FL-LOWPA contracts
3. **Approval of Minutes:** September, 2012 regular meeting minutes, motion to accept Frank 2nd by Dan passed. OTR questions and answers
4. **Voucher Ab 09-12** motion to approve by Frank, 2nd Dan passed
5. **District Managers Report:** FHM contract, different questions on it were asked and answered. Motion that Craig should sign the FHM contract with the county with changes by Frank 2nd by Dan passed. Danby and Buttermilk Creek Project discussion. Insurance-Waiting for Brooke to set up meeting with BC/BS about what coverage will be and prices. Not a voting member of the consortium because under the County umbrella. County Budget-Hydrilla has state money come in yet? No. Ichthyological is not happy with their payment have consulted an attorney. State funding for part A money increased from \$30000 to \$60000. Not sure how much money available for parts B and C. Board training will be done on Nov. 5 before the meeting with the auditors. The Nov. 14th meeting at 9am for possible outline of the corrective action plan. The NYACD meeting discussed and resolutions passed (copies enclosed). Need a resolution for Craig to sign the 2009-10 and 2010-2011 contracts. Resolution: Have Craig sign 2 contracts with FL-LOWPA for 2009-2010 and 2010-2011. Frank moved Dan 2nd, passed.
Jeff Ten Eyck coming on Wed 10/24 to go through closeout of ANP 22
6. **Reports of others Agencies (NRCS):** see attached.
7. **Staff Reports:** see attached
8. **Old Business:**
 - Extra Vacation & Sick time- tabled
 - Approval of 2012 budget- tabled
 - Contingency Money-tabled
 - Training for BOD Nov 5
 - Breakdown of \$104,446 from County
 - Van- Barry thinks we can lease a vehicle and wants to check further into it.
 - Chev. Equinox \$522 down \$275/month 36 months. 12000 miles/year, all wheel drive about 30 miles per gallon
 - For Escape \$568 down, \$320/month 36 months. 12000 miles/year, all wheel drive about 30 miles per gallon
 - These are fleet lease and tax exempt
 - Maintenance not included on either one
 - Need to find out about insurance and road clearance

Can we lease a vehicle?? Need to find out definitively
Lease return vehicle?

9. New Business

Fixed Asset Policy – tabled for physical inventory, disposal of assets
Working on updating charges for work performed to help the income for 2013
Some of the old grants will continue to bring in revenue through 2013
Need to look into new grants for 2013 after cleanup of old ones is complete

10. Next regular meeting to be held on November 14 at 9am along with going over corrective action plan.

11. Adjourned 3:45pm

12. After board meeting concluded Frank got his training on District Law completed.

Tompkins County Soil & Water Conservation District

MINUTES OF THE AUDIT MEETING WITH THE BOARD OF DIRECTORS

Monday November 5, 2012 Noon

Draft Copy

Attending:

Dan Carey- Vice Chair
Frank Proto – Director/Legislator
Craig Schutt – District Manager
Jerry Mickelson-Auditor

Teresa Burch – Secretary/Treasurer
Barry Goodrich – Public
Pat Pryor – Director/Legislator
Colleen Stannard-Auditor

Excused: Alan Teeter – Director

Absent: Ron Updike – Chairperson

1. **Call to Order:** 12:25 PM special audit meeting called to order by Dan Carey, Vice-Chairperson Colleen and Jerry gave an overview of their findings from reviews of 6/30/12 and 9/30/12.

Colleen and Jerry talked about the procedure report page 2. And change at the bottom of the page. A lot of the change is just the recording of payroll from grants that had not been done previously. The grant payroll is tracked in Harvest and should be reported to the grants per month.

It is difficult in going back so far in getting all the documentation together. Have not audited the numbers, and can change if DEC or Ag markets do not accept paperwork that is turned in, the money may need to be turned back in to the organization that forwarded the money to the District .

Budgets (page 3) - need to be made more in line with what is actual. (Etc. State sources, Federal sources, expenditures for co-operators and others)

Looking for budgets to be a reasonable estimation and adjusted each quarter of the year.

Skipped to pg. 5 & 5a showing Grants as of September 30, 2012 ANP 27 used as an example. If can show where money was used for the different grants, will move the money from deferred revenue to revenue. It is easier to substantiate the contractual parts of the grants, than the payroll parts of the grants.

There is more light at the end of the tunnel than there was before as far as the grants are concerned, but more work still needs to be done. The most vital item is to get the grants closed out, that will help cash flow and the bottom line. The District is ^{show deficit} ~~upside down~~ on money at the end of September 2012 about \$330,000 and with what has come in to the District in October 2012 it is more like \$150,000 ~~upside down~~. *show deficit*

Taking a look at what the expenses are for the past 5 years should be about what makes up the expenses on the 2012 budget and extended into the 2013 budget. The same holds true for the revenue side of it. The accounting as of September 30, 2012 is better than you have ever had in recent history to be able to have an informed budget.

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Anticipated expenses in addition to those already included in the contract will be submitted to the county for approval prior to additional work being done. The work that would require additional expense, above and beyond that already contracted, will only be done if prior approval of the cost is obtained from the county.

Tompkins County Soil & Water Conservation District

MINUTES OF THE AUDIT MEETING WITH THE BOARD OF DIRECTORS

Monday November 5, 2012 Noon

Amended Copy

Attending:

Dan Carey- Vice Chair
Frank Proto – Director/Legislator
Craig Schutt – District Manager
Jerry Mickelson-Auditor

Teresa Burch – Secretary/Treasurer
Barry Goodrich – Public
Pat Pryor – Director/Legislator
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Taking a look at what the expenses are for the past 5 years should be about what makes up the expenses on the 2012 budget and extended into the 2013 budget. The same holds true for the revenue side of it. The accounting as of September 30, 2012 is better than you have ever had in recent history to be able to have an informed budget.

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The auditors were asked what their take on the 2012 District Budget was, and they commented that the State sources, Federal sources, and Expenditures for co-operators and others needed to be adjusted down. Overall it is a breakeven budget. With the Audit report in the Executive Summary the last five years are given. The auditors stated that the District has lived enough of the 2012 budget that adjustments to the budget should be to bring it into line with the actual and then extend it out for 3 months for the totals. (Except for those items that are complete)

Jerry and Colleen left meeting when their presentation was completed.

Questions on grants and closeout schedule. What is the monitoring of the employees for the grants and payroll in the past and will it be better in the future.

FHM contract- have had them in the past. Suggestions made at last meeting, made a resolution, and sent to the County with the changes included. The County sent back with another change included, and then Barry and Craig made more changes. Pat had a sentence that she wants put in. Exhibit A Paragraph under #4 "Anticipated expenses in addition to those already included in the contract will be submitted to the county for approval prior to additional work being done.

The work that would require additional expense, above and beyond that already contracted, will only be done if prior approval of the cost is obtained from the county." (See changes in the attached copy.) It seems like contract is mixed between the yearly one and a specific project contract. The whole project is for the design of the future project. Resolution to send contract with changes to County Planning for signatures and then have it sent back for Craig to sign.

Motion by Pat second by Frank passed.

Adjourned at 245pm

Ron Updike, Chairperson

Teresa Burch, Secretary/Treasurer

County overpaid the District in both 1st and 2nd quarters of the fiscal year 2012 by \$8623 each quarter. In the 3rd and 4th quarters the County underpaid the District by \$8623 each quarter to balance out the overall payments to the District.

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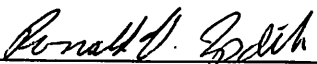
Jerry and Colleen left meeting when their presentation was completed.


Questions on grants and closeout schedule. What is the monitoring of the employees for the grants and payroll in the past and will it be better in the future.

FHM contract- have had them in the past. Suggestions made at last meeting, made a resolution, and sent to the County with the changes included. The County sent back with another change included, then Barry and Craig made more changes. Pat had a sentence that she wants put in. Exhibit A Paragraph under #4 ^{year} "The County will approve the additional work that is needed prior to the District completing the additional work and the County will agree to pay for it." (See changes in the attached copy.) It seems like contract is mixed between the yearly one and a specific project contract. The whole project is for the design of the future project. Resolution to send contract with changes to County Planning for signatures and then have it sent back for Craig to sign. Motion by Pat second by Frank passed.

Adjourned at 245pm

see addition


Ron Updike, Chairperson


Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE CORRECTIVE ACTION PLAN MEETING WITH THE BOARD OF DIRECTORS

Monday November 14, 2012 9AM

~~Draft Copy~~

Amended

Attending: Ron Updike – Chairperson
Dan Carey- Vice Chair
Frank Proto – Director/Legislator
Craig Schutt – District Manager
Teresa Burch – Secretary/Treasurer
Barry Goodrich – Public
Pat Pryor – Director/Legislator

Excused: Alan Teeter – Director

1. **Meeting started:** 9:07am
2. **No additions**
3. Minutes of October 22, 2012 Dan, Frank 2nd passed Questioned the NYACD packets and which packet it actually was (October packet) Status of old grants- (October and November- no new grants have been closed out as of this date. ANP 23 is all set except for personnel time that needs to be researched)
4. **Voucher Ab-10-12** Frank, Pat 2nd passed. Can the order be categorized in some way? What was the \$187.74 for pens and will they dry up before they are given out. Wanted to know about the De Lage bill for Hydrilla. Want Angel to get together all expenses for Hydrilla so that they can bring it to the Legislature. Cal Snow payment made but no money received so far. Would like to have a discussion about the training that employees take and the District pays' for. Insurance for Hydroseeder additional because of the new hydroseeder.
5. **District Manager report-** DEC trip here impressed by projects. Now the closeout paperwork can be submitted on these grants and get them closed out. These are not the ones on the list of closeouts (those are Ag & Market grants) Ag & Markets and DEC grants are alike in that there is an hourly rate and number of hours. Where does the in kind money come from, and where is it on the budget? Where are the updates for the grants located? On the spreadsheet with the completion dates and closeout dates. The BOD would like a sheet that tells the total for each grant to be received. (outstanding collections line) DEC wants all contracts in as soon as possible so they can be paid out before the end of the calendar year. Now have a contract with the state for the \$775,000 for Hydrilla. Cost of personnel time is within the Hydrilla money.
Stormwater 7-9 money came in to the County they will be sending us a check within 2 weeks. Not all the money belongs to SWCD but needs to be allocated out to municipalities that are owed.
Board training discussed doing away with holiday luncheon and giving \$100 to each of the employees, and do the board training with that meeting.
Teresa left meeting 10:20am
6. **Corrective action plan-** the format was taken from the internet. SWOT-Strengths, Weaknesses, Opportunities, Threats. See copy of Plan
The raises that were given to the employees in 2011: according to the minutes of Dec 2010 there was an OTR in 2009 for \$9000 of which \$8500 came to the District. It was not distributed to the employees until February 2011.

The extra money for taking on extra work when there was a shortage of employees, was declined by the employees because they were not willing to give up their nights and weekends for it.(per a letter from the employees dated Nov. 12, 2010)

An executive board meeting has been requested after the meeting with the County on 11/26 time permitting.

The BOD would like copies of all job descriptions of the employees of Soil and Water.
The BOD would like a copy of the signed contract with FHM when it is received.

7. Budgets—tabled

8. New Vehicle-\$3822 30/miles gal Chev Equinox

\$4106 Ford

\$3852 Hyndai Santa Fe

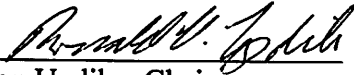
District is paying the staff more for mileage than monthly lease would be.

Insurance in a fleet insurance thru Sweeney Insurance

Need to find out what it would be if add 2013 Chev. Equinox and take off 2002 Town and Country Van.

9. Grants- have not had time to work on them because he was working on Corrective Action Plan.

Adjourned 1pm



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer

Tompkins County Soil & Water Conservation District

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS WITH AUDITORS AND COUNTY

DRAFT COPY

Monday, November 26, 2012

Attending: Ron Updike – Chairperson
Barry Goodrich – public
Teresa Burch – Secretary/Treasurer
Colleen Stannard
Joe Mareane
Frank Proto-Director/Legislator
Craig Schutt – District Manager
Pat Pryor – Director/Legislator
Jerry Mickelson
David Squires

Excused: Dan Carey – Vice Chair

Absent: Alan Teeter – Director

Meeting started 10:50am

Craig was asked to give a brief overview of the Corrective Action Plan (CAP).

Joe asked about the Personnel time not being applied in a timely manner. Craig explained about the staff turnover and not recording the time into the system. Colleen gave an explanation of the figures and what makes them up on the audit report in regards to the personnel time. The auditors conducted the agreed upon procedures for the District but did not audit the books for June and September 2012.

Wanted to know how many grants from letter are still open? There are 8 still open. Which grant is giving him trouble with personnel time? ANP23. Questions about ANP27 and ANP31 how to read the figures on pages 5 and 5a as far as deferred revenue and payroll expenditures. Are all administrative expenses that can be put in for on grants being put in for? Yes as far as they can be.

Was there a flag that went up by management about the personnel time not be administered? No flag went up at the time. Didn't know what all the numbers meant and no one else to do it.

Went through other points on the CAP. County Appropriation: change last sentence to read: The SWCD needs to build the programs to live within monetary constraints that they have. Jerry wanted to know if the allocation was too low with the services that have been provided over the last 3 to 5 years. Ex. County Highway can decide not to pave some roads if the cost of asphalt is too high. SWCD has a tighter amount with the people that we have to have to support the grants. Look at the operating budget in December 2012 if possible.

Items for Sale: use staff time that is less valuable for some of these items.

Leadership: is there a way to make the board a decision making body instead of a discussion group? Board members get packet in mail the week before with most items that will be on the agenda. Need to make a summarization and options of, and then recommendations on all points with Craig taking leadership role on those.

Job descriptions for the staff are outdated and ineffective in their layout of responsibilities. Regular staff meetings happen infrequently (especially in the summer when everyone is busy) but each person usually lets Craig know what they are doing. The job descriptions should be updated and tied into Harvest time tracking. On old Grants, going back and accumulating documentation to support the time spent on them. What happens if you cannot get old Grants closed out by end of year? Keep working on them as fast as possible. If we show progress it will buy time, but don't want buying time to become a crutch.

Personnel time on grants: is captured on Harvest and allocated each month.

Grant tracking Harvest put into an excel spreadsheet.

Reimbursement of grant funds: let Joe know if funds lag behind in payment. Reprioritize what Grants are being worked on, to try and get more closed out in the time frame allowed.

Are there Grants that need to be passed on due to limited time of staff and not making enough money off the Grant.

Retaining qualified staff: the staff is not paid on the same level as the county employees
NYS annual Appropriation: going up to \$60,000 as long as District has enough matching expenses (\$120,000)
Parts B & C will be paid out if there is money available.
Health Insurance Consortium: will be officially in as of January 1, 2013
Programs with no reimbursement for time spent: County put in \$15,000 towards Hydrilla time spent.
Need to have the CAP show how we are going to get back to break even.



Ron Updike, Chairperson



Teresa Burch, Secretary/Treasurer