

Draft

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 9, 2020 7:00 PM

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

Board Members Absent: None

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

Guest Present: Bruce Hopkins, Assistant State Conservationist Field Manager, NRCS

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

II. Minutes of the Previous Meeting: *Motion to approve the November 21, 2019 minutes*, made by Matthews, seconded by Acres, **approved by all.**

III. Treasurer's Reports: Gallup explained that the bank statements had not been received yet since the meeting was held earlier in the month. Account balances were reconciled to the Community Bank website. The vacation accrual for 2019 was not able to be calculated this early in the month so this will be an adjustment to the December financial report. *Motion to approve November and December 2019 Treasurer's reports with any differences found when reconciling the December bank statements to be reported in February along with the new vacation accrual amount as of December 31, 2019*, made by Cook, seconded by Matthews, **approved by all.** Gallup presented additional relevant financial information.

IV. Reports

A. NRCS – Bruce Hopkins, Assistant State Conservationist Field Manager, NRCS

1. Andrews asked that everyone introduce themselves to Hopkins. Hopkins then told about his history with NRCS and that he was glad to be here to personally explain the proposed Memorandum of Agreement (MOA).
2. Hopkins explained some challenges that NRCS is experiencing such as a new software system and understaffing. He said the contribution agreement that NRCS has with the District has been a great help and has been a valuable partnership.
3. The Memorandum of Agreement's history and background was explained to the Board. There was much discussion and it was decided to wait until more information was gathered before any decision was made. Hopkins explained that the agreement detailed how interrelated the Districts were with NRCS. Board members indicated that an organizational chart of NRCS and how staffing interacts with the District would be helpful. This discussion will continue at the February board meeting.

4. Gallup handed out the report (**Attachment B**) provided by Frary. Foster explained the change in the wetland reserve monitoring program.

B. BOL – Kevin Acres, John Burke

1. Acres said that Lightfoot will be the Board of Legislator’s Chairman. The same structure will exist and Burke and Acres will continue on the District’s board.
2. Sales tax distribution is still under discussion.

C. NYS Grange – Mark Matthews

1. Matthews reported that he should have the new handbook for the February meeting.

D. AFPB – Robert Andrews

1. Andrews reported the December meeting was held at SUNY Canton. The college was wondering what could be done to increase enrollment in their ag program.

V. Organizational Meeting

A. 2020 Meetings:

- | | |
|--|---|
| - February 19 th at 11:00 AM – 3 PM | - March 26 th 7:30 PM |
| - April – no meeting | - May 21 st at 7:30 PM |
| - June – no meeting | - July 16 th at 7:30 PM |
| - August 20 th at 7:30 PM | - September 17 th at 7:30 PM |
| - October 15 th at 7:30 PM | - November 19 th at 7:30 PM |
| - December - no meeting. | |

Approved by consensus of the Board.

B. Officer elections:

1. *Upon discussion, a motion to establish a slate of officers and to accept the slate as shown below* was made by Matthews, seconded by Burke, **approved by all.**
 1. **Chair:** Robert Andrews, Jr
 2. **Vice-chair:** Adam Cook
 3. **Treasurer:** Rebecca Allen

SLC Financial Disclosure forms to be completed and signed by Andrews and Dulanski.

- C. Motion to approve Organizational items as shown on Appendix A after changing the mileage reimbursement rate from \$.58 to \$.575** made by Acres, seconded by Matthews, **approved by all.**

- D. Motion to approve SWCD Fee Schedule listed in Appendix B with one change to remove Franklin County from the No-Till \$35 delivery fee area** made by Cook, seconded by Matthews, **approved by all.**

- E.** Gallup explained how the District would like to permanently authorize the Board Treasurer to perform the same tasks as the District Manager in financial matters. The Districts Policy and Procedure’s book has been updated to reflect this practice. *Motion to approve this*

change and to accept the District's Policy and Procedures Book for 2020 made by Acres, seconded by Matthews, **approved by all.**

- F. The SLC SWCD Employee Handbook was presented without any changes recommended. ***Motion to approve the SWCD Employee Handbook as shown***, made by Allen, seconded by Cook, **approved by all.**

VI. SWCD Reports

A. Forester's report - Barrigar

1. Barrigar has continued to work on the Village of Potsdam Urban Tree Inventory project. He is writing the forest management plan.
2. Barrigar is planning an EAB workshop to be held in partnership with Franklin County SWCD. Barrigar is working on a PowerPoint presentation and gathering outreach materials for the workshop. Two workshops are planned for this winter, one in Franklin County and one in St. Lawrence.
3. The 2020 tree sale is here. Barrigar created this year's brochure and, with Foster's help, assembled and mailed the brochures. Final order date will be February 28th.
4. Barrigar reported that Foster helped him finish cutting down the EAB SLAM sites for this year. She also went with him to Franklin County SWCD to assist them to take down ash trees and to peel five sentinel trees.
5. Barrigar continues to mark the boundaries of the County forests and is planning on attending the Maple Expo at the Gouverneur High School this Saturday.

B. Technician Report – Foster

1. Foster helped to assemble the 2020 District Tree sale brochure and the 2020 District Annual Newsletter to be mailed.
2. Foster continues to work on ag values as they come in.
3. Foster met with the farmer she is doing a Nutrient Management Plan for to get the crop history for the soils forms. Soil samples were dried and sent in along with a manure sample. The results have come in so Foster will be working with NRCS to start the plan. She has also continues with NRCS webinars for Certified Planner training.
4. Foster assisted Barrigar with some EAB projects.

C. Treasurer's Report – Gallup

1. ***Motion to authorize a transfer up to \$20,000 from the Money Market Account to the Checking Account to cover operational costs for February 2020*** made by Cook, seconded by Burke **approved by all.**
2. Gallup reported that we have received bills from SLC Chamber of Commerce for 2020 membership dues (\$135.00), 2020 CDEA NYS Fair Assessment Fee (\$100.00) NYACD assessment fee (\$1,500.00) and the 2020 CCE Facility Fee (\$100.00). After discussion, it was determined that the District would pay \$750.00 to NYACD. ***Motion to authorize the payment of the bills shown above with the payment for NYACD assessment fee to be adjusted to \$750.00*** made by Cook, seconded by Matthews **approved by all.**
3. Gallup requested approval to send staff to the Water Quality Symposium in Syracuse, NY March 10th – 13th, 2020 which is included in the budget. Board members were reminded that they were welcome to attend as well and it would

count towards our performance measures. **Motion** to authorize staff to attend WQS training at a cost of \$620.00 each made by Matthews, seconded by Burke, **approved by all.**

4. Gallup informed the Board that the District has received the insurance proposal from Eastern Shore effective February 1, 2020. The total for all insurances went down by approximately \$450. The bulk of the decrease was related to auto insurance. **Motion** to authorize the payment of insurance fees as proposed by Eastern Shore Associates, made by Allen, seconded by Cook, **approved by all.**
5. Gallup informed the Board that the computer purchased for her in 2013 is starting to have problems. There is money in the budget for this purchase. She is not connected to the NRCS system so does not have to meet their requirements. **Motion** to authorize the purchase of a computer at a cost not to exceed \$2,000, made by Allen, seconded by Cook, **approved by all.**
6. Gallup asked the Board if they had a chance to look at the training choices she provided for them in the board mailing. After discussion, the Board felt that the topic State Aid to Districts would be the training they would like. They also requested that Cunningham talk about the relationship between NRCS, SWCC and the District.

VII. Old and New Business:

- A. Gallup worked on the No Till agreement questions and contacted the County Attorney and reviewed the sample agreement from Onondaga County. Onondaga charges a late fee of 1.25%/month when the account is 30 days overdue. A fee of \$38.50 is charged for checks returned for insufficient funds, and a \$100 cleaning fee if equipment is not returned clean, including mud between coulters, and seed boxes. The County attorney said that the District Law supported all of these actions.
- B. Gallup reported to the Board that Part A Eligible Expenditures Report, Part B f/y 2019 Conservation Project Financial Assistance Report and the 2019 Grant Hourly Rate Report are completed. **Motion** to accept the Part A Eligible Expenditures Report, Part B f/y 2019 Conservation Project Financial Assistance Report and the 2019 Grant Hourly Rate Report and to authorize them to be remitted to NYS made by Allen seconded by Burke **approved by all.**
- C. Gallup reported to the Board that the 2019 Annual Report, 2019 Part C Performance Measures Application and Project Final Report have yet to be completed. The earlier meeting date meant that we did not have everything needed to complete them. **Motion** that the 2019 Annual Report, 2019 Part C Performance Measures Application and Project Final Report be accepted and to authorize them to be remitted to NYS with all reports to be available for Board review in February made by Cook, seconded by Allen **approved by all.**
- D. Gallup said that the 2019 Annual Treasurer's Report to OSC is not yet completed. **Motion** to authorize Allen to sign the Annual Treasurer's Report upon her review and to authorize it to be remitted to NYS and OSC and to have it available for Board review in February made by Matthews, seconded by Cook **approved by all.**
- E. Training plans will be completed by Dulanski when she returns from maternity leave in February. Gallup asked how the Board wanted to handle the staff's evaluations. The Board could do them now or wait and have Dulanski complete them for the February board meeting. They also could do Dulanski's evaluation now or when she gets back. The Board decided to have everything done at the February meeting. Burke mentioned

that he would like to see a new form of evaluations researched. Gallup said she would meet with Dulanski to discuss.

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

IX. Announcements: None.

X. Time and Date of Next Meeting: February 19, 2020, 11:00 AM at the SWCD Office. This meeting will include a training session by Ryan Cunningham.

XI. Meeting Adjourned: 9:20 PM

Robert Andrews, Jr., Chairperson

Date

Elizabeth Gallup, Secretary/Assistant Treasurer

Date

Attachments A – C & Appendix A & B

These minutes have not been reviewed or adopted by the St. Lawrence County Soil & Water Conservation District’s Board.