St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For July 18, 2019, 7:30 p.m.

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

**Board Members Excused:** Kevin Acres

**Staff Present:** Raeanne Dulanski (Manager), Aaron Barrigar (Forester), Jevonnah Foster (Technician), and Liz Gallup (Secretary/Treasurer). Dan Dominy (Summer Intern)

**Guests Present:** None

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

**II. Minutes of the Previous Meeting: *Motion*** *to approve the May 16, 2019 minutes,* made by Cook, seconded by Matthews **approved by all.**

7:38 - Burke entered meeting

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

**IV. Reports**

1. **NRCS –** KentFrary – Report provided (**Attachment B**)
2. **BOL** – John Burke
	1. Burke said that County Forest presentation was well received. General feeling was that it was best to conserve forests. Dulanski added that the Resolution to manage thirty five acres a year instead of yearly timber sales passed the full Board.
	2. Burke wanted the District to know that it has been much appreciated that we were able to contribute money towards the costs of administering the DEC Septic Grant.
3. **Grange -** Mark Matthews
	1. Matthews said that Grange has been preparing for the Gouverneur County Fair and it looks like they will have good presentations. One will be on the importance of the U.S. Census.
4. **AFPB** – Bob Andrews
	1. There has not been a meeting since the last board meeting. Andrews touched on the presentation given at the last AFPB meeting by J.J. Schnell, Tug Hill Tomorrow Land Trust and said that land has been approved to be added to Ag Districts.

**V. SWCD Reports:**

1. Secretary/Treasurer’s Report – Liz Gallup
	1. Gallup has been working on the District’s budget, record retention and starting the fish program. She is still working on problems with the new NYS Retirement Online website.
	2. ***Motion*** *to approve a transfer from Money Market to Checking for August 2019 to cover operating costs up to $20,000 for the month,* made by Matthews, seconded by Allen **approved by all.**
	3. Gallup reported that she has worked through the SLC SWCD fiscal year records for 2012 and identified which records may be destroyed as detailed in the NYS Records Retention and Disposition Schedule MI – 1. Approximately 1.231 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 C**) be destroyed either by the shredding or recycling of said documents.

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

* 1. AEM Year 15 25% initial deposit of $7,645.00 has been received. These monies need to be moved to the AEM bank account from the Money Market. ***Motion*** *to approve transferring the difference in the AEM account balance (which represents AEM Year 14 funds) to Money Market, made* by Matthews, seconded by Cook **approved by all**. We are still waiting for the balance of AEM Year 14 funds from NYS.
	2. Gallup informed the Board that there has not been enough income from renting the No-Till to cover the costs associated with it yet. It has only been rented three times so far this year.
1. Summer Intern – Daniel Dominy
	1. Dulanski introduced Dominy to the Board and Dominy then told a little bit about himself.
	2. Dominy informed the Board that most of his time has been spent on WRP monitoring and culvert assessments with Foster. 87 onsites and 102 offsites were done, completing WRP monitoring for the season.
	3. Dominy has also been working on fair activities and helping to get ready for our information booth that the District will be manning for two days at the St. Lawrence County Fair.
2. Forester – Aaron Barrigar
	1. Barrigar continues to work with USDA APHIS and U.S. Forest Service on a forest bio control project to combat EAB. It is to study to see if certain species of wasps are effective in controlling EAB. He has identified four sites that they are now working on the permitting process with the Parks Department and Power Authority.
	2. Dominy assisted Barrigar in collecting EAB samples for an environmental DNA project for the Forest Service. The intent is to develop a genetic baseline for EAB in the Northeast to make detecting and surveying easier. He has also been attending Franklin County EAB taskforce meetings and created an EAB outreach display and brochure to educate the public.
	3. Barrigar reported that he has marked and put out to bid this year’s timber sale on twenty two acres in Parcel 19 in Colton. One bid was received and accepted. The logging will require additional oversight to ensure damage to the existing mountain bike trails is limited.
	4. Barrigar attended the BOL Finance Committee meeting to present the County Reforestation Land Proposed Budget Amendment Report and proposed Resolution for the Board of Legislator’s consideration on changing from a revenue goal to an acre management goal.
	5. The right of way ash tree inventory along County roads is more than two-thirds of the way complete with over 9,000 trees inventoried. The inventory includes both ash and hazard trees.
3. Technician – Jevonnah Foster
	1. Foster has been spending the majority of her time on WRP monitoring and culvert assessments with the summer intern. Two watersheds have been completed and a third started with over 90 culverts assessed so far.
	2. Foster met with Canton HS students about their Conservation in the School’s Grant project and completed soil sampling of the site with them. She received a second application for the Conservation in the Schools program from Canton HS Green-Team for a native pollinator garden – application was approved and project is to be completed in the fall.
	3. Foster went to NRCS Soil Health Training in Morrisville, NY which is a required training in order to become an NRCS certified planner. Foster has continued to do online trainings for the NRCS Certified Planner certification and has signed up for one of the required field trainings. She also attended an AEM Program Farmstead Planning training given by Ryan Cunningham and Ron Bush with Ag & Markets that was hosted here.
	4. Foster organized iMap Invasives training with SLELO-PRISM for July 19th. It will familiarize people with the cell phone application that lets you map and document invasive species sightings in an effort to reduce the spread and impact of harmful invasives.
	5. Working with Kitty O’Neil from CCE, Foster has set up a Soil Health for Dairy Farms Field Day focusing on no-till/reduced till management. Speakers and local farmers will talk about what they have experienced in managing soil health on their farms. Equipment demonstrations will be on site.
4. Manager’s Report – Raeanne Dulanski (**Attachment D**)
5. Dulanski reported that Cook and Smith completed the review of financial records for the District’ Internal Audit for fiscal year 2018 before this meeting. They did not find any problems or issues. ***Motion*** *to accept the internal audit results for FY 2018 performed by Cook and Smith,* made by Allen, seconded by Burke **approved by all.**
6. Dulanski informed the Board that the District received a letter from the Village for Canton’s Tree Committee requesting assistance (from Barrigar) for the furtherance of their 5-year plan. They would like new data to be added to the existing Village GIS database as appropriate and include the following components: New Tree Planting Sites, Ash Tree Management and Removal, Annual Tree Maintenance, Heritage Tree Conservation, and Public Information & Education. This list is more than the District would be able complete. Given the Board’s decision to prioritize EAB activity, Dulanski drafted a response indicating that the Ash Tree Management and Removal would be the only area of assistance that we could provide. She also indicated that 2020 was the earliest we might be able to address this task due to on-going projects and funding. A map of the property to be inventoried would be required. Andrews remarked that the District should treat all municipalities the same so a fee should be assessed for this work to be consistent with other projects. Following discussion and review of the response letter, ***Motion*** *to approve Andrews and Dulanski signing the letter and to send it to the Village of Canton Tree Committee,* made by Cook, seconded by Matthews **approved by all.**
7. RCPP Funds had to be requested by the reporting deadline of July 10th or the monies would be available all Districts. We had one final application submitted for engineering of satellite storage. This application will use all of our remaining funds and an additional $310.50 from the pool, if available. The project is designed to NRCS standards, will be addressing a resource concern, and they are fully intending to implement the project. ***Motion*** *to allow Dulanski to sign the contract with the landowner and reimburse them once the funds are received,* made by Matthews, seconded by Allen **approved by all.** Five farms have been helped with a total of $19,860 being disbursed among them.
8. An update on the status of the District’s Performance Measures which need to be met to qualify for Part C monies from NYS was provided. The new performance measure 5 added last year has a 10% impact this year. No percentage was assigned last year since it was the first year. Dulanski pointed out that we still need two meetings that need to be attended by two different board members.
9. Dulanski attended the County’s train the trainer workshop for the new NYS Sexual Harassment requirements and is now more familiar with the requirements. She suggested that board members and staff could watch the two required twenty minute videos on their own time and then she would do her presentation and give the test in August. The Board agreed to this plan.
10. Dulanski reported that the winning bid for a ¾ ton truck done via NYS Marketplace was $32,383.46 for a 2019 Ford F250 Super Cab XLT. ***Motion*** *to accept the bid, allow Dulanski to order the vehicle and pay for it from the Money Market account*, made by Burke, seconded by Cook **approved by all.**
11. SLRWP Plan update: In June, there was an article in Watertown Daily Times on “Scientist Discusses Watershed Plan Efforts” based on a presentation of the plan at the Indian River Lake Conservancy’s Water Quality meeting. Dulanski handed out the project fact sheet and said that the project has been in the works for many years. Grants had been applied for four times before a successful application was submitted in 2012. Contract period is 3/1/2017 to 2/28/2021 but the hope is to have it completed by December 2020. It is for $225,000 in State funding, and is a 50/50 match but in-kind does count. Franklin County is the applicant for the grant.

**VI. Old and New Business:**

1. New: 2020 Proposed Budget and Modified 2019 Budget: Dulanski provided a PowerPoint presentation **(Attachment D)** that went over pertinent points and explained any changes.
	1. ***Motion*** *to approve the adoption of the Modified 2019 budget*, made by Cook, seconded by Burke **approved by all**.
	2. ***Motion*** *to accept the proposed 2020 Budget and authorization to send it to SLC for their budgeting process,* made by Matthews, seconded by Cook **approved by all**.

**VII. Executive Session:**

***Motion*** *to enter Executive session to discuss a personnel matters* made by Cook, seconded by Burke **approved by all.**

Entered at 9:12 PM , exited at 9:52 PM.

***Motion*** *granting Elizabeth Gallup, for her years of dedication and service to the District, sixteen (16) hours of holiday leave, to be credited annually, starting in 2020 and eight (8) hours of holiday leave for the balance of 2019.  This time can only be used on holidays listed as SWCD observed in the SLC SWCD Employee Handbook.  Unused holiday leave will not be paid out at the end of employment with the District. Any holiday leave credits remaining unused on the last day of the calendar year will be forfeited****,*** *made by Allen, seconded by Cook* ***approved by all.***

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

**IX. Announcements:** None

**X. Time and Date of Next Meeting:** August 15, 2019, 7:30 PM at the SWCD Office.

**XI. Meeting Adjourned:**  Adjournment at 9:58 PM

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Robert Andrews, Jr., Chairperson Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer Date

Attachments: A-E