St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For January 18, 2018, 7:00 PM

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Ben Stauffer (Vice-Chair), Adam Cook, Chad Colbert (Treasurer), Mark Mathews, Becky Allen and Greg Paquin.

**Board Members Absent:** None.

**Staff Present:** Raeanne Dulanski (District Manager), Matt Brown (Forester), Cheynne Youngs (Technician), and Elizabeth Gallup (Secretary/Assistant Treasurer).

**Guests Present:** None

**I. Call to Order: Agenda (**Attachment A)

**II. Minutes of the Previous Meeting:** *Motion to approve the November 30, 2017 minutes,* made by Stauffer, seconded by Paquin, **approved by all.**

**III. Treasurer’s Reports:** *Motion to approve November and December 2017 Treasurer’s reports*, made by Stauffer, seconded by Paquin, **approved by all.** Gallup presented relevant financial information and informed the Board that the budget for 2017 was right on target for the year.

**IV. Reports**

1. **NRCS –** KentFrary, absent. Dulanski shared his report. (Attachment B)
2. **BOL –** Greg Paquin
   1. Organizational meeting with Kevin Acres and Joe Lightfoot remaining as Chair and Vice Chair respectively.
3. **Farm Bureau –** Ben Stauffer
   1. Nothing to report.

Allen arrived at 7:08 p.m.

1. **NYS Grange** – Mark Mathews
   1. Mathews reported that the January meeting was cancelled because of the weather. He felt that the hot topics this year for the Grange will be septic assistance and invasive species in Black Lake.
2. **AFPB** – Robert Andrews
   1. Andrews reported that AFPB’s organizational meeting is being held February 1st. Plans for the upcoming year may include another Guidance Officer presentation and a springtime presentation by the American Farmland Trust. It will be an election year for our representatives so it may be a good year to organize an event to reach out to them.

Colbert arrived at 7:15 p.m.

**V.** **Organizational Meeting**

1. 2018Meetings:

- February 21st at 11:00 AM – 3 PM - March 29th 7:30 PM

- April – no meeting - May 17th at 7:30 PM

- June – no meeting - July 19th at 7:30 PM

- August 16th at 7:30 PM - September 20th at 7:30 PM

- October 18th at 7:30 PM - November 15th at 7:30 PM

- December - no meeting. **Approved by consensus of the Board.**

1. *Upon discussion, a**motion to establish a slate of officers* *and to accept the slate as shown below* was made by Stauffer, seconded by Cook, **approved by all.**
   1. **Chair:** Robert Andrews, Jr
   2. **Vice-chair:** Ben Stauffer
   3. **Treasurer:** Chad Colbert

SLC Financial Disclosure forms to be completed and signed by Andrews and Dulanski.

1. *Motion to approve* *Organizational items as shown on Appendix A* *with the deletion of Ogdensburg Advance News as an official newspaper* made by Cook, seconded by Stauffer, **approved by all.**
2. *Motion to approve* SWCD Fee Schedule listed in *Appendix B* made by Paquin, seconded by Cook, **approved by all.**
3. The SLC SWCD Policy & Procedure Book was presented without any changes recommended. *Motion to approve* *the SWCD Policy & Procedure Book as shown*, made by Paquin, seconded by Mathews, **approved by all.**
4. The SLC SWCD Employee Handbook was presented without any changes recommended. *Motion to approve* *the SWCD Employee Handbook as shown*, made by Paquin, seconded by Cook, **approved by all.**

**VI. SWCD Reports**

1. Technician Report - Youngs
   1. Youngs completed the 2018 District Annual Newsletter.
   2. Youngs continues to work on ag values as they come in.
   3. Youngs has been assisting Dulanski with reporting.
   4. Her first solo grant application for the CAFO Waste Storage & Transfer System Program Round 1 Grant was awarded. She will work on completing the Plan of Work.
2. Forester’s Report – Matt Brown
3. Brown has completed his Part B forest management plans and has presented the plans to the owners.
4. Brown explained to the Board that the District would like to have the tree brochure printed commercially instead of preparing it in house again this year. *Motion to approve* *having the tree brochures commercially printed and prepared for mailing* made by Cook, seconded by Allen, **approved by all.**
5. Brown informed the Board that he will be at the SAF Convention and Annual meeting in Syracuse next week.
6. Brown said that the District has received the materials ordered during the first phase of the Part C CA Educational Orchard Project. It is now time to order the trees for Phase II as explained at the November meeting. *Motion to approve* *ordering the fruit trees for the* *Part C CA Educational Orchard Project* *at a cost not to exceed $4,000.00* made by Mathews, seconded by Paquin, **approved by all.**
7. Treasurer’s Report – Gallup
8. Gallup has been busy with a variety of year end activities and tax form preparation. She has been working on the NYS required Annual Reports to get them ready for approval at this meeting. She also needed to update items for the organizational meeting because of our new policy book and changes to the appendix.
9. *Motion to authorize a transfer from the Money Market Account to the Checking Account to cover operational costs: An additional $20,000 for January 2018 and an amount not to exceed $20,000 for February* made by Mathews, seconded by Allen **approved by all.**
10. Gallup reported that we had received the bill from SLC Chamber of Commerce for dues for 2018. *Motion to pay the SLC Chamber of Commerce dues for 2018 of $135.00* made by Paquin, seconded by Allen **approved by all.**
11. Manager’s Report – Dulanski (Attachment C)
12. Dulanski requested approval to send staff to the Water Quality Symposium in Syracuse, NY March 13th – 16th, 2018 which is included in the budget. *Motion to authorize staff to attend WQS training at a cost of $620.00 each and payment for an additional night hotel for Dulanski if required for her Division 3 Representative duties* made by Paquin, seconded by Stauffer, **approved by all.** Brown and Youngs will not be attending the entire week so theirs will be for a lesser amount.
13. Dulanski reported that both of the CAFO Waste Storage & Transfer System Program Round 1- SLC Waste Storage Grant and the NYS Ag NPS Rnd 23 GRWPP Grant will need a bank account opened. To do this we will have to transfer a small amount of money from the Money Market Account to the new account so it will have money until we receive the monies vouchered from NYS. *Motion to open new bank accounts for both of the CAFO Waste Storage & Transfer System Program Round 1 Grant – SLC Waste Storage G and the NYS Ag NPS Rnd 23 GRWPP Grant and to authorize a transfer of $10.00 from the Money Market Account to each of the new grant accounts until monies are received from NYS. Once funds from NYS have been received, authorization to transfer the $10, and any applicable interest, from each of the respective grant accounts back to the Money Market Account* made by Cook, seconded by Paquin **approved by all.**
14. Dulanski explained that the District has yet to receive the insurance bills which are due by February 1st. The insurance broker has informed the District that the amounts for 2018 have not increased very much. We included a 5% increase in the budget for 2018 so the amounts should be close. *Motion to authorize the payment of insurance bills received if not significantly more than anticipated with the final amounts to be reviewed at the February board meeting*, made by Stauffer, seconded by Paquin, **approved by all.**
15. Dulanski discussed the potential to partner with the SLC Highway Department on some grant applications to assist with implementation of culvert replacements.
16. Dulanski informed the Board that the CDEA meeting she attended last week included wrapping up the details for the WQS and discussion about a possible government shutdown
17. All employee reviews have been completed and are available for review.

**VII. Old and New Business:**

1. Dulanski reported to the Board that all NYS Annual Reports (2017 Annual Report, 2017 Annual Treasurer’s Report to OSC, Part A Eligible Expenditures Report, Part B f/y 2017 Conservation Project Financial Assistance Report, 2017 Part C Performance Measures Application and Project Final Report and 2017 Grant Hourly Rate Report) have been completed *Motion that all reports have been reviewed and accepted and to authorize them to be remitted to NYS and to authorize Colbert to sign the Annual Treasurer’s Report* made by Cook, seconded by Stauffer **approved by all.**
2. Dulanski handed out training plans for all Board members and requested that they review them, sign and return them to her. Dulanski asked if they had a preference for the February training and they indicated that Partners in Conservation looked interesting.
3. Dulanski reported that Don Chamber of the SLC Highway Department said training on culverts is a good idea. He liked the idea of training to explain danger signs of culver failure and would be interested in the future. It may require finding someone to provide this training.
4. Dulanski said she is still looking into staffing requirements and is in talks with Gallup to determine what extra hours she may be able to provide. Dulanski feels this is a better option than hiring a new tech until we have a better idea of the security of NYS funding in the future.

**VIII. Executive Session:**

*Motion to enter Executive session to complete personnel evaluations* made by Colbert, seconded by Paquin **approved by all.**

Entered at 8:13 PM to discuss Dulanski’s Personnel Evaluation and to hear a report of personnel evaluation for staff. Exited at 8:32 PM. Dulanski’s review was completed and was very positive.

**IX. Correspondence:** Mail was available for the Board’s review. (List of items in Attachment D)

**X. Announcements:** None.

**XI. Time and Date of Next Meeting:** February 21, 2018, 11:00 AM at the SWCD Office. This meeting will include a training session by Scott Fickbohm.

**XII. Meeting Adjourned:** 8:33 PM

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Robert Andrews, Jr., Chairperson Date

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Elizabeth Gallup, Secretary/Assistant Treasurer Date

Attachments A – D & Appendix A & B