



**New York State Conservation District Employees' Association, Inc.
Executive Board Meeting**

Holiday Inn
Auburn, NY
January 26 & 27, 2011

Wednesday, January 26

Members Attending

Steve Lorraine, President
Jim Lieberum, Vice President
Velynda Risley, Secretary
Kristin White, Treasurer
Brian Wohnsiedler, Member at Large

Absent

Polly Weigand, Division VIII
Mike Latham, State Committee
Judy Littrell, NYACD

Division Representative

Mark Gaston, Division I
PJ Emerick, Division II
Christine Watkins, Division III
Jerry Verrigni, Division IV
Lenny Croote, Division V
John Persch, Division VI
Kristen O'Dell, Division VII

Partners

Dennis DeWeese, NRCS

Guest

Corey Nellis, Montgomery SWCD

- I. **Called to Order:** Steve called the meeting to order at 11:03 AM with introductions.
- II. **Reading and Approval of Minutes:**
 - A motion was made by Brian, seconded by Mark to approve the minutes as written. Carried.
- III. **Correspondence:** The following correspondence were received:
 - Thank you letter from Northeast Employees' Association for paying 2011 Dues
 - Christmas card from Astor Boozer
 - Franklin County SWCD tree & shrub order form
 - E-mail from Brian Scoralick regarding personal loss Janet McCabe received.

New Business:

- C. **CNMP Process:** Corey expressed his concerns about the private certification process to the Board on the CNMP process. He explained he has hired an agronomist to fill the vacant position of the CMNP planner. He has been working with State Committee on to determine how to maintain the current level of service as well as maintain a contract that has the ability to do that. It takes a roughly 1 year 9 months to have someone certified through the CNMP process. In the process of negotiating with State Committee to work with other private CNMP planner, Districts planners or NRCS planners to try to find other ways to contract with other agencies, private planner companies or District personnel put them on staff person to perform the certification. According to State Committee there is no share staffing and they're not interested in participating in a program like that. Approximately 30 individuals were contacted from the CNMP certification list and no one was interested. It's frustrating to see the program evolve over the last of couple of years be placed on hold for 2 years then start over again. The other concern is having a competitive salary for a planner. Mark stated it may become harder to be certified because it has been discussed in the past not having the CNMP class offered at the Water Quality Symposium every year but every other year. It was mentioned that a time frame needs to be set for reviewing. This is an agenda item at the State Committee meeting next month.

IV. **Reports:**A. **Division Reports:**

Division I – Mark reported the following:

- ✓ No meeting was held; however, staying in contact via e-mail
- ✓ Round table discussion at the manager's meeting on January 12
- ✓ Districts working on annual treasurer's report
- ✓ Tree & shrubs program is in full swing for everyone

Division II – PJ reported the following:

- ✓ Districts are working on annual reports
- ✓ Working with Division IV on a joint meeting
- ✓ Looking at CRP, Defensive Driving course and GIS training

Division III – Christine reported there was no division meeting. Counties are working on ag assessment; tree and shrub program; and annual reports.

Division IV – Appended to the minutes.

Division V – Lenny reported no meeting was held; however, Districts are active with tree & shrub program.

Division VI – John reported there was no meeting; however, Districts are working on annual reports.

Division VII – Kristen stated a held joint meeting with Division VIII on November 15 in Millbrook with Rich Lewis and Judy Littrell in attendance. She reported the following:

- ✓ Rich spoke about State Committees new staffing plan; performance measures; strategic plans and managers meeting. There is problem for the Southeast -- State Committee would like the Lower Hudson Coalition to handle the southeast area. Rich plans to retire March 31.
- ✓ Judy spoke about NACD annual meeting; legislative days and work with DEC regarding their staffing and impacts to Districts.
- ✓ Strongly emphasized the importance of awarding people who deserve to be recognized at the WQS
- ✓ Two new potential sites for the local Envirothon competition
- ✓ Need for Environmental Education Foundation Representatives
- ✓ 5 District's (Rockland, Orange, NYC, Suffolk, Nassau and Dutchess) are interested in watershed training and will be reaching out to Warren County SWCD to do the training.
- ✓ A local fire department taught CPR & AED to 15 people with everyone receiving certification from American Red Cross.
- ✓ Pelletizer is out and being used – moisture content is 12-15%
- ✓ Spoke briefly about the personal loss Janet McCabe received and asked if the Association would be willing to contribute funds. Discussion took place.
 - **A motion was made by Brian, seconded by Velynda to contribute \$500 to Janet McCabe from the bucket raffle at the 2011 Water Quality Symposium. Carried.**

Division VIII – no one present, no report.

Suspended at 12:31 PM for lunch

Reconvened at 1:16 PM

B. **Partner Reports**

1. **NYSSWCC** – no one present, no report
2. **NYACD** – Judy was unable to attend; however, a report was submitted which is appended to the minutes.
3. **NRCS** – Dennis DeWeese reported the following:
 - Astor Boozer has been detailed to the National Headquarter and Dennis will serve as Acting State Conservationist.
 - Don Pettit has taken the State Conservationist position in New Jersey.

- Some NRCS staff will be attending the Water Quality Symposium
- All NRCS programs are in continuous sign-ups.
- Reaching out to Districts on Contribution Agreements for Great Lakes Restoration Initiative (GLRI) and Chesapeake Bay watershed.
- NRCS is working on continuous resolution to mid-March. There is a proposal to roll back the federal funding to Fiscal Year 2008 which could result in a hiring freeze.
- Field offices Quality Assurance Reviews are being conducted. These reviews are on a 5 year rotation.
- Michelle Sense has been hired as the Chesapeake Bay Watershed Team Leader.
- Greater Adirondack RC&D Coordinator position has been advertised.
- No decision has been made for the DC position in Montgomery County.

C. Committee/Meeting Reports

1. **Technical Development Subcommittee** – Steve stated he met with Paul Ray, Greg Albrecht, and Jeff Ten Eyck on where the TDP is heading and how stream line training between NRCS and Districts. The committee would like to develop a plan that meets both NRCS and Districts goals with the realization that there are certain requirements for NRCS that are not required of the Districts. Majority of the training will be cross-over training. There was mentioned of certifications from State Committee staff and SWCD certified in different disciplines. This is the first time it was mention that time funding to the certifications. This was concern for some people in the beginning. Some of the certifications consisted of cropland; farmstead, CNMP, pest management, pasture management. Paul Ray, NRCS, will be working with some individuals in the State Office to identify from a technical standpoint and base the curriculum on the training plan outline.
2. **Conservation Skill Workshop** – Christine stated a meeting is scheduled for May.
3. **Administrative Management Conference** – PJ stated there is nothing to report at this time.
4. **Envirothon Update** – Velynda reported the following:
 - Recipient of \$5,000 from the Iroquois Gas Transmission grant/donation program.
 - Conservation Society, Finger Lakes RC&D have sponsored the event with a commitment from NYACD for \$750.
 - Sandy and Blanche will be working a Senate Initiative funding close out
 - Volunteers are coming in slowly.
 - Appreciation was expressed by the Committee for allowing the printer and cam-corder be placed in the silent auction with proceeds going to the Envirothon.
 - Oral Presentation Statement will be available on the website by the first part of February.
 - It has come to the attention of the Envirothon Committee by a teacher that the old website (www.nysenvirothon.com) has inappropriate information that would give the wrong impression for both NYS Envirothon as well as NYSCDEA. The Board viewed the old website contents via CDEA laptop. Discussion took place. The Board agreed that the website did contain content not appropriate for the Envirothon or NYSCDEA. Steve will speak with person who handled the old website to resolve this issue.
5. **EFD and NYS Fair** – Kristin stated a meeting is scheduled for next week to go over ideas for themes.
6. **EEF** – Mark handed out copies of the 2010 Annual Report and a copy is appended to the minutes.

V. Treasurer's Report:

- A motion was made by John, seconded by Kristen O. to move into executive session. Carried.
- A motion was made by PJ, seconded by Mark to move back into general session. Carried.

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- **A motion was made by Brian, seconded by Mark to retain Attorney Mike McConnville and accounting firm of Bailey & Carr for auditing of finances prior to annual meeting. Carried.**

B. **2011 Budget** – Kristin handed out and reviewed the 2011 budget with the Board.

- **A motion was made by Mark, seconded by Kristen O. to approve the 2011 budget. Carried.**

Kristin reviewed the Treasurer's report with Board.

- **A motion was made by PJ, seconded by Jerry to approve the treasurer's report as presented. Carried**

Suspended at 4:45 PM

Reconvened at 8:36 AM

Thursday, January 27

Members Attending

Steve Lorraine, President
Jim Lieberum, Vice President
Velynda Risley, Secretary
Kristin White, Treasurer

Division Representative

Mark Gaston, Division I
PJ Emerick, Division II
Christine Watkins, Division III
Jerry Verrigni, Division IV
Lenny Croote, Division V
John Persch, Division VI
Kristen O'Dell, Division VII

Absent

Brian Wohnsiedler, Member at Large
Polly Weigand, Division VIII

VI. Old Business:

- A. **Water Quality Symposium** – Jim state there will be a meeting today with the hotel staff to discuss WQS. All AV equipment will stored in the Board Room which can be locked also registration coverage is needed. The awards are all set and he reminded Steve he would be responsible for the President Award if one is given. Steve will send out an e-mail for reports. Lenny stated the new employee water bottles have been order and the employee spreadsheet will be e-mailed to the Division Rep to forward to their respective counties to review for accuracy.
- B. **Frank Bratt Scholarship** – Mark stated 9 applications were received totaling \$3,265. Eight applications were ranked with one withdrawal. Polly officially abstained from any ranking. He recommends funding the top 4 applications with 5th application receiving partial funding.
- **A motion was made by Mark, seconded by PJ to approve Polly Weigand, Diane Fiorentino, Tiffany Pinheiro, Ryan Cunningham and Tucker Koutz. Carried.**
- C. **Ronny Raindrop®** - Velynda passed around the packet of information Blanche H. had assemble for the Board to review. Discussion took place. The Board would like to Blanche to send out an email to the Districts asking them to bring any spare parts of Ronny ® to the Water Quality Symposium to assess which items need to be replaced.
- D. **Fertilizer Tablets** – John stated the tablets have been received and they are at Cayuga SWCD office. He was concerned that the expenses wouldn't be covered; however, the expenses were covered by the cases sold. The numbers of cases are down this year.
- E. **Elections** – Jim stated Vice President and Member at Large are still open. This year odd Division are up for elections – current slate of Division Reps are interested in their respective positions.

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VII. **New Business:**

- A. **AEA Staffing Plan** – Kristen mentioned Lower Hudson Coalition to review the southeast. Mike or Brian will be covering the southeast when Rich retires.
- B. **Talent Pool** – PJ stated the website has been updated. He recommends the Board to review the website and let him know if there are any changes.

IX. **Other Business**

- A. **Resolutions** – Jerry reviewed the four (4) resolutions submitted by Otsego SWCD. Copies of these resolutions will be in the Water Quality Symposium packet.
- B. **Treasurer's Policy** – Kristin W. stated she has developed a Treasurer's Policy that depicts what financial reports are needed at the Executive Board meetings. Copies of the policy will be forward to the Board for review and approval at their next schedule meeting.

IX. **Next Meeting:** The next CDEA meeting date to be determined.

X. **Adjournment:** 10:50 AM

Velynda Risley

Velynda Risley

Secretary

2/14/11

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**New York State Conservation District Employees' Association, Inc.
Executive Board Meeting**

Utica, NY
May 12 -13, 2011

Thursday, July 22, 2010

Members Attending

Aaron Ristow, Member at Large
Jim Lieberum, President
Velynda Risley, Secretary
Nichelle Billhardt, Vice President
Kristin White, Treasurer

Absent

PJ Emerick, Division II

Partners

Judy Littrell, NYACD
Lauren Prezorski, SWCC
Dennis DeWeese, USDA-NRCS

Division Representatives

Mark Gaston, Division I
Chris Watkins, Division III
Jerry Verrigni, Division IV
Lenny Croote, Division V
John Persch, Division VI
Kristen O'Dell, Division VII
Polly Weigand, Division VIII

Ex-Officio

Steve Lorraine

- I. **Called to Order:** Jim called the meeting to order at 11:15 AM with introductions.
- II. **Reading and approval of minutes:**
 - **Motion was made by Kristen, seconded by Christine to approve the January minutes. Carried.**
- III. **Correspondence:** The following correspondence was received:
 - 2010 Annual Report for Westchester SWCD
 - Each Division Rep received a DVD of the concrete video from last year's Conservation Skill Workshop training
 - Copy of 2011 SWCD Directory
 - Invitation to Mashomack Preserve Board of Trustee's cocktail party on May 29
 - Lake George – Do It Yourself Manual
 - Thank you card from Janet McCabe
 - An e-mail from Oregon Conservation Employees Association asking if they could use our website as an example for their Employees Association to view as they move forward on creating their website.
- IV. **Reports:**
 - A. **Division Reports:**
 - Division I:** Mark reported that Chautauqua, Cattagus and Erie have been working jointly to initiate the beginnings of an organization similar to FL-LOWPA that would cover the eastern portion of Lake Erie. A grant was written on capacity building and partner with Southern West Regional & Planning. We found out the

first year of the 3 year grant was funded at a reduced rate of what was requested. We're utilizing our Water Quality Committee as our local avenue to vote people in to represent local WQ at the regional level and it's looking very good for getting the initiative off the ground. Due to the wet weather, everyone is behind and with weather beginning to break construction season will be going into full swing shortly. Erie SWCD has hired a Conservation District Engineer with funding being provided through their annual budget. Pursuing the avenue of shared engineer; however, that is yet to be determine.

Division II: No one present, no report.

Division III: Chris reported the following:

- St. Lawrence County SWCD has hired a new forester
- Jefferson County SWCD is looking at other options on engineering
- Everyone is gearing up for the construction season

Division IV: Jerry mentioned that looking holding a joint meeting with Division II towards the end of June.

Division V: Lenny reported no meeting was held; however, the tree & shrubs program went well. Districts are working on flood recovery.

Division VI: John stated Districts are busy with Envirothon; wrapping up the tree & shrub program and dealing with localized flooding.

Division VII: Kristen reported the following:

- Regional Envirothon went well
- Dutchess County hired a new MS4 Coordinator
- Lower Hudson (LHCCD) hired a new coordinator. The coordinator went to see Jim Curatolo, Upper Susquehanna Coalition to see how their watershed program operates.
- Pelletizer is working; trying to meet milestones of NY SERDA; and will be looking for new project manager.
- Managers meeting stated problems with SWCC and what the Division need from SWCC

Division VIII: Polly reported the following:

NYC:

- We spent the last two months writing proposals for green infrastructure projects. Hopefully we'll see some of them funded. We continue to be active in our partnerships, namely Stormwater Infrastructure Matters Coalition, Lower Hudson Coalition of Conservation Districts. We had a lovely NYC Envirothon in Inwood Hill Park in Manhattan on April 15th. More than 25 teams participated. We have some new schools as well as a few schools that have participated many times.

In the absence of Joe Heller, I have been busy managing a NYSERDA funded project through the LH LI RC&D Council. Luckily with a very capable Foodway Committee of the RC&D, we are moving forward.

Suffolk:

- LI Regional Envirothon was held with Chaminade and Sachem North heading to the state's in May. Approximately 450 participants. Our green event, with compostable plates and reuseable water bottles has given out over \$35,000 in scholarship money over the years.
- Closed out the Deer Fencing Grant which awarded upwards of \$1,000,000.00 to growers on LI for crop protection again deer browse.

- Focusing on getting Greenhouse Plastic Baler which was purchased by the District to serve the extensive green and hoop house industry on the Island.
- The Long Island Native Grass Initiative has changed its name to the Long Island Native Plant Initiative as part of the formalization process for establishing Non-profit organization. They held first Native Plant Symposium in March to a sold out audience of 265 at Suffolk County Community College. A diverse array of renowned researchers and professionals in the fields of biology, land management, native seed and plant production, landscape architecture and landscape application presented at this one day conference which fostered an understanding, appreciation and use of native plants.

Rockland County:

- Serve on 11-member Rockland County Agriculture and Farm Protection Board
- Finalized Ag map listing all Agricultural Enterprises in the County.
- Reviewed draft and provided comments on Right To Farm legislation.
- Continued work with the Rockland Farm Alliance (RFA), the RFA will establish a Community Supported Agricultural Program this Spring (2011), with an educational component on 5-acres of property, called the Cropsey Farm.
- Attended RC&D and LHCCD meetings
- Serve as an Affiliate (technical support & non-voting) Member of the Stormwater Consortium of Rockland County.
- Planned for Annual Volunteer Stream Monitoring Training to be held in mid-May.
- Attended Stormwater design class on redevelopment projects (Don Lake class).
- Finalized Round 8 & 9 WQIP grant and logistics on behalf of the Stormwater Consortium
- Serve as committee member of the RC&D Mobile Pellitizer project.
- Facilitated Jan. 5th, Jan. 20th, Feb. 17th, March 28th and April 14th SWCD meetings.
- WQC (Water Quality Committee) as part of SWCD
 - Supporting newly formed Sparkill Creek Watershed group, offer technical assistance.
 - Worked on Water Quality Strategic Plan updates.
 - Distributed 180 storm drain markers (“no dumping, drains to stream”) to towns & villages

Westchester County:

Natural Resources Restoration and Stormwater Management Program

The District and Planning Department continue to advance the Natural Resources Restoration and Stormwater Management Program. The following projects are currently in design, scheduled for construction or have been recently constructed.

- Implemented construction of wetland and stream bank stabilization project at Scout Field, Bronx River Parkway Reservation, Mount Vernon. The project will improve water quality and help store and absorb excessive runoff before it enters the Bronx River. Construction is anticipated to be completed in May 2011.
- In collaboration with the United States Army Corps of Engineers, construction began to stabilize the west bank of the Bronx River at the Westchester County Center, White Plains. The project will protect infrastructure and improve water quality in the Bronx River.
- Scheduled construction of a gravel-base wetland project at the junction of Parkway Homes Road and Bronx River Parkway. The project will to improve water quality and store and absorb excessive storm water runoff before it enters the Bronx River. Construction is anticipated to be completed in June 2011.
- Implementing the design phase of a streambank stabilization and wetland restoration project along the east bank of the Bronx River at the Westchester County Center, White Plains. The project will protect infrastructure and improve water quality in the Bronx River. The design phase is anticipated to be completed by June 2011.

- Initiated design phase of an embankment stabilization project along the Bronx River at the junction of Popham Road and Bronx River Parkway, Bronx River Parkway Reservation, Scarsdale. The project will protect infrastructure and improve water quality in the Bronx River.
- Schedule maintenance for two restoration sites on County-owned property including the stormwater management and water quality improvement projects adjacent to the Bronx River Parkway Reservation in Tuckahoe and Glen Island Park.
- Prepared grant applications for a stream corridor buffer and wetland restoration project at Saxon Woods Park, Mamaroneck Town and Harrison and the development of educational signs at Manursing Lake within the Edith G. Read Natural Park and Wildlife Sanctuary in the City of Rye.

Public Education and Outreach

- Hudson Valley Regional Envirothon- recruited Westchester County high schools and assisted event organizers on April 15, 2011.
- Co-sponsoring two New York State Department of Environmental Conservation-endorsed professional development workshops on erosion and sediment control and storm water management with the Hudson Valley Regional Council. The workshops are part of a Green Job Training Program for clients of the One-Stop Employment Center, such as laid off construction and municipal public works workers in Westchester County. The full-day workshops will include the required erosion and sediment control training under the New York SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-10-001) as well as other “green” construction practices and techniques endorsed by the U.S. Environmental Protection Agency. The workshops will be held May 5 at the Educational Opportunity Center in Yonkers and May 12 at the One-Stop Employment Center in White Plains.
- Updating the District’s 1998 publication, “Wetland Protection in Westchester County: A Survey of Municipal Wetland Ordinances.” The District and Department of Planning has assessed the wetland ordinances of each municipality in Westchester County. The format of the publication will be internet-based with links to each of the ordinances as well as other key wetland regulatory and management websites.

Agricultural Protection

- Completed soil group worksheets for four agricultural parcels for landowners applying for the agricultural tax assessment.

Nassua County:

- As in the past with Nassau County SWCD is working from a deficit. Nassau County has further reduced are budget by \$10,500.00 due to the County budget shortfall. This puts us in a very deep hole but we are working on selling items and charging for services that were once free. Cornell Cooperative Extension of Nassau County has laid off staff members and did not renew the contract with the NCSWCD to do our accounting and book keeping. We received 2 grants from Round 10 of the DEC WQIP and are working on getting the contracts completed. A presentation was presented to the Nassau County Planning Commission and it was well received and projects are being discussed with them. We are not involved with geese egg oiling due to the reduction in funding in all areas of the County.
- The Nassau County SWCD has been very active within the last few months. We attended Conservation Education Day in at Oceanside School number 5 with 500 students grade 1 - 6, Long Island Sound Day at Theodore Roosevelt Sanctuary with 200 attendees, DEC Training with 48 people, Spring Fair in Cold Spring Harbor, LINGI Symposium, Career Café at Old Bethpage School with 120 11th graders, Canon Earth Day – Envirothon display, Long Island Regional Envirothon with over 400 people volunteering, teaching and participating, Small Farm Summit with over 600 attendees, and the North Shore Garden Club Talk with 16 individuals. Outreach

has been good. Our Facebook page has 16 likes on our like page and 52 friends on our friend page. We are looking for groups to like us. So look for Nassau County SWCD on facebook.

- We are currently involved with green infrastructure as our part B and C funding and have attended a training on this and will go to more when available. We are looking at holding a rain barrel sale to bring awareness to the runoff issue that plagues the County.
- In RC&D news the Lower Hudson-Long Island RC&D Council Inc. and the other 7 RC&D's in New York and those throughout the country has lost their coordinators due to the insane budget cuts by this years' Congress. The RC&D's will continue to operate without the Federal support.

Suspended at 12:03 PM for lunch

Reconvened at 12:39 PM

B. Partnership Report:

1. **SWCC** – Lauren P reported the following:

- Staff meeting was held and Jeff TenEyck will be filling in for Les' area
- No word on the announcement of Round 17 Ag projects
- Round 18 is slated for release in the fall
- Eco-System Base Management state agencies has not met in over a year. There is two years of funding to talk about project work. Department of State is getting their staff up to speed and they are planning for another meeting. The Lake Erie eastern basin is on the DEC list of action.
- Received a EBM funding for updating all AEM core worksheets
- TAC meeting approved 1-5 worksheets for barnyards, silage storage, waste disposal, processed waste water, and odor management. Currently working on the second set worksheets for manure and nutrient management with completion by end of summer. Looking into some web cast training on the new worksheets. Someone to do the resource or information sheets to accompanying them. Lauren has been in contact with Larry Day and Chris Yearick on electronic forms (database) for the worksheets for Districts. The worksheets will be form worksheet that could be used in the field and transfer back to the database.

2. **NYACD** – Judy reported the following:

- The Legislators are 4-5 weeks away for closing down for the session. Pieces of the legislation has done very well in the Senate and passed out of the Senate Encon Committee. The piece that will change District Law to add the invasive and education portion did pass the full Senate but was referred back to Assembly Encon Committee. All three pieces of legislation – District Law, Adding State Committee membership to the EBM Council and Waterfront Revitalization was introduced to the Assembly Encon Committee; however, was not put on their agenda.
- April 29 Commission Aulbertine held a farm bill discussion with approximately 50 people in attendance. The focus of the meeting was on technical assistance from NRCS vs. all paper work and encouraging other States to have a program similar to the AEM program in NY; block grant programs with funding going directly to Districts and engineering.
- Assembly Magee has sponsored the Ag & Markets Bill which will allow Districts to hold Conservation Easements
- Looking at having a short State Committee meeting in June then opening it up to a Farm Bill session. This would allow Districts and stakeholders the opportunity for input.
- 2011 NE NACD will held in Plymouth, MA on August 7-10 and the 2012 NE NACD conference will hosted by New York.

- 2011 NYACD annual meeting will held in Utica at the Radisson on October 16-18. Looking for assistance with handling the registration for the conference and if interested contact Judy.
3. **NRCS** - Dennis reported on the following:
- Astor is still on detail and Ed Henry, State Resource Conservationist is the new Acting State Conservationist
 - Leadership positions are beginning to be filled
 - Earmarks have been eliminated from the budget
 - Allocation letter received and in the process of reviewing. RC&D program has been eliminated and redefining staff duties. Chief is looking into a buyout authority; however, no decision has been made. It was asked if it has been determined if retired individuals would be able to work for the Councils as independent consultant. The Ethics officials are reviewing the request; however, no determination has been made to date.
 - Working on some NEPA planning

Kristen asked if engineering help will be sent to Darren and Jerry due to the high workload in South East. There is a lot engineering needs across the State Dennis replied. He further replied that an engineer will be leaving Binghamton area and there is a lot work in Chesapeake watershed. He believes they will be taking a closer at the level of engineering and their needs are across the state. The Binghamton area is concern due to the amount of funding and workload through EQIP and CBWI. The engineering concern will be taken back with Dennis to discuss with State Conservationist.

Jim asked Dennis how many Districts would be impacted if there was a federal shutdown. There will be a great number of Districts who be impacted. NRCS received specific guidance from the office General Counsel on co-located with SWCD's whether or not their paying a portion of the rent or not – Districts would need to vacate the space too. Telephone calls were made to State Committee and NYACD on the guidance from General Counsel so they were aware of what might happened. Jim commented that each District will need to start looking at the impacts to their local level and what they might need to do to protect themselves if happens in the future.

Steve asked there was any word on the release of the 590 Standard. To date, there is no word as to when it will be release.

C. **Committee/Meeting Reports:**

1. **Conservation Skill Workshop** – John stated a May 24 meeting has been scheduled at the Onondaga office to work on potential classes.
2. **State Fair** – Kristin stated the State Fair will be August 25 through September 5. The contract has been received and need to get the insurance together. This year's theme will focus on Districts programs available. No location has been determined; however, it will be in horticulture building.
4. **Empire Farm Days** – Kristin stated the committee is working on theme. The Farm Days will be held on August 7-9 this year. The next meeting is June 2 at the Seneca SWCD office.
5. **Frank Bratt Scholarship** – Mark stated the scholarship applications are due June 1 for this round of funding. To date, two applications have been received.
6. **Environmental Education Foundation** – Mark stated the Foundation is 501(c) 3 and the WQS payment was ran through Foundation account. Discussion took place on 5% administrative fee for using the

Foundation; however, this initiated additional discussion on developing a sliding scale. The committee members are researching grant opportunities and/or resources.

- **A motion was made by Nichelle, seconded by Kristen to provide \$1,500 to the Foundation for the 2011 NYS Envirothon. Carried.**

V. **Treasurer's Report** – Kristin emailed copies of the financial reports, check register, reconciliations and bank statements to the Board prior to the meeting. The CD's for the Frank Bratt and General matured and were moved to Community National. General CD was moved into the general checking account and Frank Bratt moved into a dedicated savings account. Mark would like to note that the account shouldn't go below \$20,000. The funding needs to be maintained as the same perpetuity as it was given. All reports were reviewed by the Board.

- **A motion was made by Mark, seconded by Velynda to approve the financial report and its documentation as presented. Carried.**

VI. **Old Business:**

- A. **Technical Advance Development Plan** – Steve reported the TAC committee is continue with developing courses and curriculum for levels 1 & 2 and bringing those levels to the Symposium or Skill Workshop. The committee is moving forward and getting it out there as best as they can – the problem which lies ahead is the funding. Another obstacle is the workload that everyone has. On a positive side, there is more cooperation with providing staff to conduct training as well as reviewing items. Long term it will be a better program for the state with everyone on board and endorsing it. The finalize skill course will be sent out to the Districts.
- B. **Water Quality Symposium** – Jim passed around the WQS evaluation sheets. The Symposium was successful again this year. It was discussed at our last meeting that in order for instructors to receive payment, course sheets were required. State Committee asked about the availability of remainder of course sheets. There is no requirement to provide the remaining course sheets. Questions were raised as to what is it going to be used for and where is this going. An access database has been developed for the curriculum so that participants in the curriculum could be tracked.
- **A motion was made by Mark, seconded by Lenny to supply State committee with copies on the course sheets. Carried.**
- C. **Financial Policy Changes** – Mark stated Kristin had put together a list of duties for the treasurer and standard operating procedures. A copy was provided to Blanche H. to review and comment. All comments were compiled as well as reviewing the By-Laws to develop the standard of operation guideline for the Treasurer for consistency with year to year, treasurer to treasurer and Board members to Board members. The issue that came up was the Member at Large needed to have a more active role in financial oversight. The updated Request for Reimbursement form will have an additional space for confirmation and sign off by on total amount entered requested specifically by the Member at Large. Once incorporated into the form, the updated form will be then forwarded to all Districts. Some of the items to be investigated further are restrictions on bank accounts including on-line banking/electronic payment and budget comparison. Future policy will identify the equipment, associated computer programs including serial numbers of the Employees' Association property. Mark will send Kristin with check list to review for conducting an internal audit. Mark will finalize the Financial Policy and forward to the Board for review at the July meeting.

Suspended at 4:45 PM
Reconvened at 8:05 AM

- D. **Ronny® Raindrop** – Jim stated an email was received from Blanche H. regarding the quality of the spare parts that were brought to Symposium. A question was raised on how much a new Ronny®. A new costume would cost over \$2,000. There is \$1,000 in the budget to purchase any new parts. Any remaining funds will be rolled over into next year along with evaluating the finances to see if any additional funding is needed.
- E. **By-Law Update & Distribution** – Jim asked Velynda if she had the current update which reflected the adopted changes for the NYS Envirothon. She replied she will need to check and get back to him. He also asked if there will change to By-Law reflecting the financial policy. Mark replied yes. A new copy of the By-Law will be e-mailed to Districts from Virginia for review with approval at Annual Meeting in 2012. Mark also stated the Willard Croney Award will need to be updated.

IX. **New Business**

- A. **By-Law Review** – Jim asked everyone to bring their copy of the By-Laws to the July meeting for review.
- B. **Insurance/Bond** – Kristin stated the Treasurer's position wasn't bonded. She has looked into Bonding Dishonesty and Directors & Officers Liability. The Dishonesty policy of 1 year premium with \$100,000 coverage with \$5000 deductible would cost \$293 or for a 3 year premium is \$835; the bond for \$200,000 coverage with \$2,000 deductible would be \$215; and the Director's & Officer's Liability would be \$900 year.
- **A motion was made by John, seconded by Lenny to purchase the Bond at the \$200,000 coverage for a cost of \$215. Carried.**
 - **A motion was made by Kristin, seconded by Polly to Directors & Officer's Liability with Cincinnati Insurance at a cost of \$900. Carried.**
- C. **NYS Envirothon** – Velynda reported the competition in two weeks and everything is coming together. Volunteers/OP escorts/judges are found to be hard to fill; however, we're being optimistic that those positions will be filled prior to the competition. Sandy has written/approved a Canon mini grant totaling \$1250 for outreach. She further stated that she will not be seeking position on the committee for next year; however, would be willing to volunteer. Velynda stated that Kristin would be the liaison between NYS Envirothon and Executive Board according to the By-Laws. The nomination form is available on website for anyone to fill out and submit. The Executive Board would be deciding the new committee at the July meeting. It was mentioned at the Envirothon meeting that the scholarship funding is short even though there is sufficient funds in the account to pay out the existing scholarship because some funds were forfeited. Discussion took place. The Board felt there are sufficient funds on hand for the scholarship and no more research is needed.
- D. **Technician Forum** – Kristen stated the 1st technician forum was held in Cortland and was very beneficial to everyone. Four counties and State Committee were present to discuss how projects are done in

their county. Two major topics that came from the forum were GIS and engineering. The GIS ArcMap 9.3 version is out and is available from NRCS. The engineering program used by District's is wide range. It was brought up and looking for recommendations from the Board on how to address that. This has been looked into in the past and it's difficult to hold training on CAD unless it's standardized statewide. It was mentioned to add a Technician Forum at the Symposium.

- E. **Status Update on Uncategorized Expense** – Jim informed Steve that the Board agreed to purchase the Directors & Officer's Liability and Bond. The lawyer recommended the Board to write a letter and cc them; there is no liability on the Boards part on the oversight; however, it could be a defense for Brooks Hendrix because we, the Executive Board, didn't follow our own procedures.

- **A motion was made by Jerry, seconded by Kristin to send a letter to Brooks Hendrix for the full amount of \$10,800 with deadline to respond and the letter is to be sent certified mail. Carried.**

Steve also mentioned that a letter was received from Pat Cummings of Bailey & Karr had couple of questions that need clarification regarding temporary restricted accounts – 1. It's the understanding that the funds donated to Envirothon and State Fair are restricted by donors and can only be used for the projects. Yes – the Envirothon and State Fair are restricted accounts; 2. Does the Employees' Association have a Capitalization Policy? The Employees' Association doesn't have capitalization policy; 3. Does the Employees' Association write the 2010 amount of \$3,852.13 as loss or write it off as a receivable? No guidance was given as to which way is the best. The Board agreed to file it as a receivable.

- F. **Golf Tournament** – Chris stated this year's golf tournament will be held on July 28 at Castlewood in Madison County. Prices will remain the same as last year. She will be sending out save the date notice to all Districts.

- G. **2012 WQS RFP** – Nichelle will be checking the requirements stated in the RFP to ensure the adequate rooms are needed. She will be sending the RFP out by the end of May with a decision at the July meeting.

- H. **Stormwater Management Program** – Jim stated EPA has provided their version of the new stormwater permits for the stormwater management program for New York State. DEC is in the process of reviewing it. DEC has a year to review and if they don't get their information approved before March 10, 2012, then EPA regulations go into effect and EPA takes over the entire program.

Steve mentioned that EPA has draft form on new jurisdiction requirements over waters of the United States. He recommends everyone to review and there is 60 day comment period. A link will be sent out to the Board.

- I. **Committee Assignments** – The Board reviewed the 2012 committee assignments. A new copy of the assignments will be sent out. The EEF committee has open positions and Mark will look into the positions accordingly.

- X. **Next Meeting Date:** Nichelle will conduct a doodle poll to set the next Executive Board meeting which will be a one day meeting at the Cortland County SWCD office.

XI. **Adjournment:** 11:00 AM

Velynda Risley

Velynda Risley

Secretary

6/8/11



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
Diana Timber Lands
Harrisville, NY
September 8 & 9, 2011

Wednesday, September 8

Members Attending

Jim Lieberum, President
Nichelle Billhardt, Vice President
Velynda Risley, Secretary
Kristin White, Treasurer
Aaron Ristow, Member at Large

Division Representatives

Mark Gaston, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Lenny Croote, Division V
John Persch, Division VI
Polly Weigand, Division VIII

Absent

Kristen O'Dell, Division VII
State Committee
NRCS
Judy Littrell, NYACD

- I. **Called to Order:** Jim called the meeting to order at 1:15 PM
- II. **Reading and approval of minutes:**
There was a correction to the July minutes under Division II report. The James Balsky should be James Balyszak.
 - **Motion was made by Nichelle, seconded by Kristin to approve the July minutes with correction. Carried.**
- III. **Correspondence:** no item received
- IV. **Reports:**
 - A. **Division Reports:**
 - Division I:** Mark stated a Division meeting was held on August 25 with 7 Districts being present along with NRCS and State Committee representatives. No major issues came of it; however, there was discussion on Ag plastic program. Cattaraugus County has hired Allison Thompson as the secretary/treasurer.
 - Division II:** Appended to the minutes
 - Division III:** Chris stated no meeting has been held yet; however, looking at October. The southern portion of the Division is dealing with flooding issues. A summer intern compiled the two videos and hoped everyone saw it. Jefferson County will be seeding 450 acres with rye seed in the Sandy Creek EMB project.
 - Division IV:** No one present, no report.
 - Division V:** Lenny reported the following:

Essex – experienced huge flooding and is under a State of Emergency with somewhere around 50 roads closures. They are trying to complete damage assessment on towns but many towns are still inaccessible.

Franklin – installing dry wells in Saranac Lake Village with CWICNY; beginning the process of developing a ATV trail; scheduling another Erosion & Sediment control workshop for the end of the October; assisting the County with stormwater issues; continuing to put together a Phase I Watershed Management Plan for the Salmon River; and the Town and Village of Malone are working on public hearings to pass the local waterfront revitalization plan they developed.

Hamilton – assessing the storm damage on past project sites and new potential streambank sites; normal summer programs are running smoothly (from educational outreach to invasive species to hydro-seeding along with erosion control and water quality.

Warren – taking the lead on much of the streambank restoration and culvert replacement and working with the local highway departments and town supervisors to fix the storm damage.

Division VI: John stated a meeting is scheduled for October 4 at Saratoga SWCD office. He briefly gave account on the devastation his Division received from Hurricane Irene. There will be streambank training provided by Jeff Parker and his operator on October 7 on installation of rock riprap weir/vanes. An invitation will be sent via email to Districts. He received a call from Toni C. on scheduling training on for updates records retention/FOIL and would like to use Division funds to cover any associated costs, if needed. Division funds can be used for this; however, it was recommended that the State Archives representative for those respective Regions be contacted to see what training topics are being offered.

Division VII: No one present, no report.

Division VIII: Polly reported Nassau County has been working on installation of rain garden at Tackapusha Preserve and Museum using LIMPI native plants and the Boy Scouts are creating the sign & kiosk; in talks with SUNY Old Westbury on placing 1,000 square foot green roof on the science building; received a DEC grant to reactivate their local water quality committee; working on a DVD on stormwater issues and looking at what other Counties are doing in the stormwater arena and will have a display at the Long Island Fair for the first time on September 20-25. There is an opportunity to host a table for EEF at Long Island Fair and is looking for hands on pictures. She further commented that Suffolk County has a new DC, Henry Mendez. Suffolk received a significant amount of irrigation; engine replacement, high tunnels and field tank replacement program grants. Judy L. contacted her on Education/Invasive Species Legislation that is being held up by Sweeney's office. She was asked to draft a support letter asking for the Legislation is move forward. DEC is not willing to give Districts any authority or recognition for invasive species management. Nichelle asked if the resolution that is already out there should be put forward to Farm Bureau. Mark suggested drafting resolution to be taken to the local Farm Bureau for their support. Polly offered to draft the resolution and send out to the Board for review. She attended the first meeting for the Invasive Advisory Board. The Advisory Board is working on a 5 year in review report and 5 year projected report and brought the issue on the District being recognized on doing invasive species work. The Advisory Board is willing help Districts receive recognition. She submitted a list of successes Districts have completed and presentations she conducted along with highlights invasive species modeling program for the 180 species on the Long Island and is now recognized within the State's working document.

B. Partnership Report:

1. **SWCC** – Jim stated on October 12 the training committee will meet to bring everyone up date and discuss the next steps. He inquired to Mike on the potential engineering assistance from NRCS funding. Mike responded that the original proposal was insufficient due to the performance period being reduced to one year. The proposal has been revamped, expanded the scope to additional AG NPS program needs and combined it with a 5 year staffing plan. The 5 year plan will be reviewed at the September 20 SWCC meeting. The additions beyond the engineer include Contracted Services that will tabulate AEM/NPS Data; advance state Aide to Districts programming; a curriculum project with SUNY, 1 summer intern and a small amount for coordination of training. The existing platforms were used to revamp the proposal. The total award is \$295,000, pending Washington's approval.
2. **NYACD** – No one present, no report.
3. **NRCS** - No one present, no report. Jim stated the next State Technical Training Committee meeting will be held in East Syracuse on September 22 from 9:30 AM to 3:30 PM.

C. Committee/Meeting Reports:

1. **Conservation Skill Workshop** - Chris reported the registration forms are out and are due September 16. The green infrastructure description was incorrect; however, the new description has been sent out. The training follows the technical curriculum with the different levels. Instructors are mainly in-house leaving very little outside costs.
2. **NYS Envirothon** – Appended to the minutes.
Nichelle stated their teachers were wondering if there any way to have more consistent testing across the state because every local & regional Envirothon is all over the board. Is there a standard and/or guidelines test writer to go by? Velynda yes, Sandy has developed guidelines for test writers at the State level. Nichelle asked if this was available from the website. Velynda replied she is unsure; however, she has a copy which she will send her. A comment was made that a team notified their County of their placement; however, when the County went to the Envirothon website, the team placement was different causing confusion on the placement. A question was raised if notice goes out statewide on the placement of teams. Velynda stated she believe the only notice on team placement is on the website itself. Kristin will discuss with committee at their next meeting on sending out notices to the Districts on team placement; test guidelines; and limit the number of resources on the website.

Kristin mentioned this was brought up before but no resolution was made regarding the forfeited scholarship funding. Discussion took place.

- **A motion was made by Mark, seconded by PJ that 2011 scholarships funds that are forfeited will come back to the Association to be re-allocated. Carried.**

Kristin will research the schools for the top three placements to see they accept scholarship for students to be given upon graduation and will bring back to the Board her findings.

3. **EFD and NYS Fair** – Kristin stated this year's Fair booth had a lot of good comments and a lot of teachers stop by getting copies of the Ronny Raindrop®, Sammy Soil & Thirston coloring copies. They also asked if the coloring books could be placed on the website so they could print them off when needed. The

copyright may be an issue for Sammy Soil & Thirston. It was discussed and approved to have an environmental educational resource page on the CDEA website to allow teachers access to the coloring books. Kristin will forward PJ the necessary documents to place on the website. There were a lot of questions regarding hydro-fracking. The committee discussed/suggested eliminating the coordinating county and have the volunteer's sign up through Kristin instead. The Board is in agreement with the committee suggestion. Kristin handed out and reviewed a volunteer tally sheet for past 5 years depicting which counties volunteered with number employees attended. Discussion took place.

- **A motion was made by PJ, seconded by Nichelle that the Executive Board members to fill a Fair shift. Carried with Mark opposing.**

Kristin brought to the Boards attention that there was a picture of Vicki from last year placed on the shelf without the knowledge of the committee and a comment was made asking why are we paying tribute to someone who stole from the Association. Jim will contact the individual who wrote the statement.

The Empire Farm Days went great. She is unsure where we will be for next year due to the Ag & Markets Public Relations wasn't impressed with the setup. A question was asked about cost of space. Kristin replied there is no cost for the space. The Board authorized Kristin to do what she needs to do.

5. **Environmental Education Foundation** – Mark stated the committee is looking for funding. Division Rep have local contacts recognized the fact the Foundation is not trying to steal your contacts only to support the local programs. For instance, the grants that were written but not funded, for the State Envirothon plus the local & regional.

- V. **Treasurer's Report** – Kristin W. emailed income and expense reports to the Board for their review. Three fund transfer request for 2 -\$250 scholarship (total \$500); \$606.95 Frank Bratt; and \$4375 2011 Scholarship fund. The two \$250 scholarships were written from the general account with transfer from scholarship savings account, this also applies to the Frank Bratt and 2011 scholarship donation has taken place so a request was complied as well. The Board approved these transfers for Jim signature. Aaron will review the check register after the meeting to certify all accounts balance. The line item on the budget sheet for the CPSEC has not taken place this figure will rollover to next year.

- **A motion was made by PJ, seconded by John to approve the Treasurer's report as presented. Carried.**

Jim stated the Board authorized him to send Brooks Hendrix a letter on the uncategorized expenses. On August 5 a letter sent asking for meeting to review the audit conducted by CDEA when the new treasurer was appointed; 2) the forensic audit conducted by Certified Public Accounting firm. If agreeable, he would drive to Ithaca to discuss the findings along with Steve Lorraine and Kristin White in attendance. With no response by August 25 as stated in the letter, contact was made to the CDEA attorney via email stating the deadline is approaching to hear from Brooks. A question was raised at our last Board meeting if we don't get a satisfactory response is it a feasible action to go with a law suit to recoup any funds. The CDEA attorney responded a litigation attorney requires a \$10,000 retainer fee and it's highly unlikely that any fees could be

recovered from either the estate or surviving spouse. The attorney advice is to continue discuss the matter with Brooks if possible to see what can be negotiated. Litigation is not good alternative in this situation, there is not enough money involved and it would be difficult to prove that Brooks is liable in this instance. Jim stated there are few options 1) write another letter with a deadline; 2) talk with the CDEA Attorney and Bailey & Karr to ensure all the audit are in order to satisfy the IRS reports to write it off and move on.

- **A motion was made by Mark, seconded by PJ for Jim to work the CDEA Counsel to draft a letter to Brooks and to inquire on a small claims action to recoup a portion of expenses. Carried.**

Nichelle asked about a second opinion from a County Attorney. Polly is willing to contact a private attorney for second opinion. Discussion took place.

- **A motion was made by Nichelle, seconded by Mark to obtain a second opinion on the uncategorized expenses using a private attorney.**

VI. Old Business:

- A. **Golf Tournament** – Chris stated there were 14 teams. \$870 was raised for Frank Bratt; 50/50 raised \$182 for Sunshine fund. Everyone was happy with location.
- B. **Concrete Video** – Division Rep has the video; however, some are experiencing difficulty to burn. Chris recommended them to contact Mark Burger because he contract with firm on the video.
- C. **Recommendation Financial Policy Changes** – Mark reviewed the supplemental standards of operation with Board. The supplemental standard stems from the recommendation of the audit findings which includes statements/reconciliations; what forms are to be used; payment disbursement; what reports are expected; receipts/deposits; equipment provided; any hardships, and audits.
 - **A motion was made by PJ, seconded by John to approve the supplemental standards of operation for the Treasurer, payment authorization, fund transfer request and append the supplemental standards of operation to the policies handbook. Carried.**
- D. **Status Update on Uncategorized Expenses** – Jim stated another letter was sent to Brooks Hendrix regarding the uncategorized expenses. On June 15 Jim received a letter from Brooks which referred to the uncategorized expenses. The letter from Brooks was forwarded to the CDEA lawyer and he recommended that CDEA meet with Brooks to show him the reports that the forensic auditor compiled.
 - **A motion was made by Mark, seconded by Kristen O. to authorize Jim, Steve, and Kristin W. to meet with Brooks on the uncategorized expenses. Carried.**
- E. **Technical Training Plan** – Lauren stated the committee met and review the list of technical skills. Then went back to the curriculum to see if the skills are covered under the curriculum. New classes are being added created. The leadership team will present the curriculum with endorsement from CDEA. The WQS and Conservation Skill Workshop have been following the curriculum to date. Looking at having the curriculum being offered at Morrisville & Cobleskill colleges so the students are more in-line with conservation workforce.

VII. **New Business:**

- A. **By Law Review** – The committee reviewed the By-Laws & Policies for updating. Jim encourages all members to review the By-Laws and to send him any changes by Tuesday, November 8 for further discussion at the December meeting.
- B. **NYSDEC Stormwater Design Manual Update** – PJ would like to ensure that all Districts is aware that Stormwater Design Manual has been updated.
- C. **NRCS Job Approval Authority** – No discussion took place.
- D. **Administrative Training Modules** – The modules will be reviewed with the clerks at the NY ACD Annual meeting in October.

Meeting was suspended at 5:51 PM

Wednesday, September 9

Members Attending

Jim Lieberum, President
Nichelle Billhardt, Vice President
Velynda Risley, Secretary
Kristin White, Treasurer
Aaron Ristow, Member at Large

Division Representatives

Mark Gaston, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Lenny Croote, Division V
John Persch, Division VI
Polly Weigand, Division VIII

Absent

Kristen O'Dell, Division VII
State Committee
NRCS
Judy Littrell, NYACD

Reconvened at 8:47 AM

VII. **New Business:**

- E. **CDEA Management Certification** – Aaron discussed the following with the everyone:
 - ✓ Challenge is that it's not wide used and tracking
 - ✓ Looking for Managers support
 - ✓ Development of a brochure
 - ✓ Would like to place the brochure in the WQS packets
 - ✓ Part of personal development plan
 - ✓ Conduct mass release of the program
- F. **2012 WQS RFP Packet** – Nichelle mentioned that Holiday Inn brought their prices down and received a DJ for another night. She would like to set room pricing. Jim mentioned if the price is going to be raised then have it covered 2 years. Mark stated with the given economic times, the cost should remain the same. Discussion took place on raising the room fee.

- **A motion was made by Nichelle, seconded by Lenny to potentially increase the room fees accordingly to cover cost. Carried.**

Nichelle handed out/reviewed possible courses for the Water Quality Symposium. Two more topics are needed –one each for administrative and agriculture. It was discussed to reduce the CNMP training due to budgetary restraints; however, some other possible topics such as USC BMP tracking form management certification courses and CCA.

- G. **2012 WQS Funding Support** – Jim would like WQS be sustaining and utilizing the 4-hr contractors training, CPSEC and CMS4S. Polly mentioned that she will contact Brian Hall on the Ag grant that is available for training. There is approximately \$6,000 coming in as income from the CPSEC training that was offered.
- H. **Committee Assignments** – The committee assignment was updated and will be emailed to the Board.

XI. Other Business:

- A. **Association Cards** – PJ mentioned while going through the archives, he came across a box Association green cards from years ago and would like to research it further as possible member card for District employees.
- B. **Croney Award** - Polly discussed the possibility of a more personalized award instead a plaque such as 16 x 30 photo frame. The cost will need to be investigated to ensure it's within budget.
- C. **Employee Recognition** – Lenny discussed recognition for District employee who has been employed 40 year and over. Jim stated anyone with 40+ will receive a plaque.
- D. **Fertilizer Tablets** – John mentioned there is 44 cases remaining from recommend CDEA to order 200 cases. The price per case remained the same as this year's pricing from Griffin Greenhouse. The price to District's will remain at \$62/case.
 - **A motion was made by Velynda, seconded by PJ to authorize the John to purchase the additional 200 cases of fertilizer tablets from Griffin Greenhouse. Carried.**

XII. Next Meeting Date: The next meeting to be determined.

XII. Adjournment: 10:39 AM

Velynda Risley

Velynda Risley
Secretary
11/6/11

CDEA Division II Report for Sept 7, 2010

Submitted by P.J. Emerick, CPESC, CPSWQ, CMS4S

Ontario County SWCD- The District has hired a new Senior Conservation District technician position. In addition, the District has been busy completing work on our Canandaigua Lake Phase VII and Northern Watershed Phase IV Ag NPS grants. Our Year 7 AEM program is off to a good start, with a renewed interest from some of our watershed Ag advisory committees within Ontario County. This year, we included hours to organize old folders/records to be more efficient and organized. We are still curious regarding the uniform data management for AEM. Have there been any new updates on this topic? Also, we worked with the Ontario- Wayne Stormwater Coalition to capture over \$213,000.00 for stormwater management projects in several municipalities in both Counties. Also, the District is currently working with the Ontario-Wayne MS4 Stormwater Coalition to provide the 4 hr contractor/developer training and the 2 hr CEO training in Ontario County on November 18th. Also, I am working to schedule a combined Division II and Division IV meeting and training session sometime this fall. A potential topic will be a FOIL training event or First Aid. Also, the District continues to work with several local volunteers and the HLWTF to complete stream bank analysis and stabilization work under the NYS Dept of State Honeoye Lake Watershed grant. Lastly, I have been certified as a CMS4S instructor/proctor and plan on giving the CMS4S class sometime late this year or early next.

Monroe County SWCD- Held two trainings on Green Infrastructure Overview with NYS DEC Albany Staff on March 22nd and April 26th in Monroe County to review the new Stormwater Design Manual with Engineers and Municipal Officials. The District held two 2- hour Code Enforcement Officer Site Plan Review trainings on March 23rd and June 16th with 31 attendees to teach about reviewing erosion and sediment control plans on paper and in the field. Also, we held seven 4- hour Erosion and Sediment Control trainings in the spring with 186 attendees in Monroe County. Additional trainings are being scheduled for October, November and December 2011 in Monroe County. Also, we gave 7 presentations to various Town Planning Boards across Monroe County on the new Stormwater Design Standards, AKA Green Infrastructure with 64 attendees. We Conducted 2 Stormwater Pond Workshops for Homeowners on April 12th and May 11th on the purpose of stormwater ponds, the role of the town in maintaining stormwater ponds and what homeowners can do to improve problems on stormwater ponds near their homes with 50 attendees. We also held four of the District's Western NY Stormwater Management Training Series Classes with Don Lake on January 6th (Green Infrastructure), February 1st, (Design of Filtering & Infiltration SMPs), March 1st (Redevelopment), and on March 29th (Stormwater Retrofit & Design). This completes the fall 2010-Spring 2011 WNY SWMTS Program. A new program for fall 2011- Spring 2012 is being developed with John Dunkle, as Don Lake has officially retired from teaching stormwater. The District is working on a contract with the Stormwater Coalition of Monroe County to assist in implementing 8 Green Infrastructure Demonstration Projects in various municipalities throughout Monroe County funded by NYS DEC EPF Funds under Round 10. Practices include porous pavement, rain gardens, bioretention areas, tree islands, and stream improvements. We received permits from NYS DEC and ACOE to implement a Streambank Stabilization Project on Black Creek with funds received from GLC in 2009. Construction scheduled to start September 12th. We also worked with CCE to organize a pasture walk at the Floy Mar Farm on June 14th in the Town of Penfield. The Pasture walk highlighted recent grazing system improvements made on the farm. The event was well attended with over 50 participants. The District participated in the US AG Plastics Recycling Program this spring. Due to the late spring only 2 farms were able gather enough plastics for the June 2011 pickup. The District is currently working with 11 farms to coordinate another pick-up this October. Also, we received approval for our GLRI Quality Assurance Project Plan from EPA and have executed a contract with FLOWPA to implement Ag. BMPs in Lake Ontario Watershed. The first District erosion control project to be implemented under our tri-county (with Wyoming and Genesee) Great Lakes Commission Grant is underway and consists of a multiple WASCOB system designed to reduce gully erosion on a large tract of cropland in the Black Creek Watershed. Also, design work has been completed for our final project in the Round 13 AgNPS Lake Ontario Grant. The BMP consist of a silage leachate collection system with a filter area.

The District is working on getting this project on the ground in the next few weeks. Lastly, the District worked closely with our local NRCS office to submit 9 AEM planned farms into the 2011 NRCS EQIP program for Ag Chemical Handling Facilities. 6 of these farms have been approved and have contracts in place.

Seneca County SWCD- Seneca County SWCD has been busy with weed harvesting. The weeds are the thickest we've seen in years. We are keeping an eye out for Hydrilla, which has been spotted at the south end of Cayuga Lake. We are working on installing the BMP's on the grants we have open. Business as usual.

Yates County SWCD- NO REPORT PROVIDED

Wayne County SWCD- NO REPORT PROVIDED

Cayuga County SWCD- NO REPORT PROVIDED

Onondaga County SWCD- NO REPORT PROVIDED

Livingston County SWCD- NO REPORT PROVIDED

New York State Envirothon Committee Report
August 31, 2011

- I. 2012 Committee Members
 - A. Sandy Huey, Cayuga SWCD
 - B. Blanche Hurlbutt, Otsego SWCD
 - C. Gerry Smithson, Herkimer SWCD
 - D. Jason Cuddeback, Cayuga SWCD
 - E. Dean Moore, Warren SWCD
 - F. Michele Lindsay, Columbia SWCD
 - G. JoAnn Kurtis, NRCS
 - H. Bob VanLare, NYACD
 - I. Kristin White, NYSCDEA
 - J. Diane Carlton, NYS DEC
 - K. Fred von Mechow, adjunct professor Morrisville State College
 - 1. Because of his teaching schedule Fred cannot make the meetings. He has volunteered to work on the oral presentation scenario. He will be at the event to administer this part. He has assisted in this are in past years and took charge last year when John Naple could not be at the event.
- II. Oral Presentation
 - A. Topic is Nonpoint source pollution/low impact development
 - B. Fred vonMechow has contacted a friend of his on Long Island who teaches stormwater management. He has agreed to develop the oral presentation scenario.
- III. Test Reviewer
 - A. I have contacted Spencer Hunt, former advisor for the Candor Envirothon team, Tioga County. He has retired from teaching and advising the team. Having won the State Envirothon six times in a row and two other times, plus going to the Canon Envirothon, I feel he will be a good person to review and develop tests. He is thinking about it.
- IV. Tests
 - A. JoAnn Kurtis is already working on getting test writers for 2012.
- V. 2012 Event
 - A. Location – Hobart William Smith Colleges, Geneva
 - B. Date – May 23rd & 24th
- VI. 2011 Expenses

- A. We have not received a bill from Hobart. I have called and was told that the housing portion of the bill is ready. They are waiting on dining services, who are behind, so they can send one bill. So far, everything looks fine.

VII. 2011 Canon Envirothon

- A. Academy at Fox Hill went to New Brunswick as the NYS Envirothon Champions.
- B. They placed 18th out of 54 teams. I didn't think this was bad for a first time all freshman team.
- C. The team from Manitoba placed first.
- D. Pennsylvania did not place in the top 10.

VIII. Committee Meeting

- A. Our first organizational meeting for 2012 is September 20th at Hobart William Smith.
- B. We will elect officers, CEC representatives, Foundation representative, and assign responsibilities.

- IX. Any questions, please call me.

Submitted by,

Sandy Huey

Sandy Huey
2011 NYS Envirothon Chair



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting Minutes

Hilton Garden Inn

Fishkill, NY

December 6 & 7, 2011

Tuesday, December 6, 2011

Members Attending

Jim Lieberum, President
Nichelle Billhardt, Vice President
Kristin White, Treasurer
Aaron Ristow, Member at Large

Absent Members

Velynda Risley, Secretary

Partners Attending

Judy Littrell, NYACD
Lauren Prezorski, SWCC
Dennis DeWeese, NRCS
Albert Jones, NRCS, Acting SC

Division Representatives Attending

PJ Emerick, Division II
Lenny Croote, Division V
Kristen O'Dell, Division VII
Polly Weigand, Division VIII

Absent Division Reps

Mark Gaston, Division I
Christine Watkins, Division III
Jerry Verrigni, Division IV
John Persch, Division VI

1. **Call to Order:** Meeting was called to order at 11:05 a.m.

2. **Reading and Approval of Minutes:**

There were two corrections to the September minutes:

- Cattaraugus' new administrative assistant's name is Allison Thomas not Thompson
- Jerry Verrigni, Division IV needs to be added to absent division reps for both days.

➤ **A motion was made by Polly, seconded by Nichelle to approve the September minutes with corrections. Carried.**

3. **Welcome and Introductions**

4. **Reports**

Partnership Reports

A. NRCS – Dennis DeWeese introduced Albert Jones as the Acting State Conservationist. The Ag Appropriations Bill has been passed. We don't have an allocation yet in New York but we're anticipating it later this week. Every year is different budget wise. The Chief is pretty pleased with our budget. There is a reduction in our conservation technical assistance funds. NRCS will not be closing any offices. Some of the other Ag agencies may find it necessary to close. EWP & ECP are included in this budget. There is a lot of pending work; working with FEMA. NRCS is in the process of working under a mission assignment with FEMA to make local entities aware of our programs. Things that don't apply to the FEMA

program are coming over to NRCS. FEMA can pay retroactively on projects that have been done. NRCS program cannot. The state is asking for a 90% cost share from FEMA. Right now it's a 75% cost share and state will provide 12.5% match. Lauren asked if EWP was available to non-ag land and Albert said yes.

RC&D Program – Zero funded. National plan of holding some vacancies for national placement of RC&D coordinators; primarily field positions.

Continue to work nationally on our conservation delivery stream-line initiative. NY is going to be a pilot state for part of that specifically the Western region of the state, Batavia area. There's a lot of interest in stream-lining our delivery mechanisms and working on some tools to do so. Landowners can check in on their status of their applications. They're trying to divide the technical from the administrative. The RC&D secretaries are being pulled in to help do the administrative work.

Agreement with NYS Ag & Market – we do have an agreement that was entered into last year with NYS Ag & Markets. Providing technical assistance. They received \$400,00 and entered into three agreements. Delivery period is December of 2012. This will support AEM and conservation technical assistance.

Contribution Agreements – Future agreements are to be drafted but due to the number of agreements across the State and the resulting time investments to manage these agreements, drafting new contribution agreements will be competed through increased partnerships between Districts. The means by which these programs will be implemented has yet to be determined.

B. NYSSWCC, Lauren Prezorski

- Mike Latham reports that of the 347 farms receiving funding through NYS's Agricultural and Community Recovery Fund; 105 are complete. 156 projects are active, 5 projects have withdrawn, and 81 have not started as of November 23rd. A number of projects are awaiting contractors, permits, historic preservation clearance, and in some cases improved site conditions. I would add that we have had exceptional assistance from state and federal regulatory agencies that have led to the gains accomplished.
- NRCS Agreement; not sure if all four of the opened positions are part of this agreement or not. There will be a request for proposals coming out soon. Two in Albany will help with the database and tracking, help with the annual reports. They will be contract positions through the Districts and they will be on one RFP and then their looking to hire through the EPF Fund two positions in the field and these will be on separate RFPs. They were hoping to have these out by the end of November. These have to be approved by the Division of Budget before they can be sent out. These will hopefully be going out any day now. Districts should watch their emails for the RFP requests. The positions tied with the NRCS agreement are funded for the first year. The engineering position is a State position. The SWCC is hoping that the

position will attract an individual with the skills they are looking for: Ag and Non-ag experience and communications skills.

Suspended at 12:25 p.m. for lunch

Reconvened at 1:15 p.m.

- ACRF-Agricultural and Community Recovery Fund-347 farms received funding, 105 projects are complete 156 still active 5 withdrawn 81 have not started as of November 23rd and December 31st is the deadline date. What about extensions? Right now nothing has been heard in regards to extensions. Call your regional rep to keep them updated.
- FEMA – through public assistance. Ag land is excluded. Districts are being turned away because they don't own the land. District can charge time to the AEM Base Program, Part B or C to get reimbursement.
- The department is working on their budget and will be recommending additional funding for Districts. Lauren isn't sure where the increases would be put.
- The Division of Soil and Water is now the Division of Land and Water Resources within Ag & Markets. We merged with the land portion of the Farmland Protection Program.
- Districts have been good at sending Lauren their training schedules. Lauren will continue to send out the weekly reminders of the training calendar.
- Mentoring Survey for Soil & Water Districts – the training is usually centrally located; new employees need the 1 on 1 help Lauren polled all the districts. Lauren got positive comments back from the districts that responded.
- Training Curriculum - A meeting has been set up for Thursday agreeing on what courses we want to work with and NRCS will be in on this meeting and a schedule will be set up for next year.
- Lauren would like to put on the calendar any projects that a district might have coming up. This could be an opportunity to train technicians.
- Talent Pool – surprisingly this isn't being used. The problem could be that districts forget about the website www.nyscdea.com. PJ suggested that we put a reminder in the newsletter.

C. NYACD, Judy Littrel

- Our Board lobbied to double State funding requests (from three to six million) and has spent time discussing mechanisms to allocate monies if we are awarded the increase. The details need to be addressed if the increase gets passed as the \$30,000 cap will need to be changed and distributions would need to be fair and utilized entirely to ensure that we demonstrate the monies are needed.
- Budget meetings are scheduled for next week in Albany.
- \$180 million total to the EPF
- Ag Non-point Source line item is asking for level funding.
- Legislative Days will be February 6th and 7th in Albany Best Western. Education & Invasive Species Bills will be separated into two bills. Waterfront Revitalization bill language will be adjusted and reintroduced.

- District funding-it appears that Districts are either recognizing slight increases/decreases or leveling out of budgets.
- Northeast Nation Meeting August 19- 21. It's been asked if they should combine this meeting with the NYACD annual meeting. Their Board isn't in favor of doing this and would like to keep the two separate.
- NYACD and Administration Conference - Lauren asked if we were interested in having our joint conference again in 2012. Jim suggested seeing if a better negotiation could be made for rooms. Jim offered to give Lauren a list of vendors we send out RFP's to for the WQC to see if they can get better rates. Nichelle mentioned a concern with the registration table. Kristin W. suggested asking a District employee that isn't taking any classes to come and sit at the registration table; PJ suggested making a schedule for the registration table.

It is the NYSCDEA Board's opinion to stay with the two joint conferences in October.

D. Division Reports

- A. Division I** – Report was emailed to Kristin W. Appended to the minutes
- B. Division II** – Appended to the minutes
- C. Division III** – Report was emailed to Kristin W. Appended to the minutes
- D. Division IV** – Report was emailed to Kristin W. Appended to the minutes
- E. Division V** – Appended to the minutes
- F. Division VI** – Report was emailed to Kristin W. Appended to the minutes
- G. Division VII** – Appended to the minutes
- H. Division VIII** – Appended to the minutes

Suspended at 2:47 PM

Reconvened 8:00 AM

Members Attending

Jim Lieberum, President
 Nichelle Billhardt, Vice President
 Kristin White, Treasurer
 Aaron Ristow, Member at Large

Absent Members

Velynda Risley, Secretary

Division Representatives Attending

PJ Emerick, Division II
 Lenny Croote, Division V
 Polly Weigand, Division VIII

Absent Division Reps

Mark Gaston, Division I
 Christine Watkins, Division III
 Jerry Verrigni, Division IV
 John Persch, Division VI
 Kristen O'Dell, Division VII

E. Committee Reports

A. State Fair and Empire Farm Days (Kristin)

- Kristin is working on the budget. The committee would like to purchase new shirts for 2012/2013 event years (Polo). There's money left over from the 2011 budget that can be put towards the 2012 budget for shirts as well as money in the State Fair bank account to use. Kristin is asking for \$1,250 to be put towards the 2012 budget from existing funds in the State Fair bank account. Jim asked if anyone had any questions and there were none. Kristin will put this into the NYSCDEA's 2012 budget.
- Kristin received the bill for the State Fair trailer's registration. Jim signed a payment authorization form giving Kristin permission to pay this in January 2012.
- Kristin received an invoice for the 2012 NCDEA dues. Jim signed a payment authorization form giving Kristin permission to pay this in January 2012.

B. NYS Envirothon (Kristin)

- **Scholarships** – Kristin took from the last board meeting that she was to contact schools that have opened scholarship funds to see if they would take the money. Kristin sent out letters and one school responded, Skaneateles High School. They had students that won scholarships from the 2010 and 2011 events. A check was sent out to the school with a breakdown of each winner's scholarship funds. Some of the Envirothon Committee members do not want the funds handled this way. A subcommittee has been formed and a person (Dean) has been appointed to put together a compiled report of all the committee members' suggestions as to how the funds should be handled. The committee is willing to go over the guidelines and make the necessary adjustments to accommodate the students getting their scholarships. Proof of the student being in school is the major component to receiving the money. The committee is willing to give the student the money as long as proof they are enrolled in school is provided.

Kristin stated that she didn't think there was much follow up done in the past; there weren't letters sent out reminding the students of their scholarships.

Jim sent a letter to all of the Envirothon Committee explaining the thoughts of the NYSCDEA Board on how they would like the scholarship funds disbursed and asked that all of the members send him their comments and thoughts. Jim hasn't seen anything from Dean yet so he can't comment on it.

Jim has informed Sandy that after next year the NYSCDEA Board will no longer be managing those scholarships.

Kristin stated that she sent out reminders to the advisors for the outstanding scholarships for 2011.

By-Laws Guidelines – another problem is that there are varied copies of Envirothon Guidelines circulating. The copy that Jim received from Velynda was updated 9/22/10 and the copy in the NYSCDEA By-Laws and Policy Handbook was updated 9/22/09. What most likely happened was the committee submitted a revision in 2009; the NYSCDEA Board did not accept the revision due to a statement that needed to be changed and sent it back to the committee for the change to be made. This never got back to the NYSCDEA Board with the changes made and therefore was never recorded into the minutes as being accepted. Jim would like the Board to approve the guidelines that were revised in 2009 so that everyone is on the same page and has the same guidelines to go by.

- **A motion was made by Nichelle and seconded by Lenny to accept the Guidelines of the NYS Envirothon Committee that were revised as of 9/22/2009 as interim guidelines until further changes are made. Carried**

C. EEF (Polly)

- Polly reported that they have very limited funding. There is concern that there will not be any resources to continue the support of the NYS Envirothon. The foundation wanted this to be brought to the board's attention.
- There's one opening for another person from CDEA (general membership) and two members at large. Nichelle asked if there was a description of the responsibilities of the members. This might bring in more volunteers.
- There also isn't monies available to hire someone to conduct fundraising activities. Of the proceeds raised for the Envirothon, the foundation doesn't take their 5% cut further preventing the resources to hiring fundraising staff.
- Dave and other members have submitted some grant applications.
- Polly does what she can to help out but to other demands it is difficult to contribute time to help with the needs of this organization.

D. 2012 WQS (Nichelle)

- The Clerks & Managers Forums have been moved to Tuesday afternoon.
- CPESC Review class is on Wednesday at the Cayuga County SWCD office building. Phil Griswold mentioned that he likes to give out items during the class; such as magnetic chip clips with Seneca County SWCD logo. Jim suggested that we invest in something to give out with the NYSCDEA logo and information on it like a 2-4g USB drives. Nichelle asked if we need to set up a

budget line item for it and Jim said that this could come out of the CPESC line item about \$500. Kristin, Lenny, and Jim will get a quote. These can be given out to new employees as well.

➤ **A motion was made by PJ seconded by Aaron to form a subcommittee that consists of Jim, Kristin, and Lenny to research the cost of USB drivers with a budget of \$500. Carried**

- Aaron asked the board for suggestions of people to put on the Watershed Panel.
- Deb Kelly is working on getting a speaker for the Grant Writing class.
- Registration Form & Fees – there is an increase for single and double rooms for 2012. Nichelle suggested we raise the cost of the single and double rooms.
 - Food costs have also risen.
 - Smoking rooms will be removed from the registration form. The hotel no longer offers them.
 - Cancellation fee will remain \$25.

➤ **A motion was made by Kristin W. seconded by Aaron to give Nichelle the authority to make the necessary changes to the registration form prices to reflect the increase in costs by the hotel. Carried**

- MC suggestions – some names were suggested. Contact will be made to those mentioned and further discussion will take place at our next meeting.

E. Awards

- CRONEY - \$150 budget with the ability to adjust accordingly. Polly suggested that it would be nice to present a few pictures of projects that the nominee has been involved in as part of the award ceremony.
- Polly received a request for District Director Award from a county to nominate a director that won't be in office next year. Polly was asking the opinion of the board if this would be ok. There is nothing in the by-laws stating the director has to be in office at the time of the award. Polly suggested a power point showing pictures of all the award recipients.

5. Treasurers Report

Jim asked about the Frank Bratt income; we had put on the budget an income of \$3,000 and there is only \$55.84. Kristin explained that the \$55.84 is the interest from the CD and the Savings Account and the \$870 from the golf fundraiser was put into the FB savings account. Kristin will change the income account for which it appears under to FB income. The bucket raffle and silent auction income needs to go to the FB savings account but this needs to be clarified with Mark Gaston. Jim asked about the Envirothon donation and Kristin stated that we paid 2010 and 2011 scholarship donations in 2011 and we also donated \$1,500 to the EEF for the Envirothon as payment for running the WQS expenses through the foundation.

Kristin will have a proposed budget ready for our next meeting. If anyone has any input please let her know.

➤ **A motion was made by Nichelle seconded by PJ to accept the financial report as written.**

Carried

6. Old Business

- Status update on uncategorized expenses:
 - Jim received a letter from Brooks. Jim forwarded the letter to the NYSCDEA's lawyer, Mike McConville.
 - Jim contacted the lawyer, Pete Rowe III that Polly recommended for a second opinion. Mr. Rowe III agreed with the steps that Mr. McConville recommended also suggested that we provide the evidence to the local district attorney to receive a determination on if there was enough evidence to show that fraud was perpetrated. He further informed Jim that if fraud is demonstrated authorities can proceed with an arrest (Brooks). However, litigation is the last resort due to the costs involved with this process. Although the money is a substantial loss to the NYSCDEA, to the Court System it's a negligible amount and the outcome of the trial is unknown. Ultimately, the best approach is to receive a settlement before it goes to court because Brooks will get the sympathy vote from the jurors and he will have to admit there was a malicious action made. It is NYS Law that when someone passes and if there is an estate there is a six to seven month waiting period before estate settlement, dispersal, and dissolution in order to pay out any creditors from the estate. The timeframe fits where if Brooks was aware of the theft that occurred and if he knowingly disbursed all of the dollars from the estate to pay other creditors, he then took illegal action and is in violation of the law. Mr. Rowe III also suggested to Jim to have all the letters come from our lawyer because if we start to demand things it becomes extortion.
 - Jim then contacted Mike to inform him that he received a second opinion as advised by the NYSCDEA Board. Mike agreed that he also is not in favor of us going to litigation; it's going to cost \$5,000 retainer, it's going to be hard to prove that Brooks had any knowledge of what Vicki did and if we don't have this proof then the case will not fall to our favor and we will lose our investments towards litigation in addition to the money that was already embezzled. Mike's recommendation is to send another letter to Brooks from his office that stated we haven't received any correspondence since the October 3rd letter in which he stated he was getting a lawyer. This letter was drafted and forwarded on Monday (DATE?). If Jim is contacted by Brooks and/or his lawyer and they want to have a meeting, Mike suggested that he conference call in on the meeting to save the expense of having him at the meeting in person due to travel costs. It would be in our best interest to settle out of court.
 - To date we are awaiting a response to the latest letter sent by our lawyer.

- By-Laws: Jim hasn't had the time to update the by-laws with changes that have been recommended (mostly grammatical). Kristin offered her assistance to Jim. Lenny had a suggestion from his division to put on the website the location of the Ronny Raindrop costumes. Polly had some recommendations as well.

7. New Business

- Ag NPS Grants (Emerick) – Ontario County has been having problems with landowners participating. PJ asked the board if they have had a similar problem. Participation in past years was greater. PJ did receive a couple of applications.
 - Amanda Barber sent an email in regards to closing out Ag NPS Grants. It is the opinion of the board that Amanda contacts her State Committee Representative to discuss her particular issue.
 - A subcommittee has been formed of Nichelle & Aaron to work with Larry Day on creating a database management in which districts can create reports to send to the state committee. Aaron has volunteered to take lead on this. Jim has asked that by the next meeting a status update on this committee be reported to the board. Jim also suggested this committee have a meeting during the WQS.
 - CDEA Newsletter – a request from Hamilton County has been given to Jim to increase the fee for putting together the CDEA newsletter to \$3,500. Everyone on the board is pleased with the work Caitlin Stewart has done for the past year.
- **A motion was made by Nichelle seconded by Polly to increase the fee for the 2011-2012 contract year with Hamilton County SWCD from \$3,000 to \$3,500 which will run from October 8, 2011 to October 7, 2012. Carried**
- MOU among the NYSDOT, NYSDAM, and NYSSWCC for Activities Related to Highways and Soil and Water Conservation. The NYSDOT has developed this MOU with the state committee to facilitate reimbursements to districts when collaborating on NYS DOT projects.
 - NACD Annual meeting will be held in Las Vegas.
- **A motion was made by Nichelle seconded by PJ to have Jim attend the Annual NACD meeting in Las Vegas. Carried**
- Invasive Species (Polly) – there isn't a legalized invasive species list for NYS. There are ecological and economic factors that come into play when creating an invasive species list. Polly will continue to represent us and keep the districts informed of any new invasive species news. Polly is working on putting together a spreadsheet for Districts and will request the information again.

8. Other Business

- Employee Recognition (Lenny) – at our last meeting Lenny was asked to look on his employee database for anyone coming up on their 40 or 45 years of service with a district. We have one 40 years in service recognition, Ron Podolak, Cayuga County. The board will think about some ideas for an award for Ron and get back to Lenny.

9. Next Meeting Date, Time, and Place – To be announced

10. Adjournment

- The meeting **adjourned** at 12:30 p.m.

Kristin White

Treasurer/Acting Secretary

Division 1 Report:

Mark Gaston

No Division meeting held since august but we will be looking to try to schedule a winter meeting around the upcoming holiday.

The NYSSWCC held a managers meeting on October 26th in Batavia. The meeting was well attended from Division 1.

Most Districts are currently finishing up paperwork from this years' construction season and in some cases with the good fall weather are still finishing up project work. With the release of the round 18 of the Ag Nonpoint source program RFP Division 1 Districts have been trying to finalize AEM planning in preparation for grant applications. Some Districts have been discussing possible coordination of watershed projects across county lines. It looks as if Division 1 will be submitting a number of applications for this round.

I requested and received a couple copies of the WQS Concrete Training on CD to distribute to Districts in Division 1. In the future I would request that we make any future training's on CD a little easier to copy.

Genesee County will be sponsoring a Clean Air Agricultural Solutions Forum in Batavia on 12/16 from 9-3. Erie County has scheduled two 4 hour Erosion and Sediment Control trainings on 1/26/12 and 2/23/12 in Cheektowaga.

Frank Bratt:

Reminder to Division Representatives they can announce the January 1, 2012 deadline for applications. An email was sent to all Districts as a reminder on 12/2/11.

Two payment requests were recently received and sent out to Aaron for signature – Craig Newkirk and Raeanne Dulanski. To date all applications have been paid out except: Jan 2011 application for Tucker Koutz \$225 and January 2010 application for Jordan Clements \$212. These two would be outstanding liabilities for the CDEA. I am looking at giving J. Clements to the end of the year and T. Koutz until June 2012 to complete the class work or I will recommend the CDEA withdraw funding.

WQS:

As the Non Ag chair I have begun to reach out to folks to assist with setting up instructors for the 2012 symposium.

CDEA Division II Report for December 6th, 2011

Submitted by P.J. Emerick, CPESC, CPSWQ, CMS4S

Ontario County SWCD-

- The District has been busy completing survey and design work on our Canandaigua Lake Phase VII and Northern Watershed Phase IV Ag NPS grants.
- Also, we have completed a stream assessment survey using District staff and volunteers for the Honeoye Lake Dept of State grant on behalf of the Town of Richmond. The District will be providing technical assistance and site recommendations as the final deliverable of this grant. The recommendations will then be used to apply for funding to complete implementation of the recommendations. This grant involved several partners such as the NYS DEC, Town of Richmond, the Honeoye Valley Authority and the Honeoye lake Watershed Task Force and the County Highway and Engineering Dept as well as the Ontario County Planning Dept.
- We are preparing for a Base AEM program audit by the NYS SWCC staff. This audit will help increase efficiencies within our program and serve to highlight our program success.
- Also, the District has completed another NYS DEC 4 Hr contractor training course.
- Furthermore, the District has entered into an agreement with the FLRC&D council to provide secretarial work to the Council.
- Also, the District is conducting several site inspections for ESC on behalf of the County. We also conduct ESC inspections for the Geneva Housing Authority as an earned income program.
- We will be hosting a combined Div II and Div IV CDEA training session and meeting on Dec 9th in Bath, NY. Ken Isman will provide the training on the topic of workplace violence. All SWCD's in attendance will receive a CD, sign in sheet and quiz on workplace violence to share with their Boards and staff members.
- Lastly, we are getting ready for our 2012 Tree and Shrub program. This year we are conducting a review of our entire program with the District staff and the Board of Directors.

Monroe County SWCD-

- Held two 4- hour Erosion and Sediment Control trainings in Monroe County in October & November with 107 attendees.
- Gave 3 presentations to various Town Planning Boards across Monroe County on the new Stormwater Design Standards, AKA Green Infrastructure with 25 attendees.
- Held one of the District's Western NY Stormwater Management Training Series Classes with John Dunkle & Deb Caraco on October 26th (Soils & Hydrology for Green Infrastructure). The next class is January 12th for Applied Green Infrastructure.
- Held 3 In-field Training Sessions for Monroe County DOT on how to conduct and erosion and sediment control inspection and review of E&SC practices on linear projects with 28 attendees.
- Have a fully executed contract in place with the Stormwater Coalition of Monroe County to assist in implementing 8 Green Infrastructure Demonstration Projects in various municipalities throughout Monroe County funded by NYS DEC EPF Funds under Round 10. Practices include porous pavement, rain gardens, bio retention areas, tree islands, and stream improvements.
- Presented a 2 Hour Course at the fall 2011 Monroe County Land Use Decision-Making Training Session on Green Infrastructure for Stormwater Management with 32 attendees from Monroe, Ontario, and Wayne Counties.

- Implemented one Stormwater Pond Retrofit Project in conjunction with the Town of Chili to take an existing storm water pond and re-design it to bring it to Phase II compliance. Project was funded under NYS DEC EPF Fund.
- Implemented a Streambank Stabilization Project in conjunction with the Town of Greece on Larkin Creek using stone at the toe of the bank and using Enkamat (turf reinforcement mat) and Flexterra to stabilize the slope of the bank. Project was located behind residential housing in close proximity on both sides of the creek and therefore, 175 feet on each side of the creek was stabilized.
- Implemented a Streambank Stabilization Project in conjunction with the Town of Chili in September on Black Creek with funds received from GLC in 2009. Project consisted of vegetated, stackable rock rip rap approximately 120 feet long and 6 feet high. Remainder of the bank was stabilized with Flexterra, flexible growth medium.
- The District participated in the US AG Plastics Recycling Program this October and collected plastics from 6 farms throughout Monroe County.
- Began our first project under our GLRI Ag. BMPs in Lake Ontario Watershed grant from EPA through FLOWPA and have executed a contract with our first farm to be implemented before the end of the year.
- The first District erosion control project under our tri-county (with Wyoming and Genesee) Great Lakes Commission Grant is completed and consists of 4 WASCOBs designed to reduce gully erosion on a large tract of cropland in the Black Creek Watershed.
- A Silage Leachate Collection System has been completed for our final project in the Round 13 AgNPS Lake Ontario Grant & will be closed at the end of this year.

Onondaga County SWCD-

- Changed format of annual conservation tour from a 4-stop bus trip to a comprehensive tour of one farm and the BMPs. Will continue this tour format in 2012, and open it up to the entire Public. Will continue with the success of hosting local foods!
- Working to diversify District programming. Now have 3 contracts with municipalities. Workload for storm water site inspections is increasing, as well as technical assistance on environmental projects.
- Moving office to County space in central part of County. Space is currently an under-utilized museum. Move provided a 28% in County appropriation. Now, some of the County appropriation cycles back into County coffers and helps to keep the museum open (it was slated for closure). And, District will be better poised to assist with multiple County projects
- District completed first forest management plan (on 117 acres of City of Syracuse property at south end of Skaneateles Lake). We are working hard to increase our knowledge, skills, and abilities for providing diverse services/programs in future.
- District creating a "Technician" position. This position will enable the District to continue to provide strong technical services in the field to the taxpayers while providing for upward staff mobility in the organization.
- District also maintaining traditional workload of AEM planning and implementation of BMPs.

Seneca County SWCD- NO REPORT PROVIDED

Yates County SWCD- NO REPORT PROVIDED

Wayne County SWCD- NO REPORT PROVIDED

Cayuga County SWCD- NO REPORT PROVIDED

Livingston County SWCD- NO REPORT PROVIDED

Division 3 Report: Christine Watkins

Jefferson County

- Construction season is slowly winding down, hopefully can get one more project done before the snow hits.
- Finishing up our Sandy Creek year 2 work – planted 450 acres of rye and installed fuel containment systems on 12 farms.
- Our stream bank work through our GLRI grant will begin in the spring – we had hoped to begin this fall, but the engineering and bid process took longer than we anticipated.
- Brian Wohnsiedler will be recognized this month by NNY Business magazine in their 2011 class of **20 under 40**, as one of Northern New York's emerging leaders.
- We expect level funding for 2012

Lewis County

- Busy with a number of projects.
- County had proposed a 20% budget cut to all county agencies – Soil and Water had their funding reinstated in full.

St. Lawrence County

- Level funding for 2012 budget – had originally been zeroed out.
- They have 3 contribution agreements with NRCS – one for WRP, one for CRP and one for EQIP
- Busy with AEM work, county forest work and trails work.

Oneida County

- Level funding for 2012.
- The SWCD just took over management of the county's forest lands.
- Working on 2 ACRF projects.
- Writing grant for a hazard mitigation plan and watershed management plan
- Finishing construction

Madison County

- Level funding for 2012
- Busy with construction and field work.

Division IV Report:**Jerry Verrigni**

- We are having a joint Division meeting with Division II in Bath on December 9th at 11:15 a.m. The meeting will feature workplace violence training. A CD and exam will be given to each District so the training can take place with all employees and board members annually.
- Everyone is working hard on wrapping up construction with the good weather we have been having.

Division V Report:

Lenny Croote

A division meeting was held on November 2nd.

Clinton County

- Level funding for 2012
- Barn yard construction and tile drainage went well during construction season.

Essex County

- Trying to close out our Emergency Projects.
- Completed projects in the Lake Champlain South Lake and if the projects are good hopefully there will be more of this money from the Attorney General's office.
- Closing other Lake Champlain grants.
- The county has announced a 22.5% cut of our funds and there was discussion of cutting us to zero.
- Continue to work in the streams restoration with US Fish and Wildlife around DOT bridges.

Franklin County

- Awarded Round 17 grant; finished work plan waiting on contract.
- Putting together 2-3 applications for Round 18.
- Baling Ag Plastics
- Awarded Sara Grant to digitize and geo-referenced historical aerial photography in office.
- Working on a watershed management plan for the Salmon River.
- Submitted two applications to the CFA.
- Congratulations to Tricia Decosse (our technician) and Eric Lavalley; they were married on October 8th.

Hamilton County

- Level funding from the county for 2012.
- Working on partnership project with USFWS and Town of Wells on new highly eroding bank.
- Created new county Green Action Award for a resident that has been instrumental in assisting our conservation efforts.
- Held meeting of Hamilton County WQ Coordination Committee; revising and updating strategy.
- Community outreach efforts to encourage Reduce, Reuse, and Recycle.

Warren County

- Lori Kerrigan is leaving the Soil and Water Community.
- Level funding for 2012.
- MS4 coordinator

Division VI Report:

John Persch

Fulton County

- Received level funding for 2012.
- Completed a stream bank repair project/training this fall; we installed three rock vanes there were eight districts, DEC, and Fish and Wildlife present.
- Fall field season is in full swing. I am laying out tile, ponds and setting up some dredging plans for spring.
- I will have my student intern back after the first of the year and he will be handling the AEM work load.
- A Division meeting is scheduled for December 15th at the Saratoga County SWCD office.

Montgomery County

- Cory is straight out doing hurricane Irene damage assessments, repairs, and Fall field work.

Rensselaer County

- 2012 budget has been reduced to \$130,000 from \$157,000! The District's treasurer and I met with the County Executive and County Engineer last Wednesday to discuss ways to get more money in the District budget.
- We are going to do more Road Bank Seedlings for the County in 2012 and if past experience is a guide; we may make enough money to keep our budget intact.
- Two of our ACRF projects had hits as far as Historic and Prehistoric Sites go and we have had to hire an archaeologist to write a report on the two sites. The bids ranged from \$4,000 to \$9,000 to do both of them. They found flint pieces at one of the sites. We are still waiting for the report so that we can start the job. The bright side is that we may be able to get FEMA money for protecting archaeological sites. Stay tuned!

Saratoga County

- 2012 budget will be cut 10% from the county appropriations.

Schenectady County

- Level funding for 2012

Schoharie County

- Level funding for 2012
- Working on Hurricane Irene damage and are disappointed that FEMA won't let them apply for funding.

Washington County

- Level funding for 2012

Miscellaneous

- 200 cases of fertilizer tablets have been ordered and will be delivered to Cayuga County SWCD in February. I will redo the order form and send it to PJ to go on the website and I will email it to the division reps.
- Two tables have been sold for the WQS and two vineyards signed up. We can have Micro Brews at the market as long as they produce less than 60,000 gallons a year. ☺

Division VII Report:
Kristen O'Dell

A Division meeting was scheduled but due to a lack of participation it was cancelled.

Orange County

- ACRF – 104 contracts; \$917,000 acquired
- Pelletizer – project manager quit. The generator needs to be fixed. Once fixed it will head to Ulster County for the first paying farmer.

Dutchess County

- ACRF – 5 contracts

Greene County - no report given

Columbia County – no report given

Ulster County – no report given

Sullivan County – no report given

Division VIII Report: Polly Weigand

NYC:

With the Conservation Project Assistance Fund (Part B Funding), we hosted two bus tours of green infrastructure practices. The first tour was to Philadelphia, where the City's Department of Water recently submitted its Long Term Control Plan for CSOs primarily focused on green infrastructure. The second tour was in New York City and focused on green infrastructure monitoring. Both tours were packed full and received rave reviews from the participants. Beside learning about the specifics of the projects we visited, the tour gave an opportunity for the GI practitioners to network and share ideas. Participants included architects, landscape architects, engineers, natural resources managers from city agencies, students, advocates, policy makers, green roofers, and interested citizens.

On funding:

We have no local funding from the City and no signs of reinstating our funding within the DEP's budget. We have applied to some grants this year with one still pending. We will continue to look for grants.

On CDTAP:

Under Level 3, Ag Technical track, there are some courses that might be of interest to non-Ag people: GPS survey, Grade stabilization, and vegetative treatment areas all seem like courses that would be useful for what we do in the City.

Suffolk County:

- We are inundated with requests for Fuel Tanks being written under the Ag. non-point source grant.
- We received funding Agricultural Community Recovery Funding for one out of the six applications submitted for repair of dike high marsh adjacent to Peconic bay and a vegetable farm on the east end, protecting 100's acres of farmland from being flooded by salt water.
- We have a high number engineering practices being designed and installed including irrigation systems, waterways and mixing pads. Engineering assistance is necessary for each of these practices. Technical and engineering assistance is needed for certification of these designs.
- NYS DEC E & SC Trainings – 3 for 2011 with 98 Trainees.
- District successfully installed a rain garden at our office parking lot with the assistance Part B Funding and assistance from DPW, Legislator Romaine, NRCS and plants donated by Long Island Native Plant Initiative. This will be used as a demonstration project at our office, and future stormwater remediation and native plant landscaping trainings.
- Sharon Frost was recognized by the Cornell Cooperative Extension of Suffolk County as an Outstanding Cooperator at their annual meeting and by the NYACD