St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For September 20, 2018, 7:30 p.m.

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Chad Colbert (Treasurer), Mark Mathews, Greg Paquin, and Adam Cook.

**Board Members Excused:** Ben Stauffer (Vice-Chair), Becky Allen

**Staff Present:** Raeanne Dulanski (Manager), Aaron Barrigar (Forester) and Liz Gallup (Secretary/Treasurer).

**Guests Present:** Kent Frary – NRCS

No quorum, Chairman decided to go to USDA NRCS report from Kent Frary:

**NRCS –** KentFrary

* 1. Frary reported that two of the three active WRP implementation projects are complete and that the third one is still too wet for the contractor to start. The contractor has withdrawn from the project.

7:42 p.m. Paquin entered meeting, forum is now met, meeting called to order

* 1. The EQIP manure storage project should be complete soon.
  2. EQIP Forestry projects are being certified by the DEC Forester Sherwood and three more contracts have been obligated under the Young Forest Initiative.
  3. Frary reported that there are still a lot of unknowns for FY 19 programs. NRCS has indicated they are going to do what they are calling a “soft roll out” of some EQIP focus areas, but are waiting for more information to roll out the others. He anticipates EQIP – High Tunnel, CAP and On - Farm Energy to be part of the soft rollout.

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

**II. Minutes of the Previous Meeting:** *Motion to approve the August 16, 2018 minutes,* made by Mathews, seconded by Cook **approved by all.**

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

**IV. Reports**

1. **BOL** – Greg Paquin
   1. Paquin reported that a preliminary budget for the County will be presented October 1st. It is under the tax cap and shows a reduction in costs.
2. **Farm Bureau** – Ben Stauffer – Absent, Day at the Farm is Saturday, September 29th.
3. **Grange -** Mark Mathews
   1. Mathews said that the Grange is getting ready for the NYS session next month. He is planning on attending that meeting.
4. **AFPB** – Bob Andrews
   1. The Ag Educator and Elected Officials tour is scheduled for October 12th.
   2. American Farmland Trust will be doing a presentation on Smart Solar Sitting on November 15th in Gouverneur from 9:00 to 12:00.
   3. Andrews reported that the students participating in FFA since the new ag teacher started in Gouverneur has increased from forty to one hundred and twenty.

**V. SWCD Reports:**

1. Technician’s Report – Jevonnah Foster - Absent
2. Dulanski reported that Foster has been going on site visits for the Part C Cover Crop program after creating a spreadsheet to prioritize the 450/500 acres that we received applications for. Nine people were chosen for the program. All contracts are signed but one.
3. Forester’s Report **–** Aaron Barrigar
4. Barrigar reported that he has been busy marking the timber sale with 591 trees marked so far on Parcel 18. He thinks he is about 75% complete.
5. Barrigar informed the Board that he has been working with the SLC Trail Coordinator on a culvert replacement for an existing trail.

8:07 Colbert entered the meeting.

1. Barrigar attended NRCS Forestry training in Watertown.
2. Barrigar brought the no – till to a farmer for the first time.
3. Barrigar updated the Board on the Part C Bend in The River project. The tree workshop is scheduled for October 13th and he is getting everything ready for it. There were a few issues but he was able to straighten everything out.
4. Dulanski informed the Board that Barrigar has had some difficult dealings to handle on both the trail project and Bend in the River workshop. He was able to work through it all but it made for an interesting first month for him.
5. Secretary/Treasurer – Elizabeth Gallup
6. *Motion to approve a transfer from Money Market to Checking for October 2018 to cover operating costs up to $20,000 and additional monies of $23,000 so the District may make the Part C Cover Crop project payments*, made by Cook, seconded by Mathews approved by all.
7. Gallup reported that she has worked through the SLC SWCD fiscal year records for 2011 and 2010 fiscal records for the NYS Sno Grant and identified which records may be destroyed as detailed in the NYS Records Retention and Disposition Schedule MI – 1and as required by NYS Sno grant documentation. Approximately 1.324 cubic feet of records have been identified. The following actions are needed:

**RESOLVED,** By the Board of Directors of the St. Lawrence County Soil and Water Conservation District that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED,** that in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**FURTHER RESOLVED,** By the Board of Directors of the St. Lawrence County Soil and Water Conservation District that the records as detailed on the attached schedule (Attachment B) be destroyed either by the shredding or recycling of said documents.

*Motion to approve the above and to authorize the District to contract with Seaway Industries to destroy records approved for destruction,* made by Mathews, seconded by Paquin **approved by all.**

1. Manager’s Report – Raeanne Dulanski (Attachment C)
2. Dulanski informed the Board the CAFO TM Waste Storage project is complete. NYS sent the grant monies quickly so all payments have been made. Judy Littrell, Conservation Education Outreach Coordinator with Ag & Markets, came up to see the project and interview Blake Gendebien for a PR on the grant. She also made stops at a farm to see a completed project and then to the project that’s currently under construction. She will notify us when her article or press release is complete.
3. The State has given the District a letter confirming that the grant funds returned for NYS Ag NPS Roput HUA have been received and accepted.
4. Dulanski reported that there will be a Statewide Manager’s meeting in Cooperstown December 4th & 5th. The State will pay for three people to attend. If a board member wanted to attend, this would qualify towards our Performance Measures if they had not attended a meeting this year.
5. Dulanski reminded the Board that the Local Government Conference is October 9th. Dulanski suggested that there may be courses of interest to Board members and their attendance would meet one of our Performance Measures. Barrigar & Foster will be attending a session on State Environmental Quality Review Act (SEQRA) Basics.
6. Dulanski informed the Board that there were budget modifications required to accommodate expense activity that happened differently than expected. *Motion to change the budget to reflect the changes as noted below,* made by Paquin, seconded by Cook **approved by all.**

Move from Account To Account Amount

2400 Field Equipment 2300 Office Equipment $ 500.00

Budget amounts to increase:

Account Name New Budget Amount

1. Construction- Part C Cost $ 50,500.00
2. Contractual Exp. – Cons $249,592.50

4640 Small Tools $ 150.00

1. Dulanski informed the Board that the Annual Plan of Work for the District is due to the State by November 1st. A copy of the proposed 2019 Annual Plan of Work was provided for the Board’s review and discussion*. Motion to approve the 2019 Annual Plan of Work and to authorize Andrews, as Chairman, to sign it and to then forward it to NYS SWCC for review & approval*, made by Cook, seconded by Paquin approved by all.
2. Dulanski reported that the District has had a new SWCC AEA assigned.His name is Ryan Cunningham and he will be replacing Scott Fickbohm effective immediately. Cunningham hopes to attend our October meeting to meet everyone.

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

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

**VIII. Announcements:** None

**IX. Time and Date of Next Meeting:** October 18, 2018, 7:30 PM at the SWCD Office. Paquin informed the Board that he would not be able to attend.

**X. Meeting Adjourned:**  Adjournment at 8:30 PM

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Robert Andrews, Jr., Chairperson Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer Date

Attachments: A-C