

CHAUTAUQUA COUNTY SOIL & WATER CONSERVATION DISTRICT
Frank W. Bratt Ag Center, Jamestown, NY 14701
District Board of Directors' Regular Meeting
January 20, 2011

I. **Meeting Called to Order:** 1:05 P.M.

A. Present:

Bob Thompson - Vice-Chair	David Wilson - Field Manager
Bruce Kidder - Treasurer	Debra Kelley - Secretary
Allen Peterson - Director	Rob Halbohm - NRCS
Jay Gould - Technician PT	Sheldon Hightower - NRCS
Nicole Kerstetter - NRCS Intern	

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

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

III. **Treasurer's Report:**

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

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

SEE ATTACHED

IV. **Correspondence:** none

V. **Reports:**

A. **Other Agencies**

1. NRCS, Sheldon Hightower, Assistant State Conservationist - Sheldon gave some background information about himself.
Personnel - We have had a lot of changes and turnovers in our agency right now and we have filled some of the positions which have been vacant. We hope to fill some other positions that are vacant as well.
Programs - we have a lot of programs with cut off dates this month, Rob will talk about them.
Districts - 2010 was a good year and we appreciate the partnership between NRCS and the District.

B. **Committees** - none

C. **District Conservationist** - Rob Halbohm

1. **Program Updates** - See Attached
2. **Emergency Watershed Project** - for Silver Creek has been extended until 7/31/11, so this will allow the project to be completed.
3. **Earth Team Volunteer** - Nicole Kerstetter introduced herself and gave some background information to the board.
4. **Obligation Agreement** - for the Districts share of the rent is not yet ready, but we will be working on it for this year.

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

1. **Trees & Shrubs** - Trees and Shrubs booklets were mailed on Monday.

2. **Envirothon** - We held the workshop on January 21, 2011 at SUNY Fredonia. We had about 150 students in attendance. The event will be held on April 27, 2011 at Cockaigne Shi Center, in Cherry Creek.
 3. **Country Ayre** - due to weather and construction issues we are putting this job on hold until the spring.
 4. **John Knight** - Milk house waste tank is done and has been signed off on.
 5. **Norvel Willink** - is completed and has been signed off on.
 6. **Training Session with Highway Dept.** - we are trying to set it up for the last Friday in April. We will be going to a gravel pit and have some Erosion & Sediment Control demonstrations.
 7. **2% Projects** - applications will be out March 1st and need to be submitted by June 1st. We will be writing for some projects.
- E. **District Secretary** - Debra Kelley
1. **Annual Financial Report to the State Committee and the State Comptroller** - **MOTION** by Peterson seconded by Thompson to approve the Annual Financial reports.
 2. **Availability Period** - **MOTION** by Peterson seconded by Thompson that the Chautauqua County Soil & Water Conservation District Board of Directors officially adopted a 30 day availability period for revenues as of January 20, 2011. This is in accordance with the Modified Accrual Method of Accounting as recommended by the New York State Office of the Comptroller. This policy will be reviewed and adopted annually at the District Annual Organizational Meeting.

VI. Old Business

- A. **2011 Appointments to the Board** - have been through the Legislative Committee.
- B. **Legislative Day** - February 7 & 8, 2001. **MOTION** by Kidder seconded by Peterson for staff & directors to attend and reimburse them for their expenses.
- C. **Contracts for 2011 2% Projects** - **MOTION** by Kidder seconded by Peterson for Vice-Chair to sign contracts for the 2011 Projects.

VII. New Business

- A. **2011 Water Quality Symposium/Annual Training Session** -will be held March 15 - 18, 2011 at the Holiday Inn, Auburn, NY. Registration Required before February 18, 2011. **MOTION** by Peterson seconded by Kidder to allow staff and directors to attend the training session and reimburse them for expenses.
- B. **Annual Plan of Work** - The Annual Plan of work was reviewed by the District Board. **MOTION** by Kidder seconded by Peterson to approve the 2011 Annual Plan of Work.

- C. **Long Range Plan of Work** - The Long Range Plan of work was reviewed by the District Board. **MOTION** by Peterson seconded by Kidder to approve the 2011 Long Range Plan of Work.
- D. **Election of Officers** - Tabled
- District Minutes (New Business Cont.) Page 3.
- E. **Committee Assignments** - Tabled
- F. **Review Policies** - The District Policies were reviewed by the District Board. **MOTION** by Peterson seconded by Kidder to approve the 2011 District Policies.
- G. **Review Rental Fees - Equipment & Services for 2011** - The board reviewed the rates for Equipment and Services for 2011. **MOTION** by Kidder seconded by Peterson to approve the Fees for Equipment Rental and Services. See Attached Fee Schedule.
- H. **Review Pay Prior to Approval List for 2011** - The Pay Prior to Approval List for 2011 was reviewed by the board. **MOTION** by Kidder seconded by Peterson to approve the list as presented to the board.
- I. **Personnel Appraisals** - **MOTION** by Kidder seconded by Peterson to approve the Personnel Appraisals.
- J. **Audit the District Books** - Croscut & Peterson will audit the District books at noon prior to the regular meeting on March 10, 2011.
- K. **District 2011 Contract with Chautauqua County** -
- L. **Director Reporting for the NYS Retirement Program** -

VIII. **RC&D** - JoAnn Kurtis has purchased a Stream Table Model which simulates a moving stream. We will be having a demonstration with this model on Tuesday's Conewango Meeting at the Audubon.

IX. **Water Quality**

X. **Cooperators** none

XI. **Next Meeting** - Thursday, March 10, 2011, 1:00 P.M. at the Frank Bratt Ag Center, Jamestown, NY

XII. **Meeting Adjourned**

MOTION by Kidder seconded by Peterson to adjourn at 2:45 P.M.

Debra A. Kelley
Secretary

Fred Croscut
Chairman