

**DRAFT MINUTES**  
**CHAUTAUQUA COUNTY SOIL & WATER CONSERVATION DISTRICT**  
**Frank W. Bratt Ag Center, Jamestown, NY 14701**  
**District Board of Directors' Regular Meeting**  
**January 26, 2006**

**I. Meeting Called to Order: 1:00 P.M.**

**A. Present:**

David Sturges - Chairman	Debra Kelley - Secretary
Leon Beightol - Treasurer	David Wilson - Field Manager
Bob Thompson - Vice-Chair	Larry Brown - RC&D County Committee
Fred Croscut - Director	Jay Gould - District Technician
Bob Anderson - Director	Rob Halbohm - NRCS - DC

**II. Minutes of The Previous Meeting:**

**MOTION** by Thompson seconded by Beightol to approve the minutes of the December meeting with one correction, Robert Anderson was in attendance for that meeting. Carried.

**III. Treasurer's Report:**

**MOTION** by Thompson seconded by Croscut to accept the Treasurer's report and pay current bills. Carried.

**A. The following bills were approved for payment:**

SEE ATTACHED

**IV. Correspondence:**

**V. Reports:**

**A. Other Agencies**-none

**B. Committees** - none

**C. District Conservationist** - Rob Halbohm

1. **Contribution Agreement** - NRCS has two agreements with the District. The Contribution agreement for administrative services with the District expired on December 31, 2005. The agreement for technical assistance with the District is good until September 2006.

2. **Program Updates**

a. **CSP** - There has not been a National Announcement for funding yet at this time

b. **EQIP** - Sign up period is open now through February 17<sup>th</sup> 2006. We are preparing applications now.

c. **AMA** - Was not funded this fiscal year for Western New York State.

3. **Building** - See Attached

**D. District Field Manager** - David Wilson

1. **Trees & Shrubs** - Trees and Shrubs program has started, we have about 65 orders at this time.

2. **Envirothon** - We held the workshop on January 13, 2006 at SUNY Fredonia, Jewett Hall. We had about 27 teams present. The event will be held on April 28, 2006.

3. **District Truck** - Has been ordered, but it is not here yet.

- F. **District Secretary** - Debra Kelley
  - 1. **Annual Financial Report to the State Committee and the State Comptroller** - The board reviewed the financial report for 2005. **MOTION** by Thompson seconded by Croscut to approve the reports and for Beightol to sign them. Carried!
  - 2. **Credit Card Processing** - I have started processing credit card using Quickbooks and merchants services, it is working out very well.

#### VI. Old Business

- C. **District 2006 Contract with the County** - We have received our contract and Dave Sturges signed it, so I could send it back. We have not received any money yet.
- D. **Appointments to the Board** - I have sent out letters for the board appointment and have been in contact with the County Lawyer regarding the Appointments.
- E. **District Tractor** - **MOTION** by Croscut seconded by Thompson to purchase a Ford-New Holland TN70 Tractor from Larry Romance & Son in Sheridan, NY. Carried!

#### VII. New Business

- A. **2006 Water Quality Symposium/Annual Training Session** -will be held March 7 - 10, 2006 at the Holiday Inn Hotel, Auburn, NY. **MOTION** by Croscut seconded by Beightol to allow staff and directors to attend the training session and reimburse them for expenses. Carried!
- B. **Annual Plan of Work**- The Annual Plan of work was reviewed by the District Board. **MOTION** by Thompson seconded by Croscut to approve the Annual Plan of Work. Carried!
- C. **Long Range Plan of Work** - The Long Range Plan of work was reviewed by the District Board. **MOTION** by Thompson seconded by Beightol to approve the Annual Plan of Work. Carried!
- D. **Election of Officers** - Tabled
- E. **Committee Assignments** - Tabled
- F. **Review Policies** - The District Policies were reviewed by the District Board. **MOTION** by Anderson seconded by Thompson to approve the District Policies. Carried!
- G. **Review Rental Fees - Equipment & Services for 2006** - The Rental Fees, Equipment & Services were reviewed by the District Board. **MOTION** by Beightol seconded by Croscut to approve the Rental, Services & Equipment Fees. Carried!
- H. **Review Pay Prior to Approval List** - The Pay Prior to Approval List was reviewed by the board. **MOTION** by Croscut seconded by Beightol to approve the list as presented to the board. Carried!
- I. **Personnel Appraisals** - The Personnel Appraisals submitted by David Sturges were reviewed by the Board. **MOTION** by Croscut seconded by Beightol to approve the Personnel Appraisals as presented. Carried!
- J. **N.Y. State Association Conservation District** - Pay Dues - Tabled
- K. **Audit the District Books** - Tabled
- L. **Legislative Day** - set for March 6 & 7, 2006. **MOTION** by Beightol seconded by Anderson for staff and directors to attend and reimburse them for expenses. Carried!

VIII. **RC&D** -

A. **Larry Brown Reported on Committee Activities** - See Attached.

IX. **Water Quality**

X. **Cooperators** none

XI. **Next Meeting** - Thursday, February 23, 2006, 1:00 P.M. at the Frank Bratt Ag Center, Jamestown, NY

XII. **Meeting Adjourned**

**MOTION** by Croscut seconded by Thompson to adjourn at 2:45 P.M. Carried!

Debra A. Kelley  
Secretary

David J. Sturges  
Chairman