

**Meeting of the Cayuga Lake Watershed Intermunicipal Organization (CWIO)**  
Wednesday, August 25, 2021 – via ZOOM

**MINUTES**

Voting Members Present: Liz Thomas, Chair; Tee Ann Hunter, Amanda Champion, Tony Del Plato, Kent Hubbell, Roxanna Johnston, Dave Sprout, Don Slocum, Carolyn Greenwald, Bud Shattuck, Stephanie Redman, Grace Bates, Tom Vawter, Jessica Giles, Michael Reynolds, Jackie Cassaniti

Stakeholders Present: Ona Ferguson, Shawn Murphy, Paulette Rosa, Kate Hogle, Hilary Lambert, Bonnie Bennett, Darby Kiley, Rich Richards, Michelle Henry, Katherine Bertuch, P J Emerick

**Agenda Item 1** – Call to Order. Ms. Thomas called the meeting to order at 7:03 p.m.

**Agenda Item 2** – Consider approval of Minutes and Financial Report (\$63,809.33) – Moved by Dave Sprout, seconded by Roxy Johnston, unanimous.

**Agenda Item 3** – CWIO organizational assessment and document revisions for the revised CWIO Bylaws and associated Memorandum of Agreement and draft Watershed Manager Job Description

Liz Graeper Thomas, Chair of the CWIO; Ona Ferguson, the Consensus Building Institute; Hilary Lambert, Cayuga Lake Watershed Network gave an overview of the process and major highlights for the revisions and creation of the job description.

Previous reports and drafts are on file if anyone would like to refer back to them.

Ms. Ferguson went into more detail on her findings in support of the revisions; of note were six suggestions:

1. Communication
2. Step-up good intentions
3. Build Relationships
4. Unique Platform
5. Choose Priorities First
6. Engage State Representatives and use their skills

Discussion followed, and the suggestions were not a surprise to anyone.

**Bylaws –**

The change was made to the definition of “Associate Member” detailed at the last meeting

Changes were made to the names of some committees to better reflect their tasks

Specifically allow for remote or video conferencing for meetings, with a preference for a minimum of three meetings to be held in-person at alternating locations throughout the year.

Roberts Rules of Order were briefly discussed and the intent, if not the letter, of the Rules are the guide for the CWIO meetings.

#### **MOA –**

Paying members are now called “Participating Members” and “Government Entity” has become “Participating Entity” to encompass Indigenous Nations.

#### **Job Description –**

Ms. Thomas noted that the most common question she gets from stakeholders is “What will the Watershed Manager do for us?” Tasks such as helping with grant submissions and education are the most often mentioned.

Ms. Thomas read the prepared draft resolutions adopting the revised Bylaws and Memorandum of Agreement and Watershed Manager Job Description as submitted, with minor changes.

### **CLWIO RESOLUTION 2021-08-25-1: ADOPTION OF REVISED CAYUGA LAKE WATERSHED INTERMUNICIPAL ORGANIZATION BY-LAWS**

**WHEREAS** the Cayuga Lake Watershed Intermunicipal Organization (CLWIO) brings local governments in the Cayuga Lake watershed together to work collectively and collaboratively with partner agencies and organizations to monitor, protect, and restore water quality throughout the watershed, and

**WHEREAS** participating governments and other organizations and entities work together in the decision-making process and share the leadership and ownership in implementing the Cayuga Lake Restoration and Protection Plan (RPP) and other plans endorsed or adopted by New York State, and

**WHEREAS** promoting watershed protections of the Cayuga Lake watershed resources is in the public interest and for the common benefit of all within the watershed; and

**WHEREAS** working together to protect the water resources of Cayuga Lake and its watershed is an efficient use of resources and facilitates cross-boundary cooperation; and

**WHEREAS** a set of clear bylaws provide a solid and predictable foundation for the efficient functioning of the CLWIO; and

**WHEREAS** the bylaws under which the CLWIO is currently operating were in need to of clarification and updating; and

**WHEREAS** the CLWIO has undergone an organizational assessment with the help of the Consensus Building Institute and the Cayuga Lake Watershed Network which involved outreach to many with a stake in preserving and protecting the waters within the Cayuga Lake watershed;

**NOW, THEREFORE, BE IT**

**RESOLVED** that the CLWIO adopts the updated CLWIO bylaws as presented at the CLWIO meeting on August 25, 2021.

**MOVED:** Tony Del Plato

**SECONDED:** Roxie Johnston

**VOTE:** ayes – Grace Bates, Roxie Johnston, Jacki Cassaniti, Amanda Champion, Tony Del Plato Carolyn Greenwald, Jessica Giles, Kent Hubbell, Tee-Ann Hunter, Tom Vawter, Stephanie Redmond, Bud Shattuck, Don Slocum, Dave Sprout, Liz Thomas, and Mike Reynolds  
Unanimous

**CLWIO RESOLUTION 2021-08-25-2: APPROVAL OF THE MEMORANDUM OF AGREEMENT FOR PARTICIPATING MEMBER ENTITY(S)**

**WHEREAS** the Cayuga Lake Watershed Intermunicipal Organization (CLWIO) brings Municipalities and Indigenous Nation(s) in the Cayuga Lake watershed together to work collectively and collaboratively with partner agencies and organizations to monitor, protect, and restore water quality throughout the watershed; and

**WHEREAS** under Article 5-G Section 119-o of the General Municipal Law of the State of New York, municipalities have the authority to enter into intermunicipal agreements and jointly perform services regarding subjects each separately has the power to perform, which are necessary to carry out for the benefit of the municipality; and

**WHEREAS** local governments contribute dues and appoint representatives to support and conduct the business of the CLWIO through the execution of a Memorandum of Agreement with the CLWIO; and

**WHEREAS** the CLWIO has undergone an organizational assessment with the help of the Consensus Building Institute and the Cayuga Lake Watershed Network which involved outreach to local government officials and watershed stakeholders and resulted in an update of the CLWIO Bylaws and Memorandum of Agreement; and

**WHEREAS** the CLWIO updated and adopted its bylaws on August 25, 2021; and

**WHEREAS** the Memorandum of Agreement (MOA) presented at the August 25, 2021, meeting of the CLWIO serves as a contract for services between each local government (county, city, town, village or indigenous nation);

**NOW, THEREFORE, BE IT**

**RESOLVED** that the CLWIO membership adopts the revised Memorandum of Agreement presented at the CLWIO meeting on August 25, 2021, and further

**RESOLVED** that, individual municipalities and government agencies may make minor edits in the MOA as *Participating Member Entities*, upon review and approval by the CLWIO Executive Committee to ensure the intent of the agreement is maintained.

**MOVED:** David Sprout

**SECONDED:** Tom Vawter

**VOTE:** ayes – Grace Bates, Roxie Johnston, Jacki Cassaniti, Amanda Champion, Tony DelPlato Carolyn Greenwald, Jessica Giles, Kent Hubbell, Tee-Ann Hunter, Tom Vawter, Stephanie Redmond, Bud Shattuck, Don Slocum, Dave Sprout, Liz Thomas, and Mike Reynolds  
Unanimous

**CLWIO RESOLUTION 2021-08-25-3: APPROVAL OF A DRAFT JOB DESCRIPTION FOR A WATERSHED MANAGER FOR THE CAYUGA LAKE WATERSHED INTERMUNICIPAL ORGANIZATION**

**WHEREAS** of the major Finger Lakes watersheds, the Cayuga Lake watershed is the only one without any staff to help with education, outreach, coordination, and implementation of projects that would improve, or protect, the water quality within the watershed; and

**WHEREAS** the Cayuga Lake Watershed Intermunicipal Organization (CLWIO) adopted a new funding formula in 2021 to fairly calculate annual municipal dues in order to have adequate funding to hire a Watershed Manager to help achieve the mission and goals of the CLWIO, and

**WHEREAS** in order to hire a Watershed Manager, the CLWIO needs a draft job description; and

**WHEREAS** the job description for a Watershed Manager is DRAFT and will be reviewed prior to any actual hiring of a full time person, but having a draft will help describe the expectations and role of this person to municipalities as CLWIO moves into the future.

**NOW, THEREFORE, BE IT**

**RESOLVED** that the CLWIO accepts the DRAFT job description for a Watershed Manager for the Cayuga Lake watershed as presented at the CLWIO meeting on August 25, 2021 as a working document that will need to be reviewed, potentially updated, and formally adopted prior to hiring.

**MOVED:** Tee-Ann Hunter

**SECONDED:** Tom Vawter

**VOTE:** ayes – Grace Bates, Roxie Johnston, Jacki Cassaniti, Amanda Champion, Tony DelPlato Carolyn Greenwald, Jessica Giles, Kent Hubbell, Tee-Ann Hunter, Tom Vawter, Stephanie Redmond, Bud Shattuck, Don Slocum, Dave Sprout, Liz Thomas, and Mike Reynolds  
Unanimous \

**ADDED Agenda Item 4** - Letter campaign for property under auction

Ms. Thomas reported that 472 undeveloped acres with 3,400 feet of lake front access, north of the power plant is being sold by live auction by NYSEG.

The Town of Lansing has asked that CWIO write a letter to NYS informing them of this process and urging them cancel the auction and to require a standard sale listing process to enable

Spirited discussion followed with many suggestions and points of support for efforts to secure the property for public access, especially due to the property being designated for protection by the DEC, FLLT and the Tompkins County Environmental Management Council.

Motion made by Tee-Ann Hunter, seconded by Jessica Giles, to have the Executive Committee of the CWIO draft and send letters to all local, state and federal stakeholders who can apply any pressure on NYSEG to stop this auction; unanimous.

**Added Agenda Item 5** – Request for a letter of support for FEMA to release funds for the Lively Run Stream Project in Interlaken.

Funds have been approved years ago and not yet released and recent flooding is making this a critical project that needs funding now.

Discussion followed and the membership was in favor of such support.

Motion made by Tom Vawter, seconded by Jessica Giles for the Executive Committee to compose and send a letter of strong support to the appropriate agencies; unanimous.

**Agenda Item 6** - Chair report - Ms. Thomas reported she has been giving presentations to different municipalities and the response has been very, very good, even with the increased dues structure. Other task completed were discussed under previous agenda items.

**Agenda Item 7** - Committee Reports –

Executive Committee - Working on the Fair Funding Formula

Membership Committee - Tee Ann is thanking the committee and asking for them to get others to support the CWIO. Liz said Dan Lamb asked that the CWIO make a presentation to his class about the current laws and the Characterization from 2000.

Agriculture Committee - Shawn said they met for the first time and will meet in the Fall to nominate a Chair. Of note is Cortland County will be holding Homeowner Septic System educational seminars and outreach in September with three scheduled events.

Finance Committee - They will meet early next year

EPPOC – Talking about “Discover Cayuga Lake” funding in 2021 and updating the website using current grant funds available.

**Agenda Item 8** - General Announcements -

**Agenda Item 9** - Public Comment – None

**Agenda Item 10** - Adjournment

Motion to adjourn made at 9:00 p.m. by Tom Vawter, seconded by Tony Del Plato, unanimous.

Submitted by Jackie Cassaniti