



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

Holiday Inn

Auburn, NY

February 16th & 17th, 2012

Thursday, February 16th 2012

Members Attending

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

Absent Members

Velynda Risley, Secretary

Partners Attending

Dennis DeWeese, NRCS

Division Representatives Attending

Mark Gaston, Division 1
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
Polly Weigand, Division VIII

Absent Partners

Judy Littrell, NYACD
Lauren Prezorski, SWCC

Meeting Guests

Steve Loraine- Madison Co SWCD

1. **Call to Order:** Meeting was called to order at 11:03 a.m.
2. **Reading and Approval of Minutes:**
 - A motion was made by Mark, seconded by Nichelle to approve the December minutes with no corrections. Carried.
3. **Welcome and Introductions**
4. **Reports**
 - A. Division I – No meeting was held since the last minutes. With the weird weather districts are planning the next construction season. There have been several questions by districts on the annual reports. This will be discussed later under new business.
 - B. Division II – No meeting was held since the last minutes. PJ stated they are currently looking into training topics to be held during the division meeting. The plan is to have a summer meeting this year. He stated there have been questions on the annual report as well by districts and more specifically on the annual report. This will also be discussed later under new business.
 - C. Division III – Report was emailed to Kristen O. Appended to the minutes

- D. Division IV – Things are fairly quiet on the front. All is set with the bucket raffle & silent auction**
- E. Division V – No meeting since the last minutes. Warren County SWCD does have a position open they are looking to fill.**
- F. Division VI – Report was emailed to Kristen O. Appended to the minutes**
- G. Division VII – No meeting was held yet this year. One was set up between Division VII & Division VIII but due to lack of attendance it was canceled. Several counties are still hard at work with all of the flood work.**
- H. Division VIII – Appended to the minutes**

Partnership Reports

- A. NYACD-** Our Board voted in December to have annual meeting in October, as they felt relationship w CDEA doing joint conference was on a roll. It was agreed that the October conference would not have the Sunday portion as it traditionally has.
 - ➔ Since Legislative Day, I have been working with Senator Young's office to get the language crafted for bill to permanently raise cap on reimbursement. Going to hopefully put it thru as a budget bill so that it will not get hung up in a committee somewhere. Yesterday, I left State Committee meeting early, and went upstairs and met with Department legislative/policy person so that we are on the same page on this issue.
 - ➔ EPF – the legislation that would direct a portion of unclaimed deposits into EPF has passed both Senate and Assembly EnCon Committees.
 - ➔ I took part in EPF Lobby Day on Monday, and No Farms No Food Lobby Day today.
 - ➔ NY Farm Bureau in support of additional funding for Districts. To quote, "Dean Norton (the President of NYFB) wants to make sure the Districts are taken care of". I drafted and submitted budget testimony for Ag/EnCon hearing, to Ways and Means/Finance Committees.
 - ➔ Setting up more legislative appointments as the weeks continue on. Starting to work on NE NACD conference, will be working w Ed Hoxie as far as workshops, etc. Dan Farrand, our 2nd VP, is taking care of a lot at the local level in terms of tours ,etc.
 - ➔ NACD having a Farm Bill fly-in on March 19 – 20th.
 - ➔ Thank you to all who participated in Legislative Day to educate legislators. Legislature is on President's Week break next week.
 - ➔ Please call me if you have any questions, etc. 518-857-0060.
- B. SWCC-** An update was provided by Jim.
 - ➔ Staff Updates: The department received waivers for a total of 4 postings. Things are moving forward with the new staffing positions. It was discussed to have contracts in the following locations: two in the Albany area, one in Cortland and one in Dutchess. There were a total of eight candidates interviewed for the engineering position.

- ➔ There was a memorandum discussed regarding open meetings law.
- ➔ There are four new / revised AEM worksheets that were approved at the SWCC meetings. This was followed by a discussion on precision feeding management.
- ➔ There was an update from Don Tuxel from DEC stating that the NPS funds from EPA are between \$5.1 and \$5.2 million. The stipulation is that the monies received: ½ must go towards projects, there by only leaving ½ for staff funding.
- ➔ The DOS funding for watershed grants were unsuccessful. There were 40 applications approved with only four addressing water quality.
- ➔ AGNPSAP- Round 18 there was a total of 78 proposals with 20 million requested and only 10.5 available. These proposals are currently being ranked. This was followed by discussion on the 2012- 2013: 25% set aside for a 'project'.

Suspended at 12:12 p.m. for lunch

Reconvened at 1:11 p.m.

Committee Reports

- A** **EEF-** Mark mentioned that the Foundation is beginning to run out of money. There is a big push to get more money from various sources. Some applications for funding requests are still out.
- B.** **Frank Bratt-** Mark reported that a total of five applications were received, requesting a total of \$1,589.00. He also reported that all applications have been paid and are currently up to date. His recommendation to the board is to fund all of the applications presented fully and reduce the funding amount in the next funding cycle.

It was motioned by Kristen O. to fund the full amount of all applications and reduce the funding amount in the next potential round of funding, 2nd by Polly. Carried

January 2012 award go to: Russell martin from St Lawrence, Polly Weigand from Suffolk, Katie Sommerfeldt from Orleans, Christine Watkins from Jefferson and Nicole Spinelli from Suffolk.

5. Correspondence:

- A. Amendment received and signed by Jim to increase the amount given to Hamilton Co SWCD for the CDEA newsletter.
- B. Jim handed around an email sent by Lauren- SWCC requesting division reps to follow up on the district mentoring survey.
- C. Jim received an email from John DeHollander regarding an update on the Katrina Relief that we donated toward in the past.
- D. Jim received an email from Cortland Co SWCD regarding having a CDEA rep at the ESF recruitment days for college seniors.

- E. Jim received a thank you for the NACD for payment of the 2012 annual dues.
- F. Jim also received information regarding the NYS Supreme Court decision on the challenges of the MS4 permit. This was followed by discussion from the board.
- G. Lastly Jim received information from NYS Ag Mediation.

Kristin White joined in at 1:40pm

6. Old Business:

- A. Status of uncategorized expenses: the board discussed the latest actions taken on this case and agreed that it will be discussed with the general membership at the WQS.

Dennis DeWeese from NRCS joined

Partner Report: NRCS

- ➔ Reported that there is a new Acting State Conservationist: Carrie Mosley from Montana will be working with us for now. The NYS State Conservationist has been advertised and will be closed by 2/22/2012.
- ➔ Programs: EQIP was reduced by \$3 Million and there is no state wide allocation for WHIP.
- ➔ WRP: the goal is to have enrollment. Currently there is a large backlog.
- ➔ Agreements with SWCD: NRCS is looking to offer agreements especially to WRP and monitoring.
- ➔ EWP- they are still processing the damage survey reports. They are also looking to closeout with FEMA and the Debris teams. The deadline for applications to NRCS will be by 3/31/2012 for the sponsors to send letters to NRCS.
- ➔ In late March, NRCS is supporting the Anaerobic Digestion work conference in Liverpool NY.
- ➔ CTA \$- This is the end of last year for agreements with partners. There is one agreement with NYS AG & Markets for an engineer, one with SUNY Cobleskill and one with SUNY Morrisville.
- ➔ FSA will close four offices in NYS, the office in Binghamton is also a MLRA office for NRCS.
- ➔ The Farm Bill: expires this year. He is hearing little of what will be in store.
- ➔ Discussion took place on the process of functional reviews by NRCS for EQIP and SWCD projects.

Committee Reports Continued from Previous:

NY State Fair & EFD- Nothing new. Kristin reported they are looking to Tim Lozier from Cayuga Co SWCD to build a fancy display case for those events.

NYS Envirothon-

- ➔ Kristin reported that she was late today as their committee met this morning. Sandy had put together a one page sheet outlining the new proposed guidelines. Kristin

read them to the board. **This topic was discussed and tabled until further information is provided.**

- Kristin reported that she has developed a system for the NYS Envirothon to track what is paid out for scholarships and what our present liabilities are. This was followed by discussion on payments.
- There is a request from the NYS Envirothon for \$4,375.00 to pay for scholarships.

Nichelle motioned to pay the \$4,375.00 requested for the 2012 scholarships, 2nd by Mark. Carried

Jerry then motioned to reconcile the Envirothon account to only show the outstanding liabilities in the account, 2nd by Lenny. Carried

7. Financial Report

- There is a carryover of \$23,582.00 from 2011. This was followed by discussion on the 2011 budget.

Jerry motioned to accept the 2011 budget as presented, 2nd by Chris. Carried

- It was discussed the 2012 proposed budget.

Nichelle motioned to approve the amended 2012 budget, 2nd by Chris. Carried

8. New Business:

- a. There is a meeting to be held at SUNY Cobleskill for all to attend in regards to technical education series to be offered as curriculum at the college. It will be held on Wednesday February 22nd. Those attending will be NRCS, NYACD, SUNY Cobleskill representative, Lauren Prezorski from SWCC and there will be a representative from CDEA there as well.
- b. Brenda Weaver sent an informal email to be discussed. It stated that Schoharie Co SWCD may be looking for volunteers to help licensed Surveyors determine the new 100 yr floodplain.
- c. NACD Meeting- Jim reported that he attended the meeting in Las Vegas this year. He passed around handouts he acquired by the conference attendees. He attended informal classes that discussed the Farm Bill and the unusual weather this year. The total expenditures for him to attend was \$2,056.00.

John motioned to approve reimbursement for \$2,056.00, 2nd by Nichelle. Carried

- d. Annual Reports- It was discussed by PJ with the board the concerns for the 2011 annual reports. This was followed by discussion on the annual reports and the use of a survey monkey this year.

Suspended at 5:20pm

Reconvened 8:26 AM

Members Attending

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

Division Reps Cont...

John Persch, Division VI
Kristen O'Dell, Division VII
Polly Weigand, Division VIII

Meeting Guests:

Amanda Barber, Cortland Co SWCD
Sandy Huey, Cayuga Co SWCD

Division Representatives Attending

Mark Gaston, Division 1
PJ Emerick, Division II
Christine Watkins, Division III
Jerry Verrigni, Division IV
Lenny Croote Division V

Absent Members

Velynda Risley, Secretary

Absent Partners

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

6. Old Business continued...

- a. WQS- Jim stated that he is trying to cut down on the amount of pages in the annual packet and discussed what is normally present in the annual meeting packet. In addition items discussed such as: the programing, fundraising, entertainment, resolutions, registration computer classes & cost of instructors. Last point of discussion is what we will be offering the new employee's this year, members of the group offered to purchase flash drives.

Mark motioned to purchase 100 flash drives for new employee's and CPESC people, 2nd by Lenny. Carried.

- b. NYS Envirothon Request - Sandy Huey presented changed guidelines as per the CDEA board's request. This was followed by discussion on scholarships. We then discussed forfeited scholarships and balance in the account.

Jerry then motioned to reconcile the envirothon account to only show the outstanding liabilities in the account, 2nd Lenny. Carried

- c. AG NPS Grant Closeouts – Discussion took place based on the current closeout procedures and how we could improve. Amanda Barber is looking to create focus groups to take a closer look into the program and where there is possible room for improvement. Division reps will get Amanda the name of one person from each area to serve in these focus groups.

9:43AM- Jim and Lenny left the meeting.

10. Other Business

- a. Mark brought up the discussion from Anny Kinchie from Rensselaer for the Marcellus Shale, etc. Some districts are participating while others are not.
- b. Next Meeting Date, Time, and Place – To be announced

11. Adjourn

The meeting **adjourned** at 10:30AM.

Kristin O'Dell

Kristen O'Dell

Division VII / Acting Secretary

Division III Report:

- 1) Chris Watkins called the meeting to order at 10:45 am. Introductions were made. In attendance were:
Herkimer Co. – Ted Teletnick and Gerry Smithson
Jefferson Co. – Chris Watkins, Rhonda Redder, Jake Ambrose, Gary Eddy, Levi Rudd, Nic Tibbetts, and Director Vern LaFave
Lewis Co. – Nichelle Billhardt, Carla Luther, Michael Durant, and Directors John Rohr, Gary Rosiczkowski, and Ashley Marolf
Madison Co. – Steve Lorraine and Jerry Boyd
Oswego Co. – Joe Chairvolotti and Director Sam Weber
St. Lawrence Co. – Dawn Howard, Raeanne Dulanski, Russell Martin, and Director Clark Decker (Also NYACD)
NYACD – Judy Littrell
NYS Dept of Ag & Markets – Bob Brower
USDA NRCS – Bruce Hopkins
- 2) Reports
 - a) County Reports
 - i) Chris Watkins reported that Jefferson Co. has been very busy. There is a new trail groomer for use on County properties. They built two miles of new trail. Working on a grant closeout, designs, CNMP updates, and their new website. Last week manure applicator training was held for sixty farmers and custom applicators.
 - ii) Dawn Howard reported that St. Lawrence County has been working with the Trails Board for an ATV trail as well as with the Snowmobile trails. County Forests are still being managed and they are doing private management plans and a tree program. A new GIS project was initiated with the Town Highway Depts. Closing one NPS grant, two are active, and they wrote three new applications for Round 18. Doing AEM, esp. grazing plans, and three NRCS Contribution Agreements.
 - iii) Nichelle Billhardt said Lewis Co. has two NPS grants. They are looking at sources of money to replace their hydroseeder. The SWCD is also working on the SEQR for the recreational trail for the County Trail Coordinator. Mike Durant is doing Ag Values. An Archives grant is due tomorrow. Nichelle is also working on the Water Quality Symposium.
 - iv) Steve Lorraine said Madison Co. is working on a NPS grant, joint NRCS and SWCD construction, designs for new construction, writing new grants, and doing reports.
 - v) Ted Teletnick reported that Herkimer Co. was doing the same as the other counties. Seven construction projects were completed. They finished hurricane recovery projects by January 1st and have closed out one. Working on another close out. Archives grant funding was received and is due by July. They got their Round 17 contract and put in for a Round 18 project. Gerry Smithson is working on the NYS and County Envirothons. Deb Michaels is doing Farm Safety and the Tree program. Their contracted AEM is on hold.
 - vi) Joe Chairvolotti reported that Oswego Co. is busy with general SWCD planning, reporting, and education. They have weed control activities and forestry projects.
 - b) NYACD Report – Judy Littrell
 - i) Legislative Day is next week. The main topic is the budget. We did well in the EPF. Judy had a budget handout. We are asking for an increase in funding but not double because of the condition of the NYS budget. We would like \$1 million, but got a \$.5 million increase this year. The appropriation language raised the SWCD cap for one year only. We would like it raised permanently up to \$60,000 for each County. The last time it was

raised was the late 1990s. We would like part of the reimbursement money. If we can't do this next week, we may do another Legislative Day.

ii) Again this year we are asking for the ability to apply directly for Waterfront Revitalization grants and to also include invasive work in the SWCD Law. Farm Bureau now has a policy to support us in this law change.

iii) There is a bill to put the bottle bill money into the EPF. Revenue was up 25% this year to \$.5 billion. Only \$134 million goes to the EPF now with the rest going into the General Fund.

iv) Legislative Day info is not done yet. Appointments are still coming in. Judy has a copy of the schedule so far with her. SWCD participation is down this year.

v) The NACD NE summer meeting is in Corning this year from August 18 to 20. There will be a tie in with the Finger Lakes and wineries.

vi) The NYACD Annual Meeting will be held in October.

c) NYS SWCC Report – Bob Brower

i) Looking at new hires in Albany for AEM and NPS. RFP awards were announced yesterday for the two NPS staff in the field. The State Committee has the final decision on hiring/staff. There is also an Engineer position and fifteen resumes have been received with six interviews scheduled. Need to get a waiver to fill this position.

ii) Judy Littrell already spoke about the EPF.

iii) For Round 18 there is \$10 million, but the seventy-eight applications received total \$20 million. The ranked list will be out at the March meeting.

iv) Reporting deadlines are coming up. The Annual Plan needs to go to your Regional person first.

v) Submit vouchers by 2/15 to get any funds from NYS before the FY ends.

vi) Bob had a power point presentation on the recent flooding. In the Lake Champlain TMDL the P doubled. Flooding damage takes different forms. Tropical Storm Irene cost NYS an estimated \$1 billion in damage and we also had Lee. Bob also had a culvert failure video he showed.

d) NRCS Report – Bruce Hopkins

i) There has been a lot of staff turnover recently, mostly retirements. They are unable to replace all staff. They are down to 180 total from approximately 240. This is a challenge with the growing workload.

ii) Budget wise, FY 2012 looks good. NRCS has received their NYS allocation and are on pretty solid footing. There is lots going on trying to get the deficit down at the national level. One soil survey office in NYS is slated to be closed.

iii) Some WHIP money may be held back. They are funding special initiatives across the Country.

iv) The new Farm Bill is being discussed. The old one (2008 – 10/1/12) covers EQIP, CSP, AMS, WHIP, WRP. It may be extended or a completely new one may be written.

v) NYS has capped WRP at 1400 acres, the same as last year. Tentatively we have 500 acres already approved this year.

vi) EQIP has four nationally, top-down driven initiatives: Seasonal High Tunnels, Air Quality (i.e. chemical mixing facilities, manure covers), Organic, and Ag Energy. The first round will be ranked by Friday, but there will be other sign ups this year.

vii) Conservation Stewardship Program signups ended last Friday. There may or may not be another sign up this year.

viii) Local Working Group meetings to discuss EQIP will be done by the end of this week. NRCS Team meetings will be next week.

- ix) Since December, SC Astor Boozer has been in Washington DC permanently. He is the new Regional Chief for the West. Albert Jones from MI has been the Acting SC for three months. Carrie Mosley ASC for Operations from Montana starts next week as the next Acting SC for 90 days. There are three vacant SC positions now and maybe even a fourth, so we don't know when we will get a permanent replacement.
- x) The NRCS Emergency Watershed Protection Program is very involved in working with others on the \$32 million available in NYS. They ID sites, determine eligibility, find Municipal sponsors (75% federal, 25% local), do damage survey reports including a quick design, and do design and construction. This is happening in a couple dozen counties.
- xi) Steve Lorraine had a question on money for Contribution Agreements. Bruce thinks he will have some. NRCS will use some TA money for TSPs. The SO has lots of agreements to manage now. They would like to go with another entity to manage larger agreements. He hopes to hear in the next several weeks what is available.
- xii) Chris Watkins asked how the Local Working Group info becomes part of the final EQIP. Bruce said the LWG meets, the Area Team puts together a consensus (the SWCDs are welcome to attend this meeting) and then the State office pulls it all together. The next step is to do ranking questions. Some concerns from last year will be addressed. LWG documentation should include our concerns from the past. Looking for reliable and justifiable projects.

The group broke for lunch at noon and resumed at 12:45 pm.

3) New Business

- a) Water Quality Symposium - Nichelle Billhardt
 - i) There will be 30 classes offered in March. Some classes will be off site.
 - ii) Every County should bring bucked raffle and silent auction donations. Chris Watkins reported that Division 3 may be doing a pack basket again if we can get consensus. She will be doing an announcement on this soon.
 - iii) John Persch is in charge of entertainment. Tuesday is the Fair and a Band (Nichelle's family). Wednesday is a Scavenger Hunt, and Thursday is a Talent Show.
 - iv) Registrations are due by 2/17. The classes are following the Technical Development Curriculum, Administrator training, and Manager Certification.
 - v) There are lots of computer classes this year. If you are doing one, make sure you have the right software installed. They may have extra to load if you don't have the right program.
 - vi) Chris Watkins asked if there were any new employees. Russell Martin is the new Forester in St. Lawrence County. Chris also needs County reports for our Division report before the WQS. Only two pages per Division allowed this year.
- b) Technical Training Plan – Steve Lorraine
 - i) Steve had an outline of an Employee Development Plan. This is being done jointly with the CDEA taking the lead and NRCS and the SWCC working with us. Lauren Prezorski from SWCC has done lots of work. This plan lists the basic things you should be trained in as a Technician. It is voluntary and not required. The original plan came from Ohio. If an Engineer is hired at the SWCC, they will work on the curriculum. This is still in draft form. Please let Steve know if there is anything else you would like to see added. Lauren is sending out a training calendar that ties in with this.
- c) Resolutions – Chris Watkins
 - i) Resolutions are due 2/10 for this year's Annual CDEA Meeting. Is there anything this Division would like to submit? Steve Lorraine indicated that he may have a couple i.e. engineering issues.

- d) 590 Standard / Cropware – Chris Watkins
 - i) The new NRCS 590 Standard and Specification for Nutrient Management did not ban looking at it. We need to have field level staff involved. Judy Littrell suggested this as a resolution. Bruce Hopkins explained the procedure which includes a peer review. There is lots of interest in this one. It is available for comment.
 - ii) Chris explained that Cropware is a software tool for Nutrient Management that SWCDs use. Cornell released it and NRCS supports it. Currently an upgrade is being done by a private consultant who will start charging. There is a question if NRCS will continue to support the program because of security issues. The basic upgrade will be free, but others may be \$300. There was discussion on the relationship of the firms involved. It was thought that Farmland Environmental was one division of ACS at Dairy One. Bob Brower mentioned that you can't do Google Earth on NRCS computers either. Russell Martin reported that there is a \$300 Google Earth Pro program available.

4) Old Business

- a) Training Needs – Chris Watkins
 - i) The Technical Training Committee has come up with a list of courses for the Conservation Skills training in the fall. They are looking for other suggestions before their May planning meeting. The training must have a field component. Chris also still has a concrete training DVD available for use.
- b) Fertilizer Tablets – Chris Watkins
 - i) John Persch is still taking orders for these.

5) Other

- a) Nichelle Billhardt talked about the new DEC water withdrawal regulations and asked what other counties are telling farms who are not over the threshold now, about registering to avoid fees later. Chris Watkins said that anyone over 200 animals now just has a simple one page registration. Hydrofracking may be pushing this issue. After 2/15 farms may have to do a permit process. Steve Lorraine suggested that if a farm plans to expand, it is probably best to apply now.

The meeting was adjourned at 1:16 pm.

Minutes by Dawn Howard.

Division VI Report

December 15, 2011 Meeting Minutes

Attendees: John Persch - Fulton , Frank Lauria - Fulton, Richard Ottalagano - Fulton, Earl Hare - Fulton, Corey Nellis - Montgomery, Craig Newkirk - Montgomery, Susan Lewis - Albany, Tom Sanford -Rensselaer, Brenda Weaver - Schoharie, Pete Nichols - Schoharie, Claude Coons - Schoharie, Laurie Deyoe - Washington, Jeb Hamilton - Saratoga, Cliff Frasier - State Comm., Lauren Prezorski - State Comm.

1. The NYSCDEA Division VI meeting was called to order at 10:06am
2. Old Business
 - a. 2011 NYACD/Admin Conference – the Conference was held in Utica with 41 Districts represented with 151 persons in attendance. Individuals should contact Judy Littrell if you have ideas on how to change the meetings
 - b. 2011 Conservation Skills Workshop – 85 persons in attendance, the committee will be meeting in May to set up for the 2012 workshop. Anyone with suggestions is asked to contact John Persch. Corey Nellis suggested a soils test pit logging class.
3. 590 Update (Greg Albrecht) –teleconferenced in to the meeting – it was agreed that it is important to have CDEA on board with the committee to review the update as well as having some field people involved. John should contact Ed Henry to request being on the committee. It is important to represent farms without storage.
4. New Business
 - a. 2012 County Appropriations
Schoharie County – level
Washington County – level
Montgomery County – decrease of \$3000
Albany County – decrease of over \$20,000, originally zeroed out completely
Fulton – receiving what they requested
Rensselaer County – a decrease of \$27,000, but will begin charging for road bank seeding
Saratoga – decrease of 10% which is the first decrease in 29 years
 - b. 2012 Water Quality Symposium – March 13th through 16th, Auburn NY.
 - c. Round 17 Plan of Work – had been put on hold due to the ACRF projects. Cliff Frasier reported that all Plans that he had, have been reviewed
 - d. NACD Annual Meeting – being held in Las Vegas at the end of January
 - e. CDEA Awards Nominations are due December 21st
 - f. Frank Bratt applications are due January 1st
 - g. CDEA Missing Money Update – Still an ongoing situation, the bylaws have been updated, Jim Lieberum will have an update at the Annual Meeting in March
5. NYACD Written Report – see attachment
Corey Nellis would like to see the Division support that extra funding from the EPA be put into the Part A State Aid to Districts. There is a need to make sure NYACD & SWCC are on the same page, Division Reps and SWCC should meet to discuss this.
6. State Committee Report – Cliff Frasier & Lauren Prezorski
 - a. Ag & Community Recovery Fund - \$4.5 million has been allocated. December 31st is the deadline for project completion. Left over funds will go back to the state.
 - b. Round 18 RFP is out
 - c. DOT Memorandum with SWCC – Districts are encouraged to meet with their local DOT engineer to assist on projects. Could include invasive species mapping, erosion control, etc.
 - d. Two RFP for assistance to SWCC for one person to handle State Aid to Districts and one to handle data integration.

- e. Two new RFPs for assistance will Ag. Nonpoint – one will work with Cliff and one with Jeff. They will be hired by a District, but will work for the State Committee
- f. A few of the AEM Tier 2s are being updated, they are not available on the website yet, but if a District is going to a farm and is in need of them please contact Lauren
- 7. NRCS Written Report – see attachment
- 8. Technical Training Report – Lauren Prezorski
 - a. Have purchased a curriculum from Ohio and have been working on adding to it to meet the needs in NY.
 - b. Have an agreement with NRCS for the Conservation Technical Assistance Program. An engineer will be hired and they will be working with SUNY on a curriculum for preparing students to work for Districts. The engineers would be available to review and approve designs
 - c. There is a training calendar on the CDEA website where Lauren is posting all training opportunities around the state. She is also sending a weekly reminder.

Corey Nellis and Craig Newkirk presented a PowerPoint Presentation on the work being done by Montgomery County SWCD in light of Hurricane Irene & Tropical storm Lee utilizing ACRF funding.

Brenda Weaver from Schoharie County SWCD showed photographs of the damage in Schoharie County.

Division VIII report:

New York City: The NYC District continues to be under a very tight budget. 2012 will probly be slightly worse than 2011. So we will not be attending any meetings outside of the city this year...

Nassau- Here are the updated activities carried out by the Nassau County SWCD. As always the Nassau County government has drastically reduced the budget for the district. We met with the Deputy County Executive and 2 individuals from the Nassau County DPW. Three board members and I made the case for the district and showed in real numbers that the District is worth over \$520,000 to the county, there has been no change to the budget though.

We have a volunteer, Alinda Lawson, working 2 days per week. She has been outstanding.

The district is working with partners from 4 watershed protection committees, Suffolk County Soil and Water Conservation District, Cornell Cooperative Extension, US Green Building Council and help from the NYCSWCD to hold a green infrastructure conference in June to highlight the need for more green practices in the area.

As President of the Lower Hudson Long Island RC &D I would like to report on two signature projects going well under the guidance of Shino for the Foodway Corridor Project and Kevin Sumner who is working on the Hudson Valley Grass Energy Project. We are currently looking into funding sources to hire a part time coordinator.

Suffolk: The district was awarded Non- Point Source grand for Round 17 for Ag Fuel Storage facilities on 16 farms totaling \$111,000.00

The District facilitated an Ag Compliance Education Program, designed to assist farmers who are required to compile with Article 7 and Article 12 of the Suffolk County Sanitary Code, (ie fuel storage on the farm). This amnesty program allows fuel tank inspections on farms by Suffolk County Department of Health to determine level of compliance without fines. The landowner / managers then have a three to five year window to become "in compliance" with Suffolk County Code and further provides growers with the opportunity with to utilize cost share programs without eliciting fines.

The Long Island Native Plant Initiative received a \$75,000. Donation from BP Solar towards the operation of the non- profit organization. In conjunction with Ernst Conservation Seed, the commercial availability of the LI ecotype Little bluestem, Big bluestem, Switchgrass and Indiangrass seed is now recognized and readily being purchased by land managers across LI, CT and NJ.



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
Cobleskill, NY
May 8-9, 2012

May 8, 2012

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 P, SWCC

Division Representatives

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

Ex-Officio

Steve Lorraine

Guest

John Cole, Professor of Soil & Water Resources
Tim Moore, Dean of Agriculture & Natural Resources

- I. **Called to Order:** Jim called the meeting to order at 11:15 AM with introductions. Jim thanked SUNY Cobleskill for hosting CDEA meeting and briefly explained the make-up of the Board. The purpose of the meeting in Cobleskill is because will be working with SUNY Cobleskill as a training facility through the Four-Way Partnership and SUNY Cobleskill.
- II. **Reading and approval of minutes:**
 - **Motion was made by Kristen, seconded by Christine to approve the February minutes. Carried.**
- III. **Correspondence:** The following correspondence was received:
 - Letter from Onondaga SWCD regarding Field Office for the Future
- IV. **Reports:**
 - A. **Division Reports:**
 - Division I:** Mark stated the following:
 - ✓ Cattaraugus SWCD partnership with County Ag and Farmland Protection Board to hold 1st Farm Neighbor dinner with 200 attendees with huge success.
 - ✓ Everyone working on usual items such as Envirothon, tree & shrub sales
 - ✓ Orleans County was a receipt Frank Bratt Scholarship for Auto-Cad training their technician took and they felt it was win-win situation for the District and partnership agencies.

Division II: No one present; however, the report is appended to the minutes.

Division III: Chris reported the following:

- ✓ Farm Safety Camp is coming up soon
- ✓ Jefferson County will be participating in the Dairy parade this year
- ✓ 2nd Black River Conference will held on June 6 in Carthridge
- ✓ Everyone busy with Envirothon and tree & shrub sale

Division IV: Jordan stated the following:

- ✓ New Ronny® will be arriving any day
- ✓ Modified Accrual training will be held on June 14 at Otsego SWCD office for the Division and inquired if Division funds could be used. The Board clarified Division funds can be used for the training.
- ✓ Question was asked on designating the Silent Auction/Bucket Raffle funds towards a new Ronny®. The Board will designate funds every other year to purchase a new Ronny®.
- ✓ Amanda inquired about the Ag NPS conference call status. Nichelle thought Amanda was going to schedule the call; however, if she was unable too then Nichelle will schedule it.
- ✓ Scott F. inquired on the status of the two resolutions submitted in 2011 on SHPO and DEC turbidity issue. Jim explained that he spoke with his Assistant Regional Director even though he whole heartedly agrees with the de-watering/turbidity issue will not be going anywhere at the State level. Jim send a letter to Scott on this issue. As far as SHPO, it's a process with limited amount of dollars – looking at applicants putting in for a project they get the information back it's no cost to SHPO then it's a benefit to NYS.

Division V: Lenny stated the following:

- ✓ All counties are in the midst of spring programs/projects
- ✓ Essex is hosting a outdoor erosion & control demo day
- ✓ Essex will be hosting Waterfest on July 15
- ✓ Dave Wick has taken a position with another agency and Jim is the new District Manager
- ✓ Steve Mahoney has retired and Nat Drew is acting Manager with Clinton SWCD

Division VI:

Division VII: Kristen stated the following:

- Mount Academy won the Regional Envirothon event for Orange County
- Flood work are still ongoing
- Orange SWCD has hired a new technician
- Dutchess SWCD is hosting a pasture class on May 21 – if interested contact Myra

Division VIII: Polly stated the following:

- ✓ Inquired for someone to step forward to being the Rep; however, no one has come forward
- ✓ Putnam had a successful tree program; 30 team participated in Envirothon
- ✓ Suffolk County greenhouse recycling baler is up and running
- ✓ Suffolk County enacted Geese Peace program
- ✓ Long Island Regional Envirothon is as big as the NYS Envirothon
- ✓ Hosting a Green Infrastructure Conference on June 23

Suspended at 12:05 PM for lunch

Reconvened at 12:39 PM

B. Partnership Report:

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

- Ag NPS Rd 17 contracts nearly executed
- EPF payments will resume in June
- Ag NPS Rd 18 will be announced this summer with a longer contract period
- Ag NPS Rd 19 Technical Advisory is meeting regularly on reviewing RFP and is on schedule
- AEM Year 8 AAP are due May 1
- State Committee has hired an engineer, Tim Clark. His time will be divided into training and engineering.
- Holding interviews for the additional staff contracts -- 1 in Dutchess and 3 in Cortland
- Performance Measure sub-committee to review them again this summer
- Managers meeting are tentatively scheduled for August
- A day meeting was held to discuss hydrologic soils group
- Hold a Regional Ag emergency Response workshop in July to enhance County Emergency Planning and to bring awareness what roles District can play.
- AEM training will be held on November 13 & 14 at the Holiday Inn in Auburn. Working on updating Tier II core worksheets which will be rolled out at the meeting. An access database will be coming soon.
- New Employee Boot Camp training will be at SUNY Cobleskill the last week in June. The training is geared towards individuals who are unfamiliar with farming & resource concerns on the farm. The training is on first come first basis.
- Mentoring survey results appended to the minutes.

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

- ✓ Quite on the State issues; Senate very supportive of the Bills and Assembly EnCon not so much. Meeting has been held as much as possible on the issues.
- ✓ The Senate has passed their version of the Farm Bill – conservation came out with minor cuts and continues to stay in touch with House by restating the position on technical assistance funding.
- ✓ Northeast Conference will be held on August 19-21 in Corning at the Radisson Hotel. The registration packet is closed to being finished. A copy of the draft agenda was handed out & reviewed with the Board.
- ✓ The Annual Meeting and Administrative Management Conference will be held in Auburn at the Holiday Inn. The meeting will start on Monday instead of Sunday. Looking into the having a tour of the digester on Tuesday.

3. **NRCS** - no one present, no report.

C. Committee/Meeting Reports:

1. **State Fair** – Kristin stated the State Fair will be August 23 through September 5. The schedule is being worked on. The committee is utilizing a different website for promotional products. Kristin reminded the committee that it was decided last year the Executive Board members are to work a shift at the fair and she will send them the schedule first then send it out statewide for signups.

2. **Empire Farm Days** – Kristin stated the committee is working on theme. The Farm Days will be held on August 7-9 this year.
3. **Frank Bratt Scholarship** – Mark stated an email was sent out statewide reminding everyone applications are due by June 1 and two applications have been received to date.
4. **Environmental Education Foundation** – Mark stated no meeting was held. The Foundation has been writing grants; however, to date none have been successful. The Foundation needs is discussing the use of an intern and/or its own part-time position to concentrate on writing grants. Jim asked if the Foundation is short on committee members. Mark will provide an updated list of committee members at the next CDEA meeting.
5. **Technical Advisory Committee** – appended to the minutes.
6. **Envirothon** – Kristin reported the following:
 - ✓ May 23-24 at William Hobart Smith Colleges
 - ✓ Short on volunteers
 - ✓ Committee is working hard and competition coming together
 - ✓ Donations are down this year; however, Blanche has been reaching out to Rochester Electric & Gas, NYSEG and several other companies as well
 - ✓ Canon will be held in Silingsgrove, PA on July 22 - 27

Meeting was suspended at 2:21 for a tour of Ag Facilities & the Center of Environmental Science and Technology.
Reconvened at 4:35 PM

Suspended at 5:35 PM
Reconvened at 9 AM

May 9, 2012

Members Attending

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

Division Representatives

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

Absent

PJ Emerick, Division II

V. **Treasurer's Report** – Kristin passed out and reviewed of the 2011 audit report with Board.

- **A motion was made by Velynda, seconded by Nichelle to accept the audit report as presented. Carried.**

Kristin stated Mark and Jerry audited the financials and finances were in order. Mark stated according to the By-Laws, one Division Rep and Treasurer is to review the finances; however, he suggests looking into changing the By-Law to include an additional Board member to conduct the audit. By having the extra

individual conducting the audit, Kristin can be on hand to answer questions. Mark is working on an audit checklist for future use to aide the individuals in conducting the audit.

Kristin inquired about purchasing a lock filing cabinet. The existing cabinet is a two drawer which doesn't work for the finances of the Board. A question was raised on the record retainage on finances. She replied at least six (6) years.

- **A motion was made by Nichelle, seconded by Kristen O. for Kristin W. to purchase one (1) or two (2) filing cabinets for CDEA finances up to \$1,000. Carried.**

Kristin informed the Board that she archived old finance records and has developed a Records Destruction Report. This form requires the signature of the Treasurer, Records Management Officer along with the spot for when it was recorded in the minutes. A copy of the Records Destruction Report is appended to the minutes.

Kristin emailed copies of the financial reports to Board prior to the meeting. Velynda inquired about the WQS Entertainment expense that total \$554.48. She was unable to answer the question at that time; however, she will forward the reimbursement form to the Board once she's back in the office.

- **A motion was made by Mark, seconded by Nichelle to approve the financial pending the clarification on the WQS Entertainment expense. Carried.**

VI. Old Business:

A. Uncategorized Expense – Jim spoke with CDEA lawyer on what the next step will be which is litigation.

- **A motion was made my Mark, seconded by Aaron to legally close the uncategorized expense with guidance provided by CDEA lawyer to not commence with legal action. Carried.**

B. Technical Training Plan – A question was asked why there was tour of the facilities. Jim explained it gave us opportunity to see what they have to offer. The initial meeting reviewed what the committee had developed far as programs and courses, what facilities Cobleskill had to offered, to look at what the students are being taught and how that overlaps to what Districts are looking for. The MOU to work Cobleskill is currently being reviewed by the lawyers. Looking at fostering a relationship with college as a possible training location and the possibility of getting students to spend some time with District/NRCS to have a better idea of what's going on. Training Plan is moving forward. Classes for the Conservation Skill Workshop will offer classes from the training plan again.

C. Water Quality Symposium Wrap-Up – Nichelle passed around the WQS evaluation sheets. A summary of the evaluations will be completed and provided to the Board. The Symposium was successful again this year. The instructors cost has been forward to State Committee for payment.

VII. New Business

A. Committee Assignments – The Board reviewed the 2012 committee assignments. A new copy of the assignments will be sent out.

B. NYACD Annual Meeting – previously covered under NYACD report.

- C. **590 Standard** – Steve, Chris and Aaron attended the teleconference. The standard is going into the 3rd draft which will update the language for spreading on saturated, frozen or snow covered ground. The NRCS Technical committee will need to review the changes then once it's approved by the State it will be forwarded to the National committee for final approval.
- D. **Hydrologic Soils Group Changes** – Jim stated NRCS has updated hydrological soils in January 2012 which changed some groups totally. Some concerns were raised from is the science behind it; lack of communication and in getting information out. A brief summary of hydrologic soil group is attached to the minutes. Jim further stated this brought to the attention of State Conservationist and he will look into this situation further. It's unclear if the web soil survey has been updated to reflect the changes.
- E. **Engineering Resolution** – Steve stated he has been in contact with Peter Wright on CDEA resolution "working with our partners at NRCS to stream line this process (the review of the design) to reduce workload and expense to the District and the farmer we serve" because of the unnecessary delays and expense. It was agreed to put together an exhaustive list of items required one very contract and the NRCS would work to remain flexible, improve communication and relationships would be one part of improving this process. Looking into if some of the engineering firms and Area Engineers can help setup a seminar in late fall or as part of a PE training session with Cornell. NRCS can be more specific while remaining flexible in the Statement of Work, incorporate training as part of the reviews (where desired), implement pre-design meetings and improve NRCS consistency. It was mutually recognized that reviewing other work is difficult because of limited communication, time, unfamiliar with site, responsibility of quality and designs are often inconsistent; however, it was also recognized the value of non-NRCS engineers accomplishing more conservation on the ground that could be done alone. Steve is willing to work on it with couple other individuals to either sit on the committee or to be involved in the process. The Board will be kept abreast on the situation.
- F. **2013 WQS RFP** – Nichelle handed out copies of the proposed RFP. The only change to the RFP is under Requirements, Item 4 is the number of people for meals/breaks from 250 to 200. The proposed week is March 12-15 with second option of March 19-22. The decision on the facility will take place at the July meeting.

IX. **Other Business**

- A. **Golf Tournament** – Chris stated this year's golf tournament will be held on July 26 at Castlewood in Madison County. Price will increase to \$60/per person. She will be sending out save date notice and/or registration forms to all Districts.
- X. **Next Meeting Date** - Nichelle will conduct a doodle poll to set the next Executive Board meeting to be held at Camp Sagamore in Fulton County.
- X. **Adjournment:** 11:22 AM

Velynda Risley

Velynda Risley

Secretary

6/18/12



CDEA Division II Report for May 8th, 2012

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

Ontario County SWCD- Kerry Haefele has successfully passed his exam for the position of Sr. District Technician. Congratulations to Kerry! The District has been very busy incorporating suggestions for our BASE AEM program audit. We are using the suggestions from the audit to improve our existing program and streamline future years of Base AEM funding. In addition, we are also finalizing our deliverables for a NYS DOS grant. The District worked with a Town to inventory and assess several streams in the Honeoye Lake watershed. When the streams were assessed, District staff then provided professional recommendations to stabilize stream banks and prevent erosion of Town and private infrastructure. Also, District staff is working with private PE's to survey, design and implement several ag BMP's in the Northern and Canandaigua Lake Watersheds. The District's Uniform Procedures program is continuing to be active. District staff has completed several soils investigations and system inspections. In addition the 2012 Tree and Shrub sale was a success. We tried some new advertising venues and also used pay pal for the first time, which seemed to work well for our customers. The District has also conducted a NYS DEC 4 Hr course with good attendance. We are hoping to organize a CMS4S review course with the Monroe County SWCD later this summer. Furthermore, the District continues to provide several certified site inspections for the County capitol projects and radio communications tower projects. Also, we are preparing for the upcoming 2012 fish sale. Also, District staff has been busy completing the Finger Lakes Enviro-Thon events and several other District education and outreach events. The District is also playing a large role in the development of the Seneca Lake Watershed Management Plan, which we hope will bring even more opportunities for the District in the future. Lastly, the District is working with the Board to prepare our 2013 budget and continues to seek long term funding sources.

Monroe County SWCD- Provisional Technician, James Balyszak, successfully passed his Civil Service exam and has been appointed as a Permanent Soil and Water Resource Technician for the Monroe County Soil and Water Conservation District- Congratulations James! Also, Tucker Kautz, Ag Planning Technician has successfully passed his Certified Crop Advisor Exams (National and State) and is now actively pursuing his CCA certification. Congratulations to Tucker on his first try! We held four 4- hour Erosion and Sediment Control trainings so far in 2012 with 195 attendees in Monroe County. Additional trainings are scheduled for May & June in Monroe County. Also, we held four of the District's Western NY Stormwater Management Training Series Classes with 126 attendees under the instruction of John Dunkle on January 12th (Applied Green Infrastructure), February 7th, (Stormwater Ponds & Wetlands), March 20th (Stormwater Mgmt for Linear Projects), and on April 24th (SWPPP Preparation & Review). This completes the Fall 2011-Spring 2012 WNY SWMTS Program. Furthermore, the District is hosting a CPESC/CPSWQ/CMS4s exam on May 8th at the Henrietta Town Hall. We have 7 people signed up for the various exams. Also, we are implementing one of our Ag.BMP projects under the GLRI grant from EPA (coordinated/administered by FL-LOWPA) has begun. We also completed our closeout with our AEA for Round 13 AgNPS Lake Ontario Grant consisting of a (2) Silage Leachate Collection Systems, Compost Facility, Grazing System, (2) Permanent Buffer Strips, (2) Filter Areas on 2 CAFO Farms in Monroe County. In addition, we successfully completed our 2012 Conservation Tree & Shrub Program with distribution of approximately 28,000 seedlings to approximately 500 customers. This is the first year the District was able to use the Monroe County ecopark facility for our program and it was a huge success! Please visit the ecopark website at <http://www.monroecounty.gov/ecopark>. Also, the District has been busy preparing for our 2012 Monroe County Envirothon located in Ellison Park on May 3rd. This year, the District staff has been preparing the Current Issue exam for Low Impact Development and Non-Point Source Pollution for our local students. Lastly, we completed a new office space plan/layout for the District to be housed in a County Facility. The County is beginning to prep for renovations to the facility, and currently drafting a lease agreement for the District.

Onondaga County SWCD- NO REPORT PROVIDED

Seneca County SWCD- NO REPORT PROVIDED

Yates County SWCD- NO REPORT PROVIDED

Wayne County SWCD- Wayne County Soil and Water Conservation District has been moving and shaking in this spring pre-field season. Since Water Quality Symposium we have been working in the various program areas. Some of these included a wrap up of over 190 Soil Group Worksheets. At our Forever Green Tree and Shrub Sale, we sold over 8975 conifers, 1600+ deciduous, 660+ shrubs, and over 1250 conservation plants, wild flowers and bird houses. Through the AEM program, staff is working on agricultural land assessments for drainage, access roads, and other Ag non-point source related best management practice outlines for summer implementation. This year's regional Envirothon, we joined with the Finger Lakes District's and successfully had 4 teams participate. Specifically for water quality, staff are establishing another round of 10 month water monitoring in a watershed that we will be starting to get up in running in the AEM program, and our aquatic vegetative control program is prepping two of the harvesters for season while we work on refurbishing our third vessel for use later in the season. In addition, our newly acquired Hydroseeder has arrived and was funded through the NYS DEC WQIP program. In office, our records management officer has been training helping to organize the District for future opportunities with data management, program management and accounting. It has been a busy time and we are looking forward to getting the conservation on the ground! Good luck to the rest of our colleagues in the Association.

Cayuga County SWCD- NO REPORT PROVIDED

Livingston County SWCD- NO REPORT PROVIDED



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting Minutes
Great Camp Sagamore
Raquette Lake, NY
July 11th & 12th, 2012

Wednesday July 11, 2012

Members Attending

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

Absent Members

Velynda Risley, Secretary

Partners Attending

Don Pettit, NRCS

Division Representatives

Attending

Mark Gaston, Division I
P.J. Emerick, Division II
Christine Watkins, Division III
Jordan Clements, Division IV
John Persch, Division VI
Kristen O'Dell, Division VII

Absent Division Reps

Lenny Croote, Division V
Polly Weigand, Division VIII

1. **Call to Order:** Meeting was called to order at 11:14 a.m.
2. **Reading and Approval of Minutes:**
 - **A motion was made by Kristen O., seconded by Christine W. to approve the May 2012 Minutes as written. Carried.**
3. **Welcome and Introductions**
4. **Reports**
 - a. **Division Reports**
 - i. **Division I** – Appended to the minutes
 - ii. **Division II** – Appended to the minutes
 - iii. **Division III** – Appended to the minutes
 - iv. **Division IV** – Appended to the minutes
 - v. **Division V** – Appended to the minutes
 - vi. **Division VI** – Appended to the minutes
 - vii. **Division VII** – Appended to the minutes
 - viii. **Division VIII** – No Report Given
 - b. **Partnership Reports**
 - i. **NYSSWCC, Report emailed to Jim from Mike Latham**
 - Ending of the communication services contract. The services contract that supported Barb Silvestri's position with the State Committee has ended. The technical services most affected will be the daily one-on-one communication support (already running on a limited basis), AEM in the

news awards and periodic sample press releases. At this time, the Department has chosen not to re-bid for these contractual services. The Commissioner and the Committee expect to continue discussion on how best to provide these services in the future. Presently the Division is reassigning internal responsibilities and working on an alternative communication plan. Some of our present communication priorities include publication of District Annual Report, Part B and C summary reporting, and website updates.

- A Successful Boot Camp – Lauren has provided a narrative, pictures, and reviews.
- Round 18 Ag. NPS – Several Districts have contacted us concerning the award of these funds. All inquiries have been forwarded up the chain. The Division is ready to go with all paperwork ect. As soon as we get a green light. Districts with specific concerns should notify the Department if they haven't already done so. AEM closeouts and EPF payments are proceeding as planned. June payments have been released, July is in the works. Please remind folks that presently and inherent in the cash plan there can be up to an 8 week delay which will dissipate slightly as the year progresses. We are presently processing April, May and some June payment requests for example.
- New AGMKT First Deputy – James Bays, Chenango County
- Scott Natural's© Contest – NY is the unofficial \$50K winner and we are awaiting details from the Scotts Company. Most likely the funds will come from National Association of State Conservation Agencies (NASCA) and be deployed for tree planting. Still a lot of logistics.

ii. **NYACD – No Report Given**

iii. **NRCS – Don Pettit**

- The budget process for NRCS has changed.
- A Personnel Ceiling has been issued. Be prepared to do the job with fewer resources.
- Field Office of the Future – State Partnerships are being asked to assess where they're going to be in the future and how they're going to position themselves for success given the reality that we're working with less resources. The need to partner is going to be even more important. Next week there will be a four-way partnership meeting.
- Farm Bill – the Senate has put their version through and the House is debating today. It looks like the two versions are similar. Some things that are going to change are a considerable consolidation of programs. Some programs are going to be rolled into one another. Easement programs; Farmland Protection, Wetland Reserve and Grassland Reserve will be combined into one easement program.
- Conservation Streamline Initiative – revamping of our Pro Traks, Toolkit automated system into an integrated system so that you don't have to do one thing in Toolkit and then have to go into another program. Field offices are going through a cleanup process. There

will be a module that will allow partners, producers, and others to tap directly into our system to check up on farm plans and sign up for programs.

- EWP – received about \$58M in requests. Some are not eligible under EWP. There's a 25% match and some towns are having trouble coming up with it.

c. Committee Reports

- i. Administrative Conference – Appended to the Minutes
- ii. Conservation Skills Workshop
 - Dates for CSW are September 24th to 28th.
 - Working on getting instructors and outlines.
 - New Employee Power Point – this should be used as a tool and we should continue to ask the partners to send a representative to the session.
 - Aaron R. asked about the new AEM online tool for the Chesapeake Bay as a training idea at CSW. It was discussed and it was agreed upon that November's training would be a better timeframe for this.
 - John P. asked Kristin W. if we received the NRCS reimbursement for the 2011 training. This has not been received yet because they had the incorrect banking information. An attempt was made on March 2, 2012 to make the deposit but it was returned to NRCS. NRCS doesn't have the capability of tracking returned deposits. Kristin W. has filled in the appropriate paperwork and emailed it to NRCS this week. Note for future: contact NRCS sooner than later when payment hasn't been received.
 - Registration will go out in the beginning of September.
- iii. State Fair
 - There are still open shifts. Kristin W. provide the Board with an updated schedule.
 - Kristin W. will email Division Reps the schedule so they can get the word out to their Districts.
- iv. Empire Farm Days
 - All shifts have been filled.

Suspended at 1:15 p.m. for lunch

Reconvened at 2:15 p.m.

5. Financial Report

Kristin W. provided the Board with a Financial Report as of June 27, 2012. The report consisted of a YTD Bank Balance, YTD Income/Expense Report, a Detailed Expense Report, and a YTD Report for the Frank Bratt Scholarship account.

Jim asked Kristin W. about the cost of the new Ronny Raindrop© costume because it was higher than what we budgeted for 2012. Kristin W. explained that we combined the budgeted amount from 2011 and 2012 to cover the cost of the new costume.

Jim also asked about the office expense line item. Kristin W. explained that this includes the cost of the new fire safe filing cabinet. The decision to purchase this was made at our last Board meeting.

John purchased a new filing cabinet for \$100 after Kristin W. had already purchased the current one. We are currently looking for a place to put this one.

Mark asked Kristin W. asked what the \$3,000.60 of income was for Frank Bratt. Kristin W. explained that this was money from the 2012 WQS Bucket Raffle and Silent Auction proceeds as well as interest being earned on the account.

Kristin W. destroyed the following records:

- Deposit Reports & Bank Statements from 2002-2004

Kristin W. will email P.J. the Records Retention Report for his records.

A motion was made by Jordon, seconded by P.J. to accept the Financial Reports as written: Carried.

6. Old Business

a. Frank Bratt Scholarship

Mark has received five applications; all requesting \$500. With the ranking system the top two are eligible for the \$500 and the third one \$418.50. Because of last year we went over \$81.50 for the quarter. We usually do \$1,500 in January and in July. The top three are Jake Ambrose, Levy Rudd, and Kathy Comfort.

A motion was made by Nichelle, seconded by Kristen O. to award \$500 to Jake Ambrose, \$500 to Levy Rudd, and \$418.50 to Kathy Comfort. Carried.

Further discussion took place. Jordon asked if there were any other funds to cover the \$81.50.

A motion was made by Nichelle, seconded by John to rescind the previous motion. Carried.

A motion was made by Jordon, seconded by John to fully fund the top three candidates; Jake Ambrose \$500, Levy Rudd \$500, and Kathy Comfort \$500. Carried.

b. Boot Camp Wrap Up

Lauren Prezorski sent Jim an email. She is calling it a success. They had 16 participants, most very new, all with little to no agriculture experience. The college did a great tour on Monday and we visited farms on Tuesday. The rain held off but it was quite chilly. On Wednesday one instructor was ill and John Persch came to the rescue. Thursday was a true boot camp experience – learning about resource concerns in the sweltering heat. Friday Tim Clark had his teaching debut with construction materials. Pete Nichols gave those who had never hydro seeded a chance to try it out and Dale Dewing wrapped it up very nicely with a presentation that encourage everyone to set goals and work towards them. In the end, I think many people were a little overwhelmed with the amount of information that they learned.

Lauren sent pictures to be forward to Caitlin Stewart for a future CDEA newsletter.

P.J. asked if this was going to be offered on a yearly basis. Jim stated that this would depend on funding.

Jim stated that Lauren asked him if there was anyone interested in participating in the Mentoring Program. She has a limited amount of funding that Mike did grant her. Lauren is wondering if the NYSCDEA could get funding for this.

John made a motion, seconded by Aaron to have Jim talk to Mike Latham about finding out where funding could come from for a Mentoring Program. Carried.

c. NYS Envirothon Wrap Up

- Report from Sandy Huey is appended to the minutes.
- Kristin W. informed the Board of the following opened positions on the NYS Envirothon Committee:
 - SWCD – 4
 - NYSSWCC – 1
 - Empire Chapter SWCS – 1
 - NYSDEC – 1
- Polly gave Jim the Minutes from the 6/4 EEF Meeting; Appended to the Minutes.
- Jim received the following Membership Forms:
- Sandy Huey, Blanche Hurlbutt, Kristin White, Jason Cuddeback, Dean Moore, JoAnn Kurtis, and Bob VanLare.

A motion was made by Nichelle, seconded by Christine to accept the submitted NYS Envirothon Committee Membership Requests. Carried.

- Jim will talk with Sandy about putting together a letter asking for volunteers from Districts. Jim will have the Division Reps send it out once done.

d. Financial Issue Closeout

Jim put together a narrative for the Uncategorized Expenses that occurred between 2009 and 2010 and the actions that the Board has taken from 2010-2012. This narrative is appended to the Minutes.

A motion was made by Jordan, seconded by Kristen O. to accept the Timeline of Events of the NYSCDEA, Inc.'s Uncategorized Expenses from 2009-2012 as written. Carried.

- e. Hydrologic Soils Group Determination
- f. 509 Standard

Christine W. reported that Greg just sent out version 6. The question is what is considered "Saturated Soil".

- g. Ag Nonpoint Source Issues

Nichelle would like to have discussions with District employees. Nichelle asked the Division Reps to give her names of any employees that would be interested by the end of July. Nichelle will set up a conference call for this discussion.

7. New Business

- a. Internal Audit Checklist Approval

Mark has created a checklist for internal audits. He wants this checklist to be easy for anyone to read and follow. The internal audit took place this year with Mark and Jerry coming to Kristin's office. The By-Laws state that a Division Rep and the Treasurer are to be present for the internal audit. Kristin suggests having the Treasurer and two other individuals to do the internal audit. A Division Rep and a Clerk from another District would be good to have for the internal audit. Mark would like to send the checklist to Blanche Hurlbutt for her opinion and suggestions. P.J. suggested inserting two more signature lines for all that were involved with the audit.

A motion was made by Jordan, seconded by Christine to accept the Checklist for the Internal Audit with the addition of two more signature lines. Carried.

- b. 2013 WQS RFP Responses

Nichelle received 11 RFP's from hotels for the 2013 WQS. Discussion took place. The Double Tree in Syracuse seems to be the better choice for a change of venue. The Board would like someone to go there and check out the rooms. Jim suggested asking them to come down on their single room price. The dates would be March 5, 2013 to March 8, 2013 if it were held at Double Tree. Christine suggested looking at the facilities to see if the Resource Fair would be able to fit in their room. Kristin W. volunteered to go to the Double Tree to check out the rooms.

The top two choices are: Double Tree, Syracuse and Holiday Inn, Auburn.

A motion was made by Mark, seconded by John to leave it to Nichelle's discretion; after a walk through has been done at Double Tree and a request for a decrease for single room rate has been met. Carried.

f. Final By Laws Review

Jim asked the Board if there were any questions or changes to the updated By-Laws & Policy Handbook.

A motion was made by Mark, seconded by Jordan to accept the By-Laws & Policy Handbook with updates made. Carried.

Suspended at 4:30 p.m.

Reconvened Thursday 7/12/12 8:46 a.m.

c. Performance Measures Evaluation Worksheet

Jim will send them out to the Board. The meeting will be held in the beginning of August.

d. NPS Information and Education Coordinator Position

Barb Silvestri's contract was not renewed through Schenectady County. Jim received two letters from Districts that support this position. P.J. has received calls from his division with concerns. The question of should the NYSCDEA write a letter to the State Committee stating our support for this position arose. P.J. offered to write the letter of support and send it to Jim for review.

A motion was made by Nichelle, seconded by Kristen O. to have P.J. write a support letter for the NPS Information and Education Coordinator Position. Carried.

e. General Permit Discussion

P.J. asked the Board if anyone else has dealt with these. Jim stated that there are differences per Region regarding general permits.

g. Hydrilla-Publishing topic Specific Pamphlets

P.J. stated that Craig Schutt from Tompkins and Edith Davey from Ontario have offered to come up with something similar to the white paper on hydro-fracking. This could be utilized by all Districts as a tool to say that if and when hydrilla shows up this is what we can do. Mark suggested adding other aquatic invasive species to this.

The Board thinks it would be a good idea. Jim suggested emailing Polly for information. P.J. will get a draft together and have it for our September meeting for review.

h. CDEA Golf Tourney Update

Christine reported having 8 teams so far. The registration fee was increased this year and the extra funds will be used to purchase prizes.

i. Division VIII

Jim received an email from Polly. Polly is still with the District. She's not sure if she can remain on the NYSCDEA Board as a Division Rep. The District has cut funding for travel and will not offer transportation. Polly asked if the Board is willing to off-set the cost of her traveling to meetings. Jim stated we do have travel reimbursement in the budget for meetings. Polly would like to remain on this Board as the Division Rep.

Nichelle suggested we use Skype for our meetings. If this is possible for Polly, Jim stated that the By-Laws may have to be changed to include this type of technology to be accepted as a participating Board member.

Kristen O. suggested Polly carpooling with her.

The Board would like Polly to remain as the rep for division VIII.

j. NACD NE Annual Meeting

8. Other Business

Nichelle would like to look into Event Registration Software to use for the WQS. She will look into this and get back to the Board at our September meeting.

9. Adjournment – the meeting adjourned at 10:05 a.m.

The next meeting will be held on September 6 & 7, 2012 at Diana Company, Inc.

Kristin E. White, Seneca County SWCD
Treasurer/Acting Secretary

DIVISION REPORTS

Division I, Mark Gaston, Erie County SWCD

- No Division meeting held yet.
- An NYACD Division I meeting was held on July 10, 2012 in Batavia. It was well attended by all Districts and a CDEA report was given reminding staff and boards about state fair, empire farm days, WQS and Cortland trainings. Encouraged any training recommendation to get to me and if interested in any committee assignments to see me.
- Most District programs such as tree and shrub, Envirothon and went well this year. Construction season is underway and all are busy with agricultural, stream, drainage field work. Some are waiting on the Round 18 Ag Non-Point Source announcement.
- One storm water concern recently came up in Western New York. It turns out the builders association submitted legislation through Senator Maziarz (S7299) and Assemblyman Schimminger (A10219) to have Erie, Niagara, and the WNY Stormwater Coalition conduct a study without our knowledge. The study was to determine effectiveness of the New York State storm water management design manual's planning and design of green infrastructure practices to achieve runoff reduction volume when applied to soil profiles and topography within the counties of Erie and Niagara. District state reimbursement was listed as a possible funding source. Once the legislation was discovered, Erie and Niagara worked to notify all involved that there were problems with it and how it came about. Other Districts may be hearing about this effort through the coalitions as more planning on how to address the associations concerns are forthcoming.

Division II, P.J. Emerick, Ontario County SWCD

Ontario County SWCD - The district has completed the deliverables and submitted for the final report for a NYS DOS grant for stream bank stabilization. The District worked with the towns, local volunteers and the County to inventory and assess several miles of streams in the Honeoye Lake Watershed. The District is using this information to apply for another round of funding to implement recommendations previously provided by the District. Also, we successfully completed our Base AEM Year 7 program and incorporated several program suggestions that were provided during our Base AEM state audit last year. These suggestions will help make our AEM program more efficient while meeting the deliverables of the program in an organized manner. Our Base AEM Year 8 program is off to a great start. The District has been working with the NYS DEC and ACOE to obtain a joint general permit for stream work, etc... This has been a long process and we just received permission to publish the public notice for comments for our proposal. We feel this permit could be a benefit to the County, Towns and Villages and to the District as well. So far, things are looking very positive and we hope to have a response for the agencies late this summer. The District applied for funding for the Round 18 Ag NPS program to solve water quality concerns on several farms within two watersheds in Ontario County. This year, the District staff has been working hard to complete deliverables in previous rounds of Ag NPS program contracts. This work involves not only surveying and fieldwork, but also the use of software that is new to the District. In 2011 the OCSWCD purchased hydro-cadd software for our new Sr. District Technician to use. So far, it has helped save some time and money as we design and seek sign-off approval of our Ag NPS projects. The OCSWCD Uniform Procedures Program is still going strong and could even expand into a neighboring County. This expansion would be a benefit to water quality in both the Great Lakes and the Finger Lakes and would benefit the District through our earned income program. The District is still actively involved in reviewing SWPPP's and conducting certified site inspections for the County, Towns and Villages. We have been requested to provide environmental review for all new proposed projects for the Ontario County Planning Board and Coordinated Review Committee. We have been providing some training for local officials through his venue, which helps to generate interest in the District and its services. The District has applied for a SARA grant with Monroe County SWCD for records retention and digitalization. To date, we have not received and information on if the grant will be funded. We will continue to keep our fingers crossed! Also, the District has been providing several educational and outreach efforts on water quality to include invasive species such as Hydrilla. In July the District was asked to participate in a meeting with US Senator Charles Schumer to determine how Districts and other partners can play a role in preventing the spread of Hydrilla. Lastly, the District continues to administer the Canandaigua Lake Watershed Inspection Program. The Inspection (George Barden) was recently asked to provide a presentation in Russia on the success of this program, which has recently been used a model for other municipalities around the Country.

Monroe County SWCD - Robert Kiley, Soil and Water Resource Technician, passed his CPESC exam and is now certified. Congratulations Bob! MCSWCD continues to work with our farmers on implementing Ag BMPs including cover cropping, grazing systems, WASCOBs, etc. under several different grant programs. Also, we are working on implementing several Green Infrastructure demonstration projects under Environmental Protection Fund Grant including bioretention, porous pavement, raingardens, etc. Also, we completed a Code Review for the Town of Greece to identify barriers to implementing Green Infrastructure and prepared a

recommendation document to change the Code to be more inline with GI. Project is funded under Environmental Protection Fund Grant. Furthermore, the MCSWCD is organizing and instructing In-Field Construction and Post-Construction Stormwater Management Trainings for Municipal Staff in Monroe County. We are also organizing a District Breakfast event in August for our local landowners to talk about our AEM program and award our 2011 Conservationist of the Year. We also completed a successful Fish Program this spring, with a record number of sales! Recently, we were notified by our NRCS IT person that two of our computers utilized by two of our technicians will need to be replaced before October when NRCS switches from XP to Windows 7. This is because those computers cannot handle the upgrade. This is something for those Districts on the federal system to consider right now if they haven't been notified. Also, the District is participating on the Emerald Ash Borer Task Force for Monroe County, along with several other members including the NYS DEC Region 8 Forester and the Monroe County Parks Department. The District will be assisting with education and outreach on this task force. Lastly, the District launched an Invasive Species page on our District Website <http://www.monroecountyswcd.org/Pages/InvasiveSpecies.html>

Onondaga County SWCD- NO REPORT PROVIDED

Seneca County SWCD- One concern that we have is the Districts being asked to remove their Quickbooks Software because OCIO will no longer support it. Phil received an email from Jeff Ten Eyck that brought this up. What this would mean for us is we would have to purchase a separate laptop to put the QB software on to and have the MS Office/Adobe software for reports. Then on top of all of that we will have an added expense of getting online services because we have direct deposit through QB, which requires online hookup.

Acting Secretary's Note: Don Pettit confirmed that Districts still on NRCS servers will be asked to remove Quickbooks. There are security issues. A letter will be sent out to Districts.

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 III, Christine Watkins, Jefferson County SWCD

Did not hear very much from the counties in my division – busy with construction and projects.

Oswego County – John DeHollander expressed his concerns about the State being so slow with contracts. Not only are they waiting on contracts for Ag NPS funding, but FLOWPA funding has been extremely slow getting out to the Districts. This could lead to some serious financial issues at year end for Districts.

Jefferson County – Construction and trail projects. We have been involved with the Northern Regional Economic Development Committee in regards to potential ag projects. USDA is funding BCAP (biomass projects) in the north country.

Division IV, Jordon Clements, Otsego County SWCD

Otsego County held a Quickbooks training. Jordon is trying to set up training with Aaron Ristow for the new data entry. Meeting will take place the middle of September.

Districts are busy with implementing BMP's and a lot of stream projects are going on within the division.

Division V, Lenny Croote, Hamilton County SWCD

Report was emailed to Jim

Clinton County – No Report

Essex County – Still waiting on the DEC Stream Grant and if the Board gets any word on it let me know. We are working to complete a FEMA stream blockage clean up by September. We are hoping to complete the Rivermede Stream Restoration a ½ mile off the East Branch of the Ausable. We are working with Carl Swartz of USFWS and John Bracio of Trout Unlimited to complete a project that has taken 17 years to complete. We are planning to use this project to promote natural stream design to local officials and highway crews. We currently have 2 summer workers inventorying damage from last years storm events.

Franklin County

- Implementing Round 17 Ag Non-Point Grant
- Waiting to hear on the Round 18
- Completed Round 10 WQIP grant, mailed strategy to towns and local officials
- Working on Grazing Mini grant with Cornell Cooperative and a local school
- Baling Ag Plastics; collecting pellet bags and wrap
- Working on CFA applications for NYS funding

Warren County – From the CDEA POV, Dean was the volunteer coordinator for the NYS Envirothon and spent quite a bit of time on it. Jim was supposed to go and be a judge for the evening completion, but he basically died for two days with a nasty virus. Three of the five folks here will be participating in the gold tournament. Jim did a welcome session at SUNY Cobleskill for the Conservation Boot Camp on June 25th.

We have had a good spring and summer season so far. There are two new folks in the office: Bob Bombard, who has worked for the NYSDEC and Darrin Freshwater Institute (RPS) and Nick Rowell, who is a Plattsburgh graduate and is finishing up a CAD certificate degree. Both of them will be going to Skills Workshop in the fall.

Other:

- The District has conducted many site visits this year and has been involved in mediating a fair number of disputes. We don't recall this much action in the past.
- Staff is working on four Lake George Park Commission grants with municipalities that will be wrapping up in the fall.
- There are two Lake Champlain Basin Program Grants: Habitat and Stormwater that will be finishing up in the fall.
- We have begun work on four out of five WQIP grants that we received in the last round. We are still waiting for one executed contract.
- Thanks to Chris Watkins for her AEM close out assistance.

Division VI, John Persch, Fulton County SWCD

Everyone is out getting projects done.

John met with Judy Littrell and Tom Bielli from NRCS and Congressmen Owens on July 2nd. Judy asked John if he could have producers there that utilized either EQIP or NRCS funding projects.

Lauren Prezorski asked John to fill in as an instructor at Boot Camp for a Tile Drainage Class.

Fulton County SWCD

- Has an ongoing contribution agreement with NRCS to do 42 WRP Biological Monitoring through five counties. John has two interns doing those.
 - Finished WRP project; need to get the seeding & mulching done.
 - Sprite Club Dam Project – just finishing this up. Brought in 1500 yds of clay, repaired the dam, put in a new emergency spillway in, put in an access road bridge.
 - Working on another maintenance dredging project in the Town of Oppenheim.
-

Division VII, Kristen O'Dell, Orange County SWCD

Columbia County – Upset that Round 18 still hasn't been announced and no news on Flood Mitigation Grant money from Government.

Ulster County – They have a couple of big stream projects underway and a covered barnyard with a slotted floor over storage.

Orange County

- Trying to close out ACRF.
- Working with CCE/OC to coordinate a G.I. bus tour to demonstrate projects.
- Waiting on Round 18 to be announced.
- Aided NY Farm Bureau tour with their Board of Directors on July 27th to 29th.

Administrative Conference Committee Report, P.J. Emerick, Ontario County SWCD

Administrative Management Conference Committee Meeting

June 27, 2012

Auburn Holiday Inn

Present: Deb Kelley, Judy Littrell, Carla Luther, PJ Emerick, Karen Ervay, Judy Bennet.

Purpose of the meeting is to begin planning the classes for the joint fall conference with NYACD, which is scheduled for October 15, & 16, 2012 at the Auburn Holiday Inn.

Tentative classes to be offered at the fall training are as follows:

- Electronic Files Management
- Professional Written Communications
- Effective Board Meetings
- Payroll Reporting Requirements
- Crash Course
- QuickBooks – Item List and Inventory Tracking
- District functions- How funding, programs and staff members fit together
- Conducting effective and efficient Board meetings.

The committee members will have class descriptions to Judy Littrell by July 20th and they will also have a follow up phone conference on July 31st.



2012 New York State Envirothon Competition Report

Location: Hobart William Smith Collages
Geneva, New York

Dates: May 23rd & 24th

No. of Teams: 48

1st Place: Mount Academy, Orange County
This the same team that one last year.

Educational Activities: Paul Schnell from the Institute for Environmental Learning
Program consists of a live eagle and several other raptors. It was a big hit with the students.

Geo caching: Started out well, then students started moving the containers so others could not find them. This part of the program was shut down.

Advisor Activities: Tour of the Agricultural Experiment Station
Tour of Montezuma Wildlife Refuge
Documentary Movie *Green Fire: Aldo Leopold and a Land Ethic for Our Time!*
Advisor Round table Discussion

New: The banner pictured above
Lapel pins
Station tents

Positives: Several committee members received good comments from the advisors and some of the students.
No major issues on testing day. A couple of answers on the key for the forestry test had to be changed and those tests rescored.
No injuries

Negatives: By the end of the competition committee members were stressed and tired.
Discussed at follow up meeting: Site coordinator needs two volunteers to do the running. Can't expect the site coordinator to be everywhere as he was this year.

The top ten teams were announced incorrectly. I take full responsibility for this mishap. When I sorted the scores on the spreadsheets some of the totals changed and others remained the same. I tried it several times before I sorted them by hand. I did it twice, but missed two teams that were in the top ten.

Corrective Action: Awards were ordered for the teams that were missed. They were mailed to them with a sincere apology. The teams were understanding and no major issues arose from the mishap. We have since figured out how to sort the scores so this does not happen in the future.

Lack of financial support from our conservation partners. Due to the temporary assignments of NRCS State Conservationists our request for funding was never acknowledge. For several years NRCS has been supporting the program with \$1,200 towards supplies and educational activities.

Financials: The bill from the college has not been received. There is enough money to pay it when it does come. We were fortunate to have the member item funding from Senator Seward. All funding for this year's program was raised by the Envirothon Committee. No funding was provided by the Foundation.

In 2013 the team will be going to Montana. This will increase the budget and our fundraising efforts.

Goals: To fill all vacancies on the State Envirothon Committee.
Recruit more volunteers.
Restructure the role of the committee member so that the member is not solely responsible for a task. It was suggested that they have their own subcommittee working with them throughout the year.
Find new funding to replace our partnering agencies support.
Keep the same T-shirt design changing the animal inside the "O" each year to provide continuity from year to year.

2013: Competition will be held at Morrisville State College on May 30th & 31st.
NOTE: this is a Thursday and Friday. The change was made due to the holiday on Monday.

*Submitted by
Sandy Huey, Chairperson*

Environmental Education Foundation

Minutes from the June 4th meeting

In attendance: Dave Reckahn, Jason Cuddeback, Lisa Miller, Elizabeth Mangle, Jane Robinson, George Sisco, Jill Chamberlain-Winters, Erica Schreiner

Dave started the meeting at 11:07am

A motion was made by Lisa and a second by Jason to pass the minutes of the April meeting as corrected.. Elizabeth noted the next meeting date was incorrect and needed to be correct. Motion Carried

Lisa had sent out the current financial state for the board. Dave discussed the current financial status and that the checking was 8822 with \$5,000 from Iroquois and \$100 each from Meadowview and LICA for the NYS Envirothon. We discussed approving payment of those funds to the NYS Envirothon as part of the current report. We will wait and see if anything additional are needed motion was made by Elizabeth and seconded by George to approve the June Financial report as discussed by the board. Motion carried

There was discussion of John Miletech and Teacher from Malone to sit on the board. Dave will get John's contact information and let him know about the next meeting.

Annual Meeting – July 17th 2012 @ 11:00 am in Auburn at the District office. We will do lunch for the board to order that morning. The meeting will be from 11 – 1 pm. Possible agenda items for annual meeting include Guest Speaker to help discuss needs of the nonprofit fundraising and goals. We will discuss the status of company and foundation contacts with current status. Discussion of Brocheres and possible printing with some potential printing donation. Looking at outreach and new strategy and some brain storming. Elizabeth discussed going back to the 2 day session held to brain storm on moving ahead with the foundation.

The Banner will be taken to Farm days by Jason and Erica will get the Banner to the NYS Fair display.

There is no word on the CSX application for \$25,000 and Dave will reapply for \$25,000 from the state program through Walmart.

Dave will send out minutes and reminder by end of the week for the annual meeting and will ask for suggestions on a guest speaker.

Meeting adjourned at 11:52 am

Our next meeting will be held on Tuesday July 17th at 11:00am.

Respectfully submitted dvr

Timeline of Events of the NYSCDEA, inc.'s Uncategorized Expenses from 2009 – 2012

July 9, 2012

I have developed this information so that all CDEA members are aware of what has been going on to try and resolve the financial issue that was discussed at the 2011 WQS. I feel that it is important that all of us understand what has gone on and what has been done to try and rectify the situation.

After the passing of the previous NYSCDEA Treasurer, the newly appointed Treasurer took over and began reconciling the bank statements for 2010 at which time were three electronic funds transfers detected. In total these added up to be \$3,852.13. After further investigation from the new Treasurer these transactions were made to credit cards in Vicki Hendrix's and Brooks Hendrix's names. A board member tried working with Mr. Hendrix to look for the credit card statements to show any activity that would indicate these charges were for the benefit of the NYSCDEA, however none were found. The President at the time, Steve Lorraine tried to discuss this issue with Mr. Hendrix to find a resolution. No resolution was made.

Another discovery of five more electronic funds transfers was found in the 2009 NYSCDEA Bank Statements totaling \$6,950.92. Once again these were payments made to credit cards in both Vicki's and Brooks' names. This new discovery brought the total of Uncategorized Expenses to \$10,803.05. An emergency board meeting was held in January of 2011 to identify the steps to address these issues.

From the meeting, the Board members decided to pursue a forensic audit and hire a lawyer if necessary. Several members provided input on lawyers and CPA firms. Bailey and Carr and Mike McConville Esq. (Mike) were hired as they had the qualifications and have worked with other Districts. In addition to the legal matters, over the next few months, policies were added and amended to reduce the chance of this occurring in the future.

The forensic audit was conducted in February of 2011 and the auditors looked through the NYSCDEA files and found some altered Reimbursement Requests. The auditors came to the conclusion that there was credible evidence to suggest that the past Treasurer, Vicki Hendrix, either conspired to commit or committed the possible misappropriation of funds which in turn equals a loss of \$10,803.05 to the NYSCDEA.

The 2011 WQS was held and there was the announcement and brief discussion of the missing funds.

Jim Lieberum took over Presidency from Steve Lorraine and contacted Mr. Hendrix to continue the resolution of this issue. A certified letter was sent to Mr. Hendrix after review from Mike and was received on 5/20/2011. A response was provided by Mr. Hendrix on June 15th, explaining that there had been a misinterpretation of what was said between Mr. Hendrix and the CDEA on the resolution. Mr. Hendrix explained that he had not been provided any evidence that the missing CDEA funds were Vicki or his responsibility.

After the July CDEA board meeting and discussions with Mike, Jim Lieberum sent a second letter addressing Mr. Hendrix's concerns with the CDEA conclusions. Jim offered to meet with Mr. Hendrix and

several key members of the CDEA Board. Mike suggested that Jim allow Mr. Hendrix to review the CDEA and forensic audits. Jim asked for a response by August 26th, no response was received.

Jim brought the issue to the Board meeting in September. From that meeting two things were discussed: litigation and a second legal opinion. A lawyer who had recently worked with one of the board members offered his services for another opinion.

Jim contacted Mike about possible litigation and Mike explained the real challenge to litigation is this type of situation and the fact that the funds that were in question may not be worth litigating for. The advice from Mike was to continue with trying to work it out with Mr. Hendrix. At the same time Jim contacted the second lawyer (Pete), but did not receive a call back. In the meantime in October (letter dated Oct 13th) Mr. Hendrix responded and stated unequivocally that neither he nor Vicki had any involvement with the missing funds and at that time he was making arrangements for legal counsel for the allegations.

Jim successfully contacted the second lawyer (Pete) and discussed the situation with him. Pete laid out the framework if the CDEA went through litigation, but he also supported the direction in which Mike had the CDEA on for the same reasons. He also explained that Jim should be careful with the letters, as any demand for repayment may be considered extortion.

Jim asked Mike to draft a letter and send it to Mr. Hendrix to try and keep the issue moving. Mike sent a letter dated Dec. 5th 2011 to Mr. Hendrix and received a letter back dated Dec 16th from an attorney representing Mr. Hendrix. In the letter the lawyer discusses his understanding of the issue and that Mr. Hendrix has nothing to do with this issue.

Mike has been following up the Mr. Hendrix's attorney and there has been some discussions between them. Mike explained that the CDEA needs to know if Mr. Hendrix is willing to make an offer to settle this matter. Mr. Hendrix's lawyer said he would talk with his client and get back to Mike in the near future. As of today March 8th, Mike has not received any communication for Mr. Hendrix's lawyer.

Addenda from the 2012 Water Quality Symposium's Annual Meeting

On March 9th, Mike received a response from Mr. Guttman indicating that he believed that Mr. Hendrix had no involvement or liability with this matter.

Jim asked Mike what his opinion was on the letter and the next steps. Mike responded on March 12th that he would discuss the matter further with Mr. Guttman, but stated *"It is still my belief that although it is in my best interest to sue Mr. Hendrix, it is not in your organizations' best interest to get involved in such a lawsuit"*.

In an email response to Jim on April 24th 2012, Mike stated *"We are now at a point where letter writing is of little value. The attorney has taken the position that we have no claim and although I seriously doubt that his client had no knowledge, our next step would be to commence litigation. We would be more than willing to do so, but I think you would be spending more than you could recover. I believe your group must now decide do they wish to commence litigation or close up this matter."*

Monday, July 09, 2012 At the May 2012 CDEA Board Meeting in Cobleskill, Jim discussed this info with the CDEA Board. The Board decided not to try and seek any restitution based on Mike's advice. Jim said he would follow up with Mike to see what was necessary and proper to close out this issue. After letting Mike know about the Board's decision, Mike suggested that Jim develop a timeline of events and the actions taken and that this document be amended to the minutes of the CDEA. He felt that would finalize the issue and provide information on what the Board had undertaken to rectify the situation.

Policy changes:

1. New guidelines have been put into place to track payments made out of the NYSCDEA Bank Accounts.
2. A reinforcement of the policies already in place has been issued.
3. An "OFFICER GUIDELINES and RESPONSIBILITIES SUPPLEMENTAL STANDARDS OF OPERATION – TREASURER" was developed and approved.*
4. There was a change to the CDEA Reimbursement Form that was approved.*
5. An official "Funds Transfer Request" form was developed and approved.*
6. An official "Payment Authorization Form" was developed and approved.*
7. An internal audit checklist was developed and approved.*

* = indicates that information was added to the NYSCDEA By Laws and Policy Handbook under Addenda

This is the official narrative of events that occurred from 2009-2012, in regards to the NYSCDEA financial issue. This information I believe to be true and correct and this narrative is to be approved by the NYSCDEA Executive Board and added to the minutes as an official record.

Jim Lieberum, CPESC
District Manager, Warren County SWCD
President, NYSCDEA, inc.



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
Diana Timber Lands
Harrisville, NY
September 6 & 7, 2012

Wednesday, September 6

Members Attending

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

Absent

John Persch, Division VII
Polly Weigand, Division VIII
State Committee
NRCS

Division Representatives

Mark Gaston, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
Kristen Brown, Division VII

Partners

Judy Littrell, NYACD (via cell phone)

I. **Called to Order:** Jim called the meeting to order at 12:38 PM

II. **Reading and approval of minutes:**

There was a correction to the July minutes it should have been 590 Standard not 509.

- **Motion was made by Jordan, seconded by Chris to approve the July minutes with correction. Carried.**

III. **Correspondence:**

- A thank you card from Kristen Brown for the wedding gift from CDEA
- Velynda thanked the CDEA for the wedding gift

IV. **Reports:**

A. **Division Reports:**

Division I: Mark reported the following:

- ✓ There is going to some retirement within the Division
- ✓ Erie partnered with Wyoming SWCD on engineering and grants
- ✓ Construction is ongoing within the Division specially with manure storages
- ✓ LEPWA (Lake Erie Watershed Protection alliance) has hired a part-time coordinator; however, the individual took another position.
- ✓ Looking at October/November as a meeting with discussion on State Fair representation.

Division II: Appended to the minutes.

Division III: Appended to the minutes.

Division IV: Appended to the minutes.

Division V: Appended to the minutes.

Division VI: Appended to the minutes.

Division VII: Kristen reported the following:

- ✓ Districts are busy working Rd 18 Plan of Works
- ✓ The pelletizer is being used by Ulster SWCD at the first paying project.
- ✓ Orange SWCD has hired a new technician
- ✓ Orange/Ulster/Sullivan received funding from Senator Ramada

Division VIII: Polly was unable to attend; however, a report was submitted & appended to the minutes.

B. Partnership Report:

1. **SWCC** – no one present; no report
2. **NYACD** – Judy reported the following:
 - ✓ Reviewed the Farm Bureau resolution on the proposed EPA Guidance Document on removing the “navigable waters” from the Clean Water Act
 - ✓ Resolutions are due to by September 15 for the Annual Meeting in October. Any resolution after that can be emailed to Judy or provide 50 copies.
 - ✓ Award nominations are due by the end of September
3. **NRCS** – Don was unable to attend; however, he follow-up with Jim via email the following:
 - ✓ Peter Wright does plan to do some training this fall on the Hydrologic Soils Group and new Rainfall Runoff data. No specific dates have been set yet.
 - ✓ Communications during EWP, District Conservationists are informed when teams will be in their county to do DARs and other work. While the EWP team did not necessarily contact SWCDs directly, we would expect the DC to do so. In some cases, SWCDs took an active part in locating, evaluating and even performing some of the Damage Survey Reports. We will note your concerns for future events and work to improve local communications.
 - ✓ Formal announcement out to Districts on the issue of removing QuickBooks from the NRCS computers and network. We are trying to clarify any deadlines or timelines with our national headquarters.
 - ✓ The Conservation Skills Workshop payment should be received within 30 days. NRCS doesn’t receive any notification through our systems when a payment fails to deposit in the payee’s bank account. We really don’t know until we get a complaint that payment has not been received.

C. Committee/Meeting Reports:

1. **Conservation Skills Workshop** - Chris reported the registration forms were sent out. There are fewer classes this year.
2. **NYS Envirothon** – Jim stated he has received the committee forms from Bob Shenck , Diane Carlton, & Fred Von Mechow to be on the Envirothon Committee.
 - **A motion was made by Mark, seconded by Kristen to accept the Envirothon Committee forms from Bob Shenck, Diane Carlton, & Fred Von Mechow.**

Kristin stated the next year event will be held at SUNY Morrisville College on May 30 & 31, 2013. The committee still needs one individual for a full committee.

3. **EFD and NYS Fair** – Kristin stated next year's theme will focus on the Envirothon. The shifts will change back to the 4 hr shift with the option to work a double shift with the committee purchasing the extra tickets. She further stated she was very upset when she learned that an individual left their shift earlier because the signed agreement states the booth needs to be staffed from opening to closing. Kirstin will be contacting Districts on updating the District Program packets. Aaron stated he would be willing to put something on hydro-fracking. Velynda mentioned while she and Jeff were working Senator Richie stopped and spoke with Jeff on the good work Soil & Water Conservation are involved with. 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 held a teleconference. A part-time internship position has been approved. The funds that are in the account have been earmark for the Envirothon. Grants has been submitted; however, no award.

V. **Treasurer's Report** – Kristin W. emailed income and expense reports to the Board for their review. \$896 was collected from the golf proceeds.

- **A motion was made by Velynda, seconded by Kristen to use \$300 of the proceeds to cover the outstanding bill and the remaining balance to the Frank Scholarship. Carried.**

Meeting suspended at 4:23 PM.

Meeting reconvened at 8:30 AM

Friday, September 7

Members Attending

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

Division Representatives

Mark Gaston, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division VI
Kristen Brown, Division VII

Absent

John Persch, Division VII
Polly Weigand, Division VIII

VI. Old Business:

- A. **Golf Tournament** – Chris stated there were 14 teams. A new plaque was purchased and some individuals are stepping to assist. The registration fee was increased this year.
- B. **590** – A revised version of the 590 has been sent out for public comment. Training will be needed when the new standard is released. Comments are due back by October 5. Chris will provide Division Reps with parts of the Standard that needs special attention.

- C. **Letter** – PJ drafted a letter that Jim signed regarding Barb Silvestri to Commissioner Aubertine with no response.

VII. **New Business:**

- A. **NYS Reimbursement Cap** – Jim discussed Part A, B & C. He explained that Part A (\$30,000) will be fully funded before Part B (\$6,000) & C (\$14,000 approximately) can be funded. How will this affect Districts? 8 Districts would lose funds and 10 Districts would be border line. It was felt that not enough was done to address that. Additional \$1.8 million is needed in order to fully fund Part A, B & C.
- B. **Division VIII** - Jim explained that Polly would like to stay as the Division Rep; however, there are no County funds to have her travel. Polly was asked to research the cost of traveling to the meetings. Three different ways were investigated – personal car, Amtrak Train and flying. The cost of flying and Amtrak will be variable over time depending on rates changing. The Board also discussed teleconferencing and Skyping. Discussion took place on the expenses that would be incurred but at the same time how important to Representation at the meeting. It was asked if Division funds can be used for transportation. Jim replied that's Division 8 decision to make if they would like to use their training funding for that.
- C. **Ag NPS Summary** – appended to the minutes.
- D. **2013 Water Quality Symposium** – Nichelle handed out a draft copy the training schedule and four classes are still needed. Nichelle tried to negotiate with Double Tree on state rate which is too high. If it's decided to utilize Double Tree then the CDEA would be losing funds. The WQS will be held at the Holiday Inn, Auburn and there will be an increase to the registration \$15. She further mentioned there were discussions of this being the last year for CNMP. The registration packet will list applicable credits. She is also investigating different software program for online registration. She will keep the Board updated on the online registration.

XI. **Other Business:**

- A. **Fertilizer Tablets** – Chris mentioned there are 68 cases and 250 cases are needed. She further stated John recommends CDEA to order 200 cases.
- **A motion was made by Mark, seconded by Aaron to authorize the John to purchase the additional 200 cases of fertilizer tablets not to exceed \$10,000. Carried.**

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

- XII. **Adjournment:** 10:39 AM

Velynda Parker

Velynda Parker
Secretary

DRAFT