

MINUTES

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

August 3, 2011

10:00 a.m.

1. ROLL CALL:

<u>Directors</u>	<u>Staff</u>	<u>OLWI</u>	<u>NRCS</u>
D. Kehoe	P. Pinckney	R. Podolak	J. Reinhart
R. Lockwood	C. Roberts	S. Huey	K. Schor
R. Mills	J. Young	W. Jakaub	<u>Seeler Engineering</u>
S. Nemec			T. Seeler

- 2. MINUTES** – Approval of meeting minutes for July 2011.
Motion by S. Nemec, seconded by J. Young. Carried.

Regarding the meeting of July 13, 2011, it is the consensus of the Board that any discussion regarding EFC financing was to be certain the District was in compliance, not to circumvent any rules or regulations. Also, the Executive Director, Ron Podolak, was misquoted in an article which appeared in the local newspaper, The Citizen, on July 14, 2011.

- 3. FINANCIAL** – -Approval of July’s financial statements (see tab)
Motion by S. Nemec, seconded by C. Roberts . Carried.
-Approval of accounts payable (see tab)
Motion by S. Nemec , seconded by C. Roberts. Carried.

11-48 Motion by J. Young, seconded by D. Kehoe , to approve the following transfers:

FROM	TO	AMOUNT	REASON
Anaerobic Digester Checking	Energy Billing – Checking	\$1,558.74	Energy Billing – June 2011
Earned Income – Rent	Energy Billing - Checking	\$1,942.59	Energy Billing – June 2011
Energy Billing – Checking	Energy Billing – Savings	\$4,759.34	Distribution Maintenance Charges & Reserves
OLWI Program	Earned Income - Project	\$18.32	Reimbursement of mileage for use by the OLWI Program

Carried.

4. RESOLUTIONS

11-00 The following resolution to authorize the Executive Director to sign the contract extension with the City of Auburn, Town of Owasco and Cayuga County for the Owasco Lake Inspection Program was not acted upon. Tabled until next meeting of Sept. 14, 2011.

11-49 Motion by J. Young, seconded by S. Nemeč, to approve the following resolution to to increase the mileage reimbursement rate paid to Directors from .485/mile to .555/ mile as per the office of the NYS Comptroller, which is based on the standard mileage allowance established by the Internal Revenue Service, effective August 1, 2011. Carried.

11-50 Motion by J. Young, seconded by S. Nemeč, to approve the following resolution to to allow the OLWI program to use District vehicles or personal vehicles, if no district vehicle is available, for the purpose of OLWI program business. The OLWI program will reimburse the District or a personal vehicle at the current NYS Comptroller's rate of .555 per mile to continue until another vehicle is provided for the OLWI program. Carried.

P. Pinckney arrived at 10:25 a.m.

11-51 Motion by S. Nemeč, seconded by J. Young, to approve the following resolution to accept as an amendment to Blue Electron's existing contract the proposal for engineering services provided by CEG Engineering for installation of electric service to the new Public Safety Building facility. See attached proposal. Seeler Engineering recommends that the District authorize the additional services. Total cost for engineering is \$4,185.00. Carried.

11-52 Motion by S. Nemeč, seconded by J. Young, to approve the following resolution to create the position of Building Maintenance Mechanic for the Digester Facility. This position will be permanent part-time as per the Personnel Policy and will work under the direction of the Executive Director. Carried. J. Young – Nay.

5. REPORTS

NRCS – Katie Schor

- **Environmental Quality Incentives Program (EQIP)**
 - Construction is currently underway for a concrete storage structure & heavy use area protection. Shannon is taking the lead on completing construction checks and documenting the progress that has been made to date.
 - Shannon completed an erosion control system design comprised of 2 diversion ditches, 1 WASCORB, a 10" underground outlet and 10,000 of subsurface drainage. The landowner has reviewed and signed off on the design. Prior to the start of construction, a minor contract modification will have to be completed.
 - 2 acres of Riparian herbaceous buffer has been installed. Jason completed the as-built for this project and a payment has been issued to the producer.
 - 3 WASCORB's and a grassed waterway have been installed. As-builts are currently being prepared so that final payment can be authorized.
 - Jason Cuddeback and Valerie Horning completed a survey for a 400' animal trail and laneway.

- Shannon traveled to Livingston County to complete the survey for 3 WASCOBs and UGOs and a diversion ditch. She is currently working with Todd Pieters, CET in Wayne County, to complete the design.
- NEPA documentation and Cultural Resource requests are currently being completed for all new 2011 contracts, as per policy.
- **Agricultural Management Assistance Program (AMA)**
No activity at this time.
- **Wetland Reserve Program (WRP)**
No activity at this time.
- **Conservation Stewardship Program (CSP)**
No activity at this time.
- **Conservation Reserve Enhancement Program (CREP)**
10 CREP contracts have been developed and forwarded to FSA for processing. They are currently being reviewed by the FSA State Office prior to producer approval.
- **HELWC/WC**
 - Field data collected during the joint site visit conducted by NRCS and ACOE on a potential wetland violation site has been received from the Biologist and Soil Scientist. A preliminary technical determination with all appropriate appeal rights has been prepared and will be sent to the producer by COB today.
 - 560' of 4" solid watertight pipe has been installed as part of a wetland restoration plan. The only remaining portion of the plan that still needs to be completed is the installation of a fence to mark the boundary of the converted wetland. At that point, the area will be considered fully restored.
- **Miscellaneous**
 - A Civil Rights Quality Assurance review was conducted in our office yesterday. The main purpose of the review is to document civil rights compliance in program delivery and employment. Thanks to Jim Young, Ron Podolak, Sandy Huey and Dale Mattoon for participating in this review.
 - After several months, the desk audit that Shannon and I requested for her position has been approved. She is now officially a Soil Conservationist. Congratulations, Shannon!

OLWI – Jessica Reinhart

- A dive team was at Owasco Lake last week (July 25 through 29) investigating Asian clam infestation. Although a formal report has not been presented, initial results are that the infestation is confined to a relatively small area and clams were not found at a depth of greater than 6 feet. The hope is that with winter draw down of the lake, Asian clam populations can be controlled and kept from spreading.
- Vehicle discussion had occurred in earlier portion of meeting.
- Land clearing in Fleming - met at the site with NYS DEC. They will be fixing stream crossings to add culverts and proper head wall protection. They will also be installing a buffer along the stream and cleaning up several piles of topsoil containing significant amounts of brush and trees.
- August 3 is my final day of work before being out on maternity leave. Seasonal Watershed Inspectors will be present until September 10 and Council will possibly be hiring one of them to stay on through my leave.

Waterhsed Manager – Sandy Huey

- Distributed reports detailing a six month review of activities of projects completed by the Conservation Grazing Technician, J. Cuddeback and District Technician, V. Horning.
- It was noted that funding for the positions is adjusted as it varies according to grant income availability.
- The AEM program requires that employees perform services only in the county that the grant is awarded to.

Executive Director – Ron Podolak

- Report distributed.
- AVC Program – Harvester is experiencing hydraulic problems and is currently being evaluated by a hydraulic specialist.
- Weeds harvested are being requested by organic growers.
- Tubgrinding – Has been busy servicing other counties and municipalities.
- Mowing – There are so many mowing requests that there is a need for hiring a seasonal operator.

11-53 Motion by P. Pinckney, seconded by J. Young, to approve the following resolution to allow the Executive Director to hire two seasonal operators. These positions will be part-time with no benefits offered. Carried.

- Discussed Brutus waterline project. Contacted by Jim Hotaling. Requested installing of waterline to begin late in September.
- Emerson Park – Work continuing but at a slower pace as archeological dig for artifacts is underway.

6. DIGESTER REPORT

Sandy Huey

Ron Podolak

Seeler Engineering – Tim Seeler

Financial

- Distributed budget report.
- Distributed report by Blue Electron.
- Compared original EFC budget with revised budget, expenses to date and balance left to be paid.
- Balance consists mostly of retainage with Bouley Associates and Fisher Tank at 100% completion, O’Connell Electric at 95% completion, Ridley Electric at 85% completion, Global Therm at 80% completion and John W. Danforth at 78% completion. Retainer costs are under obligation to be paid within 90 days.
- Contract #2 was combined with Contract #4, Misc. Plant Electrical/Instrumentation.
- Gas Conditioning is part of Contract #8.
- The PLC was added as a new unit “Made in America”.
- Reviewed engineering, legal and available contingency funds.
- District costs to be reimbursed when Digester is operating and funds are available.
- Discussed repayment of funds for \$1.5 million to County of Cayuga. Reviewed payment options. Suggested negotiating a new agreement possibly over a 20 or 30 year period.

Equipment

- Have been contacted regarding the separator equipment. Company has offered to install equipment and purchase solids. Revenue estimated at approximately \$7000.00/month. Solids to be used for peat moss.
- Explored leasing composter/separator equipment at approximately \$7000.00/month cost.

Transportation

- Distributed report.
- Discussed going to bid on transportation. RFP's would state price per gallon on year round hauling.
- Reviewed pricing for tankers. Equipment will need to be modified.
- Explored option of leasing a 10 wheeler truck with a new 5000 gallon tanker.

11-54 Motion by J. Young, seconded by D. Kehoe, to approve the following resolution to allow the Executive Director to pursue leasing for a 10 wheeler truck with a new 5000 gallon tank. Carried.

C. Roberts left at 12:25 p.m.

7. ADJOURNMENT: 12:36 p.m. ***Motion by P. Pinckney, seconded by D. Kehoe. Carried.***

8. NEXT MEETING: Wednesday, August 17, 2011 at 10:00 a.m.