St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For March 29, 2018, 7:30 p.m.

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

**Board Members Excused:** Greg Paquin, Mark Mathews

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

**Guests Present:** Kent Frary – NRCS

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

**II. Minutes of the Previous Meeting:** *Motion to approve the February 21, 2018 minutes,* made by Stauffer, seconded by Cook **approved by all.**

**III. Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided with the Board. *Motion to approve February 2018 Treasurer’s report*, made by Cook, seconded by Allen **approved by all**

**IV. Reports**

1. **NRCS –** KentFrary
   1. The deadline for the obligation of EQIP contracts has been extended until March 30th. There were some additional monies so a maple sugar operation was able to be funded for energy saving equipment.
   2. The DUNS & SAM number requirement for any entity considered a company or corporation participating in EQIP has been changed by the Federal Government. NRCS has been trying to get this waived for a number of years since it is a cumbersome process and places a burden on farmers and landowners that might be an LLC.
2. **BOL** – Chad Colbert
   1. Colbert reported that there is going to be a meeting on Monday to revisit the reflector requirements for Amish vehicles. The new rules agreed upon have not been followed.
   2. The wind farm proposal for the Hopkinton area has been causing concern because of the shallow water tables south of Route 72. It is feared that the large foundations required for each tower could create problems.
3. **Farm Bureau** – Ben Stauffer
   1. Stauffer reported that he attended the District’s Manure Applicator Training and was impressed with the job that Dulanski and Youngs did. He said there was discussion about creating a county wide list of all equipment available to help clean up a manure spill. Dulanski explained that this list was attempted before but that the response was limited. She also said that an emergency plan for a spill is part of each CAFO plan so the larger farms should already have a plan on what to do in case of a spill in place. Stauffer said that the Farm Bureau has indicated that they would like some assistance in creating this list and to also get an idea from other Districts on how spills are handled in their Counties. There was also a discussion of what first responders and emergency services roles should be in a manure spill. Allen said that the County has already discussed the need for cross training across a number of areas. Dulanski agreed to look into the matter further.
   2. Dulanski informed the Board that she has been requested to join the County Animal Response Committee and asked the Board if they would be in support of her doing so. By consensus of the Board, it was agreed that she could join this Committee. Dulanski said it would be a couple of hours a month.
4. **Grange -** Mark Matthews-excused
5. **AFPB** – Bob Andrews
   1. Andrews reported that the Suicide Prevention Sessions went well and said there was some talk of having another for milk haulers.
   2. The Guidance Counselor program is still being worked on and will hopefully occur in October.
   3. Applications for 600 acres to be added to Ag Districts 1 & 2 have been received.
   4. Andrews asked Dulanski to discuss the conversation she had with Matilda Larson on the farmer portion of cost – share programs. Dulanski informed the Board that she was informed by participants in grants that there has been some difficulty finding financing for the 25% contribution required for the NYS Grants. Farmers who have a grant through us have been working on securing the funds and at least one may have found the solution by going through FSA. Low milk prices have been affecting farm’s finances and ability to get funding. Dulanski, at WQS, discussed this matter with other Districts and a staffer of SWCC to see if others were facing this problem and if SWCC was aware of the problems that farmers are facing. This topic was also brought up at today’s Manure Applicator Training and Carl Zimek of Pro Dairy even thought that perhaps the State could work on providing bridge loans for farms to help until construction was complete and they can get reimbursed. Andrews stated that Matilda Larson has offered to write a letter of concern to NYS officials to notify them of the problem. By Board consensus, it was agreed to support the writing of such a letter.

**V. SWCD Reports:**

1. Technician’s Report – Cheynne Youngs
   1. Youngs said that she had attended WQS and enjoyed her classes.
   2. Ag values have slowed down but she does have a couple of new ones to complete.
   3. Youngs has been working online to complete the drone pilot course.
2. Forester Report – Matt Brown
   1. Brown said that he helped to complete the ag values before the deadline.
   2. Brown has completed the online drone course to prepare him to take the pilot’s test to operate the District’s drone.
   3. Brown said that he had attended WQS and liked his classes.
   4. Brown has started flagging for the timber sale on parcel #13 which is the first one of many to be done this year. It will be for approximately 70,000 board feet of white pine. Brown also handed out a listing of species and prices for the last couple of years. Ash and Black Cherry seem to be going up. Colbert asked if the County’s forests had any hardwoods and Brown said that they do but they are immature at this point.
3. Secretary/Treasurer – Elizabeth Gallup
4. *Motion to approve transfer from Money Market to Checking for April and May 2018 to cover operating costs up to $20,000 each month,* made by Cook, seconded by Stauffer **approved by all.**
5. Gallup has been working on the tree program, new NYS Retirement Online training, and NYS Sales tax filing.
6. Manager’s Report – Raeanne Dulanski (Attachment B)
7. Dulanski reported that she has had some discussion with NYS DOT and SLC Highway about the SWCD road signs as requested by the Board. There have been some issues about signage on roads which needs to be looked into. They will get back to us once they determine if they may be placed and where.
8. Dulanski presented NYACD’s annual assessment fee for consideration and discussion. *Motion to approve paying only one half of the NYACD assessment fee in the amount of $750.00,* made by Colbert, seconded by Stauffer **approved by**
9. Dulanski informed the Board that she has been working on the NYS Snowmobile Trail Grant and that it hasn’t been too bad this year. She has been getting a lot of phone calls but they are mostly related to input in the system.
10. Water Quality Symposium was successful this year with 360 attending. Other trainings that Dulanski has attended are the CCE Hay and Pasture, Suicide Prevention, and the Manure Applicator Training that we hosted. Conservation Reserve Program training is coming up and will be held in the conference room in the DMV building.
11. As a follow up on the discussion from last month’s meeting on purchasing a CD, Dulanski informed the Board that based on cash flow, the CD that she would recommend the District purchase would be a $50,000 6 month CD, if any. *Motion to approve the purchase of a $50,000 6 month Certificate of Deposit to mature in October 2018 from the Money Market account,* made by Cook, seconded by Stauffer **approved by all**
12. Dulanski discussed the idea of hiring another paid summer intern. WRP and the culvert assessments will require extra staff time which the intern could help with. There is $4,000 in the budget which will need to be increased if we want to use the NYS minimum wage per hour of $10.40. *Motion to approve amending the summer intern budget line from $4,000 to $4,160.00 to cover the additional cost,* made by Colbert, seconded by Allen **approved by all.** She would like to advertise at colleges, schools and on our website and to have an online application since it worked well last year. *Motion to approve the hiring of an intern at a rate of $10.40/hour with a maximum of 400 hours and to authorize Dulanski to interview applicants and to hire her choice of candidates. She is also authorized to sign any paperwork required and to dismiss intern if necessary,* made by Stauffer, seconded by Cook **approved by all.**
13. Dulanski reported that three Board members require District Law training this year and two require some other training. After discussion, Dulanski will provide a cd of the required District Law training to each member in need of that training.
14. Dulanski asked the Board if they wanted to determine who would perform the internal audit for fiscal year 2017. It was decided to wait until the full Board is present to decide.
15. Dulanski informed the Board that after discussing and obtaining information for the No Till from two farms, her recommendation for the change to our No Till Agreement would be to keep the insurance requirement of $300,000 that it currently is and to require the cooperators to ensure that their certificate of liability of insurance has specific language that our insurance company highly recommended. *Motion to approve modifying the No Till Agreement to require that the District be named as an additional insured on a primary non-contributor basis and as a Loss Payee on the Cooperator’s insurance,* made by Stauffer, seconded by Cook **approved by all.** It was also discussed that if a cooperator was not able to comply with these requirements, Dulanski would bring them to the Board on a case by case basis to decide how to handle them.
16. Discussion on Part C funding took place.  SLC SWCD has heard that we have earned the full amount of funding, based on last year’s performance measures.
    1. Dulanski asked the Board to reapprove the Part C CA – Stenciling Storm Drain Project from 2017.  The project never moved ahead last fall and our partner, the County Environmental Management Council, is ready to move ahead with the project this spring.  *Motion to reapprove Part C CA – Storm Drain Stenciling project with a budget of up to $1,000.00*, made by Cook, seconded by Allen **approved by all**.
    2. Dulanski reported that the Part C CA – Educational Orchard is moving along, trees are ordered and most materials for the fencing and installation have been purchased.
    3. The District will have a portion of that funding for staff time working on conservation assistance in the community.
    4. The District would like to do another Cover Crop project at the same level of funding as last year.
    5. Other project ideas that were discussed were culvert replacement with County Highway and/or assisting the County with implementation of a NYS DEC septic replacement grant.  The septic replacement grant is focused on specific watersheds (that NYS set). There does not appear to be any income requirements to be met, but only primary homes are eligible.  Concerns with assisting the County with this program are that the County is still waiting for a number of questions to be answered from the State on the grant, they do not have a contract for the grant yet, and we would have to work with the County Planning Office to setup reportable widgets for the funding.  If the District assists the County with this grant, it will affect our ability to assist the Highway Department with culvert replacement cost-share.  Dulanski was wondering which direction the Board would like her to go.  The Board felt it was worthwhile to continue discussions about the DEC Septic Grant to see where it goes.

**VI. Old and New Business:** None

**VII. Correspondence:**  None

**VIII. Announcements:** None

**IX. Time and Date of Next Meeting:** May 17, 2018, 7:30 PM at the SWCD Office.

**X. Meeting Adjourned:**  Adjournment at 9:25 PM

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Robert Andrews, Jr., Chairperson Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer Date

Attachments: A-B