

DRAFT
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For November 19, 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 Kevin Acres

Board Members Excused: John Burke.

Staff Present: Raeanne Dulanski (Manager), and Liz Gallup (Secretary/Asst. Treasurer), Jevonnah Foster (Technician), and Aaron Barrigar (Forester).

Guests Present: Ryan Cunningham, SWCC

I. Call to Order and Agenda (Attachment A)

II. Minutes of the Previous Meeting:

Minutes of the Previous Meeting: *Motion to approve the October 15, 2020 minutes, made by Cook, seconded by Matthews approved by all*

III. Treasurer’s Reports: Gallup discussed items relevant to the financial information provided to the Board. She also informed the Board that the transfer to move AEM monies approved in September had to be modified because additional interest of \$0.13 was received prior to the transfer taking place. ***Motion to approve October 2020 Treasurer’s report, made by Acres, seconded by Cook approved by all***

IV. Reports

A. BOL –Kevin Acres

1. Acres reported that a grant was awarded that will fund a methadone clinic in Massena and that St. Lawrence Health System was chosen to oversee its operation.
2. The recent spike in COVID cases in St. Lawrence County has been a big topic of conversation. Actions will need to be taken to get things under control.
3. Acres informed the Board that the County’s budget was adopted. Dulanski thanked him for keeping the District’s appropriation at its current level.

B. Grange - Mark Matthews

1. Matthews said that there hasn’t been much activity.

C. AFPB – Bob Andrews

1. The next meeting will be held virtually on December 3, 2020. Solar development continues to be a big topic. Andrews said 2021 should see an increase in solar development in various parts of the County.

D. SWCC – Ryan Cunningham

1. Cunningham provided an update on various NYS funds normally received by Districts. He reported that it is unsure what may happen with funds approved in this year’s NYS

budget and how it will impact monies for Part A, B, & C funding. Part B funds for 2021 are expected in December and may give us an idea of what may happen with A & C which are usually disbursed in the first quarter of the year.

2. Grants currently awarded are slowly getting paid but Cunningham does not expect any new grants to be funded in the near future.

V. SWCD Reports:

A. Dulanski updated the Board on a number of items:

1. Dulanski provided an update on NRCS activities from a report provided by Frary (**Attachment B**).
2. Office was closed on Tuesday 11/10 due to a FSA employee's contact with a positive COVID individual. The office was closed for seven days, telework and fieldwork only were allowed during that time. The employee that had been exposed tested positive, which resulted in the office being shut down through 11/24. USDA has reiterated that no public is to enter the building at all of their NY offices. Any office that was allowed to have public in is now not allowed to at least through the end of the month. However, this is expected to be extended.
3. Dulanski checked with the BOL and found out that Becky has been reappointed to our Board.
4. Our new truck is currently in production, but as of 11/12, no ETA was available.
5. Dulanski said that staff has done excellent work during this difficult and uncertain time. They have been flexible, understanding, hardworking, responsible, willing to take on new things, and willing to think outside of the box to get things done in a new way. She wanted to thank them all for their hard work this year and said that she couldn't be prouder of what we have accomplished.

B. Secretary/Assistant Treasurer's Report – Liz Gallup

1. **Motion to approve paying the NYS Retirement bill of \$22,863.00 from the Money Market account, made by Cook, seconded by Matthews approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Acres – Aye**
2. **Motion to approve paying the following: NACD dues of \$775, the 25% deposit on the trees for the 2021 tree sale (not to exceed \$1,600) and to authorize the payment of \$20.00 per meeting and round-trip mileage at \$.575/mile for meetings attended in person in 2020 after approval and signature by each Board Member made by Acres, seconded by Allen approved by all**
3. Gallup explained to the Board that NYS Archives has created a new document called LGS -1 which will replace the MI -1 which the District has been using when doing the yearly record retention analysis. There are no material changes which impact the District but it does need to be adopted for use going forward. **Motion to approve the resolution shown below to follow new Record Retention and Disposition Schedule for NY Local Government Records (LGS-1) made by Cook, seconded by Allen approved by all**

RESOLVED, By the Board of Directors of the St. Lawrence County Soil & Water Conservation District that Retention and Disposition Schedule for New York Local Government Records (LGS-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 Retention and Disposition Schedule for New York Local Government Records (LGS-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 Elizabeth Gallup be named Records Officer for the St. Lawrence County Soil and Water Conservation District.

C. Technician’s Report – Jevonnah Foster

1. Foster reported that she has been busy obtaining soil samples to finish an NMP in 2021 and has been doing culvert assessments. Andrews asked if the cover crop program was successful this year. Foster said that almost all of the acreage was approved but one farmer wasn’t able to finish everything by the deadline so there was some money remaining.
2. Requests for Ag values have continued to be received. They are being done via email or mail whenever possible because of COVID 19.
3. Foster has helped Barrigar with a number of his projects and will continue to do so to get everything done while weather permits.

D. Forester’s Report – Aaron Barrigar

1. Barrigar reported that he has completed this year’s Part B project in the Village of Potsdam. Twenty five new trees were planted to replace the ash trees that were removed.
2. Barrigar is preparing to update the forest inventory for all County parcels. He has been assisting Foster in collecting soil samples.
3. Barrigar has taken down the ash trees for the Part C SLAM (Slow Ash Mortality) project and did find a new infestation on Murray Road in Brasher. Trap tree clusters have also been taken down.

E. Manager’s Report – Raeanne Dulanski (Attachment C)

1. Dulanski reported that at the 2020 NY Association of Conservation Districts (NYACD) Annual Meeting the District was awarded the 2020 Best Media Education/Outreach Story for an article on the EAB presentation Barrigar gave the Board of Legislators.
2. NYS will be hosting the International Envirothon event in 2024. The Envirothon Committee is requesting a donation of \$3,000 from each SWCD for the event. They are requesting it now, to allow for donations to be made over the next few years, as budgets allow. Given our current/anticipated 2020 budget, Dulanski is recommending a payment of \$2,020 from the following underutilized budget categories. These monies that have been freed up would be moved to the Other expense budget line and the donation would be paid from that budget line:

Employee Travel & Training:	
Manager Travel	\$400.00
Tech Travel	\$400.00
Forester Travel	\$400.00
Support Travel	<u>\$100.00</u>
Total Travel	\$1,300.00
Office Furniture	\$ 200.00
Flags & Stakes	\$ 15.00
Info & Ed	\$ 200.00
Grange Dues	\$ 5.00
Gas/Oil	<u>\$ 300.00</u>
Total all budget modifications:	\$2,020.00

Motion to make a donation to the 2024 International Envirothon to take place in NYS, using the budget modifications listed above. made by Cook, seconded by Allen, approved by all

3. Dulanski updated the Board on the status of the Part C projects and how she would like the remaining funds utilized. **Motion to allow for unused Part C Project funds to be moved to the Part C CA project** made by Acres, seconded by Cook, **approved by all.**
4. Dulanski said that now that the County has finalized their budget she would like to formally adopt the proposed District budget. **Motion to adopt the SLC SWCD 2021 Budget, as presented to the Board in July. Budgeted salaries will take affect with check date January 7, 2021.** made by Allen, seconded by Matthews, **approved by all.**
5. Acres asked Dulanski if she had heard anything else on the possibility that the County's audit firm will audit the District. Dulanski said she hasn't had a response yet but would follow up again.
6. The COVID 19 situation has created the need for a way to measure the health of anyone entering the District's office. Upon review, the version that the County uses should work for the District. Dulanski explained that any employee entering the office would fill out a self-assessment form that she created online to document that it is being complied with. The Board felt this was a good approach. **Motion to accept the Daily COVID-19 Self-Assessment form and policy of St. Lawrence County as St. Lawrence County Soil & Water Conservation District's with the modification of not emailing the form link daily. Consideration of future USDA guidance will be given as released.** made by Matthews, seconded by Cook, **approved by all.**

VI. Old and New Business: None

VII. Announcements: None

VIII. Time and Date of Next Meeting: January 21, 2021 – location and time to be determined, anticipated to be held via ZOOM.

IX. Meeting Adjourned: Adjournment, ZOOM meeting ended 8:13 PM.

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A – C