St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For August 15, 2019, 7:30 p.m.

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Adam Cook (Vice-Chair), Becky Allen (Treasurer), Mark Matthews, Patrick Smith, Kevin Acres, and John Burke.

**Board Members Excused:** None

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

**Guests Present:** Ryan Cunningham, SWCC

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

**II. Minutes of the Previous Meeting: *Motion*** *to approve the July 18, 2019 minutes,* made by Matthews, seconded by Burke **approved by all.**

**III. Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided with the Board. ***Motion*** *to approve July 2019 Treasurer’s report*, made by Burke, seconded by Matthews **approved by all**

**IV. Reports**

1. **NRCS –** KentFrary – Report provided (**Attachment B**)
2. **BOL** – John Burke, Kevin Acres
	1. Acres said that Dulanski’s budget presentation to the County’s Budget Team was well received, Burke concurred. Acres brought up the additional monies that the District may need to help fund an AEM employee with certifications. Andrews suggested we discuss this during Cunningham’s report.
3. **Grange -** Mark Matthews
	1. Matthews said that Grange had a good turnout at the St. Lawrence County Fair.
4. **AFPB** – Bob Andrews
	1. There has not been a meeting since the last board meeting.
5. **SWCC** – Ryan Cunningham
	1. Cunningham reported on changes that have been made to the Source Water Protection Program.
	2. Cunningham said that the Annual Plan of Work is due November 1st and to call him with any questions.
	3. The AEM program has been modified to a two year term. Cunningham talked about the different funding levels available to Districts. The higher amounts required an employee with certain certifications. There was much discussion about the possibility of hiring an employee to earn this money and whether the County could help with the additional salary. Dulanski said that Foster is working on getting her NRCS certification and is working on acquiring additional agricultural knowledge. There was discussion on the program and staffing level of the District. There was Board consensus to have Foster continue to work towards her certification and getting comfortable with AEM plans and to see what type of funding could be earned. It was also agreed that Cunningham and Dulanski would discuss various funding options that may be available to cover the salary of a second Technician to capture more of the AEM monies available.

**V. SWCD Reports:**

1. Secretary/Treasurer’s Report – Liz Gallup
	1. ***Motion*** *to approve a transfer from Money Market to Checking for September 2019 to cover operating costs up to $20,000 for the month,* made by Cook, seconded by Matthews **approved by all.**
	2. Gallup informed the Board that there is a Resolution (**Attachment C**) for the NYACD Annual Meeting that was submitted by the Cortland County SWCD to request that the investment options available for Districts to invest be expanded to include U. S. Obligations such as U.S. Treasury Bills or Notes. Most Local Governments are allowed to invest in these so it makes sense to allow Districts to. Gallup would like to write a letter of support for this Resolution. ***Motion*** *to approve submitting a letter of support for this Resolution to be signed by Andrews* made by Matthews, seconded by Cook **approved by all.**
2. Forester – Aaron Barrigar
	1. Barrigar attended the IMap Invasives training workshop held at St. Lawrence University.
	2. Barrigar continues to work with USDA APHIS and U.S. Forest Service on a forest bio control project to combat EAB. He met with Nate Seigert from the U.S. Forest Service to inspect biocontrol release sites; all three qualify for the IPM study.
	3. Barrigar attended the Franklin County EAB Task Force meeting and helped Foster with the Soil Health Field Day co-sponsored with CCE.
	4. Barrigar reported he had a logger contact him; they were working in Madrid next to parcel 1. They wondered if there was anything on that parcel that the County wanted cut. Aaron visited the site and determined that a Norway Spruce stand on that property line would benefit from a timber stand improvement cut (TSI). Due to site conditions, this is probably the best chance of getting the work completed in this stand, as there is little to no value in the timber that would be removed. The loggers were only going to be onsite for about a week and a half. Currently, all timber sales must go out for a formal bid process which would not work for the timing in this situation. After discussions with the County, it was determined that we will try to develop a process to handle these small TSI sales (with little to no revenue) that would be best done when a logger is at a neighboring parcel. This would have the highest chance of not costing the County to have the work completed.
	5. Assisted a landowner in Macomb with a review of a recently purchased property. The landowner was hoping to log it but it was mostly honeysuckle.
	6. The Right of Way Ash and Hazardous Tree Inventory project, along County roads, is finishing up and data is being compiled for that project. A draft report (**Attachment D**) was provided for the Board’s review. Discussion followed after Barrigar gave an overview of the information included. A meeting with the SLC Highway Department is set for next week to share the findings with them.
3. Technician – Jevonnah Foster, absent. Report attached (**Attachment E**)
4. Manager’s Report – Raeanne Dulanski (**Attachment F**)
5. Dulanski reported that Part C monies are mostly earmarked. The Conservation in School project has not taken off as hoped and may need to be postponed until next year. There is just over $19,400 in funds unallocated and another cover crop program is proposed. There is a list of farmers who have already expressed interest. ***Motion*** *to approve using $19,605.00 Part C monies to fund the Cover Crop project as outlined in the project description* (**Attachment G)** made by Burke, seconded by Acres **approved by all.**  There are some monies left in other Part C projects which could be used to cover the higher cost of the Roadside Assessment project. This was due to the fact that the District was not able to hire a summer intern who would have been paid a lower hourly rate than Barrigar. ***Motion*** *to approve increasing the Roadside Assessment project budget from $12,000 to $15,000 from leftover Part C monies* made by Cook, seconded by Matthews **approved by all.**
6. Dulanski and Gallup met with Allen to discuss how financial functions could be handled during Dulanski’s leave. Upon review, the District’s Policy book does not give permission to the Board Treasurer to perform District Manager duties. It would also be helpful if Gallup was allowed to approve Petty Cash purchases with Allen approving the transaction later. ***Motion*** *to allow Board Treasurer to perform all functions performed by the District Manager in the Policy and Procedures Manual when the District Manager is on leave and to allow Secretary/Assistant Treasurer to give prior approval for Petty Cash purchases during the same period of time* made by Smith, seconded by Burke **approved by all.**
7. Dulanski informed the Board that we have received this year’s registration for Conservation Skills Workshop and that she would like to send staff to this training. ***Motion*** *to approve sending staff to Conservation Skills September 23 – 26, 2019,* made by Matthews, seconded by Acres **approved by all.**

**VI. Old and New Business:**

* 1. Old: Sexual Harassment Training was provided to all Board members and staff. District’s Sexual Harassment Policy and form was provided to all. Dulanski highlighted important points and the test taken by all was reviewed.

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

**IX. Announcements:** None

**X. Time and Date of Next Meeting:** September 19, 2019, 7:30 PM at the SWCD Office.

**XI. Meeting Adjourned:**  Adjournment at 9:52 PM

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Robert Andrews, Jr., Chairperson Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer Date

**Attachments: A-H**