

AGENDA

Regular (Organizational 2013) Meeting of the BOD Tompkins County SWCD

January 14, 2013: 12:30 PM

1771 Hanshaw Road, Ithaca, NY 14850

12:30 Meeting called to order 1230

12:30 – 12:35 Additions/changes to the Agenda

2012

/ 12:35 -1:00 Grants report (Jeff Teneyck & Brian Steinmuller (State committee)

1:00 - 1:50 Organizational Business

A. Election of Officers (Chair and Vice Chair)

Frank Alton passed

Ron Dan

B. Designation of Treasurer

Frank Pat passed

C. Personnel Committee – designated

Ron & Dan

D. Book Audit

Frank Alton

E. District Policies Review

All policies tabled til Feb

1. Travel Policy

2. Agency Owned and Leased Vehicle Policy

3. Procurement Policy

4. Bio-Security Policy

invasive species, wildlife, bird & water protection

5. Board Attendance Policy

6. Personnel Policy (this has been folded into the Employee Handbook – there are a few things that need to be addressed to make them consistent) tabled

F. Official bank and newspaper designated – Tompkins Trust Company and Ithaca Journal

Frank Pat passed

G. 2013 Holiday Schedule

Pat Alton passed

H. District Rate for Services – currently \$40/pond site visits; \$50/hr. for stormwater assistance;

\$35.00 Soils Group worksheets (revision or new), \$20/acre no till drill (\$40 delivery charge)

Frank Alton passed

I. Landowner Rate for time on grants for work they are doing (\$20.00/hr.)

Frank Dan passed

J. Authorization by the Board to pay normal operating bills, and bills associated with grants already approved by the Board without waiting for approval at the next BOD meeting:

Alton Frank passed

1:50 – 2:00 Approval of December 10 Minutes (Discussion)

2:00 – 2:15 Treasure's Report (Vouchers – Ab12-12 Discussion and approval)

2:15 – 2:35 Board Reports (staff and District Manager attached – questions and discussion)

✓ 2:35 – 2:45 Reports of other agencies (NRCS)

2:45 – 2:50 Old Business

Cost of 2013 meeting
look over in Sept
increase

- Clarification on State Retirement decision and amortization
- Vacation and Comp time (was on the agenda 10 times in 2012)
- Replacement Vehicle for van (on agenda 6 times in 2012) *tabled*
- Job Descriptions Updates *tabled*
- Discussion of letters from Joe Mareane

2:50 -- 3:25 New Business

- Legislative Days in Albany February 11 – 12
- Annual state reports for 2012 (Due no later than Feb. 15)
- Strategic Planning Initiative the staff is working on (Jon or Seth can give pertinent info.)
look over and come back with questions

Records Management Advisory Board (if needed)

Executive Session (if needed)

Next meeting Date and Time falls on Legislative Days (Feb. 11) may want to consider alternative date

Adjournment

Tompkins County Soil and Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday February 11, 2013

Attending: Dan Carey – Vice Chair
Alan Teeter – Director
Frank Proto – Director/Legislator
Pat Pryor - Director/Legislator
Barry Goodrich – member of the public
Ron Updike – Chairman Excused
Craig Schutt – District Manager
Patrick Barry - NRCS
Jeff Ten Eyck – Ag and Markets


1. **Call to Order:** Meeting called to order at 12:40 PM by Vice Chair Dan Carey
2. **Additions to the Agenda/Announcements** – none (*am I right on that ?*)
3. Pat Barry did an overview of his report. Attached
4. **Minutes:** Frank made a motion to accept the minutes, seconded by Alan. Discussion Frank asked for confirmation that all points are met copies of emails pertaining to the CAP (corrective action plan) are copied to the BOD.
Minutes unanimously approved.
5. **Vouchers:** Ab-1-13 Frank P. moved to approve seconded by Alan T. Passed by three to one vote. one no vote Pat P.
6. Staff Reports - attached
- 7.. Jeff Ten Eyck gave a report on the status of the grant closeouts. He reported that the District successfully completed the four items in the letter sent by Ag and Markets, in the timeframe given for those completions. Jeff said we should expect another letter very soon. He also went on to say that although contracts for AgNPS grants state that each grant should be kept in a separate account, the state has not enforced this but will be doing so in the near future. He also said the state was hearing from one farmer who has invested a large amount of money on a grant and is wondering about payment. Craig said he should have that done very soon and a payment made to this individual. There was also a question about a \$12,000 payment to another farm. Craig stated this did not come out of AgNPS funds but was paid out of other funding.
- 8.. Brief discussion on the Strategic Action Plan. It was determined that dan and Alan will work with staff to further develop the plan. Time and date to be determined.
9. **Policies** that were tabled last meeting:
 - a. Director Attendance: moved by Frank P., second Alan T.; Approved
 - b. Procurement: moved by Frank, second Pat P. Approved
 - c. Bio-security: moved by Frank P. second Pat P. Approved
 - d. Agency Owned/Leased Vehicle Moved by Pat P. second Alan T. Approved w/ suggested changes
 - e. Personnel Policy moved by Pat P. to table this until the County completes revisions to its personnel policy. Second by Frank P. approved
10. Van discussion; Pat announced she is moving forward with the old Board of Elections Van and that the county will turn that over to the District at no cost. Craig expressed his concern for safety of the vehicle, considering its age and the fact that it sits in one place so much of the time. Craig also said that it has been apparent that there has been an ongoing, and very noticeable fluid leak under the vehicle. He also said that vehicle really doesn't meet the needs of the District

and is concerned with the poor gas mileage and potential maintenance costs, due to the age of the vehicle. Pat pointed out that the vehicle has relatively low mileage and that the District's current fiscal condition does not permit the lease or purchase of a new vehicle. It was decided to have the county take the vehicle and service it (considering it has been over a year since it was last serviced) and check it over for potential problems before the District accepts it. Pat and Frank will deal with that at the county level.

11. Craig announced the Hydrilla program Manager will be starting on March 4, and that District will be paid \$8,000 annually for that person being housed here at the District.
12. **Status of vacant positions:** Craig reported to the BOD that the Secretary/Treasurer job announcement is posted.
13. **The Annual Water Quality symposium** annual training for District employees) Craig presented staff's wishes for training options. Even though there is a budget line for training in the approved 2013 budget the Board decided that due to the severe budget deficit no one will be approved to attend any sessions this year. The Board informally agreed that if any staff member wished to attend on his/her own time and at his/her own expense he/she could do so. The total amount requested exceeded the amount in the budget for training. Craig and Jeff T. both tried to say maybe the Board could look at a compromise with staff scaling down their individual requests but the decision to not pay for any training at this time stood. Craig vigorously disagreed with this decision and lobbied on behalf of the staff and the importance of training, but to no avail.

Meeting Adjourned 3:55 PM

Respectively submitted



Craig Schutz, District Manager

Ron Updike, Chaiman

Tompkins County Soil and Water Conservation District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday March 11, 2013

Attending: Ron Updike, Chair
Dan Carey, Vice Chair
Alan Teeter, Director
Frank Proto, Director/Legislator
Pat Pryor, Director/Legislator
Craig Schutt, District Manager
Jeff Ten Eyck, Ag and Markets
Barry Goodrich, Public
Pat Barry, NRCS was unable to attend

1. **Call to Order:** Meeting called to order at 12:40 PM by Ron Updike Chair
2. **Additions to the Agenda/Announcements:** Frank spoke about the WRC sending letters to legislators requesting that USGS stream gages, targeted for closure in the Upper Susquehanna Watershed, should remain on line because of their importance in gathering data for the TMDL, and for data gathering during storm events.
3. **Approval of February Minutes:** Approved with corrections
4. **Vouchers Ab-2-13:** After discussion and questions on individual items Pat P. made a motion to accept; Second by Alan T.
5. **Old Business:** Discussion about the Corrective Action Plan vs. the Strategic Action Plan and how these both are important to complete. Also it was discussed as to how these go together and to some degree coincide.

Jeff T. spoke about the plan moving forward on completing the AgNPS grant close outs in accordance with the letter from Ag and Markets. Jeff said he is here to help in any way he can. Jeff also reiterated that funds for each grant must now be placed in individual accounts. That had been in the contract language but had been ignored, but that has now changed. Jeff also talked about the Rd. 17 grant that Cal Snow is supposed to receive funding from. He said the District needs to get the Plan of Work in as quickly as possible so a contract- can potentially be developed.

Pat P. explained to the rest of the Board the status of the van from the county. She said the van had been taken to County Highway and all necessary maintenance had been completed (oil leak fixed, service). Pat went on to say the County is ready to turn the van over to the District at no cost and then it will be the District's decision to do with whatever it wishes. Another Board member asked if that meant it could be sold once the District takes possession, if the Board deemed it necessary. Pat responded that is correct, it is the District's decision once it takes possession. Dan C. made a motion to

accept the van from the county, Alan Teeter second. Ron U. added a friendly amendment adding to accept only after it passes NYS inspection. It was acknowledged that District must own the vehicle to get it inspected and that cannot happen until title is transferred. Approved with the amendment.

New Business:

James Balyszak entered the meeting to introduce himself as the newly hired Hydrilla Program Manager. James gave a brief description of his background and said he is very excited to be here and working with the Task Force.

Craig said interviews for the Secretary/Treasurer position are being scheduled and it is his, and Ron's hope the position filled before the next meeting. Pat asked to go on record that she felt we should have hired a temporary person in the interim and wondered why that didn't happen. Craig responded that he felt the per hour rate given to Kelly Services was too high and that was one of the reasons no one was hired. Craig went on to say that Beth Thorpe has been coming in when she is able to fill in the gaps. Craig said he doing the bulk of the everyday work that he knows how to do and leaves the other work for Beth.

Frank P. made a motion that the Board pass a resolution that will give the county direct oversight of the finances of the District until the financial issues facing the District are resolved. Dan C. Second. Carried. Frank P. said he will inform Joe Mareane, County Administrator of the passage of this motion.

Motion to adjourn made by Dan C. Meeting adjourned at 3:15 PM

Respectively Submitted



Craig Schutt, District Manager

4/08/2013

Approved by SWCD BOD _____

Chairman

Date: _____

Regular Meeting of the BOD Tompkins County SWCD
Minutes
April 8, 2013: 12:30 PM

Present: Ron Updike, Alan Teeter, Pat Pryor, Frank Proto, Pat Barry, Barry Goodrich and Jeff Ten Eyck.

1. Call to order: Meeting was called to order by Chairman Ron Updike at 12:35 pm.
2. Additions/changes to the Agenda –none
3. Approval of March 11, 2013 Minutes – A. Teeter moved to approve the minutes, seconded by Pat Pryor. Carried
4. Treasurer’s Report – A. Teeter moved to approve Ab 03-13, seconded by P. Pryor. Carried
5. Board Reports - staff and District Manager were provided to the board.
Reports of other agencies (NRCS) – Pat Barry gave his report. There was a discussion about the Karl Stauderman’s cancelled EQIP contract. He can reapply next year.
6. Old Business
 - A. Policies - Personnel Policy vs. Employee Handbook – question asked as to which the employees follow. P. Pryor wants to reconcile policies. Tabled.
 - B. Vacation and Comp time overages. Tabled.
 - C. Grant closeouts report – Jeff Ten Eyck reported on State Soil and Water Committee. Grant Closeouts are progressing. State office has allowed the order of the closeouts to be changed. Three needed to be completed by May 3. Plan of Work for Cal Snow needs to be completed as soon as possible. Separate accounts need to be established for each grant contract.
 - D. Annual State reports for 2012 – Treasurer’s report to SWCC and Comptroller needs to be filed. Waiting for information from the auditors.
 - E. Strategic Planning Initiative – Jon Negley has started this effort. F. Proto suggested that two board of directors continue down this road. P. Pryor agrees it is important to continue this process. It needs to align with resources of county and others.
 - F. Vacant Secretary/Treasurer search update Ron and Craig – six interviews have been done and one more to do.
 - G. Van from the county – P. Pryor will look into it.
 - H. Deficit reduction plan – no action.
 - I. New Business
 - A. Meeting with Joe Mareane w/staff and Ron – it was reported that Les Travis has been hired by the county to assist the district with the financial issues identified in the resolution to the county. He will begin on April 9.
 - B. Water Quality Symposium report – Barry Goodrich reported on his attendance at the 2013 Water Quality Symposium. He attended:
Manager’s Forum - learned about the role of board members, Annual plan of work, function of the board and other items. Wetlands & Steam Corridors – taught by Carl Schwartz, US Fish and Wildlife Service. Permit Policies and Procedures – taught by

Kevin Bliss, DEC. Barry passed around pictures of before and after pictures for Salmon Creek. Frank asked Barry for a written report.

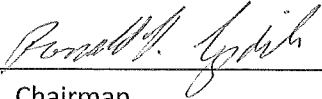
- C. 2013 Annual Plan of Work – F. Proto moved to accept as long as it can be revisited, Alan seconded. Carried. District Manager will report on 2012 accomplishments at the July board meeting.
- D. Donation of Sick Leave to Angel Hinickle – P. Pryor moved to allow staff to donate sick leave to Angel Hinickle, seconded by F. Proto. Carried.

Next meeting date: May 13, 2013 at 12:30 pm.

Meeting adjourned at 3:20 pm

Minutes prepared by:

Lester M. Travis

Approved by SWCD BOD:  Date: 5/13/13
Chairman

Regular Meeting of the Board of Directors Tompkins County SWCD
May 13, 2013: 12:30 PM
1771 Hanshaw Road, Ithaca, NY 14850

Present: Board members: Ron Updike, Frank Proto, Alan Teeter, Dan Carey, and Pat Pryor

Others: Pat Barry, NRCS; Jeff Ten Eyck, SWCC, Barry Goodrich, citizen and Les Travis, Interim District Manager

The regular board meeting was called to order by Chairman, Ron Updike at 12:34 pm.

P. Pryor moved to approved the minutes of the April 8, 2013 Minutes with corrections, seconded by F. Proto and carried. Frank requested that minutes may be revisited at a later date.

Following a review of the Quick Books Profit/loss report and Abstract 04-13, F. Proto moved to accept the report and abstract of bills, seconded by D. Carey and carried. Clarification was requested on the bank charges and to have a breakdown of the credit card charges.

Staff Reports were provided to the board.

Reports of other agencies

Pat Barry, NRCS – reviewed his written report.

Jeff Ten Eyck, SWCC – reported the District is doing well completing the items required in the March 5, 2013 letter from NYS Agriculture and Markets counsel. Other items reported were:

- Department has submitted legislation to allow districts to enter into municipal contracts
- AEM Year 9 – Plan of Work has been submitted
- AEM Year 8 – final report is due July 6. Note: Gene has prepared and is ready to submit.
- Conservation Reserve Enhanced Programs – has been expanded to include the Upper Susquehanna. Tompkins was already eligible.
- Emergency Stream Intervention Management – following Hurricane and Tropical Storm Lee it was observed that streams in Delaware County had held up well. Delaware's Stream Management program is a model to follow. DEC is supporting training of district staff across NYS. Jon Negley will be attending training on three different days for Tompkins SWCD. This is a train the trainer program.

Old Business

- A. Personnel Policy vs. Employee Handbook – Les informed the board that the Employee Handbook was worked on during 2009 but the minutes do not show that the handbook was ever adopted by the board. The Employee Handbook is incomplete. Les will confirm with the county attorney but believes the Personnel policies updated and approved at the January 10, 2003 board meeting are the official policies. The Employee Handbook was purchased in 2009 as a template to be used as a guide to make the handbook appropriate and specific to Tompkins SWCD. The policies and handbook need to be reviewed and updated. It needs to be taken a section at a time. Les will develop a process to review and prioritize which sections to do first. Staff has been informed that they need to follow the 2003 Personnel policies.
- B. Grant closeouts report – as Jeff stated the closeouts are coming along very well. Les commended the technical staff for their hard work in making this possible. P. Pryor offered a motion of appreciation to the staff for their extraordinary work on the grant closeouts. Seconded by Frank and carried unanimously. Les provided a financial report on the agricultural grants.
- C. Annual State reports for 2012 – Year End Treasurer's report will be filed when the final numbers are received from the auditors.

- D. Vacant Secretary/Treasurer search update. Les recommends that the position not be filled at this time. There are not sufficient funds to support an individual. Cortland SWCD has been contacted to explore buying a portion of a staff person to help with our Quick Books. Beth Thorp continues to provide her services.
- E. Van from the county elections – P. Pryor spoke to Joe Mareane. County Highway did corrective work. Pat will report next month.
- F. Tree & Shrub sales – is done. Staff will do an evaluation and make recommendations before next year's program.

Executive Session: P. Pryor moved to go into executive session to discuss an employee. Seconded by D. Carey and carried. F. Proto moved to come out of executive session and continue the regular board meeting, seconded by D. Carey and carried.

New Business

- A. Correspondence – Dryden Dairy Day – district will not participate this year. Dairy Promotion Banquet – F. Proto moved to donate \$25, seconded by D. Carey and carried.
- B. F. Proto moved to appoint Lester M. Travis, Interim District Manager effective April 29, 2013. Seconded by P. Pryor and carried.
- C. Upper Susquehanna Coalition contract – P. Pryor moved to approve renewal of the contract for three months, May 1 – July 31, 2013 with the option for renewal. Seconded by A. Teeter and carried.
- D. Hydroseeder policy – Les affirmed that the district will not be doing hydroseeding on private properties. The board was in agreement.
- E. Bank account signature authorization on all accounts at Tompkins Count Trust – P. Pryor moved that the Chairman, Ron Updike; Vice Chairman, Dan Carey; and Interim District Manager, Lester M. Travis be authorized signatures on all accounts. Seconded and carried. F. Proto moved that checks for \$5000 or greater must have two signatures. Seconded by D. Carey and carried.
- F. District Operations – Les is learning the present operations. Efficiencies are being identified. Weekly staff meetings have been instituted.
- G. The board was supportive of staff attending board meetings. Written reports will be submitted for sake of time. A different staff person may report each month on his/her work accomplishments. Attendance will be at their convenience.
- H. Fees for services – staff will be reviewing the services that the district provides and associated fees and making recommendations to the board.
- I. Les stated that he will be reviewing present finances, anticipated income and expenses, developing a realistic budget, plan of work, and personnel handbook. Les will be away June 17 – July 5, 2013
- J. District Credit Card – will be cancelled and request a new card with Jon Negley as the designated staff name.

Next meeting date: June 10, 2013

D. Carey moved at adjourn at 3:20 pm.

Respectfully submitted:



 Lester M. Travis, Interim District Manager



 Ron Updike, BOD Chairman

Regular Meeting of the BOD Tompkins County SWCD
June 10, 2013: 12:30 PM
1771 Hanshaw Road, Ithaca, NY 14850

Present: Ron Updike, Frank Proto, Pat Pryor, Dan Carey, and Alan Teeter.

Others: Pat Barry, NRCS; Barry Goodrich, guest, and Les Travis, Interim District Manager

The regular board meeting was called to order by Chairman, Ron Updike at 12:38 a.m. A quorum was present.

Approval of May 13, 2013 Minutes – F. Proto moved to accept the minutes as sent. Seconded by P. Pryor and carried.

Financial Report (Vouchers – Ab 05-13 and monthly and year to date Quick book reports were reviewed. D. Carey moved to approve payment of bills and to accept the financial reports. Seconded by F. Proto and carried.

Staff Reports were provided for information.

Reports of other agencies – Pat Barry, NRCS, reviewed his written report.

Old Business

- A. Personnel Policy and Employee Handbook information and update –discussed under new business.
- B. Grant closeouts report
 - a. Agriculture – as of today, four grant closeouts are completed. The remaining two are almost done. The financials portion is done; however, a few blanks need signatures.
 - b. Non agriculture – FLOWPA – J. Negley will be working on two FLOWPA closeouts. His goal is to complete in the next month.
- C. Annual State reports for 2012 – waiting for the numbers from the auditors to complete and submit.
- D. Vacant Secretary/Treasurer – L. Travis has had discussions with Cortland SWCD. We will contract with Cortland for one day/week of a staff person to assist with our financial management, namely Quick Books. There is also a need for a part time clerical person.
- E. Van from the county report – continue to look for information. Suggestion to talk with insurance company to see if what potential there is for a waiver.
- F. Sell existing van – F. Proto moved to dispose of the district van. Seconded by D. Carey and carried.
- G. Deficit reduction plan (remain on the agenda)
- H. Bank – signature cards, online banking, remote check deposit – all the signature cards are filed, the necessary passwords are working and L. Travis has been trained on remote check depositing. The six grant savings accounts were charged a \$5 service charge. Bank has agreed to waive service charge.
- I. Credit card update – waited to change the staff person listed on the credit card. This will be addressed in July.

New Business

- A. Correspondence – none to report.
- B. Designate Jon Negley, in charge (June 17 – July 5) – P. Pryor moved to designate J. Negley to be in charge while L. Travis is away. Seconded by D. Carey and carried.
- C. District Operations update
 - a. Weekly staff meetings – agendas were provided to the board for their information on what topics are being discussed.
 - b. Established new procedures for filing receipts, etc. – L. Travis reviewed steps to maintain petty cash, and the use of separate envelopes to manage income, sales receipts and gas receipts.
 - c. District Web site – the board agreed to leave the contact information the same for the moment. Emails are checked regularly and any necessary responses will be handled in a timely manner. In July, another staff person will be assigned as the contact.
- D. Affirm Personnel Policies revised 1/10/03 as the official personnel policies
Frank Proto moved to affirm that the Personnel Policies adopted and revised by the Tompkins County SWCD Board of Directors on January 10, 2003 are the official Personnel Policies of the District. Any proposed or draft personnel policies subsequent to that date are not valid. Seconded by P. Pryor and carried.
- F. Employee Handbook – Sections – there are 12 sections to be reviewed. Sections 800, 700, 600 and 500 should be reviewed first. These are the sections that most closely coincide with the Personnel policies.
- G. Priorities for Interim District Manager – revise the 2013 annual plan of work, to include reviewing earned income programs and services, and employee handbook.
- H. 2013 Plan of Work – each board member was given a copy of the adopted 2013 plan to rank each action item according to model chart provided. The ranking will be 1 to 4 with 1 = Dogs, 2 = Sacred Cows, 3 = Horizons and 4 = STARS. The staff will do the same. This method will be used to determine what the top priorities of the district are.
- I. After the staff has reviewed and evaluated the results, a working board meeting will be held to discuss the results and set directions. This will also be a budgeting tool. The board will also need to have a working meeting for the employee handbook.

Executive Session – P. Pryor moved to go into Executive session for personnel matters to discuss a specific employee. Seconded by F. Proto and carried. No action was taken. F. Proto moved to come out of executive session. Seconded by D. Carey and carried.

Next meeting date: July 8, 2013

Frank Proto moved to adjourn at 2:44 pm. Seconded by D. Carey and carried.

Respectfully submitted:



Lester M. Travis, Interim District Manager



Ronald Updike, Chairman

Regular Meeting of the BOD Tompkins County SWCD
July 8, 2013: 12:30 PM
1771 Hanshaw Road, Ithaca, NY 14850

Present: Ron Updike, Dan Carey, Alan Teeter, Frank Proto, and Pat Pryor.

Others: Staff: Jon Negley, Angel Hinckle, Aaron Ristow, Gene Aarnio, and Les Travis. NRCS – Pat Barry. Guest: Barry Goodrich

The regular meeting was called to order by Chairman Ron Updike at 12:36 pm. A quorum was present.

Alan Teeter moved to approve the minutes as received, second by P. Pryor and carried.

Financial Report and (Vouchers – Ab 06-13 were provided. D. Carey moved to accept the financial reports as presented, seconded by A. Teeter and carried. 1:00-1:15

Staff Reports were mailed out in advance. P. Pryor commented that she appreciated the quality.

NRCS report – P. Barry reviewed his written report.

Old Business

- A. Grant Closeouts report
 - a. Agriculture – 3 grants are complete and filed with NYS Agriculture and Markets. The last 3 should be closed by the end of the month. Staff have worked very hard to make these closeouts a reality.
 - b. GLRI – Great Lakes Restoration Initiative (GLRI) - \$26K remaining to use by Dec. 31 with 4 farmers. Target is grazing and pasture management. 2 new farmers have approved contracts.
 - c. Non Agriculture –
 - i. FLOWPA – J. Negley is working on 2 closeouts.
 - ii. DEC Hydroseeding – reimbursements are based on 50/50 per quarter.
- B. Vacant Secretary/Treasurer – Barb Miner from Cortland SWCD (contract) and Beth Thorp are working together. In addition to doing the monthly activities, they will be developing a system that is functional for future staff to manage. It was suggested that the secretary/treasurer title should be changed and the job duties reviewed.
- C. Van from the county – insurance continues to be a major stumbling block.
- D. SWCD van has been sold to Taylor Rental employee for \$400. A new title has to be ordered.
- E. 2013 Plan of Work review – there will be a working board meeting on Thursday, July 25 at 6 pm. The staff will prepare a draft for the board to review prior to the meeting.
prioritization of plan of work

New Business

- A. Manager's meeting – J. Negley gave a report. A good portion of time was spent emphasizing Agricultural grant accountability and following good procedures for documentation and reporting. Upcoming grants that may be available are DEC Water Quality Incentives Program, Agriculture Environmental Management, and Terrestrial invasives. A new grant process has been initiated – any vendor is required to complete a grants portal application for any NYS grants, which includes AEM Year 9 and round 20 agriculture rfp.
- B. District Operations update

- a. Weekly staff meetings – are being held. Agendas were provided for information purposes.
 - b. Update on Jon Negley's time as Acting Interim District Manager – "a good learning experience".
 - c. Truck insurance claim – Gene Aarnio gave a report on the accident with the pickup truck and reviewed the insurance claim action. P. Pryor moved that staff get questions answered and proceed with getting repairs completed after concurrence with the chairman, seconded by D. Carey and carried.
 - d. Ag contracts – A. Ristow reviewed Cortland County's Standard Operating Procedure. This sets the steps to follow for managing any grant – from beginning to closeout. The board will be sent a copy to review and approve at the August board meeting.
 - e. Credit card – A. Teeter moved to make Jon Negley the designated name on the district's credit card, seconded by D. Carey and carried. Some automatic charges to the credit card will be changed.
- C. Verizon Wireless Government Contract – consensus was to authorize signing the form.
 - D. Craig Schutt resigned effective July 1, 2013. The staff received a copy of his resignation letter via e-mail.
 - E. Flood Hazard Mitigation Program 2013 update – County planner Scott Doyle is looking to have a technical committee meeting to get input for 2014. F. Proto asked Jon to send the board a copy of his Stream Action Plan.
 - F. Jon Negley will be the district's designated representative to the Water Resources Council.
 - G. Hydrilla Agreement – June 15, 2013 to June 15, 2014. F. Proto moved to authorize the chairman to sign, seconded by D. Carey and carried.
 - H. F. Proto moved that letters of appreciation be placed in SWCD staff personnel file, giving appreciation for that diligent work during the district's financial crisis, seconded by P. Pryor and carried. F. Proto will prepare the letter.
 - I. F. Proto asked Les to get staff input re: evening meetings for at least part of the year.

Executive Session – F. Proto moved to go into Executive session to discuss a staff person second by P. Pryor and carried. No action was taken. F. Proto moved to come out of executive session, second by A. Teeter and carried.

Next meeting dates are: July 25 and August 12, 2013

Meeting adjourned at 4: 14 pm.

Respectfully submitted:



Lester M. Travis
Interim District Manager



Ron Updike
Chairman

Regular Meeting of the BOD Tompkins County SWCD
August 12, 2013
1771 Hanshaw Road, Ithaca, NY 14850

Present: Ron Updike, Dan Carey, Alan Teeter, and Pat Pryor. Excused: Frank Proto

Agency: Jeff Ten Eyck, SWCC and Colleen Standard, auditor. Staff: Les Travis, Jon Negley

Guests: Barry Goodrich, Craig Schutt

The regular monthly board meeting was called to order by Chairman Ron Updike at 12:35 p.m. A quorum was present.

P. Pryor moved to approve the minutes of July 25, 2013 meeting. Seconded by D. Carey. Carried

D. Carey moved to approve the financial report and July abstract. Seconded by A. Teeter. Carried.

Staff reports were provided in the board packet. Staff reports will be done in a consistent format that matches the plan of work.

Agency reports – J. Ten Eyck did not have a formal report, however, he assisted with other agenda items.

Audit Report: C. Standard reviewed the draft Financial Audit Report. A spreadsheet summarizing grants received and managed by the district has been added. This spreadsheet shows the revenue deficit and highlights grants that are closed out, are expired but not closed out and open. The management letter identifies several items that need to be addressed: a realistic budget, improve tracking grant hours, assets inventory and others. The board needs to review the document and work with the staff to implement recommended management items. The final report will be reviewed at the September board meeting.

Old Business

1. P. Pryor moved to approve the Revised 2013 Plan of Work. Seconded by A. Teeter. Carried.
2. District Manager position – L. Travis offered the next steps towards hiring a new district manager. Due to a tight budget, L. Travis recommends to promote from within. The position will be posted on the County Personnel website. Any staff individuals that meet minimum qualifications and wish to apply will have until end of business, Monday, August 19 to apply. Personnel Committee and the board will interview the week of August 25. P. Pryor moved to follow the steps presented. Seconded by D. Carey. Carried.
3. County Highway housing update – L. Travis met with Arel DeMato, County Facilities manager. It continues to be viewed as a positive move for the district. There are many advantages: housed with other county agencies, closer relationship with county highway, reduced operating costs and a secure facility to name a few. Different individuals in county government are also positive. A concern raised: where would equipment be stored? It is likely that an arrangement could be made with the town of Enfield highway.
4. Staff recognition: L. Travis shared the Commendation letter prepared by F. Proto. A copy will be placed in each employee's personnel folder. This letter was approved at the July 8, 2013 board meeting.

New Business

1. Tompkins County SWCD Management Plan – was provided to the board. This plan was requested by NYS Agriculture and Markets to demonstrate that the district had a plan in

place that addresses many of the issues that have put the district in the difficult financial situation it is presently facing. It was reviewed with Mike Latham and Brian Steinmuller, Agriculture and Markets, Division of Land and Water and Joe Mareane, Tompkins County Administrator. It was generally accepted. The management plan needs to be accepted by Agriculture and Markets before any funds can be released. The plan laid out the deficit reduction plan to pay back the unused grant funds due to the state. The final closeouts of the six outstanding agriculture grants have been completed. In addition, the Fuller Farm grant has been completed and the final report filed. There were a great number of problems doing the final reports. Many staff hours were spent to get the numbers and documents to an acceptable level. The Fuller farm will receive a final payment, however, they may challenge that they are due more payment.

2. No-till Drill was discussed. A recommendation was presented to the board to sell the no till drill. D. Carey moved to sell the no-till drill at a minimum bid of \$2500. Seconded by A. Teeter. Carried.
(A. Teeter left the meeting at 2:30 pm. A quorum was present.)
3. FLOWPA contract (SFY 2012-2013 – Contract #C304743-1213) – P. Pryor moved to have the District Manager sign the contract. Seconded by D. Carey. Carried.
4. Upper Susquehanna Coalition agreement – D. Carey moved to sign the contract with USC. Seconded by P. Pryor. Carried.
5. M & T Signature change needed to close the account – P. Pryor moved to have the chairman sign the signature card. Seconded by D. Carey. Carried.
6. Jon Negley - accrued vacation. J. Negley accrued vacation based on the draft, unapproved employee handbook. Jon presented a plan to bring his accrued vacation into compliance. P. Pryor moved to accept Jon's plan. Seconded by D. Carey. Carried.
7. FLOWPA closeouts – J. Negley has been able to document sufficient expenses to be able to closeout two contracts.
8. Town of Caroline & FEMA closeout – the town has closed the FEMA grant. The county advanced Town of Caroline \$70000 to complete the work. The funds were passed through the district. The T of Caroline has returned \$61,428 to us. The amount used to complete the work. The district must make up the unused funds - \$8572. When this final payment is made there will be \$758.25 left in the multi savings account.
9. Employee Health Insurance Discussion:
 - a) December 2012 – Board approved offering both individual and family coverage at 80/20.
 - b) Presently, 2 employees plus the former district manager are under the individual plan.
 - a. Individual – \$725.11/month \$580.09 - \$145.02 District share = 6961.08/yr
 - b. Family - \$1571.51/month \$1257.21 – 314.30 District share = 15086.50/yr
 - c) The district cannot afford to provide the family coverage. The total potential cost is prohibitive. Should it continue to be an option and if any staff person took the option, there is not sufficient income to meet the obligation and keep all the present staff.
 - d) Recommendation: Establish a set dollar amount that each staff person could use to purchase the policy of his/her choice. This option does not limit him/her to either an individual policy or a family policy. Rather it would allow him/her to choose a policy

from the consortium menu. The district would provide xx dollars and the remaining cost would be the employees.

- e) Presently, the individual cost to the district is \$6961.06/year.
- f) Recommendation: the district offer \$7000/year towards the cost of a health insurance policy.

P. Pryor moved that the Tompkins County SWCD offer its employees \$7000 per year towards the cost of a health insurance plan of his/her choice from The Greater Tompkins County Municipal Health Insurance Consortium. The employee would be responsible for the balance of the cost of the plan chosen. Seconded by D. Carey. Carried.

10. 2013 and 2014 Budget – L. Travis reviewed his budget recommendation for financing the rest of 2013. The district should end the year in the black. L. Travis submitted the county appropriation request for 2014. The request is for \$132036. The presentation to Joe Mareane went well.

D. Carey moved to adjourn at 3:02 pm

Next meeting date: September 9, 2013

Respectfully submitted:

Dan Carey Vice chair

Lester M. Travis, Interim District Manager

Ron Updike, Chairman

Minutes

AGENDA

Regular Meeting of the BOD Tompkins County SWCD

September 9, 2013

1771 Hanshaw Road, Ithaca, NY 14850

Present: Dan Carey, Frank Proto, Pat Pryor, and Alan Teeter. Excused: Ron Updike

Staff: Les Travis, Jon Negley, Angel Hinickle. Agencies: Pat Barry, NRCS; Jeff Ten Eyck, SWCC; Jerry Mickelson, auditor; Joe Mareane, County Administrator. Guest: Barry Goodrich

D. Carey, Vice Chairman, called the meeting called to order at 12:37 pm. A quorum was present.

F. Proto moved to approve the minutes of the August 12, 2013 regular meeting and the minutes of the August 27, 2013 executive meeting. Seconded by P. Pryor. Carried.

F. Proto moved to accept the Financial report and to approve the abstract of bills. Seconded by P. Pryor. Carried.

Staff reports were provided in advance of the meeting.

Agency reports – P. Barry, NRCS, reviewed his written report. There will be an EWP (Emergency Watershed Project) review with NRCS State Engineer, Peter Wright on Wednesday, September 11, 2013 to review a road in the Town of Caroline.

Auditors Report – J. Mickelson reviewed the updated Auditor's report. Several items were discussed including the deficit revenue line item. This amount has been reduced with the closeout of six agriculture nonpoint source grants. The management plan to repay NYS the balance over 5 years has been accepted. Items identified in the Control deficiencies were discussed. J. Negley was asked to develop a Corrective Action Plan to address the deficiencies. Jon will work with the auditors for examples.

F. Proto moved to accept the auditor's report for Fiscal Year 2012 and for the staff and auditors to work on the recommendations in the report. Seconded by P. Pryor. Carried.

Old Business

1. Affirm Jonathan Negley as Conservation District Manager – P. Pryor moved to appoint Jonathan Negley as Tompkins County SWCD District Manager effective September 1, 2013. Seconded by F. Proto. Carried. The terms of the appointment are addressed in his offer letter.
2. County Highway housing update – Les and Jon reported that progress is continuing. Staffs have seen the space and are positive about the move. The proposal will go to county committees and the county legislature for approval in the next 2 -3 weeks. Once approved the move would be completed before the end of December.
3. No Till Drill – the ad to sell has been posted in the Shopper. Two bids have been received to date. A. Teeter, board member will open all bids received at the close of business on Friday, September 13.

New Business

1. Bank accounts – signature cards – F. Proto moved to approve Jon Negley, District Manager; Ron Updike, Board Chairman and Dan Carey, Board Vice Chairman as authorized signatures on all bank accounts. Seconded by A. Teeter. Carried
2. NYACD Annual Meeting – October 15 – 17, 2013 at the Oneonta Holiday Inn. P. Pryor moved to approve two (2) individuals to attend for two (2) days, Oct. 16-17. There are

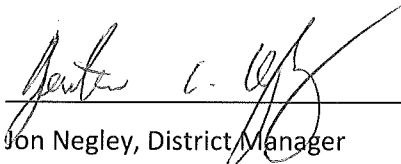
several topics related to district financial management. Seconded by A. Teeter. Carried. Jon and a board member are encouraged to attend. Information is to be brought back to the next board meeting.

3. Town of Caroline & FEMA closeout and repayment – L. Travis reviewed the background for the \$70,000 loaned out of County Highway to assist T. of Caroline with completing an emergency road project. These funds were passed through the district. The project is complete and T. of Caroline has returned the funds to the district. F. Proto moved to repay the \$70,000 to the County Highway. Seconded by P. Pryor. Carried. The check will be delivered to Joe Mareane.
4. Town of Enfield – J. Negley reported on storm damage to public and private properties. There are several areas with major debris deposits in the streams. There was major damage on Rt 327. District staffs are providing technical assistance to landowners and town and county highway departments. At present there is no disaster declaration. There is the potential for DEC Water Quality Improvement Projects in this area. The WQIP request for proposals has been announced.
5. Excess Equipment – as the staff prepares to move, there will be excess equipment – office furniture and field equipment. The board directed the staff to prepare a list for the next board meeting.
6. 2014 Proposed Budget (DRAFT) – L. Travis reviewed a draft 2014 budget. This is a working document. The board is encouraged to review and to ask questions for clarification. As the district moves forward, it will be important that the board and the staff have a good understanding of the district finances. Regular reviews and internal audits are encouraged.
7. Angel Hinickle spoke to the board re: her upcoming maternity leave. Angel is anticipating eight (8) weeks leave. When she knows the total amount of leave (vacation, sick, personal, compensatory) available, she will inform the board how she would like to use it.
8. State Archival Records Administration (SARA) has grant funds for managing records. The district could apply for funds. J. Negley needs to find out when the next request for proposals will be.
9. Personnel Policies – L. Travis stressed to the board that the personnel policies need to be updated, especially the areas of vacation, compensatory time, health retirement and health insurance. The policies need to reflect the district financial capabilities.
10. Joe Mareane spoke to the board. He reminded the board that they asked to county to get involved to assist with district financial management. At some point the district pass a resolution to discontinue (close) the involvement.
11. J. Mareane presented a letter of appreciation to Les Travis for his assistance to the district. September 9, 2013 was L. Travis's last day.

Meeting adjourned at 3:24 pm.

Next meeting date: October 21, 2013 at 12:30 pm

Respectfully Submitted:



Jon Negley, District Manager



Dan Carey, BOD Vice Chairman

Minutes
AGENDA

Regular Meeting of the BOD Tompkins County SWCD
September 9, 2013
1771 Hanshaw Road, Ithaca, NY 14850

Present: Dan Carey, Frank Proto, Pat Pryor, and Alan Teeter. Excused: Ron Updike
Staff: Les Travis, Jon Negley, Angel Hinckle. Agencies: Pat Barry, NRCS; Jeff Ten Eyck, SWCC;
Jerry Mickelson, auditor; Joe Mareane, County Administrator. Guest: Barry Goodrich

D. Carey, Vice Chairman, called the meeting called to order at 12:37 pm. A quorum was present.

F. Proto moved to approve the minutes of the August 12, 2013 regular meeting and the minutes of the August 27, 2013 executive meeting. Seconded by P. Pryor. Carried.

F. Proto moved to accept the Financial report and to approve the abstract of bills. Seconded by P. Pryor. Carried.

Staff reports were provided in advance of the meeting.

Agency reports – P. Barry, NRCS, reviewed his written report. There will be an EWP (Emergency Watershed Project) review with NRCS State Engineer, Peter Wright on Wednesday, September 11, 2013 to review a road in the Town of Caroline.

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Old Business

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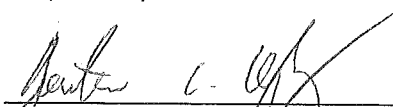
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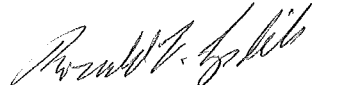

Meeting adjourned at 3:24 pm.

Next meeting date: October 21, 2013 at 12:30 pm

Respectfully Submitted:



Jon Negley, District Manager

 10/21/13
 9/9/13

Dan Carey, BOD Vice Chairman

Minutes

Regular Meeting of the BOD Tompkins County SWCD
November 6, 2013
1771 Hanshaw Road, Ithaca, NY 14850

Present: Dan Carey, Pat Pryor, and Alan Teeter. Absent: Frank Proto, Ron Updike
Staff: Jon Negley. Agencies: Pat Barry, NRCS; Jeff Ten Eyck, SWCC. Guest: Barry Goodrich,
Armortower Representative

D. Carey, Vice Chairman, called the meeting called to order at 12:54 pm. A quorum was present.

Pat Barry requested to give his NRCS agency report so that he could be excused. He presented his written report.

Additions to the Agenda included postponing the discussion about the Cal Snow payment until the county attorney could meet with the Board. Gene Aarnio's leave of absence from November 1st – November 8th request was also added.

P. Pryor moved to approve the minutes of the October 21, 2013 regular meeting. Seconded by A. Teeter. Carried.

P. Pryor moved to accept the abstract and financials for the month of September and October with corrections made as requested from last month's meeting for September's financial report. Seconded by A. Teeter. Carried. Discussion included P. Pryor requesting that a budget to actual comparison be provided for next month's meeting. Also, discussion on how much longer we will be needing secretarial services from Cortland County and Beth Thorp. J. Negley suggested that we will need to keep both on until around March/April of 2014 until we convert to a new clerk position and Quickbooks system.

Staff reports were not provided with this report due to the short time frame between the last meeting. The District Manager provided a brief oral report of staff updates including: update on parental leave of Angel Hinickle and Eugene Aarnio; GLRI projects are working to wrap up by the end of the year; Ag Non-point Source Grants from State Ag & Markets (4 open contracts – farmers contacted, project planning and implementation beginning / closed contracts -working to get reimbursement from state and file closeout paperwork); Lansingville Road Stormwater project and 600 Road Project in Caroline have started.

Old Business

1. Cal Snow Discussion – The Board expressed to the representative from Armortower that they would be seeking legal counsel from Jonathan Wood (County Attorney) before discussing this matter.
2. Move to Bostwick Road , Approval of selling equipment and furniture before move/county lease agreement discussion – The recommendation of the District Manager to sell the excess items was to put a Craigslist posting up for a moving sale and have the items on sale available to the public. A list of these items has been compiled by the District Manager. A few people have expressed interest in some of the items listed and are willing to pay for these at the suggested listed price. P. Pryor moved to sell items on list of excess items either directly or on Craigslist, seconded by A. Teeter. Carried. The lease agreement discussion included amendments of adding language from the county about the IT phone line charges of \$10/month, insertion of being able use the county gas pumps, changing the wording of handicapped accessibility, sharing of space, and making sure we had adequate insurance coverage. P. Pryor moved to have J. Negley sign lease agreement after the draft had inserted amendments so previously discussed, Seconded by A. Teeter. Carried.

New Business

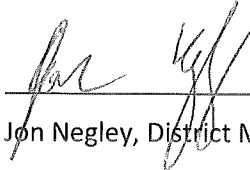
1. Review of Clerk's job description – Discussion of the clerk position included a brief overview of budget for this position in 2014 which is a \$30,000 allocation. Discussion on the division of duties focused on the need for financial book-keeping and assisting the District Manager with financial duties but a segregation of the financial "oversight" which lies with the Board and District Manager. The job description will be revised and sent to the County Personnel office for input.
2. Personnel Policies – J. Negley will work to develop and revise current policies and bring to board for approval as he completes them.
3. J. Negley made the board aware the Eugene Aarnio was out for Parental Leave effective November 1-November 8, 2013.

D. Carey Move to adjourn Meeting, Seconded by P. Pryor.

Meeting adjourned at 2:24 pm.

Next meeting date: December 9, 2013 at 1:00 pm @ 170 Bostwick Road

Respectfully Submitted:



Jon Negley, District Manager

Dan Carey, Vice Chairman

Minutes

Regular Meeting of the BOD Tompkins County SWCD
December 9, 2013
1771 Hanshaw Road, Ithaca, NY 14850

Present: Dan Carey, Frank Proto, Pat Pryor, and Ron Updike, Alan Teeter

Staff: Jon Negley, Aaron Ristow, Angel Hinickle, Eugene Aarnio. Agencies: Pat Barry, NRCS; Rob Gallinger, FSA. Guest: Barry Goodrich

R. Updike, Chairman, called the meeting called to order at 1:17 pm. A quorum was present.

A. Teeter moved to approve the minutes of the November 6, 2013 regular meeting. Seconded by P. Pryor. Carried.

Staff reports were provided in advance of the meeting. Staff were given opportunity to update board verbally on anything that was missing from their written reports. Gene gave updates on GLRI projects and is projecting to be done with these projects by the end of the year. Aaron gave an update on the TMDL development for Cayuga Lake for the benefit of the Board to be aware of his involvement with the technical advisory committee and information dissemination to local farmers. Angel has returned from her maternity leave and is looking forward to jumping back into the workload.

D. Carey moved to approve the November 2013 abstract. Seconded by F. Proto. No discussion. Carried.

P. Pryor moved the financial report. Seconded by D. Carey. Carried. The financial report was presented by J. Negley. A request was made by P. Pryor to provide a detailed breakdown of salary appropriation in the budget to identify the source of income for each employee and verify that it is being paid accordingly. The District Board Member mileage report for 2013 was presented for approval to be paid in the amount of \$614.16 for Ron Updike, \$59.33 for Dan Carey and \$117.52 for Alan Teeter. The December 2013 projected budget had an overage of expenses driven by a \$55,677 retirement bill due on December 15th. It is anticipated that the District will not be able to pay this bill by the December 15th deadline and will have to pay this by February 15th with a \$500 penalty payment. This will be paid through the County appropriation that is anticipated on January 15th as promised to J. Negley by Rick Schneider at the county finance department. It will also be investigated by J. Negley to identify whether reimbursement is due to the District from 2012 retirement payment in order to reduce this bill.

Agency reports – R. Gallinger gave a report of the work FSA has been doing in Tompkins and surrounding counties. P. Barry gave a report of the work done by the NRCS in Tompkins County.

Old Business

1. Move to Bostwick Road – J. Negley reported on the progress of the move to Bostwick Road. He also updated the board on the Time Warner contract that the District is obligated to pay until 2015. Tompkins County Administration is working to see if Board of Elections is interested in taking over payment of this contract and using the services in their building.

New Business

1. Stormwater Coalition payment - A motion was made by P. Pryor to approve \$2,500 payment to the Stormwater Coalition for work on a Wetlands Mapping Project. Seconded by D. Carey. Carried. A discussion with the Stormwater Coalition is to be scheduled with a Board Member and staff to understand the NYSDEC grant that would have supplied funding to the coalition for further projects as a result of excess match funds. This money would have come from that pot if it still existed.

2. Personnel policies – credit card (tabled until early 2014 meetings)

Old Business

1. 2013 Retirement payment – The District will be paying this in February based on comments reflected in the financial report section of the meeting.
2. Flood Hazard Mitigation Contracts – A 2012 extension amendment and 2013 contract was presented to the Board for approval and signature on the Flood Hazard Mitigation Contracts between the District and the County. After lengthy discussion on liability of the District being held responsible for the projects P. Pryor moved to have J. Negley sign the 2012 contract extension with changes of allowing the District to obtain the remaining funds due to them under the contract and typographical numbering errors. Seconded by F. Proto. Carried. Follow up with the Sweeney insurance company and the county attorney will be pursued before signing the 2013 contract.
3. Volunteer intern – J. Negley concluded the meeting by stating that Casey Halton has expressed interest in volunteering with the District. She is a graduate student at ESF pursuing her master's degree and will be living in Ithaca. It is our hope to use her talents on monitoring some stream restoration projects and helping us with Ag and Non-Ag related projects as they dovetail with her graduate work.
4. F. Proto moved to pay the three board members the mileage reimbursement for 2013. Seconded by P. Pryor. Carried.

Meeting adjourned at 3:38 pm.

Next meeting date: January 13, 2014 at 12:30 pm

Respectfully Submitted:



Jon Negley, District Manager



Ron Updike, BOD Chairman