



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
High Peaks Resort
Lake Placid, NY
February 13-14, 2013

Wednesday, February 13

Members Attending

Jim Lieberum, President
Nichelle Billhardt, Vice President
Kristin White, Treasurer
Aaron Ristow, Member at Large
(via tel-communication)

Division Representatives

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

Absent

Jordan Clements, Division IV
Kristen Brown, Division VII
Velynda Parker, Secretary

Partners

Don Pettit, NRCS via tel-communication

- I. **Called to Order:** Lieberum called the meeting to order at 11:37 AM with introductions.
- II. **Reading and approval of minutes:**
 - ✓ **A motion was made by White, seconded by Watkins to approve the minutes. Carried.**
- III. **Reports:**
 - A. **Division Reports:**
 - Division I:** Gaston reported the following:
 - ✓ Dave Wilson from Chautauqua County is retiring and returning as a part-time technician.
 - ✓ Erie County intern has been working on grant applications for the Environmental Education Foundation; Georgia Pacific and Dr. Scholl's.
 - Division II:** PJ reported the following:
 - ✓ The Ontario County has been requested to take over the Lake Weed Harvesting program previously administered by the planning department.
 - ✓ The Residential Onsite Wastewater Treatment Systems Design Handbook is now out. The Department of Health and Tad Gerace of Ontario County SWCD are putting a training together to roll that new publication out.
 - ✓ Jim Balyszak is leaving Monroe County and has taken the new Hydrilla Program Manager's position being administered by FLOWPA.
 - ✓ Bob Kiley wanted to thank the employees association for their support for their family and their son Levi at this difficult time.

- ✓ Stormwater certification exams are being offered by the SWCD with attendance fees at \$100 per person.

Division III: Watkins reported the following:

- ✓ Christine Watkins is the newly appointed Interim Executive Director for the next 6 months for Jefferson County SWCD.

Division IV: Appended to the minutes.

Division V: Croote reported the following:

- ✓ The Upper Hudson River Watershed Intern is currently compiling watershed data for the Upper Hudson Watershed group.

Division VI: Persch stated the following:

- ✓ Provided an update on the Mohawk River Coalition & Upper Hudson Coalition
- ✓ Received 3 paid sponsors to date for the Farmers Market and Resource Fair at the 2013 Water Quality Symposium

Division VII: Brown not present, no report.

Division VIII: Appended to the minutes

B. Partnership Report:

1. NRCS

- Re-structuring plan:** Waiting on approval from Washington. Headquarters has been slow in communicating exactly what they want from their restructuring plans. April/May are deadlines for mid-year reviews and then NRCS plans to start making changes after that timeframe. March 1st is the date that government sequestration could begin if Congress does not take action. In any event, government employees will not be furloughed. Employees may be getting a 5% cut. The main impact is that employees will be shifted over to Emergency Watershed Protection from the aftermath of Irene and Lee. Instead of paying temporary employees, NRCS employees will be utilized. If the budget moves forward on continuing resolutions they can hopefully avoid a government shutdown.
- Soil Health Campaign:** NRCS is forming an internal and external soil health subcommittee of the state technical committee to help the public adopt practices that improve soil health. NRCS did request one or more representatives from the NYSCDEA to be appointed to the committee. Aaron Ristow volunteered as the representative.

Weigand had a question regarding how this plan and possible sequestration affects the hiring of the DC to cover their county. Pettit said there was approval to move forward but it was still tied to budget decisions made by Congress.

- NACD Meeting:** Pettit reported they had an All-State Conservationists meeting where a significant amount of business was completed.

Mike Latham entered 1:05 PM

C. Committee Reports:

- Frank Bratt** – It was reported that the top 4 applications were fully funded out of 9 applications. Those funded were Polly Weigand, Tad Gerace, Alan Young, and Angel Hinkle (partial funding). There was a question regarding James Balysak being awarded Frank Bratt even though he will be leaving to take on a

non-district position. Billhardt motioned to table until question was answered. White seconded. Motion Tabled. Gaston clarified employment issue recommending \$120 of Balysak's award go to Angels \$360 which is ¾ of what she was originally asking for. Watkins motioned and Croote seconded to apply all Frank Bratt Scholarship funds for this round to the top four applicants excluding Jim Balysak because he's leaving district employment. Motion carried.

Larry Day entered via Webex 1:15 PM

- IV. Presentation on AEM Database Management utilizing Access Database 2007:** Larry Day discussed an AEM Database Management System (DMS) that he has been putting together that will provide a tracking system, via data entry, allowing for better efficiencies in the AEM base program. The NYS SWCC had funds through an Ecosystem Based Management grant that initiated Day's involvement in creating the DMS. The grant funds are now depleted and Day has been training Lauren Prezorski in the DMS on how to translate Tier II surveys into the DMS system so that she can continue Day's work.

Ristow discussed the Upper Susquehanna Coalitions DMS developed for purposes of reporting to EPA for the Chesapeake Bay Watershed and compared that with the DBS that Day has created. Ristow said that their DMS is housed in the planning office on one server, each county has their own access code and can only see data entered by that access code. The DMS designed was not as elaborate as the original plan, but there was limited funding to develop the DMS. Day's DMS is more likely to be housed individually within a county where the county is in charge of the database management and reporting. Ristow will be instructing a half day course at the Water Quality Symposium to demonstrate the merits of the program statewide. Ristow discussed a survey that was sent out and a majority of the responses indicated the interest in having some kind of DMS.

Partnership Report Continued:

C. NYS SWCC

- a. **AGNPS:** Latham reported that Round 19 of the Agricultural Nonpoint Source Abatement and Control Grant Program was ranked and approved by the SWCC. A list of interim reports status was considered in the ranking, which was passed around.
- b. However, the Governor has not approved the list. There were 76 applications and nearly \$20 million requested. At this time, he was unsure whether \$11 or \$11.5 million was available to fund projects.
- c. **EPF Resource:** Latham reported vouchering for EPF payments by February 19. Payments have been flowing smoothly with a fairly rapid response to vouchers.
- d. **Application Process:** The Application process for the AGNPS program is likely to go digital by Round 21, maybe before that.
- e. **Contractual:** NYS is investigating a standardized, uniform contract for all grants let by New York State.
- f. **SAGE Findings:** While many grant applications are being combined with the consolidated funding applications or CFA, it is unlikely that the AGNPS program will be rolled into that because it is so unique.
- g. **NYS Aid to Districts:** Jennifer Clifford is assisting with calculations for NYS reimbursement. There was a significant increase in reimbursable items from each district. Jennifer will continue to move forms into fillable pdf format for ease of reporting. A question and answer worksheet is being drafted by staff for Part B and C programs. Reimbursable items were up this year and without enough money to fully fund Part A, reimbursements had to be pro-rated. Two districts lost funding while most gained an average of \$9,000.

- h. **Emerging Issues:** At the last SWCC meeting in Utica, there was discussion regarding 2 district boards and resolving their specific contract issues. Items outlined are as follows:
 - a. Performance Reviews?
 - b. Adherence to contracts
 - c. Misuse of state funding
 - d. Contractual breaches.

These districts are working to resolve the issues that have come up and board of directors are working hard to formulate plans. NYS SWCC recognized that all boards act independently and have nothing to do with an individual employee's actions. Therefore, directors can continue to serve their respective residents.

Districts have the right to receive advances for their state contracts, its part of their unique contractual privileges. This is unique to districts and hope that resulting outcomes is not the loss of this ability for districts to voucher for advances. It was stated and emphasized that it was important that each grant has a separate interest bearing account. Protections are in place and protocol maybe incorporated into manager's curriculum to provide guidance and help to avoid similar situations in the future.

- h. **NYACD:** A brief statement was made to explore term limits for board of directors in the effort to avoid long standing issues that go unaddressed for long periods of time. Resolution on these issues occur when inquiries are made by new directors. The challenge to imposing term limits is finding committed and skilled individuals who are will to serve, educated on Districts and who recognize their responsibilities. Questions discussed include clarifications for the future regarding funding advances and are they being requested for the right reasons, need for ethics model policies for boards, model grant management and fiscal reporting.

Persch recommended that the Area Environmental Analyst as the appropriate individual to inform Districts boards of thier roles as directors.

- i. **Board of Director Training Program:** Will be up on the NYS SWCC website.
- j. **Treasurers:** There is continued concern over the modified accrual system and general accounting questions. Looking to address specific accounting skills in future trainings.
- k. **CAFO:** Working with NYS DEC on a responsive summary regarding environmental comments against the policy. Modifications discussed concern mandatory nutrient management plan in order to maintain stormwater exemption that farms have under CAFO.
- l. **NYS DEC:** EPF Line item – Recycling ag plastics funding may be moved and be made available for nutrient management planning. Discussion ensued regarding CCE being in charge of nutrient management plans as opposed to Districts. The Dairy assistance program is supposed to focus on business planning – possible funding also to be awarded to CCE.
- m. **590 Standard Roll Out:** Calls are scheduled for January 24 and February 6 to summarize the changes to the 590 standard.
- n. **AEM Training:** Closeout Scoping Tool to provide guidance on what is and is not eligible for cost share
- o. **Post Emergency Stream Training:** Champlain was approved to train-the-trainer sessions across the state for \$75,000. More details regarding this training will be coming soon.

D. Committee Reports (continued)

- a. **Conservation Skills Workshop:** At the Annual Water Quality Symposium a survey was handed out looking for training topics. Participation has been down in recent years and part of the survey had asked what may be the particular cause in their district why their participation may be low. There was a request that part of the Division representative's responsibilities would be to bring up this topic in division meetings and bring back responses to NYS CDEA.
Lieberum had asked if we had been paid from NRCS yet for last year's Conservation Skills Workshop. Persch said he has not billed them yet.
- b. **State Fair:** White reported that she sent out a sign up for the NYS Fair Booth and discussed who has signed up to date.
- c. **Empire Farm Days:** This year the committee is looking for new before and after pictures for both agricultural and non-agricultural projects to display at the Empire Farm Days booth.
- d. **Environmental Education Foundation:** Looking to apply for funding from the Cedar Tree Foundation. Also working on updating a funding mailing list on an excel spreadsheet. Two other funding sources identified are REI and Toyota but not sure how much funding is available for each grant. REI will solicit volunteers for a stream cleanup. Toyota and Audubon tend to fund education and other projects.
- e. **Invasive Species Advisory Committee:** A meeting was held in March in Albany. The committee is currently working on a ranking report that is scheduled to be completed by September of 2013.

E. Treasurer's Report

- a. **Income and Expense Reports:** White emailed income and expense reports to the Board for their review. The bank name does not match our name and she is working on getting new signature cards that reflect our name.
- b. **Records retention:** After review of the records, White has identified financial records from 2005 and 2006 (1096 and 1099s) can be destroyed.
- c. **Budget:** There were questions on carryover. The individual committee carry over was over budget by \$529.17. This funding was pulled from the carryover.

- **Emerick motioned, Persch seconded to approve 2013 Proposed Budget. Motioned carried.**

Questions on symposium class, Defensive Driving, paid for by Divisions. Emerick will list all division that are supporting the training at the symposium with their Division dollars. He will invoice NYS CDEA for the Defensive Driving course expenses.

- **A motion was made by Croote, seconded by Weigand to approve the financial report as presented. Motioned carried.**

- F. **Fertilizer Tablets:** Persch reported 97 cases were sold so far. Sales are down from last year but he has not heard back from all of the counties yet. Persch asked Division representatives to communicate with their divisions regarding their fertilizer tablet orders. The tablets have been paid for and delivered to Cayuga County. Our cost per case was \$62.

- G. **CAFO Proposed Changes:** SWCD had responses and input into ruling and 590 changes. Watkins said the CAFO workgroup was to meet. NYS DEC's Erica Cruden will have more meetings to discuss comments to date.

- H. NACD Meeting:** Lieberum reported that the NACD Annual meeting that was held in San Antonio Texas was a good meeting with several quality presentations. In particular he discussed "The Worst Hard Day", a book about the Dust Bowl by Timothy Egan and documentary by Ken Burns. Lieberum reported at least 10 or 11 representatives were there from New York State. Elections resulted in two of the NY contingent representatives being nominated for positions for Northeast NACD Executive Board positions. Lieberum also reported that while \$2,200 was budgeted, actual expenses were \$1,700. Lieberum recommended anyone that had the opportunity to attend, to do so.
- I. Equipment Purchase Discussion:** Persch had made the suggestion that the board look into purchasing an iPad or similar tablet to facilitate Facetime or Skype meetings, for Symposium registration for the Vice-President, etc. Both Ristow and Persch investigated recommended specifications on the tablet as well as a projector. There was only \$20 difference between state bid and online purchase. A data plan was discussed but deemed unnecessary as long as there is wi-fi connection. If needed, a data plan can be purchased on a month by month basis.
- A motion was made by Emerick, seconded by Watkins to utilize entertainment fund dollars to purchase the IPAD and related equipment. Motioned carried.
 - Billhardt motioned to adjourn until tomorrow, seconded by Watkins. Motion carried.

Friday, February 14

Members Attending

Jim Lieberum, President
Nichelle Billhardt, Vice President
Kristin White, Treasurer
Aaron Ristow, Member at Large
(via tel-communication)

Division Representatives

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

Absent

Jordan Clements, Division IV
Kristen Brown, Division VII
Velynda Parker, Secretary

Partners

Board meeting was called to order at 8:22 am.

J. Symposium:

- a. Billhardt reported 187 registrations. The online registration is going well.
- b. Persch reported that he has 31 tables so far for the resource fair. There are usually 33 tables total, 18 vendors had paid at this point and he had taken in \$4500. Nine wineries and two distilleries are signed up so far. The goal is to have 10 wineries and 15 vendors. Also, Meadowview requested two tables for the chocolate fountain. Penn Jersey paid last year and didn't end up being able to make it so we are not

charging them this year. More glasses were ordered with the NYS CDEA logo on them. So far the following vendors have signed up:

1. Farm Info Tech
2. Ej Prescott
3. Waypoint Tech
4. Carlson Software
5. Source Molecular
6. Page Seeds
7. Ag Engineering Services
8. Barton and Loguidice
9. Meadowview
10. Cam
11. Hydro- grass
12. Environmental Facilities Corporation
13. Penn Jersey
14. Lane Pipe
15. Bernie and Carr
16. Pinelands Nursery

Persch also reported the evening events planned included: Tuesday - scavenger hunt, Wednesday- "Districts Got Talent and Thursday – St. Paddy's Day celebration.

- K. Ecosystem Based Management Wrap Up:** Working with Lauren Prezorksi and Brian Steinmuller to finalize the project. The final report was submitted to the state committee and they had asked for more information. As a result they are now behind in payments. One problem encountered was that districts were never told they had to follow procurement. It was not included in the packet so each district had to go back and provide more info.
- L. NYS CDEA Newsletter:** Need to reauthorize the funding for the newsletter. One idea was brought up to base articles on interviews with employees. The recommendation was to negotiate with Elizabeth for Caitlin's services.
- **Emerick motioned to negotiate with Elizabeth for Caitlin Stewarts services for the CDEA Newsletter, White seconded. Motion carried.**
- M. Stream Intervention Training:** Delaware County and the Upper Susquehanna Coalition are in negotiations to provide the training. Considerations included, "Do they want to take the training on" and "Do they have the capability to do the training?" The training is considered stream triage and not a permanent solution to erosion control. However, this program gets the stream back to 70 percent of its function and letting Mother Nature do the rest. The watershed group conduct the training and NYS DEC wanted everyone in every county to have the training. Right now Mike Lovegreen is the contact for training.
- N. Bucket Raffle Silent Auction:** Questions were brought up regarding utilizing the proceeds to help Bob Kiley's family. Funds were used in the past to generate scholarship funds for Frank Bratt Scholarship. A suggestion was made that there be a separate 50/50 raffle to see if we could raise even more for their family. There was a suggestion that there be an announcement at the opening session about the fundraiser throughout the Symposium for the Kiley family.
- O. Golf tournament:** Doug, Kristin and Russell Smith are going to put a committee together. Discussion ensued about having it at Castle Wood. The date has been saved and Watkins will look around for possible locations.

P. Annual Reports: Lieberum reported that he will print 25 copies of the Annual Report for the Annual meeting and thought we could use the iPad projector for resolutions and the annual report . Discussion included the by-laws changes to address copy requirements for annual meeting resolutions. Weigand and Liebrum volunteered to draft changes for the by-laws to save on making so many copies.

Q. Stormwater Committee: A letter was received from Kelly Emerick, who contacted Cliff Frasier regarding no participation from NYSCDEA. A discussion ensued regarding problems with the storm water program. At this point they are collecting information to be discussed at the next CDEA board meeting.

Don Lake said he would donate his time for the creation of a new contractor field book. At the Empire State Soil and Water Conservation Society meeting there was a meeting held by Don Lake. The proposal was to make sales of the contractor field book a fundraiser for the Society. He stated his problem with this, that the cost is \$8 per book and the Society plans to charge \$20 per book. He is worried that the purchase price will deter districts from buying the books.

R. Ronny Raindrop: Emerick asked about the availability of the Ronny Raindrop image because Lindsey Gertenschlager (Wayne County), wanted to develop a pamphlet showing Ronny planting trees. It was suggested that Lindsey contact Blanche Hurlbutt to discuss the limitations behind the Ronny Raindrop copyright.

A motion was made by Watkins, seconded by Croote to adjourn the meeting at 9:54. Motion carried.

XII. Adjournment: 10:39 AM

Nichelle Billhardt

Nichelle Billhardt
President



**New York State Conservation Districts Employees' Association
Annual Meeting
Holiday Inn, Auburn, New York
March 13, 2013**

Members Attending:

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

Guest:

Don Pettit, USDA NRCS
Judy Littrell, NYACD
Brian Steinmuller, NYSSWCC

Division Representatives:

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

- I. **Called to Order:** President Jim Lieberum called the meeting to order at 7:02 pm. Jim welcomed all those in attendance and introduced the NYSCDEA Executive Board and Division Representatives.
- II. **Roll Call of Districts:** Jordan Clements and Velynda Parker performed the roll call and the following forty-two Districts were present:

Albany SWCD	Allegany SWCD	Cattaraugus SWCD
Cayuga SWCD	Chautauqua SWCD	Chemung SWCD
Clinton SWCD	Cortland SWCD	Delaware SWCD
Dutchess SWCD	Erie SWCD	Essex SWCD
Franklin SWCD	Fulton SWCD	Genesee SWCD
Hamilton SWCD	Herkimer SWCD	Jefferson SWCD
Lewis SWCD	Madison SWCD	Monroe SWCD
Onondaga SWCD	Ontario SWCD	Orange SWCD
Orleans SWCD	Oswego SWCD	Otsego SWCD
Rensselaer SWCD	St. Lawrence SWCD	Schuyler SWCD
Seneca SWCD	Steuben SWCD	Suffolk SWCD
Sullivan SWCD	Tompkins SWCD	Warren SWCD
Washington SWCD	Wayne SWCD	Westchester SWCD
Wyoming SWCD	Wyoming SWCD	Yates SWCD

III. **Reading and Approval of 4/13/13 Annual Meeting Minutes:**

- Motion was made by JD DeHollander, second by Blanche Hurlbutt to dispense the reading of the minutes and to approve the minutes as written. Carried.

- IV. **Review Slate of Officers:** Steve Lorraine thanked the Executive Board for their service and another successful year.

He reviewed the voting parliamentary procedures then proceeded to review the slate of officers. There were no further nominations from the floor.

President, Nichelle Billhardt
Secretary, Velynda Parker
Member at Large, Doug Kriest

Vice President, Vice President
Treasurer, Kristin White

- **A motion was made by Catlin Stewart, seconded by JD DeHollander to close nominations and have the secretary to cast one unanimous ballot for President, Vice President, Secretary, Treasurer, & Member at Large. Carried.**

- V. **Treasurer's Report:** President Lieberum stated the report is the packet and if there were any questions.

- **Motion was made by Blanche Hurlbutt, second by Kristin to approve the 2012 Treasurer's report as presented. Carried.**

- VI. **Review and Approval 2013 Budget:** President Lieberum stated the report is in the packet as well.

- **Motion was made by Blanche Hurlbutt, seconded by Gerry Smithson to approve the 2013 budget as written. Carried.**

- VII. **Agency Report**

- A. **NY Association of Conservation Districts:** Judy stated the report for NYACD is in the packet.

- B. **New York State Soil & Water Conservation District:** Brian Steinmuller stated copies of the report for NYSSWCC are available at the registration and copy is appended to the minutes.

- C. **USDA Natural Resources Conservation:** Don Pettit, NRCS, mentioned the following:

- ✓ Field office of the future
- ✓ Reducing administrative areas from 4 to 3.
- ✓ Contribution Agreement might be available in the future. Need to assess what can be done to keep the agreements.
- ✓ Quality Assurance was completed in three counties
- ✓ Soil Health

- D. **Northeast Regional Report** – Jim stated the report is in the packet.

- VIII. **New Employee Recognition:** Each Division Representative recognized and announced the new District employee's. They are as follows:

Division I

Leonard Preston, Allegany SWCD
Jodi Chamberlain, Genesee SWCD
Alan Fagan, Wyoming SWCD
Amy McGinnis, Wyoming SWCD

Division II

Aaron Buchta, Onondaga SWCD

Division III

Jacob Hart, Herkimer SWCD
Alexis O'Donnell, Lewis SWCD

Division IV

Lauren Lyons, Cortland SWCD
Henry Sanders, Delaware SWCD

Division V

Ben Clark, Clinton SWCD
Robert Bombard, Warren SWCD
Nicholas Rowell, Warren SWCD

Division VI

Lori Sheehan, Washington SWCD

Division VII

Jennifer Clifford, Dutchess SWCD
Brandon Terrill, Greene SWCD
Chris Langworthy, Greene SWCD
Matthew Monahan, Orange SWCD

Division VIII

Ann Marie Calabro, Suffolk SWCD

- IX. **Years of Service Recognition:** Each Division Rep recognized employees with 10 and 15 years of service during Division meetings. Division Reps recognized and announced employees with President Lieberum handing out the Year of Service pins as follows:

Division I

Deb Kelly, Chautauqua SWCD	20 years
Dave Wilson Chautauqua SWCD	40 years
Robert Berkemeier, Genesee SWCD	45 years

Division II

Allyn Noga, Cayuga SWCD	20 years
Valerie Horning, Cayuga SWCD	20 years
James Balyszak, Yates SWCD	25 years
Rick Ayers, Yates SWCD	25 years

Division III

Kevin Lewis, Oneida SWCD	25 years
John DeHollander, Oswego SWCD	35 years

Division IV

Jeffrey Parker, Steuben SWCD	25 years
Livio Rizzon, Steuben SWCD	25 years
Brian Danforth, Delaware SWCD	30 years

Division VI

Joseph Driscoll, Washington SWCD 30 years

John (Jeb) Hamilton, Saratoga SWCD 35 years

Division VII

Gary Capella, Ulster SWCD 20 years

Division VIII

Robert Doscher, Westchester SWCD 20 years

X. **Officers Report**

NYSCDEA President Report: Jim stated the Presidents report is in the packet.

NYSCDEA Vice President Report: Nichelle stated Vice President reported is in the packet.

XI. **Division Reports**

Division I: Mark Gaston stated his report is in the packet.

Division II: PJ Emerick stated his report is in the packet.

Division III: Christine stated her report is in the packet.

Division IV: Jordan stated his report is in the packet.

Division V: Lenny Croote stated his report is in the packet.

Division VI: John Persch stated his report is in the packet. Thanked everyone who helped him putting together the Resource Fair without the help it wouldn't have been successful. If you have any ideas and/or suggestions get in touch with him.

Division VII: Kristen O'Dell stated her report is in the packet.

Division VIII: Polly Weigand stated her report is in the packet.

President Lieberum congratulated Victor, Christine, Lenny and Kristen for being elected as Division Reps to their respective Divisions.

XII. **Committee Reports**

NYS Envirothon: President Lieberum stated the report is in the packet. Blanche Hurlbutt reminded the District to pick up/sign for their oral presentations packets which are available at the registration area.

Environmental Education Foundation: President Lieberum stated the report is in the packet.

Providing Today, Protecting Tomorrow

NYS Fair: President Lieberum stated the report is in the packet.

Conservation Skills Workshop: Christine Watkins stated the report is in the packet.

Frank Bratt Scholarship: President Lieberum stated the report is in the packet.

Administrative Management Conference: President Lieberum stated the report is in the packet.

CAFO Planning Committee: President Lieberum stated the report is in the packet.

- XIII. **Resolutions:** President Lieberum stated there are two resolutions and they are in the packet. He read the first and last paragraphs to the Association and asked if there were any questions.

#1 – 2013: **A Resolution to the New York State Conservation District Employees' Association at the annual meeting, the proposed bylaw amendments will be projects digitally to all members in attendance and will be read if necessary. If a technical issue arises and the projection of the proposed bylaws amendments will not occur then a copy of the proposed bylaw amendment will be made available to any CDEA member present at the meeting.**

- **This resolution was withdrawn due to it didn't meet the notice requirement within the current Bylaw statement.**

#2 - 2011: **A Resolution of the New York State Conservation Districts Employees' Board of Directors encourages NYACD and the NYS Soil & Water Conservation Committee to work to develop an equitable distribution of funding for Districts statewide through the existing programs and the NYACD continue to work for full reimbursement funding that would satisfy Parts A, B and C for all Districts.**

- **Motion was made by Blanche Hurlbutt, second by PJ Emerick to accept Resolution #2 as presented. Carried.**

- XIV. **Other Business:** There is no other business from the floor.

- XV. **Adjournment:**

- **A motion was made by Jordan Clements, second by JD DeHollander to adjourn the 2013 Annual NYSCDEA meeting. Carried.**

Meeting adjourned at 8:07 pm.

Velynda Parker

Velynda Parker
Secretary

Providing Today, Protecting Tomorrow



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
Utica, NY
May 22 - 23, 2013

May 22, 2013

Members Attending

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

Absent

Victor DeGiacomo, Division I
Kristen Brown, Division VII

Partners

Judy Littrell, NYACD
Lauren P, SWCC
Lauren Lyon-Swift, SWCC

Division Representatives

PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Polly Weigand, Division VIII-telecommunications

Ex-Officio

Jim Lieberum

Guest

Steve Lorraine

- I. **Called to Order:** Nichelle called the meeting to order at 11:10 AM with introductions.
- II. **Reading and approval of minutes:**
 - Motion was made by PJ, seconded by John to approve the February minutes. Carried.
- III. **Correspondence** – no items were received.
- IV. **Treasurer's Report:** Kristin stated the financial report was emailed and it was reviewed by the committee. It was further stated letters were sent out for Envirothon Scholarships that can be paid out now and there were response from the recipients. Kristin recommends moving the 2013 scholarship funding of \$4,375 to the scholarship fund.
 - A motion was made by Jordan, seconded by Chris to move the scholarship funding of \$4,375 to the scholarship fund. Carried.
 - A motion was made by Velynda, seconded by John to approve the financial report as presented. Carried.

2013 Budget Review – Kristin reviewed the 2013 budget versus actual. Nichelle discussed the donating funds to the EEF (Environmental Education Foundation) in the amount \$1500. The funding would come from the WQS

cost. Jim recommends that in future years to include the \$1500 in the payment of WQS to EEF. The committee agreed with this recommendation.

V. **Reports:**

A. **Division Reports:**

Division I: The committee was unable to utilize telecommunication due to bad internet connection at the hotel. Due to this incident, Victor was unable to attend the meeting.

Division II: The report is appended to the minutes.

Division III: The report is appended to the minutes.

Division IV: The report is appended to the minutes.

Division V: Appended to the minutes.

Division VI: John stated no meeting to date due to Districts are busy with projects.

Division VII: No report was provided.

Division VIII: Polly stated she sent out an email inquiring a report; however, no one responded.

B. **Partnership Report:**

Suspended at 12:13 PM for lunch

Reconvened at 12:40 PM

1. **SWCC** – Lauren reported the following: (asked Lauren about the electronic version)
 - Emergency Stream Intervention training held in Delaware County.
 - The publishing of the revised medium CAFO permit has been postponed due to feedback from EPA. The initial activation date was May 8 – won't be made and any objectives will need to be made to the State.
 - The advancement of the Clean Water Act and ECL permit for 2014 is starting.
 - CREP will be released by FSA including the Susquehanna watershed .
 - DEC WQIP grants RFP has been drafted and is waiting for approval from Commissioner. The announcement will be made thru DEC Making Waves email publication.
 - RFP for NPS Ag Round 20 maybe released late August – early September with a due date in December. It was discussed on capping the number of awards of grant.
2. **NYACD** – Judy reported the following:
 - 2013 Administrative Management Training – appended to the minutes.
 - Resolutions for the annual meeting are due by September
 - Legislative Issue – working on all three (3) Bills (appended to the minutes)
 - ✓ Support Modification to Local Waterfront Revitalization Program
 - ✓ Amend the Soil & Water Conservation District Law to authorization information and education programs to be undertaken by Soil & Water Conservation Districts.
 - ✓ Amend the Soil & Water Conservation District Law to authorize Soil & Water Conservation Districts to carry out preventative and control measures for the spread of invasive species.
 - Encourage Division Reps to hold joint meeting with NYACD.

Old Business

- C. **Soil Health Workgroup Discussion** – Lauren stated Soil Health is a national priority for NRCS to promote practices that protect soil (no-till, cover crop and adding organic matter). There will be training available on soil health. The week of August 19, NRCS will be hosting all staff training with speakers from the Soil Lab in Greensboro, NC. State Committee is investigating having outside speakers along with local farmers for a one day training. The second part of the training will take place at the Conservation Skill Workshop starting with basic soil, building soils and cover cropping. It was talked about looking for District people interested in promoting soil health that would attend this training sessions. This would be another train the trainer opportunity then bring this idea back to the farmer in a workshop.
- B. **AEM Database Update** – Lauren updated the committee on the Tier I & II database. Larry Day is part-time now. The draft Tier II are in the system; however, there are some glitches. Larry is working on fixing it. The hope is to conduct a query to produce a Tier II summary without having to type it. The only typing would be the planner's comments. Lauren would like to move forward with database to include the implementation records like Delaware County has.

C. Committee/Meeting Reports:

1. **Conservation Skill Workshop** – John stated an organizational meeting was held for this year's workshop. The training will be held on September 23-28 and he handed out copies of the draft schedule of classes for the CSW training. A copy is appended to the minutes. The committee has discussed raising the registration fee in the future if outside funding diminishes. Stacy Russell is working on a fillable form.

Steve stated the Ohio team contacted to see if NY was interested in having them bring the road show to NY to teach some of the classes. This was brought before the CSW committee who thought it was good idea to pursue further. Steve contacted the Ohio team about teaching the basic soil class, for an example to gauge the associated costs. This can be tied into the Water Quality Symposium (WQS), Conservation Skill Workshop (CSW) or have them come out to conduct a two day training. The Board felt it was good idea to pursue; however, it will depend on the cost.

2. **State Fair/EFD** - appended to the minutes.
3. **Frank Bratt Scholarship** – Victor emailed Aaron that one person has applied to date and the deadline for applications submittal is June 1.
4. **Environmental Education Foundation** – no report was available.
5. **Envirothon** – Kristin stated the NYS Envirothon competition is next week at SUNY Morrisville. She further stated donations were low this year. North American (formally known as Canon) sent letters to State who previously hosted the event seeking a donation because their donations are low as well. The committee is still seeking out different organizations for donations such as Nature Conservancy or other such organizations.
6. **Golf Tournament** - Chris stated the golf tournament will be held on July 25 at Caslewood Golf Course. Information on the tournament will be sent out soon. Chris discussed where the proceeds to go. She recommends the proceeds go to Frank Bratt and it was also discussed about using part of the proceeds towards the NYS Envirothon.

- A motion was made by Kristin, seconded by PJ that the first \$200 of the golf proceeds goes to the Frank Bratt Scholarship and the remaining funds go to the NYS Envirothon. 1 opposed 10 agreed Carried.

John mentioned that Velynda informed him that the Just Dance CD was missing from the Wii. He recommends the Board to purchase another CD using funds from the Entertainment line item.

- A motion was made by Velynda, seconded by Lenny to purchase the replacement Wii game using funds from the Entertainment fund. Carried.

Nichelle handed out copies/reviewed of the CDEA Committee List. Corrections were made and new copies will be available at the July meeting.

Meeting was suspended at 3:23 PM

Reconvened at 9 AM

Friday, May 23, 2013

Members Attending

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

Division Representatives

PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
Kristen Brown, Division VII
Polly Weigand, Division VIII

Absent

Victor DeGiamoco, Division I
John Persch, Division VII

Partners

Don Pettit, NRCS

VI. Old Business:

A. **Water Quality Symposium Summary** – Nichelle reviewed the summary she compiled. CDEA is still waiting for reimbursement from DEC and State Committee. A more complete report will be available at next the meeting. The planning track chair should have received a summary of evaluations on their classes.

D. **Other Old Business** - there was no other business.

V. Reports

ii. Partnership Reports

3. NRCS – Don reported the following:

- Started the process on moving into the restructure of the three (3) areas
- Re-assigning some the State Office personnel to the Area Offices. The two vacancies that were just announced (Walton/Batavia) it was advertize to NY only and with no re-location cost.
- Soil Scientist will be assigned to each Area Offices
- No change in Biologist
- There will be one DC for each field team with other DC becoming a Resource Conservationist

- The proposed Organizational Structure plan hasn't been submitted yet; however, should be within the next two weeks with an implementation date of October 1.
- Next year's budget is going to be tight
- Farm Bill is on the docket and is moving forward
- Soil Health
 - ✓ There will be presentation at Empire Farm Days
- Dennis DeWeese has been updating the MOU with Districts. This will be reviewed by the 4Way Partnership prior to rolling out to Districts.

VII. New Business

- B. **Managerial Certification Program** – Doug inquired that when the individuals submit for certification and requirements are met; do we, the CDEA, have a certificate or something to send out stating they have met all the requirements? Jordan stated if there isn't maybe there should be. Doug is willing to develop something and bring back to the board for review. Aaron, Doug and Jordan volunteered to sit on a committee to develop guidelines for the program.
- C. **Ag NPS Grant Program** – Nichelle mentioned that Round 20 maybe an online submission. Discussion took place on the SW5 form. Doug mentioned maybe a pre-application is needed. Nichelle asked would the pre-application process kick out a good application. Doug suggested talking with AEA's to get their feedback on the idea. Nichelle noted there is a review team does this mean the review team review the pre-application then review the full application? If its online submission, is it capable of doing a pre-application or just the application.
- D. **Wastewater System Inspection Course** – PJ mentioned that George Barden is a certified OTN inspector and he is willing to conduct an OTN (Onsite Training Network) training class at CSW or WQS. This type of training could be a full day. It also could be an income program for CDEA as well. The Board asked PJ to send out a survey inquiring Districts interest in the program.
- E. **Tree & Shrub Overstock Alternatives** – PJ discussed with Board the overstock of trees that couldn't be sold. Discussion took place. PJ to email Districts on ideas of what they do with left over trees.
- F. **Job Approval Authority** – Nichelle stated she will get update from Tim and was tabled until the information becomes available.
- G. **Other Business**
 - i. **Support Letter using NPS Ag** – Districts needs to know that when they are applying for federal grants and want to use state funds to match (like AgNPS grants) they need to notify Mike Latham first so that he can track what is being used. There is approximately \$7M a year available to Districts to use as match from the AgNPS program. Ag & Markets and DEC are keeping track of grants being used as match because the DEC uses AgNPS money as match to the 319 money they receive from the EPA.
 - ii. **Board Accomplishment for 2013** – Nichelle noted the following as some accomplishments for the Board to achieve.
 - ✓ Management Certification Program
 - ✓ Re-work the Administrative Manual - this could be a two year project. It contains outdated information. We're going to have more recommendations based on recent issues. It's clearly that Districts have gone through not only an internal or outside audit but also a comptroller's audit. Jordan asked if outside individuals to help with the update. There are additional questions coming up such as investment policy and MOU's. The idea is to have

someone sit down with a HR (Human Resource) person, ask questions and recommended information to be incorporated in the manual. Nichelle is seeking volunteers to solicit other individuals to help. Velynda and Nichelle to help with the update.

✓ WQS Online Payment Registration for 2014

iii. **2014 WQS RFP Proposal** – Nichelle stated the request for proposal needs to get out. The numbers registrations have gone down due budgets constraints. There were a lot more daily registrations and overnights. Looking at lowering the actual number of rooms required for the minimum.

- **A motion was made by Chris, seconded by Jordan to send out the 2014 WQS RFP. Carried.**

If anyone have any hotel recommendations to forward them to Aaron.

IX. **Next Meeting Date** - The next Executive Board meeting to be held at Camp Sagamore in Fulton County on July 11 & 12.

X. **Adjournment:** 11:56 AM

A handwritten signature in cursive script that reads "Velynda Parker". The signature is written in dark ink and is positioned above a horizontal line.

Velynda Parker
Secretary



New York State Conservation District Employees' Association, Inc.

Executive Board Meeting

July 11-12, 2013

Camp Sagamore, NY

Thursday, July 11, 2013

Members Attending

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

Division Representatives

PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Polly Weigand, Division VIII

Absent

Victor DiGiacomo, Division I
Kristen Brown, Division VII
NYACD
NRCS

Partners

Bob Bower, State Committee

- I. Called to Order: Nichelle called the meeting to order at 11:24 AM.
 - II. Welcome and Introductions: Nichelle welcomed everyone to Camp Sagamore and asked everyone to introduce themselves. John stated everyone will need to sign in at the office and dinner will be at the dining hall when the bell is rung.
 - III. Reading and Approval of Minutes: Nichelle suspended the reading of the minutes and asked if there are any additional corrections to the minutes – there being none she asked for approval.
 - **A motion was made by Kristin, seconded by Chris to approve the minutes as presented. Carried.**
 - IV. Correspondence: No items were received.
 - V. Treasurer's Report and 2013 Budget Review: Kristin forwarded copies of the financial report and budget to the Board prior to the meeting for review. Kristin reviewed the financial report & budget with the Board.
 - **A motion was made by PJ, seconded by John to approve the financial report as presented. Carried.**
- A. Reports
- i. Division Reports
 1. Division I – no one present, no report.
 2. Division II – PJ stated its business as usual. Districts are waiting for Round 19 & AEM contracts. A Division meeting will be schedule for late fall.

3. Division III – Chris stated its business as usual for her Division. Jefferson County legislators approved the funding request to repay the grant program.
4. Division IV – appended to the minutes.
5. Division V – appended to the minutes.
6. Division VI – John stated there has been no Division meeting; however, an issue everyone is dealing with is the wet weather. He stated Schoharie SWCD is inquiring if a regional OSHA and PSH training is taking place. It was mentioned that there are online training and speak with their County Risk Manager to see if there are upcoming training events because some Districts are included in their respective County training programs.
7. Division VII – no one present, no report.
8. Division VIII – appended to the minutes.

ii. Partnership Reports

1. NYS SWCC – Bob Bower mentioned the following:
 - Concluded the Manager's meeting
 - Inter-Municipal Law has not been signed by the Governor
 - Portal Grant Reform
 - EPF (Environmental Protect Fund) - \$29 million in grant funding. There's a 30-45 day delay in payment vouchering.
 - WQIP (Water Quality Improvement Program) has \$20 million for Round 11 RFP
 - Hazard Mitigation Grant – deadline for submitting an application has been extended to August 1.
 - AEM (Agricultural Environmental Management) – \$2.55 million has been designated for Year 10 AEM Base Program.
 - Farm Bill – Federal agencies are still working on a continued resolution. NRCS will be re-evaluating shared office space and no new contributions agreements due to the deficient they're working with.
 - Soil Health session will be on August 21 & 22
2. NYACD – No one present; however, Judy provided a draft training agenda for the annual meeting. The Board discussed the training topics and allotted time. The Board felt the training topics are good; however, the allotted time might not be sufficient for some topics. Discussion took place on extending the training to the afternoon on the second day; however, some of the challenges on extending the training are having the attendees' participation. Velynda mentioned that NYACD developed a Director Orientation Manual awhile ago and this might be something worth updating for the Directors. Nichelle asked PJ and Doug to take the discussion points back to the committee for their information/consideration. Nichelle also mentioned that resolutions are due by September 1 and asked if updating the Director Orientation Manual should be a resolution from the Board.
 - **A motion was made by Jordan, seconded by Doug for NYSCDEA submit a resolution to NYACD to updated Director Orientation Book. Carried.**
3. NRCS – no one present, no report.

b. Committee/Meeting Reports

- i. Conservation Skill Workshop – Chris stated the registration form will be going out on August 12 with a September 13 deadline. The registration might be online registration this year.

- ii. NYS Fair – appended to the minutes.
- iii. Empire Farm Days – appended to the minutes.
- iv. NYS Envirothon – Nichelle stated she has received committee applications from Blanche Hurlbutt, Sandy Huey, and Lauren Lyon-Swift. The Board was reminded that Kristin is also on the committee per the By-Laws.
 - **A motion was made by Jordan, seconded by Velynda to accept Envirothon committee applications from Blanche Hurlbutt, Lauren Lyon-Swift, and Sandy Huey. Carried.**Kristin stated finding grant funding is proven difficult and current funds on hand are declining too. She further stated that it's the 25th Year Anniversary for the Envirothon.
- v. Envirothon – Victor submitted a report via email for Nichelle to discuss with Board. Nichelle reviewed the report with the Board. Victor recommended the following Frank Bratt funding award J. Chairvolotti-\$373.24; M. Burger-\$400; C. Stewart-\$500 and L. Chamberlain-\$226.76.
 - **A motion was made by John, seconded by Lenny to award the Frank Bratt scholarship as awarded J. Chairvolotti-\$373.24; M. Burger-\$400; C. Stewart-\$500 and L. Chamberlain-\$226.76. Carried.**
- vi. Golf Tournament – Chris stated the tournament is scheduled for July 25 at Castlewood. She further stated registration fee is \$60 per person and registrations are starting to come in. Doug and Russell have stepped forward to help in with the tournament. They're looking at hole sponsor for next year. This would help to defray associate costs, provide start up funds and support the Frank Bratt/Sunshine Fund. Discussion took place.
 - **A motion was made by Velynda, seconded by Kristin to authorize transfer of \$500 from the Entertainment Fund to the Golf Tournament. Carried.**

VI. Old Business

- A. Water Quality Symposium Bid Review – Nichelle explained that when the bid was sent to Holiday Inn, Auburn to an email address that was no longer valid. The hotel was contacted to see if they were interested in submitting the bid and they were. Nichelle further stated their bid was exactly as last year's bid. Aaron also explained there were two other hotels that didn't submit a bid too. He asked what would be the pleasure of the Board. Discussion took place.
 - **A motion was made by Kristin, seconded by Polly to accept Auburn Holiday Inn bid. 3 opposed; 7 yes Carried.**
 - **A motion was made by John, seconded by Kristin to authorize Aaron to contact the other two hotels regarding submitting a bid. 1 opposed; 8 yes Carried.**
- B. Soil Health update – Aaron stated NRCS training will take place on July 21 from 11 AM - 3:30 PM at Holiday Inn. There will also be local farmer around table discussion at the Cuddeback Farm from 4 PM-9 PM. He further stated on July 22 will be train the trainer from 10-3:30pm at the Aurora Research Farm. The cap for attendees is 50. NRCS will have short simple soil health demonstration at Empire Farm Days on August 6-8 from 10 AM – 3:30 PM.

Meeting suspended at 4:17 PM.

Meeting reconvened at 8:35 AM.

Friday, July 12, 2013

Attending Members

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

Division Representatives

PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Polly Weigand, Division VIII

Absent

Victor DiGiacomo, Division I
Kristen Brown, Division VII

Partners

Tim Clark, State Committee

VI. Old Business (continued)

- A. Water Quality Symposium Bid Review - Aaron stated 16 bids were received which included the Holiday Inn and the other two hotels wish not to submit a bid. He further explained that he wasn't able to finish the bid spreadsheet for the hotels. The top five hotels include Holiday Inn, Auburn; Holiday Inn, Binghamton; Double Tree, Syracuse; Plaza Hotel, Rochester. Aaron would like to hold a conference call with the Executive Board to discuss the top five (5) hotels. The spreadsheet depicting the hotels will be sent out prior to the conference.
- C. Post Flood Emergency Stream Intervention – Nichelle asked if additional days have been schedule for the training. It was replied that there was none at this time and to stay tuned.
- D. Job Approval Authority – Tim stated the job approval authority has worked in the past was based on the relationship between NRCS area engineers and SWCD staff; however, the State engineers don't have time to form those type of relationship. He would like to make it more milestone based where he would providing the job approval authority. Tim handed out a sample of job class milestone sheet on one practice which mirrors NRCS style for the AEM program. He reviewed the Board (a copy is appended to the minutes). Nichelle inquired what are the next steps in the process. Tim stated that he preparing a request to the Ag & Markets legal department dealing with more engineering issues then original indicated. Tim further stated there are no design guidelines for New York; however, Wisconsin, Maryland, & Michigan have good examples of design guidelines. Districts are encouraged to send him copies of design guidelines for the NRCS conservation practices on the top five (5) practices – Animal Trails/Walkways; steam crossing; heavy use protection; diversion ditches and roof runoff.
- E. Other Old Business – there was no other old business.

VII. New Business

- A. Manager's Meeting Topics
 - i. MWBE – PJ inquired if other Districts were having issues/problems regarding filing quarterly reports. It was suggested that he call the MWBE person and speaking with them directly.
 - ii. Ag Nonpoint Source Grant Program Changes - There will be changes to Round 19 contracts as they are going through a standardized template to coincide with all other state grant contracts. This has

resulted in a contract delay for all Round 19 recipients. There was question on the Minority and Women Owned Business and what contracts that applies too. There will be more clarifications and possible training once the contracts are let

iii. Other – there were no other items.

B. WQIP – Nichelle stated she attended the Watershed Management Advisory meeting. DEC is looking at partners for monitoring; however, the monitoring is done on the 8 digit HUC not the 12 digit HUC. It would be great if the monitoring is completed on the 12 digit instead of the 8 digit because grant opportunities are based on the 12 digit HUC. Nichelle will keep the Board posted on any developments on this topic.

C. Other Business

i. AEM Database – Aaron stated the database is still being worked on. Final touches were being put on the database that will be sent out to Nichelle and others for comments before statewide distribution.

ii. NE CDEA – The meeting will be held in Dover, Delaware on September 16-18, 2013 at Dover Downs.

iii. Upcoming Training – Doug mentioned that Swamp School will be held on August 26-30 (a week long training) in Cayuga County. The cost for the training is \$997 per person with a maximum of 75 attendees.

iv. Fertilizer Tablets – John stated there are 102 cases on hand at Cayuga SWCD office. He asked the Division Reps to canvas their respective Divisions to see how many fertilizer cases actual needed.

VIII. Next meeting dates: T o Be Determined

IX. Adjournment – 10 AM

Velynda Parker

Velynda Parker
Secretary



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
High Peaks Resort
Lake Placid, NY
September 12 - 13, 2013

September 12, 2013

Members Attending

Nichelle Billhardt, President
Aaron Ristow, Vice President
Velynda Parker, Secretary
Kristin White, Treasurer

Partners

Don Pettit, NRCS (telecommunication)

Absent

Doug Kriest, Member At Large
NYACD
State Committee

Division Representatives

Victor DeGiacomo, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Kristen Brown, Division VII
Polly Weigand, Division VIII

- I. **Called to Order:** Nichelle called the meeting to order at 11:35 and welcomed everyone to Lake Placid.
 - II. **Reading and approval of minutes:**
 - **Motion was made by Chris, seconded by Jordan to approve the May minutes. Carried.**
 - III. **Correspondence:**
 - Nichelle mentioned that Willard Croney passed away and the Board agreed to send flowers from the CDEA.
 - Northeast meeting will be held in Dover, Maryland.
 - IV. **Treasurer's Report:** Kristin stated the financial report was emailed and it was reviewed the committee. She stated a golf tournament account was created to show balances due to the funds that were contributed from the Entertainment Fund. She further commented that the Envirothon account is low. Both Jordan and Kristin stated that Blanche is actively searching grants and is reaching out to past contributors.
 - **A motion was made by Kristen, seconded by Chris to approve the financial report as presented. Carried.**
- 2013 Budget Review** – Kristin reviewed the 2013 budget versus actual.
- V. **Reports:**
 - A. **Division Reports:**
 - Division I:** The report is appended to the minutes.

Division II: The report is appended to the minutes.

Suspended the meeting at 12:30 PM for lunch

Reconvened the meeting at 12:48 PM

Division III: The report is appended to the minutes.

Division IV: The report is appended to the minutes.

Division V: Lenny stated the following:

Division VI: John stated no meeting to date; however, have been in contact via email. He further mentioned the following:

- Districts are busy on fall projects
- Jeb H is retiring soon
- Craig Newkirk left Montgomery SWCD and took a position with BOCES.
- Montgomery SWCD hired a new technician
- Fulton County met with Civil Defense/FEMA on disaster related to Hurricane Irene & Lee. Came up with \$200,000 worth of projects along as documentation is there.
- Fulton SWCD purchase a dump truck from GSA

Division VII: Appended to the minutes.

Division VIII: Appended to the minutes.

B. Partnership Report:

1. **SWCC** – No one present; however, a report was provided to Nichelle which stated the following:
 - AEM Year 9 moving forward
 - Division Appeal waiver for AG NPS Round 19 contracts
 - Passing of Willard Croney
 - Authorization of Western NY AEA
 - Strategic Plan is being updated
2. **NYACD** – Judy was unable to attend; however, a report was provided to Nichelle which stated the following:
 - Annual Meeting online registration deadline is October 4
 - Nominations for awards
 - Still accepting resolutions
 - District in News Award
 - Launching a new website
 - NYACD drafted a letter of support for Districts on Round 19 contracts
3. **NRCS** – Don reported the following:
 - Tight year for budgets
 - Funds available for Contribution Agreements
 - GPS Platform has been updated
 - Purchased few new vehicles
 - No budget for FY 2014 – working on continued resolution
 - Caution for next year on level funding – looking at sequential of 7.2% cut in NRCS technical/farm bill

- Staff announcement of Ben Smith to Batavia Field Office as AST
- Memorandum of Understanding is in progress. A draft copy has been sent to Mike Latham to review. The goal is to have something in place by NYACD meeting. A question was raised on State Committee's involvement. Don replied is because of their involvement with Districts.
- Audit situation on how it relates to Districts paying rent if co-located.

C. Committee/Meeting Reports:

1. **Conservation Skill Workshop** – John stated to date there are 80 registrations and deadline to register is September 12.
2. **State Fair/EFD** - Kristin stated the fairgoers enjoyed the question/answer part. She further stated that there was one shift that wasn't covered by Sharon Frost, Suffolk County and Stephanie Shroder and Andy Wegman, Wayne County. These individuals didn't contact Kristin letting her know that they were unable to cover their shift so she could find other individuals to cover. Thanks to Don Stribick, Erie County, he covered their shift which meant there was only one person on duty for their shift. She brought up this topic so the Board was aware of what took place. She further commented that the Empire Farm Days went well and several individuals have already signed up for next year's event.
3. **Frank Bratt Scholarship** – Victor stated January 1 is the deadline to submit applications. He further stated in June he has notified the approved recipients.
4. **Environmental Education Foundation** – no report was available.
5. **Envirothon** – Nichelle reviewed the Envirothon membership form that was submitted with the Board.
 - **A motion was made by Velynda, seconded by Victor to approve Bob VanLare, NYACD; Caitlin Stewart, and Robert Shenk for the 2013-2014 Committee. Carried.**
6. **Golf Tournament** - Chris stated deadline to register is end of July. To date, eight teams have signed up. Doug K. and Russ have stepped up to help out. Everyone had a good time. Don Lake's team won again this year.

VI. Old Business:

- A. **Water Quality Symposium Summary** – Aaron reviewed the summary he had compiled on the top three hotels.
 - **A motion was made by Jordan, seconded by Kristin to accept the Holiday Inn, Binghamton for the 2014 Water Quality Symposium. Carried.**

He further reviewed potential classes for the symposium. Planning committee will meet next Wednesday, September 18 at 10 AM to further discuss additional classes.

- B. **Soil Health Update** - Jordan inquired if the Division funds could be used to purchase outreach/educational material on soil health? The Board agreed that decision is up to the Division. Aaron mentioned that Lauren has potential funding to purchase a rainfall simulator similar to the one which was at the soil health training. Nichelle suggested looking into purchasing one for each Division.
- C. **AEM Database** – Aaron stated he reviewed the draft version of the database with Board. The print query still needs to be added. The program will be phased in. He also reviewed the USC version of the database with the Board.

- D. **Manager's Certification Update** – Nichelle stated she received an email from Doug regarding the certification program. He stated that Lindsey G. has submitted the necessary documentation. It was suggested the Board to look one time for the program documents.
- E. **Technical Training Committee** – Nichelle asked if the any meetings were held. No meeting has been held that anyone knew of. The committee would like insight or have anyone who has questions to contact them regarding courses. PJ is willing to contact Tom DeRue on what he had done and bring it back to the Board.
- F. **Other Old Business** – There were no other old business items.

Meeting was suspended at 4:39 PM

Reconvened at 8:40 AM

September 13, 2013

Members Attending

Nichelle Billhardt, President
Aaron Ristow, Vice President
Velynda Parker, Secretary
Kristin White, Treasurer

Absent

Doug Kriest, Member At Large
Victor DeGiacomo, Division I

Ex-Officio

Jim Lieberum, Past President

Division Representatives

PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Kristen Brown, Division VII
Polly Weigand, Division VIII

VII. New Business

- A. **AEM Year 9 & Round 19 Contracts** – It was mentioned that the word is no payments will be issued on Year 9 and Round 19 until after the first of the year. This is a concerning when Districts are counting on these funds this year for implementation. PJ mentioned that Onondaga County sent a letter to Mike Latham regarding their concerns on payments being held up and what the effects would be for their County. The letter also stated their encouragement to make good on all the payments they owe to Districts across NY.
- B. **Dairy Acceleration Program** – Aaron stated Cornell University received funding from the farm financial planning and CNMP's for Cooperative Extension to complete. A certified planner is needed in conducting the environmental portion of the plan. The grant could fund between 40-50 farms with most of funds going for administration fees. Questions were raised on the information provided to CCE on AEM and how this information is being kept since this information is confidential.
- C. **Ronny Raindrop® Expiration** - PJ brought to the attention of the Board the Ronny Raindrop® expiration via old email from Blanche Hurlbutt. Nichelle asked if Blanche would be willing to file the necessary paperwork to renew the copyright. Jordan stated he would ask Blanche and let the Board know at the next meeting.

D. **Municipal Subcommittee Meeting** – The roles and functions of the committee were discussed. Some action items consists of Department of Education educating engineers; stormwater, invasive species and interagency agreements. Nichelle discussed rolling out training and monthly meetings on interagency agreements. To date there is no draft or sample of interagency agreement. Jim suggested Nichelle contact Brian Steinmuller on the interagency agreements. It was also mentioned that the municipality will need to ask for the interagency agreement.

E. **Other Business** –

A. **4 Hr DEC Stormwater Program** - PJ informed the Board that Kelly and group are in the process of updating the 4Hr DEC Stormwater PowerPoint presentation.

B. **CDEA Reimbursement** – Doug inquired via email to Nichelle what are the guidelines for CDEA reimbursement purchases are. The Board agreed he should verify with committee Chair whether the purchase is an eligible reimbursement.

C. **Resource Fair** – John stated a flyer on the Resource Fair will be sent out soon.

IX. **Next Meeting Date** - The next Executive Board meeting to be held at Holiday Inn, Binghamton on December 12 – 13, 2013.

X. **Adjournment:** 9:34 AM

Velynda Parker
Secretary



New York State Conservation District Employees' Association, Inc.
Executive Board Meeting
Holiday Inn
Binghamton, NY
December 12-13, 2013

December 12, 2013

Members Attending

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

Partners

Judy Littrell, NYACD
Brian Steinmuller, SWCC (via telecommunication)

Division Representatives

Judy Bennett, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Kristen Brown, Division VII
Polly Weigand, Division VIII

Absent

NRCS

- I. Called to Order – Nichelle called the meeting to order at 12:24 PM and welcome everyone to the Holiday Inn in Binghamton.
- II. Approval of Minutes
 - **A motion was made by Kristen B. and seconded by Kristin W. to approve the December minutes as presented. Carried.**
- III. Correspondence – the following items were received:
 - ✓ Letter from Bailey, Carr CPAs, PC on technology enhancement and merging the Penn Yan and Rochester office operations.
 - ✓ Christmas card from Bailey, Carr CPAs, PC
 - ✓ Thank you card from Nichelle for the flowers on the passing of her grandmother
- IV. Treasurer's Report – Kristin sent copies of the Treasurers report via email to the Board for review prior to the meeting. Jordan asked since there are sufficient funds in the entertainment line item, is there way to capture some of that for another program or is that designated for something else. Nichelle replied that the entertainment line item funds are to help offset the cost of the Water Quality Symposium.
 - **A motion was made by Jordan, seconded by Lenny to accept the treasurer's report as presented. Carried.**
- V. Reports
 - i. Division I Appointment – Nichelle stated she has appointed Judy Bennett, Orleans SWCD as Division I Representative to replace Victor DeGiacomo.
 - ii. Division Reports
 - a. Division I – appended to the minutes

- b. Division II - appended to the minutes
 - c. Division III – Chris stated no meeting was held; however, Districts are busing wrapping up projects. Also, Jefferson County is currently updating their personnel policy. Nichelle stated that Lewis County received a \$27,000 increase from the County; submitted WQIP applications and replacing a County Rep on their Board.
 - d. Division IV – appended to the minutes.
 - e. Division V – appended to the minutes.
 - f. Division VI – John stated a meeting is scheduled for next Tuesday at Saratoga County. Two items that were discussed at the meeting was coming up with a plan in case there was another governmental shutdown and directory update. He also mentioned that Jeb Hamilton retired and Dustin Lewis has been appointed as District Manager.
 - g. Division VII – appended to the minutes.
 - h. Division VIII – appended to the minutes.
- iii. Partnership Reports
- a. NYSSWCC – Brian reported the following:
 - Thanked the Board for allowing him to call in and apologized for not attending the meeting in person due to Nancy Lawler retirement party which was the same day.
 - Job Approval Authority (JAA) started with a NRCS contribution agreement couple of years ago to hire a State engineer to extend the workforce to assist Districts with host of items such as training with possibility of job approval authority. Tim Clark has been hired as the State engineer for 2 years. His position was focus is on the training and help advance the technical training curriculum along with putting a framework around the approval authority issue with NRCS. The Committee was aware of the challenges of the approval authority and their inability to extend Tim's authority to the Districts. The job approval authority extension is granted to NRCS because there is clear organization structure and a span of control the State Engineer has the State Committee doesn't have with the District. With that being said, Tim remains focused on training and trying to provide technical opportunities including webinar and videos & other study courses. He remains unable to mentor through USDA job approval authority and he continues to work on a framework to provide job approval authority without NRCS support. This approval authority will be approved by the State Committee will be limited to non-engineering projects where no federal funds are involved and specifically for Districts implementing projects thru the Ag nonpoint grants program. Staff has been involved in discussing possible approval scenarios for conservation practices. The next steps are to develop an outline and provide ample opportunity for the Employees Association and partners to discuss at greater lengths; to dive into the recommendations from the partnerships at the State Committee level. For state funded projects, their leaning towards the recommended approval structure and determining its structure. State Committee hopes to have a refined framework in place by 2014.
 - AEM Database is moving forward. The core worksheets that have been reviewed/updated/approved in the last 3 years are digitally in the database. Lauren will be offering a demo during the lunch break at the State Committee meeting next week. This would be a good opportunity to present to the committee as whole on the progress of this. Lauren would like the database be available to Nichelle to review and run

scenarios. Chris inquired about the potential changes in the AEM funding that Bob B. spoke about at her Board meeting. The State Committee is following up a recent District survey that was conducted over the summer on raising the cap on AEM. This has been brought before in the past about raising the cap for the AEM base funds. There are two funding levels – base level \$40,000 & \$75,000 enhanced level with a certified planner on staff and show a record of high earning based on what the District asked for. The program is confined by using their recommended rates. It's not the same technician rate for AgNPS and it's often higher due to two reasons. First, the match is built right in to that rate and it's the average of Senior Technician rate who has been with a District 10 years or more. The rate has increased over the years at steady pace; however, by keeping the cap the same, you get less out of it because that hour is worth more. Without correspondingly increasing the cap, the District is not getting what they could in reimbursements. A recommendation to raise the cap will be presented to the State Committee for Year 10; however, the Committee could send it to the TAC (Technical Advisory Committee) for more discussion with partners and advisory members. The potential increase in each level would be \$10,000 and possibly add another level if there was a NRCS certified planner on staff vs. a third party planner.

- RFP Round 19 procurement record was difficult to get approved by OSC. OSC had questions they never received before but were answered & justified. The Round 19 procurement record as been approved by OSC. To be pro-active, OSC grant unit received a copy of the RFP, evaluation instrument, and proposal rating sheet in advance. The Round 20 RFP is being held up by the questions raised by OSC and a conference call is scheduled for next week to answer the OSC questions. The release for Round 20 will be the old fashioned way due to the back log of the Grant Reform Initiative. This delay from OSC on routine administrative function has allowed the Department to continue an argument about a master contract. The goal with the master contract is keep everything consistent with all various programs hosted by various entities. Accordingly, the state has decided to draft one contract for all these standard provisions which is more detail than the standard contract Districts have seen in the past. One of the items the State is requiring is vendor certification for sub-contractors receives over \$100,000. This interpretation would apply to the farms who apply under Ag NPS. State Committee has gone on record stating that this stipulation would cause serious detrimental effect on Ag nonpoint program. This discussion was catalyzed when the master contract first release and continues today. The State Committee continues to seek a blanket exemption for the provision. This is not a new phenomenon – it's a topic that Not for Profits and that type of companies are addressing when they discuss their credit worthiness, criminal past and their net worth. The Department wrote a thoroughly justification and has since been delivered in hopes of having the exemption in place by the time RFP 20 is released. If it doesn't then it will place Districts in an awkward position in securing commitments from farmer participation in the proposal level.
- The Committee is in the process of updating their Strategic Plan for the five year horizon. There have been two meetings this fall to discuss the basic framework on the strategy. A draft general guideline for direction and has been sent back out again to the partners for review, recommendations, edits and suggestions. The idea is to have the

recommendations simulated into a draft form for State Committee for review and possible approval at next week. Nichelle asked if there was any further discussion on Districts developing a strategic plan. Brian replied there has been no additional discussion. This topic was an objective within their previous plan. From regional standpoint, they were trying maintain the Districts interest in developing a strategic plan and offered a training module at managers meeting but nothing has transpired since then. There is a consensus by the group that to strive for this objective through encouragement rather than a requirement.

- b. NYACD – Judy reported the following:
 - Email with her with any upcoming events
 - She would like to attend Division meetings
 - Target lobby days are February 10-11
 - Budget should be on time this year
 - If District's appropriation gets cut, please inform her
 - Reviewing the annual meeting items this year – looking at Wednesday & Thursday again.
 - Revising the Directors manual
 - Invoice for membership assessment are being mailed out
- c. NRCS – no report was available.

iv. Committee Reports

- a. Conservation Skill Workshop – John stated he has paid Cortland County for the use of the Grange facility. The further stated the letters to NRCS and Conservation Society on their support for the Conservation Skill Workshop.
- b. NYS Fair – Kristin stated the Fair Committee has developed a hotel reimbursement policy and copies were provided to the Board for their review & approval. The policy states that a volunteer must work a minimum of 2 four-hour shifts consecutively and are traveling greater than 100 miles in order to get a \$75 reimbursement from the State Fair Committee for accommodations.
 - **A motion was made by Velynda, seconded by Kristin to approve the hotel reimbursement policy as presented. Carried.**
- c. Empire Farm Days – Nothing to report at this time.
- d. Envirothon – no report available.
- e. Frank Bratt – appended to the minutes.
- f. Civil Service – John mentioned that he has received several calls regarding District Managers positions filled without them being advertise. He further mentioned that he was under the impression that it depends on the County's Civil Service policy whether or not the position is advertised or not. Discussion also took place on the competitive, promotional, provisional and exempt positions. Each District is allowed one exempt position which could be the secretarial position but it doesn't have to be.
- g. Environmental Education Foundation – Per Mark Gaston's email to Judy, EEF have been actively writing for grants to support the state Envirothon. In all, six or seven have been submitted and all been declined with the exception of two large and one small that are still pending. Keep your fingers crossed. We also still have one open seat for an at large member and we expect some

other board member changes will be coming. If anyone is interested in serving on the EEF, please let Dave know.

- h. Other Business – no items to be discussed

Suspended the meeting at 5:03 PM

Friday, December 13

Members Attending

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

Division Representatives

Judy Bennett, Division I
PJ Emerick, Division II
Chris Watkins, Division III
Jordan Clements, Division IV
Lenny Croote, Division V
John Persch, Division VI
Polly Weigand, Division VIII

Absent

Kristen Brown, Division VII

Reconvened at 8:37 AM

VI. Old Business

- a. WQS – Aaron reviewed the WQS class listing via PowerPoint with the Board. Discussion took place on how to handle the funds when registrations start coming in. The checks will be sent to Kristin at Seneca County SWCD at their new mailing address. Aaron is still looking for someone to MC the award ceremony. He further discussed with Board on registration pricing.

- **A motion was made by Jordan, seconded by PJ for the Water Quality Registration be as follows Single Package-\$570; Double Package -\$470; Daily Rate Single\$105 & Double \$95; Tuesday & Friday \$65 and Wednesday & Thursday \$105. Carried.**

Aaron also discussed with Board that Amanda has inquired about recognizing the past Croney Award winners. It was suggested this year could be an exception due to the passing of Willard Croney which the award was named. There are a total of eighteen past winners who have either retired or no longer working with Districts altogether. The Board discussed purchasing for the past recipients banquet dinner and their spouses; purchasing the banquet dinner for the just past recipient; and what does this mean for past recipient who are still working for the District.

- **A motion was made by Velynda, seconded by Kristin for the CDEA to purchase the banquet dinner for the past Croney Award winner. Carried with 2 opposing.**

- b. Technical Committee – listen to the tape
- c. Invasive Species Regulation – Polly stated she has sent out email regarding the invasive species regulation and upcoming public hearing. Public hearings will take place Buffalo, Syracuse, Albany and Stony Brook. The comments will be reviewed by DEC then forwarded to the Governor for approval.
- d. Fire Safe File for Archives – PJ stated the filing cabinet is housed at Wayne County SWCD. The drawers are so full that there is no more room. He would like to review the files to see if there are files that can be destroyed. Kristin is willing to assist PJ with this task and document what files can be destroyed.
- e. Other Old Business

a. Fertilizer Tablets – John stated there are 105 cases of fertilizer tablets at the Cayuga SWCD office. He further discussed the cost of purchasing the additional fertilizer tablets.

- **A motion was made by Kristin, seconded by Jordan to authorize John to purchase the necessary fertilizer tablets cases and to keep the price \$62.50/case to the District. Carried.**

VII. New Business

- a. CAFO Workgroup – Chris stated there was a meeting this week and the current permit expires June 2014. There will be no new permit – looking at extending existing permits. There will be more public comment on the CAFO plan due to pending EPA language. The proposed permit regulations will go out end of December for public comment.
- b. Ronny Raindrop
 - i. Digital image – Nichelle asked there was digital image of Ronny and can the image be colored. Velynda stated she would check with Blanche H. and get back to the Board.
 - ii. Trademark – See Blanche’s letter attached to the minutes.
- c. Municipal Subcommittee Meeting Update – The committee is looking at re-doing the DEC 4 Hr train the trainer program.
- d. Water Management Advisory Council – Chris state she attended the meeting on behalf of Nichelle
- e. Other Business
 - i. CDEA Website – Polly stated the website needs updating and will work with PJ on updating the website.
 - ii. By-Law Changes – Polly stated the By-Laws need to go the full association 30 days prior to the annual meeting. Polly will send a copy of the changed By-Law to the Board for the review/comments prior to sending it all Districts.
 - iii. Resource Fair – John stated three vendors have signed up and one has declined to date. Additional vendors have been contacted; however, they haven’t committed to attending.

VIII. Next meeting – Aaron will conduct a doodle poll for the February meeting.

IX. Adjournment – 11:18 AM

Velynda Parker

Velynda Parker

Secretary