

MINUTES

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

January 11, 2012

10:00 a.m.

1. ROLL CALL:

<u>Directors</u>	<u>Staff</u>	<u>Blue Electron</u>	<u>Seeler Engr.</u>
S. Barski	S. Nemec	R. Podolak	K. Zadeh
D. Kehoe	C. Roberts	W. Jakaub	T. Seeler
R. Lockwood	J. Young		
Absent: P. Pinckney		<u>Hiscock & Barcley</u>	A. Leja

2. **MINUTES** – Approval of meeting minutes for meeting of December 16th, 2011.

Motion by J. Young, seconded by D. Kehoe. Carried.

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

Motion by J. Young, seconded by D. Kehoe. Carried.

-Approval of accounts payable (see tab)

Motion by J. Young, seconded by C. Roberts. Carried.

4. EXECUTIVE SESSION

Motion by J. Young, seconded by S. Nemec to enter into executive session for possible litigation at 10:02 a.m.

Motion by J. Young, seconded by S. Nemec to exit out of executive session at 10:48 a.m.

12-02 Motion by J. Young, seconded by C. Roberts, to approve the following resolution for the authorization to send a letter to Ag Power Group declining their offer to partner with the District on the Digester Project. Carried.

A. Leja left at 10:50 a.m.

R. Lockwood introduced S. Barski, the new county legislative representative board member, to the Board.

5. DIGESTER REPORT

Seeler Engineering – Tim Seeler

- All contracts are currently closed except:
 1. Contract #4 – Electrical – A few details to finish up.
 2. Contract #8 – Mechanical – Must return to check HVAC component.
- Project is complete with exception of genset to be started up.
- Paperwork to be submitted to EFC.

T. Seeler left at 10:55 a.m.

J. Young – Stated that Ag. & Markets would like a tour of the Digester possibly March 28th. Also would like to set up a tour for the New York Farm Bureau agency.

12-03 Motion by S. Nemec, seconded by J. Young, to approve the following transfers:

FROM	TO	AMOUNT	REASON
OLWI	Cty-General	\$61.05	Vehicle Usage – Dec. 2011
OLWI	EI-WWM	\$50.50	Vehicle Usage – Dec. 2011
OLWI	State-AEM	\$28.81	Vehicle Usage – Dec. 2011
Anaerobic Digester	Energy Billing Checking	\$701.84	Energy Billing – November and December 2011
Earned Income – Rent	Energy Billing Checking	\$1,900.57	Energy Billing – November and December 2011
Energy Billing Checking	Energy Billing Savings	\$1,496.21	Energy Billing – November and December 2011

Carried.

6. CORRESPONDENCE

- Letter to Senator Mike Nozzolio regarding the Interconnection Agreement with NYSEG.

7. RESOLUTIONS

Resolution No.: 12-01 *Phone poll conducted on January 4th and passed by R. Lockwood Jr., Jim Young, Paul Pinckney, Dale Kehoe.*

Authorizing participation by the Cayuga County Soil and Water Conservation District in the Agricultural Nonpoint Source Abatement and Control Program created pursuant to section 11-b of the New York State Soil and Water Conservation Districts Law.

WHEREAS, the New York State Soil and Water Conservation Committee has issued a Request for Proposals inviting Soil and Water Conservation Districts or groups of Districts acting jointly to submit proposals for funding under Round 18 of the Agricultural Nonpoint Source Abatement and Control Program; and

WHEREAS, funds are available for projects that consist of activities that will reduce, abate, control, or prevent nonpoint source pollution originating from agricultural sources; and

WHEREAS, the **Cayuga** County Soil and Water Conservation District has determined that certain work, as described in its application and attachments, (the “Project”) is in the public interest and consists of activities that will reduce and/or prevent nonpoint source pollution from agricultural sources;

NOW, THEREFORE, BE IT RESOLVED by the **Cayuga** County Soil and Water Conservation District Board

1) That **Ronald Podolak, Executive Director**, or such person’s successor in office, is the representative to act on behalf of the District’s governing body in all matters related to State Assistance under Round 18 of the Agricultural Nonpoint Source Abatement and Control Program. The representative is authorized to make application, execute the contract for State Assistance, submit project documentation, and otherwise act for the District governing body in all matters related to the Project;

2) That the District agrees to fund its portion of the cost of the Project as provided in the application;

3) That one (1) certified copy of this Resolution be prepared and attached to the application for funding under Round 18 of the Agricultural Nonpoint Source Abatement and Control Program;

4) That this resolution take effect immediately.

12-04 Motion by J. Young, seconded by S. Nemec, to approve the following resolution for the authorization to nominate Ray Lockwood Jr. for Chairperson. Carried. R. Lockwood abstained.

12-05 Motion by D. Kehoe, seconded by S. Nemec, to approve the following resolution for the authorization to nominate J. Young for Vice Chairperson. Carried. J. Young abstained.

12-06 Motion by J. Young, seconded by C. Roberts, 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.

J. Young – Discussed the need for a work schedule for the personnel operating the digester. Is there a policy for scheduling an on call person. Currently being developed.

12-07 Motion by J. Young, seconded by S. Nemec to approve the following resolution for the authorization to adopt the 2012 Cayuga County Soil and Water Conservation District Holiday Schedule. The holidays will remain the same as the current 2011 schedule. Carried.

12-08 Motion by J. Young , seconded by S. Nemec, to approve the following resolution for the authorization to appoint Ron Podolak, Executive Director and Wanda Jakaub, Principal Account Clerk to serve on the County of Cayuga Health Insurance Consortium Board of Directors as a representative for the Cayuga County Soil & Water Conservation District. This will be a one year term from January 1, 2012 through December 31, 2012. Carried.

12-09 Motion by S. Nemec, seconded by D. Kehoe to approve the following resolution for the authorization to reimburse Spruce Haven Farms \$20,001.00 from Round 7 Ag Nonpointgrant for expenses paid by them during the construction of their composting facility. Carried.

Discussion: S. Barski questioned payment to Spruce Haven Farms. Was explained that this is a state grant awarded to the farm administered by the District. The work is completed first, then payment is received in the form of reimbursement.

8. REPORTS

Blue Electron – Kamyar Zadeh

- We Care from Weedsport had group of northeast regional employees tour the Digester Facility.
- Waiting for genset to startup, then final commissioning can begin.
- Received grant from NYSERDA for gas conditioning unit.
- Fuel Cells – J. Young suggested fuel cells as a replacement for the 2nd genset. Fuel cells are another generator of electricity through a chemical process, yet are very expensive. Produce no by products yet could be very poisonous if sulfur in gas and must replace chemical stack frequently. Very reliable process as will still have power if utility shuts down. Possibly in the future.
- Praised M. Riley for a terrific job. Is still in the learning process, but making an effort to become familiar with every part of the system.

NRCS – Katie Schor

- **Environmental Quality Incentives Program (EQIP)**
Applications are currently being accepted for the following special initiatives: Organic Initiative, Seasonal High Tunnel Initiative, Air Quality Initiative & On-Farm Energy Initiative. To date, 2 applications have been accepted and will be ranked as soon as possible.
- **Conservation Stewardship Program (CSP)**
All contract reviews have been completed for the 2011 crop year. Payments requested prior to the end of the year were processed and distributed by December 31st. I am currently working on completing payment applications for the remainder of the contracts.
A cancellation request for a 2010 CSP Forestry contract was received by the participant. All necessary paperwork was completed and sent to the NRCS State Office for processing.
Applications for Round 1 of the 2012 CSP Program are being accepted until January 13, 2012. To date, we have only 3 applications on file but Shannon and I have been busy responding to several other inquiries about the program.
- **HELC/WC**
A scope & effect was completed on a pending violation site by the NRCS Soil Scientist. Based on this process, we were able to eliminate all but 0.7 acres of the original 2.2 acres. A final determination for the pending 0.7 acre area was completed and submitted to the NRCS State Biologist for final review and approval. Because this has gone through an appeals process, the final determination must be signed by the acting State Conservationist.

OLWI – Katie Jakaub –

- Wednesday, December 21, 2011 - Manure incident on Twin Birch field. Said field was situated on the boundary line of both the Owasco Lake and Skaneateles Lake watersheds. Details:
 - Field was last spread on December 19, 2011 (Monday)
 - Heavy rains occurred on the following Wednesday causing heavy amounts of foaming in an adjacent water course indicating excessive loading of nutrients due to manure runoff.
 - NYS DEC ECO and SLWAP and Skaneateles Lake Watershed Inspectors were contacted. Met with ECO, they took over enforcement.
 - Berms were constructed by farm employees the same day after the ECO spoke with the Twin Birch business manager.
 - Inspection of the berms indicated they were installed and functioning properly.
 - Follow-up on December 27, showed the field to be in the process of being tilled.
 - Twin Birch was following their CAFO plan – kept 75’ away from adjacent stream and had a grassed drainage swale intersecting field.
 - December 29 – Discussion with Jeff TenEyck, Ag & Markets – “CAFO plan vs. OLWRR: Who supersedes who?”.
- Seasonal Workers - Announcement for seasonal positions has been sent out to several local colleges and universities to be circulated throughout the student body. Interviews of potential candidates will begin early February. Hired candidates will start their 12 week position on March 5th, 2012.
- January 5, 2012 – Interviewed with Erik Sorenson from WAUB Fingerlakes Radio about current issues within the watershed. Interviews will be conducted periodically.
- Owasco Lake Watershed Management Council meeting: January 10, 2012: During the council discussion portion of the meeting, an emphasis on closer inspection and tighter regulations of septic systems on properties around the lake were brought to attention. This is something that will be looked at more closely in the near the future.
- 2012 Annual Report: Most of this past month has been dedicated to wrapping up the year. The program’s Annual Report will be finished January 13th and will be submitted to the publishing company on or before January 20th, 2012.

Digester – Mike Riley – Report will be submitted.

District Field Manager – Doug Kierst – Distributed report.

Executive Director – Ron Podolak

- Read M. Riley’s report.
- AVC - Brought to the attention of the board the invoice received from Alpha Boats on the repairs made to the Harvester. Suggested that this winter the boat should undergo repairs to become fully operational again. Some repairs may need to be completed by the company hired out of Buffalo. Cost will be approximately \$18,000 to \$20,000. May have to cut services to lakes this year. Have applied for a state grant of approximately \$6,000.00 to help with cost as lakes are used as drinking water.
- AEM – Have responded to an RFP put out by the state committee for consultant services to be housed in a SWCD district. Would receive rent money for the use of a cubicle and administration fees as well.
- OLWI Committee – S. Cuddeback is now a member.

J. Young – Remarkd on the study done by John Halfman regarding high phosphorous levels recorded in Owasco Lake. Jim believes that there are high phosphorous levels in all soils around the lake. Samples should be taken from an area not used for farming to use as comparison. When comparisons are done Owasco Lake area soils should start at a higher level before measurements begin.

- Surplus Property – Contest being conducted by federal government website and award being given regarding what machinery was purchased and how it has benefited the community. Report done by Karl Radcliffe was very well written. Have not had a response as yet.
- Power surge happened in county between Jan. 1 and Jan. 2. Damaged experienced at 911 center with burned out computers, etc. Problems believed to be with NYSEG. It was suggested that the Digester may need insurance regarding this coverage as it will be an energy provider.

R. Lockwood – Remarkd that the radio report given by K. Jakaub on Jan. 5th was excellent.

J. Young – As a member of the Cayuga County Public Utility Service Agency, stated that paperwork was filed to become an electrical energy service company. Would like to be considered as a possible purchaser of excess electric from the Digester. The agency would like a tour of the facility also.

9. ADJOURNMENT: 11:45 a.m. *Motion by D. Kehoe, seconded by C. Roberts. Carried.*

10. NEXT MEETING: Wednesday, February 8, 2012 at 10:00 a.m.