

**CHAUTAUQUA COUNTY SOIL & WATER CONSERVATION DISTRICT**

**Frank W. Bratt Ag Center, Jamestown, NY 14701**

**District Board of Directors' Regular Meeting**

**January 17, 2013**

**I. Meeting Called to Order: 8:30 A.M.**

**A. Present:**

Fred Croscut - Chairman

Bruce Kidder - Treasurer

Allen Peterson - Director

Robert Orr - Director

Debra Kelley - Secretary

Rob Halbohm - NRCS

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

**MOTION** by Kidder seconded by Orr to approve the minutes of the December meeting.

**III. Treasurer's Report:**

**MOTION** by Peterson seconded by Orr to accept the Treasurer's report and pay current bills.

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

SEE ATTACHED

**IV. Correspondence:**

**V. Reports:**

**A. Other Agencies**

1. **NYS Soil & Water Committee** - Jeff TenEyck - See Attached

**B. Committees**

- 1 **Personnel** - **MOTION** by Kidder seconded by Peterson to hire David Spann as the District Field Manager for the Chautauqua County SWCD at pay Grade 9 Step 3, effective Monday, January 21, 2013. This appointment will be provisional and subject to taking the Civil Service Test and scoring within the acceptable range.

**C. District Conservationist - Rob Halbohm**

**1. Program Updates**

- a. **EQIP** - We had been taking applications through the middle of November and received 27 applications; 6 for livestock waste, 9 cropland, 2 grazing, 5 habitat, 5 forest management, we are in the process of ranking them, they are due by January 18<sup>th</sup>.

- b. **AMA** - We did have 1 application under AMA for an irrigation system.

2. **NRCS Financial Assistance in FY 2013** - See attached top 2 slides.

3. **NRCS Operational Restructuring** - See attached bottom 2

slides.

**D. District Field Manager**

1. **Trees & Shrubs** - Trees and Shrubs booklets have been mailed out as well as email and we have about 10 orders back.

District Minutes (District Field Manager Cont.)

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2. **Envirothon** - We held the workshop on January 25, 2013 at SUNY Fredonia. We had about 125 students in attendance. The event will be held on April 25, 2013 at Camp Merz, in Mayville.
3. **Ag Grants** - I have Round 18 contracts back so I need Fred to sign the vouchers and I also have landowner contracts for Fred to also sign. **MOTION** by Kidder seconded by Orr to approve the landowner contracts and the chairman to sign.

**E. District Secretary - Debra Kelley**

1. **Annual Financial Report to the State Committee and the State Comptroller** - **MOTION** by Orr seconded by Peterson to approve the Annual Financial reports.

**VI. Old Business**

- A. **2013 Appointments to the Board** - The Legislative appointments have been approved by the Legislature, and the grange is not up until next year.
- B. **Legislative Day** - February 11 & 12, 2013. **MOTION** by Kidder seconded by Peterson for two people to attend and reimburse them for their expenses.

**VII. New Business**

- A. **2013 Water Quality Symposium/Annual Training Session** -will be held March 12 - 15, 2013 at the Holiday Inn, Auburn, NY. Registration required before February 15, 2013. **MOTION** by Peterson seconded by Kidder to allow two staff and directors to attend the training session and reimburse them for expenses.
- B. **Annual Plan of Work** - Tabled.
- C. **Long Range Plan of Work** - Tabled.
- D. **Election of Officers** - Tabled.
- E. **Appointments** - Tabled.
- F. **Committee Assignments** - Tabled.
- G. **Review Policies** - Tabled
- H. **Review Rental Fees - Equipment & Services for 2013** - Tabled.
- I. **Review Pay Prior to Approval List for 2013** - The Pay Prior to Approval List for 2013 was reviewed by the board. **MOTION** by Peterson seconded by Orr to approve the list as presented to the board.
- J. **Personnel Appraisals** - Tabled
- K. **Audit the District Books** - Peterson & Orr will audit the District books at 8:30 AM prior to the regular meeting on February 28, 2013.
- L. **District 2013 Contract with Chautauqua County** - We are working with Jeff Diers to get this underway.

**VIII. RC&D** - There was a meeting on January 7, 2013 and the next meeting

is scheduled for March 4th.

District Minutes (New Business Cont.)

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IX. **Water Quality** - Hydro Fracking waste was the main topic. They will gather information on what is in the waste water and report at the next meeting.

X. **Cooperators** none

XI. **Next Meeting** - Thursday, February 28, 2013, 9:00 A.M. at the Frank Bratt Ag Center, Jamestown, NY

XII. **Meeting Adjourned**

**MOTION** by Kidder seconded by Peterson to adjourn at 11:35 P.M.



Debra A. Kelley  
Secretary



Fred Croscut  
Chairman

01/16/13

**Chautauqua County SWCD  
Transaction List by Vendor  
January 2013**

Date	Num	Memo	Amount
<b>Bank of America</b>			
1/10/2013	On L...	4170 0801 0125 2813 12/...	-879.60
<b>Country Ayre Farms, LLC</b>			
1/17/2013		Engineering - Team Ag In...	-500.00
<b>David J. Wilson</b>			
1/17/2013		Reimb. for Lunch - WQTF ...	-50.04
<b>Genesee County SWCD</b>			
1/17/2013		25% downpayment on 201...	-4,070.16
<b>Greater Chautauqua Credit Union</b>			
1/11/2013	7936	Pay Period Ending 1/11/13	-575.00
1/25/2013		Pay Period Ending 1/25/13	-425.00
<b>James B. Schwab Co.</b>			
1/11/2013	7935	Cust#FA2978 - INV#7361...	-91.17
1/17/2013		Cust#FA2978 - INV#7379...	-274.04
<b>Mayville Auto Parts</b>			
1/4/2013	7934	Red F150 Pickup	-312.99
<b>NYS Deferred Compensation Plan</b>			
1/11/2013	7937	11095 Pay Period Ending...	-487.73
1/25/2013		11095 Pay Period Ending...	-1,116.58
<b>NYS Unemployment Insurance</b>			
1/28/2013		16-0952573 Pay Period ...	-1,059.84
<b>NYSCDEA, Inc.</b>			
1/17/2013		3 Cases Fertilizer Tablets	-186.00
<b>Oak View Dairy, LLC</b>			
1/18/2013		Inv.#13965 - TeamAg	-1,600.50
<b>Postmaster.</b>			
1/14/2013	7938	Permit #371 - Acct#15626...	-185.21
<b>QuickBooks Payroll Service</b>			
1/10/2013		Created by Payroll Servic...	-3,938.35
1/24/2013		Created by Payroll Servic...	-8,429.85
<b>Quill Corporation</b>			
1/17/2013		Acct#C957663 - Inv.#813...	-7.99
1/17/2013		Acct#C957663 - Inv.#814...	-27.58
1/17/2013		Acct#C957663 - Inv.#815...	-59.56
<b>SouthArrow Consulting</b>			
1/17/2013		Web Hosting 2013	-125.24
<b>Tele - Sec Computers &amp; Supplies, Inc.</b>			
1/18/2013		Inv.#61471-3 Cases of 11...	-160.35
<b>The Trophy House</b>			
1/17/2013		Inv.#295 -David Wilson Pl...	-100.00
<b>Univera Health Care</b>			
1/17/2013		Inv.#1823923/Group ID 40...	-340.37
<b>Verizon Wireless</b>			
1/4/2013	On L...	Acct#280247541-00001, I...	-34.88

*Chris Allen*  
*John P. Wilson*  
*David Craswell*

Happy New year everyone! I hope the holidays were good to you. Here are a few reminders to get us headed in the right direction for the new year.

- A few District's have been audited recently by the State Comptroller's office and have done well, but there are a few common issues that have come up that you should keep in mind. I know these can be difficult due to our small staffs, and at best monthly BOD meetings, but we have an obligation to the tax payers that fund us to do the best we can.
  - District employees who collect cash from customers should provide a press-numbered duplicate receipt to the customer at the time payment is received, when no other evidence satisfactory for the purpose of audit is available.
  - The Board should ensure that duties are segregated so that no one person controls all phases of a transaction.
  - The Board should review vendor claims and approve them before they are paid (one of the many reasons for having monthly BOD meetings).
  - The Board should review the District's financial records frequently and/or engage an auditor to perform a review of the records. You should also be providing regular updates to your BOD on the status of your grants.
- You should have all received your 2012 SWCD Reporting Documents, 2012 Annual Report, and 2012 Performance Measure Evaluation Summary Report. Only the "Annual Report of Treasurer" remains to be sent out to you. These reports are due at the State Committee Office by February 15. Please note and follow the instructions for submittal that were e-mailed with the documents. If you have any trouble with the forms contact me or Jennifer Clifford in the Albany office.
- District Annual Work Plans are due in Albany by April 1, and must be reviewed and approved by me **before** being sent to Albany. So as you complete your work plans e-mail me a copy for review and as I approve them I will forward them on to Albany for you.
- Lastly, just a friendly reminder to please e-mail me your monthly BOD meeting minutes. Most of you are, but there are a few that seem to be erratic and a couple that I don't get at all. With trying to cover 19 Districts as well as my old job it helps me keep somewhat up to speed with what is going on.

As always don't hesitate to contact me with any questions or concerns, and thanks for all the good work you do.

Jeff

Jeff Ten Eyck, CCA, Associate Environmental Analyst  
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Division of Land & Water Resources  
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## Updates

### • 2013 FA Allocation

• FA allocation for the entire year		
• AMA	\$ 157,000	=
• EQIP General	\$4,857,288	-22%
• EQIP AGO	\$ 313,000	-53%
• EQIP Chesapeake	\$ 746,667	-57%
• EQIP Energy	\$ 47,853	+857 %
• EQIP LI Sound	\$ 27,027	-82%
• EQIP NE Forestry	\$ 550,000	+175%
• EQIP Organic	\$ 180,000	-63%
• EQIP High Tunnel	\$ 450,000	=
• EQIP NWQI	\$ 282,599	-9%

## Updates

### • 2013 FA Allocation

• FRPP	\$3,866,598	-68%
• GRP	\$ 0	-100%
• WHIP (WLFW)	\$ 60,000	13%
• WRP(restoration)	\$2,765,855	-85%
(no new sign-ups)		
• GLRI		???
• EQIP Air Quality	\$ 0	-100%

### Natural Resources Conservation Service Proposed Organizational Restructure New York



### Proposed Batavia Area Management Units







## **Chautauqua County Soil & Water Conservation District**

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### **2013 AUTHORIZATION TO PAY BILLS PRIOR TO MONTHLY BOARD APPROVAL Reviewed and approved 1/17/13**

1. Payroll      Salary checks – QuickBooks Payroll Service  
                  NYS Employees Retirement System  
                  EFTP - Federal Tax Deposit, Soc. Sec. & Medicare  
                  NYS Employment Tax  
                  NYS Deferred Compensation Plan  
                  Chautauqua Employees' Assoc. Federal Credit Union
2. Postmaster - Bulk mail, Postage and Bulk Mail Permit Charge
3. Larry Romance & Sons, Inc. - Parts
4. Cornell Cooperative Extension - Newsletter & Printing
5. Dept. of Interior - USGS - Topo maps
6. Permaguide - Chautauqua Lake Fishing Maps
7. Univera Health Care – Health Insurance
8. Exxon Mobil & CITGO - Credit card purchases of gas
9. Fredrickson Building Supply - Charge account
10. Refunds for Tree& Shrubs, Bass, Trout, Walleye, Carp & Koi
12. Quill, Office Max, Staples and Geer-Dunn Co. - Office supplies
13. Jamestown Cycle Shop - T-shirts
14. Richard Engdahl, Marie Larson – Reimb. For Medicare & Health Ins.
15. MapTeck - Topo Maps on CD
16. Gary's Awards & Jewelry
17. Vose Signs - Tree plantation signs
18. Treessentials or TreePro - Tree protectors
19. Bentley Seed Co. - Wildflower seeds
20. Nature Study Guide - Finder Books
21. Workman Publishing Co. - Country Wisdom Bulletins
22. Whispering Pines Fish Farm, Steve Welk - Trout
23. Hill Top Fish Hatchery & Zetts -Grass Carp, Minnows, Bass, Catfish, Koi, Walleye Perch
24. Ernst Conservation Seeds, LLP
25. NACD League City - Service Awards & Soil Stewardship materials
26. Farm Service Agency - Use of Photocopier
27. WQTF Disbursements - Upon WQTF Board approval
28. NYS Sales Tax
29. Verizon - Cell phone
30. Tele-Sec Computer & Supplies
31. Envirothon expenses
32. Blackburn Manufacturing - Marking flags
33. Recon Maps & Charts – Fishing Maps
34. John Deere Credit, Southern Tire Supply – Hydro Seeding Supplies
35. Bank of America - Credit Card
36. County Line Stone - Large Rock
37. Double A Vineyards – Willows & Bamboo Poles