

MINUTES

**County Soil and Water Conservation District
Natural Resource Center
7413 County House Road
Auburn, NY 13021**

January 12, 2011

9:35 a.m.

1. ROLL CALL:

<u>Directors</u>		<u>Staff</u>	<u>OLWI</u>	<u>Blue Electron</u>
S. Cuddeback	A. Petrus	R. Podolak	J. Miles	K. Zadeh
D. Kehoe	C. Roberts	S. Huey		
R. Lockwood	J. Young	W. Jakaub	<u>Seeler Engineering</u>	<u>Hiscock & Barclay</u>
S. Nemec			T. Seeler	A. Leja
			<u>Cayuga County Legislator</u>	
			R. Mills	

2. MINUTES – Approval of meeting minutes for December 10, 2010.

Motion by A. Petrus, seconded by R. Lockwood. Carried.

3. FINANCIAL – -Approval of December’s financial statements (see tab)

Motion by R. Lockwood, seconded by J. Young. Carried.

-Approval of accounts payable (see tab)

Motion by J. Young, seconded by R. Lockwood. Carried.

11-01 Motion by J. Young, seconded by S. Nemec, to approve the following transfers:

FROM	TO	AMOUNT	REASON
OLWI	County – General	\$6.50	Postage – Oct. 15 th to Dec. 14 th , 2010
Skan Lake Watershed	County – General	\$4,500.00	SLW Stipend – Executive Director 2 nd -4 th Qtr. 2010

Carried.

4. ACKNOWLEDGEMENTS

- Farm Bureau Central NY Office holds open house
- 2011 NYACD Legislative Days

5. RESOLUTIONS

11-02 Motion by A. Petrus, seconded by S. Nemec, to approve the following resolution for the authorization to nominate Ray Lockwood Jr. for Chairperson. Carried.

11-03 Motion by S. Cuddeback, seconded by R. Lockwood, to approve the following resolution for the authorization to nominate Jim Young for Vice Chairperson. Carried.

11-04 Motion by A. Petrus, seconded by J. Young, to approve the following resolution for the authorization to approve the following Cayuga County SWCD policies:

- *Procurement Policy & Forms*
 - *Code of Ethics*
 - *Conduct on County Property*
 - *Human Resources Policy*
 - *Investment Policy*
 - *Sexual Harassment*
 - *Drug & Alcohol Policy*
 - *Confined Space Policy – Standard Operating Procedure*
 - *Credit Card Policy*
 - *Travel Policy*
 - *Grant Funds Drawdown Policy*
 - *Equipment Usage, Maintenance and Disposal Procedure Policy*
 - *Director Attendance Policy*
- Carried.*

11-05 Motion by R. Lockwood, seconded by S. Nemeč to approve the following resolution for the authorization to adopt the 2011 Cayuga County Soil and Water Conservation District Holiday Schedule. No changes have been made from the current 2010 schedule. Carried.

11-06 Motion by S. Cuddeback, seconded by J. Young, to approve the following Resolution for the authorization to appoint Board of Directors members Ann Petrus and Ray Lockwood Jr. to serve on the Personnel Committee, with Jim Young to serve as an alternate. Carried.

Kamyar Zadeh arrived at 9:47 a.m.

Andy Leja arrived at 9:55 a.m.

7. REPORTS

Blue Electron – Kamyar Zadeh

Seeler Engineering – Tim Seeler

- Distributed the Cayuga County Regional Digester progress report.
- Reported on the project cost and schedule status.
- Reviewed construction progress and work still left to complete.
- Discussed regulatory issues regarding interconnection agreement and the electrical aggregation in progress.
- Discussed the FERC registration in process. Still awaiting NYSEG PPA draft.
- Reported that contacts were made with BlueRock Energy and World Energy regarding the contracting requirements and the RFP technical structure.
- Distributed report for the campus electrical aggregation .
- Discussed electrical service to county buildings on campus regarding cost of energy, rates to be charged and invoicing process.
- Draft energy services agreement submitted to legal for review.
- Meeting with County Manager arranged this week.
- Distributed report entitled “Environmental and Fertilizer Value of Digestion Process”.

K. Zadeh and T. Seeler left at 10:53 a.m.

Hiscock & Barclay – Andy Leja

- Discussed response letter written by A. Leja addressing concerns raised by MD Excavation. The letter is attached.

11-07 Motion by R. Lockwood, seconded by S. Nemec, to approve the following resolution for the authorization to accept the draft letter and send to Everett Stone of MD Excavation. Carried.

- Advised that attendance by the bidding contractor should be required at all pre-bid meetings. The engineer should be present at all meetings.
- Advised that all change orders should be in writing.
- Discussed selling power to other agencies.
- Advised that the District is not subject to FERC laws and is not governed by the PSC. The District does not have to obtain approval from the PSC as it is not defined as a municipality by the PSC.
- Advised that the District does have the ability to sell power up to approximately one mile beyond its property lines including crossing roads.
- Discussed opinion column written Bill Balyczak that appeared in The Citizen on Tuesday, January 11th. Advised the District to not respond to the article. The column is attached.

A. Leja left at 11:20 a.m.

NRCS – Katie Schor

- Was not present. Report distributed.

OLWI – Jessica Miles

- Working on completing 2010 Annual Report. Required under Owasco Lake Watershed Rules and Regulations and is due on January 30.
- Working to complete the 2010 financial statements. According to contract with the City of Auburn and Town of Owasco, these are due by April. Plan to complete and mail out with the annual report.
- Water rates for part-time inspector position have begun to be collected and should be available in the next payment (due February 15, 2011). Waiting to hear how position will be structured and to begin advertising for candidates.

Executive Director – Ron Podolak

- Distributed report.

Board of Directors – Ray Lockwood

- Thanked Steve Cuddeback for his services to the District Board over the time he was a Director and Chairman of the Board.

8. ADJOURNMENT: 11:43 a.m. *Motion by R. Lockwood, seconded by D. Kehoe.*

9. NEXT MEETING: Wednesday, February 9, 2011.