

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Initiatives

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## Minutes of the Watershed Agricultural Council Meeting July 28, 2009

Meeting called to order at 6:30 p.m.

### Directors Present:

David Cammer	Fred Huneke
Linda DeWitt	Tom Donnelly
Sally Fairbairn	Darby Hartwell
William Coleman	Tom Hutson
Ken Smith	Richard Giles
Barbara Howard	John Schwartz, NYC DEP

### Directors Absent:

Joe Eisele	John Verhoeven
Dave Post	

### Others Present:

Dan Palm  
Thomas Artale  
Cheryl Marion  
Tom Pavlesich  
Jeff Graff  
Challey Comer  
Carrie Davis  
Tara Collins  
Brian LaTourette

### I. Approval of Minutes

**Motion to approve the minutes of the June, 2009 WAC meeting.**

**Motion: Bill Coleman**

**Second: Dave Cammer**

**Approved**

### II. Executive Director Reports – Dan Palm

#### A. Program Approvals or Resolutions

**Motion to approve Contract #381 between the WAC and Rettew Engineering & Surveying for a total of \$300,000 for the period of August 1, 2009 through July 31, 2010.**

**Motion: Darby Hartwell**

**Second: Tom Hutson  
Approved**

**Motion to approve the subsequent approval request for Judith Tait – Large Farm – DEP-191- WFP2 – Revision 1 – March 2001 – CREP BMPs #3b Animal Trail & Walkway, #3c Trough and #3d Spring Development for additional funding of \$8,125.00 paid by WAC.**

**Motion: Sally Fairbairn  
Second: Linda DeWitt  
Approved**

**Motion to approve the subsequent approval request for Richard Coombe – Large Farm – SUR-001 – WFP2 – Revision 5 – June 2009 – BMP#25- Gravel Heavy Use Area and Alternative Water for additional funding of \$12,300.00**

**Motion: Dave Cammer  
Second: Barbara Howard  
Approved**

**Motion to authorize the Watershed Agricultural council to execute a contract for the expenditure of twelve hundred dollars (\$1200) per acre for the purchase of a conservation easement of approximately 157.2 acres on land included in the whole farm plan under farm number DE-C-203 located in the Cannonsville Basin.**

<b>Acres under easement:</b>	<b>157.2</b>
<b>Appraised “before” value:</b>	<b>\$2,500.00/acre</b>
<b>Appraised “after” value:</b>	<b>\$1,300.00/acre</b>
<b>Appraised easement value:</b>	<b>\$1,200.00/acre</b>
<b>Total Purchase Price Approx:</b>	<b>\$188,640.00</b>

**Motion: Bill Coleman  
Second: Linda DeWitt  
Approved**

Dan reported that presently WAC has two storage rentals in Walton and the two remaining storage pods in Hamden. The goal is one storage unit that will be climate controlled for all retention documents and supplies which will be located at 44 West Street. Bob Vitti, owner of the building, is renovating what had been Stock Building storage to meet our needs.

The area of the West Street office which will house the database system is also being renovated to meet the requirements of the equipment that is to be housed there.

WAC has identified a consultant to provide a risk assessment: to review current insurance and risk management programs, prepare insurance specifications and Request for Insurance Proposals and prepare reports and recommendations to the Board of Directors for consideration in September. Policies come due in

October.

Brian LaTourette gave a report on the recently received USDA NRCS AWEP EQIP Grant which will provide WAC funding to conduct stewardship practices similar to what we are currently offering but not with a cost share. Brian LaTourette spoke on the soon to be announced award of the USDA NRCS CPPI Grant. Additional administrative effort will be required by NRCS, WAC, and SWCD to implement these programs. Brian will provide a summary of what may be needed in regards to additional staff to DEP for approval.

**B. PAR Update** – Thomas Artale gave a presentation on what the new database system will allow us to do more efficiently electronically. Dan Palm remains guarded regarding the outcome but is feeling a slightly elevated level of comfort since the last meeting. Directors are advised to stay tuned.

**C. Program Updates**

**Farm to Market Program** – Challey reported the AmeriCorps position has been filled and this employee is working in institutional purchasing in Delaware County and September's Buy-Local month events. Delaware County Farm Bureau has reported how pleased they are with this year's Pure Catskills Guide.

**EoH Program** – Carrie Davis stated her program is now fully staffed with the addition of Andy Chung as engineer. Andy has been assisting the WoH program also which eases the need to hire outside consultants. Barbara Howard has graciously offered to hold a participant appreciation event at her farm which will also honor past Board Directors – Bill Murphy, Barbara Wilkins, Peter Kamenstein and Annie Farrell. The EoH staff is also working on a program brochure.

**Action to be taken: Tom Hutson inquired as to the possibility of a bus to attend this EoH event.**

**Outreach Program** – Tara pointed out the summary of events listed in tonight's packet. Please take a minute to review those items.

**Easement Program** – Jeff reported the Easement Program is fully funded and fully staffed. 37 applicants had been approved in January that they are presently working on easements for. Jeff and Brian LaTourette have completed the interviews for the Conservation Planner position who will be working on whole farm plans for easement participants.

**WAP Program** – Brian LaTourette's report included items listed on handouts included in packet.

**III. Chair's Report – Fred Huneke**

Fred read the thank you note from the family of Barbara Hill. Fifty dairyman including Dave Post are traveling to Washington DC to express support for a hearing that is being held in the House of Representatives regarding the Dairy situation.

**Action to be taken: Dave will be asked to report on this next month.**

Nadia Prescott will be present in August to help the Board in the direction of their

Governance and oversight responsibilities. This addresses the first step in the process designed and accepted in the DSA report.

On June 25<sup>th</sup> Dan Palm and Fred Huneke attended a meeting where the Delaware County officials rolled out their Economic Development report. Fred will invite Dean Frazier to speak at the September or October WAC meeting to discuss this report as WAC's land acquisition program and its impact have been discussed.

**IV. Policy Committee –**

**A. Transparency Policies – Second Reading**

1. Dissemination of WAC Policies, Guidelines, Criteria, and Procedures

**Motion to approve for a Second Reading the Dissemination of WAC Policies, Guidelines, Criteria and Procedures Policy.**

**Motion: Sally Fairbairn**

**Second: Tom Hutson**

**Approved**

2. Program Input From General Public

No comments relevant to this policy were received by the various agencies Fred contacted.

**Action to be taken: a letter will be sent to Jim Eisele in response to the concerns he did write about.**

**Motion to approve the Program Input from General Public Policy.**

**Motion: Tom Donnelly**

**Second: Darby Hartwell**

**Motion to amend the wording of Council Guideline #2. "The individual/organization submitting the input will be advised *in writing* of the *basis for the outcome* of that consideration".**

**Motion: Linda DeWitt**

**Second: Richard Giles**

**Yes: 6**

**No: 5**

**Approved**

**Vote to approve the amended Motion:**

**Yes: 6**

**No: 5**

**Approved**

**Motion to approve the Health and Safety Policy for a First Reading on the recommendation of the Policy Committee**

**Motion: Bill Coleman**

**Second: Dave Cammer**

**Approved**

**V. Governance Committee – Bill Coleman**

**A. Changes to By-Laws**

**Motion to approve that the Audit Committee be changed to “Audit and Regulatory Oversight” Committee in the WAC By-Laws with new charges to that Committee.**

**Motion: Bill Coleman**

**Second: Tom Donnelly**

**Approved**

**Motion that the By-Laws be changed to reflect that the responsibility of all contract negotiations be conducted by the Executive Director and not the WAC Chair.**

**Motion: Bill Coleman**

**Second: Tom Donnelly**

**Approved**

**VI. Finance Committee – Bill Coleman and Thomas Artale**

**A. May Financials**

**Motion to approve the WAC Financials dated May 2009**

**Motion: Bill Coleman**

**Second: Dave Cammer**

**Approved**

The WAC audits of the Delaware County SWCD and the Delaware County CCE will be held this next week. Adjustments are being made to the June 30<sup>th</sup> Financials for the auditors therefore they will not be received before the Finance meeting.

**VII. NYC DEP Report – John Schwartz**

Nothing to report at this time.

**VIII. Human Resources**

**A. Executive Director Search Status**

Dan reported that over 167 resumes have been received for the ED position. He has narrowed the list to 19 of which he felt approx 5 were worthy of consideration. After discussion it was determined that another Director should review these applications other than the Interim ED and the Chair and Barbara Howard agreed to this task.

**B. Creation of GIS position**

**Motion to approve the WAC GIS Coordinator position description on the recommendation of the Executive/Human Resources Committee.**

**Motion: Barbara Howard**

**Second: Tom Donnelly**

**Approved**

C. DBA Interviews

Terry Spies, Section Chief, GIS NYC DEP; Barbara Howard and Dan Palm have developed questions and will interview candidates for the DBA position on Friday.

**Motion to go into Executive Session to discuss personnel matters.**

**Motion: Tom Hutson**

**Second: Linda DeWitt**

**Approved**

**Motion to come out of Executive Session**

**Motion: Dave Cammer**

**Second: Bill Coleman**

**Approved**

**Motion to approve the title change and position description for the Contract/Grant Administrator on the recommendation of the Executive/Human Resources Committee.**

**Motion: Barbara Howard**

**Second: Tom Hutson**

**Approved**

Meeting adjourned at 9:45 p.m.