St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For January 17, 2019, 7:00 PM

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Adam Cook (Vice-Chair), Mark Matthews, and Kevin Acres.

**Board Members Absent:** Becky Allen (Treasurer), John Burke

**Staff Present:** Raeanne Dulanski (District Manager), Aaron Barrigar (Forester), Jevonnah Foster (Technician), and Elizabeth Gallup (Secretary/Assistant Treasurer).

**Guests Present:** None

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

Andrews asked that everyone introduce themselves to Acres, our new Board of Legislators’ Representative and welcomed him to our organization. Acres provided some information on his background and his history with the Board of Legislators.

**II. Minutes of the Previous Meeting:** *Motion to approve the November 15, 2018 minutes,* made by Cook, seconded by Matthews, **approved by all.**

**III. Treasurer’s Reports:** *Motion to approve November and December 2018 Treasurer’s reports*, made by Cook, seconded by Matthews, **approved by all.** Gallup presented relevant financial information.

**IV. Reports**

1. **NRCS –** KentFrary, absent. Dulanski shared his report. (Attachment B)
2. **BOL –** Kevin Acres
	1. Acres reported that the District’s Farm Bureau representative for our Board goes to the next Board of Legislators meeting. Fourth quarter earnings came in very strong.
3. **Farm Bureau –** No representative appointed
4. **NYS Grange** – Mark Matthews
	1. Matthews reported that the next meeting will be held in Watertown.
5. **AFPB** – Robert Andrews
	1. Andrews reported that the workshop to educate farmers about what resources are available to them went well. Twenty non-staff people attended.
	2. Andrews said that Larry Denesha is the new Board of Legislators’ representative.

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

1. 2019Meetings:

- February 20th at 11:00 AM – 3 PM - March 28th 7:30 PM

- April – no meeting - May 16th at 7:30 PM

- June – no meeting - July 18th at 7:30 PM

- August 15th at 7:30 PM - September 19th at 7:30 PM

- October 17th at 7:30 PM - November 21st at 7:30 PM

- December - no meeting.

**Approved by consensus of the Board.**

1. Officer elections:
2. **Chair:** Robert Andrews, Jr
	* 1. Nominated by Cook, seconded by Matthews, **approved by all**
3. **Vice-chair:** Adam Cook
	* 1. Nominated by Andrews, seconded by Matthews, **approved by all**
4. **Treasurer:** Rebecca Allen
	* 1. Nominated by Matthews, seconded by Cook, **approved by all**

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 change to North Country This Week as the District’s official newspaper* made by Matthews, seconded by Acres, **approved by all.**
2. *Motion to approve* SWCD Fee Schedule listed in *Appendix B* *with an increase to the technical assistance fee from $42.00 to $44.00* made by Cook, seconded by Matthews, **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 Matthews, seconded by Cook, **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 Cook, seconded by Acres, **approved by all.**

**VI. SWCD Reports**

1. Treasurer’s Report – Gallup
2. 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.
3. *Motion to authorize a transfer up to $20,000 from the Money Market Account to the Checking Account to cover operational costs for February* made by Cook, seconded by Matthews **approved by all.**
4. Gallup reported that we have received bills from SLC Chamber of Commerce for 2019 membership dues ($135.00), 2019 CDEA NYS Fair Assessment Fee ($100.00) and the 2019 CCE Facility Fee ($100.00). *Motion to authorize the payment of the bills shown above* made by Matthews, seconded by Acres **approved by all.**
5. Gallup explained that the District needed to make a 25% deposit to Meadowview Nursery to ensure that the tree species ordered were locked in. The 2018 budget for that line will need to be increased to reflect this additional expense. *Motion to increase the District Tree Sale expense line in the 2018 District budget by $1,032 to reflect additional expense incurred* made by Matthews, seconded by Cook **approved by all.**
6. Technician Report – Foster
	1. Foster completed the 2019 District Annual Newsletter.
	2. Foster continues to work on ag values as they come in.
	3. Completed a number of online trainings and review of programs, looking into grant opportunities and updating WRP folders in Toolkit.
	4. Foster is working on setting up the workshop for Erosion and Sediment Control training. It is scheduled for April 3rd in the Gouverneur Community Center.
	5. Foster learned that other District have offered grants to schools to complete conservation projects. This is something that interests her and would be a use for a Part C project.
7. Forester’s Report – Aaron Barrigar
8. Barrigar reported that the timber sale bid was won by Seaway Timber with a bid that was quite a bit higher than expected.
9. State of the Forest: Barrigar informed that Board that the presentation went well. He explained that he had calculated how the current rate of harvesting would affect the County forests. If this rate is continued, it would only allow eight more years before the trees were exhausted. After that, harvesting would have to be delayed for seven years for the forests to recover enough for another harvest and to stay on the proper cutting rotation. Acres asked if we do any reforestation and Barrigar said the District would need to hire it done which could be cost prohibitive.
10. Barrigar completed the 2019 Annual Tree Sale brochure and prepared it for mailing.
11. Attended the Maple Expo on Saturday, January 12, 2019 and had a booth for the District. He also attended some classes and thought that they were worthwhile. Forty to fifty people were in attendance.
12. Barrigar is working on obtaining his arborist certificate. The plan is to take the test in three to four months.
13. Barrigar has been doing quite a bit of invasive species work on the emerald ash borer. He showed DEC peeling and felling techniques to identify infestations and peeled trees in Ogdensburg with the EAB task force. Barrigar said that there was a grant from NYS DEC called NYS DEC 2019 Invasive Species Grant Program – Terrestrial and Aquatic Invasive Species Rapid Response & Control that deals with this subject area. He thinks it is a good idea to apply for it. Dulanski will go over the particulars.
14. Manager’s Report – Dulanski (Attachment C)
15. Dulanski said the District would like to apply to the NYS DEC 2019 Invasive Species Grant Program to fund a program we would call Terrestrial and Aquatic Invasive Species Rapid Response & Control Reduce Outlier Populations of Emerald Ash Borer and the Progression of Ash Mortality in St. Lawrence County. The objective would be to reduce isolated populations of EAB, minimize the population’s growth, and limit its natural spread to adjacent areas in order to slow the rate of ash mortality. This concept is known as “Slow Ash Mortality”, or SLAM. The deadline to apply is February 15, 2019. *Motion to authorize the submittal of an application to the NYS DEC 2019 Invasive Species Grant Program – Terrestrial and Aquatic Invasive Species Rapid Response & Control and to give the District Manager signature authority for the grant* made by Matthews, seconded by Acres **approved by all.**
16. Dulanski requested approval to send staff to the Water Quality Symposium in Syracuse, NY March 12th – 15th, 2019 which is included in the budget. Board members were reminded that they were welcome to attend as well. *Motion to authorize staff to attend WQS training at a cost of $620.00 each* made by Matthews, seconded by Cook, **approved by all.**
17. Dulanski informed the Board that at the January CDEA meeting they worked on finalizing WQS arrangements. In the Governor’s proposed budget, there is an increase in funding for Soil and Water Conservation Districts and the Ag NPS program.
18. Dulanski reminded the Board that NYACD Legislative Days are March 4th & 5th and that any Director may go if they would like.
19. Dulanski said that the CAFO Waste Storage and Transfer Grant, Round 3 has not been announced by New York State yet.
20. Dulanski told the Board that the insurance proposal for the District’s 2019 insurances had a modest increase of $42 which is well under the 2019 budget amount. Our broker included two proposals for drone insurance, one for Bodily Injury & Property Damage and Personal & Advertising Injury and a second one with just Bodily Injury & Property Damage. After discussion, it was decided that the drone insurance was not needed given the manner in which we utilize our drone. Dulanski reported that the broker said it could be added at a later date if desired. *Motion to continue with the current insurance coverage at the proposed rates without coverage for the drone* made by Cook, seconded by Acres, **approved by all.**
21. Dulanski updated the Board on the possibility of replacing the District signs at County lines after discussion with SLC Highway Department and NYS DOT. It doesn’t seem like it will work out since the NYS Gateway Policy only allows one gateway sign and other signs can’t be in the DOT right of way. This would require obtaining private landowner’s permission.
22. 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 (2019 Annual Report, 2019 Annual Treasurer’s Report to OSC, Part A Eligible Expenditures Report, Part B f/y 2019 Conservation Project Financial Assistance Report, 2019 Part C Performance Measures Application and Project Final Report and 2019 Grant Hourly Rate Report) have been completed. Reports were available for review, highlights were discussed. *Motion that all reports are accepted and to authorize them to be remitted to NYS and to authorize Allen to sign the Annual Treasurer’s Report* made by Cook, seconded by Matthews **approved by all.**
2. Andrews wanted to inform the Board that levels of Freon 12, which are greater than the acceptable value, have been found in the Gouverneur area near United Helpers. He shared a copy of a letter from the United Helpers Management Company notifying United Helpers, as required by NYS Department of Health, of the high levels and the lab analysis report (Attachment D & E).
3. 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 Director Responsibilities may be appropriate with three new Board members.

**VIII. Executive Session:**

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

Entered at 9:08 PM to discuss Dulanski’s personnel evaluation and to hear a report of personnel evaluations for staff. Exited at 10:02 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 F)

**X. Announcements:** None.

**XI. Time and Date of Next Meeting:** February 20, 2019, 11:00 AM at the SWCD Office. This meeting will include a training session by Ryan Cunningham.

**XII. Meeting Adjourned:** 10**:**08 PM

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Robert Andrews, Jr., Chairperson Date

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Elizabeth Gallup, Secretary/Assistant Treasurer Date

Attachments A – F & Appendix A & B