

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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Executive Committee Meeting May 17, 2022

I. Call to Order

Meeting called to order at 10:07 a.m. by Wayland “Bud” Gladstone via Zoom.

Members Present, via Zoom:

Dave Cammer	Karl Gockel
Bud Gladstone	Fred Huneke
Richard Giles	John Vickers, NYC DEP
Tom Hutson	

Others Present, via Zoom:

Ryan Naatz	Carol Bishop
Steve Reed	Lee Harris, DOI
Jessica Nowlin, NYC DOI	Cynthia Irizarry, NYC DOI
Gibson Durnford, left the meeting at 10:45am	
John Jackson	

Bud asked for any modifications to the Agenda – Ryan requested to add Finance Update and Employee evaluations in May and June including Executive Director by Executive Committee.

II. Approval of Minutes

Motion to approve the minutes of the March 15, 2022 meeting as presented.

Motion: Fred Huneke

Second: Tom Hutson

Approved

III. Discussion

A. Finance Update:

Carol provided information about the FY 23 CAT487 budget development process and approval by DEP. The CAT487 budget will be incorporated into the full WAC budget and presented for Council approval at the June meeting.

- Total for FY23 = \$17.2M split \$8.3M Capital and \$8.9M Expense
- FY23 Workplan includes WOH goal of 135 new BMPs totaling \$4.8M and 26 R&R for ~\$half a million and goal of 49 new, R&R and RCPP BMP's for EOH totaling just under \$1M
- Full details will be included when the budget is submitted to Council for final approval

Status of May 15th payment requests:

- WAC met the May 15 due date for all contract submissions – CAT403, CAT487 Expense and CAT487 Capital. Appreciate the support and team effort by everyone to get through the process.
- CAT487 capital request includes the ability to advance BMP implementation. DEP agreed to pay for personnel service costs for 487C; fund the deficit freeing up cash received previously

TDD 1-800-662-1220

Watershed protection through partnership.

cb: 5/17/22

for BMP implementation to start this summer. Future advances will be contingent upon successful reconciliation of NMC and Due To/Due From.

CAT450 for annual endowment request will be submitted in July.

Auditor update:

- June 30, 2021 financial statement audit has commenced. There is a secure portal where information is being uploaded for auditors to review. Both 990's filings were completed and submitted by the extension due date of May 16 with the understanding that they will likely need to be amended once the audit is finalized.

NMC Due To/Due From reconciliation update

- At last week's meeting a summary of NMC balances was provided in hopes that all parties could agree with the totals before segregating payments into specific contracts. Some progress was made. Carol, Bill from YPTC and Sonia are meeting again this week to work through the details with the expectation of presenting final amounts to the full group the following week.

Fred asked about changes to NMC reimbursement process. Ryan explained that moving forward WAC is requiring additional supporting documentation from farmers.

B. Policy, Guideline, SOP Discussion Update

DRAFT submittal to review for EOH. Any questions regarding the document Amy shared. Dave asked about committee charge and number of members. Concerned about majority of members are from the community when Council is responsible for financial interest. Commented that majority of other committees are comprised by Council members. Fred commented that EOH committee is a large commitment because of location. Dave inquired about the open, public meeting law and need to hold in-person meetings. Will be discussed at full Council meeting next week. Ryan indicated if we comply with the in-person policy, there is an impact to quorum requirements.

Tom asked Gibson if there were potential EOH committee members that would like to serve on the Council. There is interest but travel to Hamden/Walton is a concern if in-person is required.

Charge for E-Committee was to establish framework. This proposal could be used as a template to be used for that purpose. Members were asked to review and share feedback with that in mind.

Gibson asked if attendance at events is a reasonable requirement to include? Generally, in support but perhaps modify the 80 percent to a number – which actually equates to 5 meetings. It can be updated; either way really works and is intended to solicit serious committee

members/commitment. Fred suggested considering all Council members be required to attend at least 1 EOH meeting every year. Please send other suggestions to Ryan for format and content to expand structure to other committees.

C. Code of Conduct and Conflict of Interest Training Update

Training has been completed for all staff and Council through 4 individual trainings by DOI – Cynthia and Jessica. Next step is for Amy to distribute documents through DocuSign tool potentially early next week. Based upon submissions, follow up meetings will be scheduled for potential reported items that need to be evaluated. Fred asked if there is any feedback from DOI.

D. USDA Carbon Smart Commodity Letter of Commitment Update

Ryan is here to help facilitate the process. Council approved the motion to provide the letter of support for submission with the grant application. Follow up meeting being held tomorrow. Richard commented that he was disturbed that the decision was rushed and is cautious. Karl concurred and shared he felt the presentation was not well done. He is hopeful the grant will be successful but is also unhappy about the rush decision. Fred had reservations as well but looked at it from the standpoint that CADE reassured Council that WAC could decline participation in September.

Dave asked John if he could participate in tomorrow's meeting. John is not available tomorrow but certainly would like to be included in future meetings. As others have shared, John indicated the lack of detail in the proposal limits ability to evaluate. Dave reiterated how important it is to keep DEP included in the process. Ryan indicated a proposal be developed to determine WAC staff time. John will re-share his comments and concerns to aid in tomorrow's discussion.

E. Employee evaluations

Evaluations are being conducted for all staff between now and June. Amy will be reaching out to the Executive Committee to help facilitate Ryan's evaluation.

IV. Voting Matters

A. Communications FY23 Work Plan

Heather and Amy are not able to attend today. The work plan was reviewed by the Committee.

Motion to approve the Communications FY23 Work Plan, as presented.

Motion: John Vickers

Second: Steve Reed

Approved

B. Information Technology FY23 Work Plan

John Jackson shared the Work Plan and reviewed contract deliverables.

Motion to approve the Information Technology FY23 Work Plan as presented.

Motion: Dave Cammer

Second: Tom Hutson

Approved

C. Adjournment

Motion to adjourn the meeting

Motion: Tom Hutson

Second: Fred Huneke

Approved

Meeting adjourned at 11:12AM