

Cape-Atlantic Conservation District Minutes

December 19, 2018

MEETING CALLED TO ORDER

Chairman, Allen Carter, Jr. called the meeting to order at 4:05 p.m. at the District office in Mays Landing, NJ.

ROLL CALL & DETERMINATION OF QUORUM

Supervisors: Allen Carter, Jr., Daniel Galletta, Joseph Lomax and Richard Dovey

Staff: David Reilly, Michael Kent, Glenn Ward, Marie Rogowski, Celia Rodrigues, Briana Nagengast, Rebecca Watson and Arianna Efstatos

NRCS: Nicholas Saumweber

USDA-PMC: Chris Miller

MINUTES

A. Minutes of November 14, 2018 meeting

After Board review, a motion was made by Joseph Lomax and seconded by Daniel Galletta to approve minutes from the November 14, 2018 meeting.

B. Executive Session Minutes of November 14, 2018 meeting

After Board review, a motion was made by Joseph Lomax and seconded by Daniel Galletta to approve executive session minutes from the November 14, 2018 meeting.

FINANCES

A. Treasurer's Reports – November 2018

After review of the District's November 2018 Treasurer's Report, a motion was made by Richard Dovey and seconded by Daniel Galletta to approve treasurer's report and expenses in the amount of \$78,179.36.

After review of the Plant Materials Center monthly report for November 2018, a motion was made by Daniel Galletta and seconded by Richard Dovey to approve report and account balance of \$20,838.35.

B. FY-2018 Audit

Copy of FY-2018 Audit was previously distributed to board for review. After discussion a motion was made by Daniel Galletta and seconded by Joseph Lomax to accept audit as presented.

NEW BUSINESS

A. Soil Erosion and Sediment Control Plans

Daniel Galletta discussed with the board the time frame in which recusals of Soil Erosion and Sediment Control Plans were necessary. There was consensus of the board that two years was sufficient time.

1. November 2018 Certifications

A motion was made by Joseph Lomax and seconded by Richard Dovey approving all Plan Certifications listed on the November 2018 Application Report except for applications 461-18, 478-18, 479-18, 486-18, 501-18, 504-18, 506-18, 509-18 and 510-18.

A motion was made by Daniel Galletta and seconded by Richard Dovey approving applications 478-18, 479-18, 486-18, 501-18, 504-18, 506-18, 509-18 and 510-18. Joseph Lomax recused since plans were submitted by past or current clients. Joseph Lomax abstained from motion.

A motion was made by Richard Dovey and seconded by Joseph Lomax approving application 461-18. Daniel Galletta recused having a conflict of interest. Daniel Galletta abstained from motion.

2. November 2018 Re-certification

A motion was made by Joseph Lomax and seconded by Daniel Galletta approving application 501-16 listed on the November 2018 Re-Certification Application Report.

B. 2019 Board of Supervisors Meeting Schedule

Copy of the 2019 Board of Supervisors Meeting Schedule was distributed for review. A motion was made by Richard Dovey and seconded by Joseph Lomax to approve schedule as presented. Dates will be posted on District website and advertised as required.

CORRESPONDENCE

A. Frank Minch, Exec. Sec. SSCC

David Reilly reported on District Audit Review received from Frank Minch. A copy of audit was distributed to the board for their review.

Joseph Lomax was part of audit review committee and commented on the audit process.

OLD BUSINESS

A. Education

David Reilly reported;

-Glenn Ward has sent out Envirothon and poster contest information to all schools within the District.

-Cedar Creek High School (2 teams) and Absegami High School have registered for Envirothon.

-Preparing Envirothon fundraiser letters to be mailed in January.

B. RCPP-NFWF

David Reilly

-Working with Nick Saumweber in preparing report. Have been in contact with NFWF administrator handling program.

C. Nonprofit Organization

-Waiting to hear back from IRS on status of application.

D. BLM Agreement Extension

Maria Collazo, NRCS State Office has submitted extension agreement to the National Grants team in Washington DC. Waiting to hear if grant has been extended.

E. PMC Seasonal Agreement Extension

Maria Collazo, NRCS State Office has submitted extension agreement to the National Grants team in Washington DC. Waiting to hear if grant has been extended.

F. Stormwater Basin Inspection Program

-Michael Kent reported that Port Republic has officially expressed interest in having the District conduct basin inspections. Port Republic had a minor change to original agreement. This change was reviewed and approved by District solicitor.

-Discussion took place regarding billing process of future agreements.

-A motion was made by Daniel Galletta and seconded by Joseph Lomax to approve agreement with Port Republic.

G. Local Workgroup Report

-Draft copy of the District's Regional Resource Assessment Report was distributed to board for review and comments.

-David Reilly thanked Joseph Lomax for all his work in helping prepare report.

-Joseph Lomax thanked David Reilly for his diligence in preparing report. Next step is refining report before releasing to the public.

-David Reilly asked board to review report and submit any comments within 30 days.

COMMENTS

A. Staff

David Reilly

-Commented on shared service agreement with Ocean County Soil Conservation District.

-Working with Chris Miller, PMC on joint display for Partnership of the Delaware Estuary Science Summit that is scheduled for January 27-30, 2019 in Cape May. Rebecca Watson is working on revising panels for the both the District and PMC displays.

Michael Kent

-Fall internship program has just ended. Two new interns will be starting in January.

-251 program has been busy. Approximately 550 plans submitted in 2018.

Arianna Efstatos

-Continuing to work with NRCS engineering staff on planning and implementation of conservation practices.

-First board meeting attended and is finding it very informative.

Briana Nagengast

-On December 13th attended North Jersey RC&D No-Till & Cover Crop Winter Conference.

Rebecca Watson

-Have learned a lot with the time spent working at the PMC. Thanked for Board for the opportunity.

Celia Rodrigues

-Thanked the Board and staff for the opportunity and support over the past 3 years.

B. Supervisors

Joseph Lomax

-Congress has passed the Farm Bill and is waiting the President's signature.

-NACD National Meeting will be held February 2-7, 2019, San Antonio, TX.

-20% per year of NACD's National Policies will be reviewed. NACD will sunset policies unless anyone objects.

-Urban and Community Resource Policy group hosting monthly webinars. Webinars are sponsored by Miracle Grow.

-Reported on Coastal RPG teleconference.

Richard Dovey

-Thanked Daniel Galletta and Michael Kent for their work with Port Republic service agreement.

-Commented on ACUA's shared services agreements. ACUA has just signed a new agreement with the City of Vineland for trash pick-up starting January 1, 2019.

-Commented on new recycling rules.

Daniel Galletta

-Commented on revised Waters of the US Regulations.

-Asked if Frank Minch could be contacted for a synopsis of the stormwater regulation changes.

Allen Carter, Jr.

-Hemp crop was included in new Farm Bill.

-80% of Farm Bill is for nutrition program.

-Farm Bureau is advocating Sweeney Bill, a minimum wage bill for farmers.

-Rain effecting turf farms. Predicts a turf shortage for next year.

-Commented on Fish and Game violations.

-Farm Bureau National Convention will be held in New Orleans.

C. NRCS

Nicholas Saumweber

-Updated board on programs within Atlantic and Cape May Counties.

-Inquired about sending Briana Nagengast to Bootcamp.

E. PMC

Chris Miller

-Commented on evaluation planting project with Tuckahoe Turf.

-Thanked the District for their continued support.

F. Public

Opened meeting to public comment.
No comments from public.

EXECUTIVE SESSION

A motion was made by Joseph Lomax and seconded by Daniel Galletta to go into executive session at 5:10 p.m. to discuss personnel issues.

A motion was made by Daniel Galletta and seconded by Joseph Lomax at 5:50 p.m. to end the executive session and return to the regular meeting.

ACTION ON ITEMS FROM EXECUTIVE SESSION

A motion was made by Daniel Galletta and seconded by Richard Dovey to change the reporting duties for Briana Nagengast to provide services reporting for the NFWF Grant. This will begin January 1, 2019.

A motion was made by Daniel Galletta and seconded by Joseph Lomax to change the reporting duties for Rebecca Watson to provide services reporting for the NACD T/A Grant. This will begin January 1, 2019.

A motion was made by Daniel Galletta and seconded by Richard Dovey to hire Luis Almeyda as a temporary employee to provide services reporting for the NRCS BLM Agreement. This will begin January 1, 2019 and terminate March 28, 2019.

A motion was made by Richard Dovey and seconded by Joseph Lomax to remove Briana Nagengast's probationary employee status based upon the required satisfactory employee review.

A motion was made by Joseph Lomax and seconded by Richard Dovey to remove Rebecca Watson's probationary employee status based upon the required satisfactory employee review.

A motion was made by Richard Dovey and seconded by Daniel Galletta to remove Arianna Efstatos' probationary employee status based upon the required satisfactory employee review.

ADJOURNMENT

A motion was made by Daniel Galletta and seconded by Joseph Lomax to adjourn the meeting at 6:10 p.m. The next meeting will be Wednesday January 23, 2019 at 8:00 a.m. at the District office in Mays Landing, NJ.

Unless otherwise indicated, all actions were taken by unanimous vote of all members present.

Marie Rogowski,
Administrative Assistant

Executive Session
of the Cape Atlantic Conservation District
December 19, 2018

Motion to go into executive session related to personnel issues was made by Joseph Lomax and seconded by Daniel Galletta at 5:10 pm

Attendance Supervisors: Allen Carter, Jr., Joseph Lomax, Richard Dovey, Daniel Galletta
Staff: David Reilly
NRCS: Nick Saumweber, Chris Miller

David Reilly distributed resignation letter from Celia Rodrigues. Her last day of work will be December 21, 2018. David Reilly reported that the District would have to make staffing adjustments and hire a new employee to continue to meet grant and agreement responsibilities.

David Reilly reported that he had discussed staffing issues with both Nick Saumweber and Chris Miller. David Reilly reported that he and Nick Saumweber discussed changing the reporting duties for Briana Nagengast to provide services reporting for the NFWF Grant. Nick Saumweber reported that Briana Nagengast has been performing at a level and has training that would facilitate changing her reporting duties.

David Reilly reported that he had discussed with Nick Saumweber and Chris Miller a scenario in which the reporting duties for Rebecca Watson would change to provide services reporting for the NACD T/A Grant. This could be done on a temporary basis. David Reilly reported that he felt that Rebecca Watson would be capable based upon her performance as an intern with the District. David Reilly reported that he and Chris Miller discussed a scenario in which Luis Almeyda could be a temporary employee to provide services reporting for the NRCS BLM Agreement. Chris Miller reported that, as a Biological Science Aid, Luis Almeyda has been trained to operate the seed cleaning equipment at the PMC and would be capable of fulfilling the duties outlined in the BLM agreement and that January 7, 2019 would be an appropriate date to start his employment.

David Reilly reported that Briana Nagengast, Rebecca Watson and Arianna Efstatos received the required satisfactory employee review and are eligible to have their probationary employee status removed.

At 5:50 pm a motion was made by Joseph Lomax and seconded by Richard Dovey to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly