

**DRAFT**  
St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For July 16, 2020, 7:00 p.m.

**Note: Meeting was held via ZOOM due to COVID – 19. The date and time of the meeting was posted to the District’s website.**

**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), and Liz Gallup (Secretary/Treasurer).

**Guests Present:** Ryan Cunningham, SWCC

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

**II. Minutes of the Previous Meeting: Motion** to approve the May 21, 2020 minutes, made by Cook, seconded by Matthews **approved by all, roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Burke - Aye**

**III. Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided to the Board. **Motion** to approve May & June’s 2020 Treasurer’s report, made by Cook, seconded by Matthews **approved by all, roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Burke - Aye**

**IV. Reports**

**A. NRCS –Report provided (Attachment B)**

**B. BOL – John Burke**

1. Burke reported that the County had approved contributing \$30,000 for the Bassmaster’s Tournament to be held in Waddington. The organizers for this event later decided to change the venue to Clayton, NY. No money is expected to be expended since it no longer is taking place in the County.
2. The budget process at the County is starting but no meetings have taken place yet.

**C. Grange - Mark Matthews**

1. Matthews reported that the first actual meeting since the COVID 19 crisis began will be held tomorrow night. The statewide meeting to be held in Cortland, NY will be for two days instead of the usual four and only one representative for each Grange will be allowed to attend.

7:06 Smith joined the meeting.

**D. AFPB – Bob Andrews**

1. The next meeting will be held on October 1<sup>st</sup>.

**E. SWCC – Ryan Cunningham**

1. Cunningham informed the Board that most training and meetings are being done virtually and will most likely continue to do so in the future. This does make the trainings easier for staff to access than the physical versions are.
2. Cunningham said that the COVID 19 situation has affected the payment process for grants and other programs. Contracts are being processed but payments will be delayed. The AEM program will most likely be the first program to be paid since most Districts across the state participate in it.
3. State aid is from the Environmental Protection Fund so funding for Districts may be unaffected but, in this situation, it is hard to know for sure.

**V. SWCD Reports: Staff reports are included in Board mailing (Attachment C)**

**A. Secretary/Treasurer's Report – Liz Gallup**

1. Gallup reported that she has been revamping the fish program brochure and order form in addition to working on the District's budget.
2. **Motion to approve a transfer from Money Market to Checking for August 2020 to cover operating costs up to \$20,000 for the month**, made by Cook, seconded by Matthews **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke - Aye**

**B. Manager's Report – Raeanne Dulanski**

1. 2021 Proposed Budget and Modified 2020 Budget: Dulanski provided a PowerPoint presentation and went over pertinent points and explained any changes.
  - i. **Motion to approve the adoption of the Modified 2020 budget**, made by Allen, seconded by Cook **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke - Aye**
  - ii. **Motion to accept the proposed 2021 Budget and authorization to send it to St. Lawrence County for their budgeting process**, made by Allen, seconded by Cook **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke - Aye**
2. Dulanski inquired if there were any questions on Frary's NRCS report, staff reports or the District's reopening plan. She then went on to detail current training requirements and reappointments needed for the Board. She reminded the Board that the District's internal audit will need to be completed and asked if there were two members willing to do this. Cook and Matthews said they would. Dulanski said that Gallup would contact them to determine the best way to accomplish this given the COVID – 19 situation.
3. It is time for the District to decide if one of the vehicles should be sold and a new one purchased via state vehicle marketplace process. Dulanski told the Board that she would like to do a NYS Marketplace bid for a new ½ ton 4WD truck for the next meeting to see what a new one would cost. **Motion to approve soliciting bids for the purchase of a ½ ton 4WD truck via NY Marketplace to determine what it would cost to buy one and to present the results to the Board at the August meeting**, made by Cook, seconded by Matthews **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke - Aye**
4. Dulanski reported that there are some Part C monies remaining to be allocated. She provided the Board with a summary of projects approved to date and then described the three additional projects she is proposing.
  - i. The first project is to assist County Highway department with a culvert replacement project. The District will provide funds to the County to help purchase a new culvert and installation materials. The Highway department will provide labor and equipment as match. Assistance with this project will

be helpful to the County since their CHIP funding has been decreased. *Motion to approve implementing the Part C Culvert Replacement County Route 49 Program to assist with the costs of purchasing the culvert and installation materials per the Project Description (Attachment D), and to authorize making the payment of \$18,000 to the SLC Highway Department after proof of expenses, made by Cook, seconded by Matthews approved by all roll call: Andrews– Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Burke – Aye, Smith - Aye.*

- ii. The second project presented was the annual cover crop cost-share program, *Motion to approve using \$17,500.00 Part C monies to fund the Part C Cover Crop project as outlined in the project description (Attachment E) made by Matthews, seconded by Allen approved by all roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Burke – Aye, Smith - Aye.*
- iii. The third project is to continue stream crossings assessments. The District would complete the rest of the culvert assessments in the towns as described in the attached project description. *Motion to approve using \$5,000.00 Part C monies to fund the Part C Stream Crossing project as outlined in the project description (Attachment F) made by Matthews, seconded by Allen approved by all , roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Burke – Aye, Smith - Aye.*

**VI. Old and New Business:**

A. None

**VII. Announcements:**

A. Dulanski informed the Board that CCE has agreed to allow us to use their classroom if we follow all of their protocols and sign an amendment to our current rental agreement. She will update the board as we get closer to the next meeting and we have a clearer idea what the COVID-19 situation is at that time.

**VIII. Time and Date of Next Meeting: August 20, 2020 – location to be determined**

**IX. Meeting Adjourned: Adjournment, ZOOM meeting ended 7:58 PM.**

\_\_\_\_\_  
Robert Andrews, Jr., Chairperson

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Date

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Elizabeth J. Gallup, Secretary/Assistant Treasurer

\_\_\_\_\_  
Date

Attachments: A – F