

**DRAFT**

**St. Lawrence County Soil and Water Conservation District**

1942 Old DeKalb Road, Canton, NY 13617

**BOARD OF DIRECTORS MEETING MINUTES**

For August 19, 2021, 7:00 p.m.

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

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

**Board Members Excused:** None

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

**Guest Present:** Ryan Cunningham - NYS SWCC

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

**II. Minutes of the Previous Meeting: Motion** to approve the July 15, 2021 minutes, made by Cook, seconded by Burke **approved by all**

**III. Treasurer's Reports:** Gallup discussed items relevant to the financial information provided to the Board. **Motion** to approve July 2021 Treasurer's report, made by Matthews, seconded by Cook **approved by all**

**IV. Reports**

**A. BOL – John Burke, Kevin Acres**

1. Acres reported that budget review has started.
2. Census numbers have been received and population in St. Lawrence County has decreased overall.
3. Requests have been received for financial assistance to defray the costs of milfoil removal in Black Lake. General consensus was the proposal would not fix the problem.
4. Acres informed Allen that the Sheriff's Department did look into the ATV problems in the Colton area. They will continue to monitor it.

**B. Grange - Mark Matthews**

1. Matthews said the County fair was a success.

**C. AFPB – Bob Andrews**

1. Andrews said that that the discussion on the number of proposed solar projects is ongoing.

**D. SWCC – Ryan Cunningham**

1. Cunningham provided an update on programs and funding opportunities.
2. The Annual Plan of Work is due soon.
3. Cunningham reported on the AEM program

## V. SWCD Reports:

### A. Secretary/Assistant Treasurer's Report – Liz Gallup

1. Gallup reported that the audit is mostly complete and that we are waiting for auditor comments.
2. Gallup informed the Board that she has reviewed the new LGS -1 record retention documentation and will have the revised record retention resolution for board approval in September.
3. **Motion** to approve a transfer from Money Market to Checking for September 2021 to cover operating costs up to \$20,000 made by Acres, seconded by Cook **approved by all.**

### B. Technician's Report – Jevonnah Foster

1. Foster reported that she has been busy with wetland monitoring. The last WRP site will be completed tomorrow.
2. Foster has been working on the AEM Year 17 plan and is pleased with what it includes for next year.
3. Foster said her NRCS Planner certification is in limbo until the last training that she needs is scheduled.
4. The District did not attend the fair in person this year but Foster put together a display to highlight information on the District and the programs we provide.

### C. Forester's Report – Aaron Barrigar

1. Barrigar informed the Board that the Town Hazardous Tree Inventory for the Town of Stockholm is complete and he is now working on the Town of Potsdam's. He has also been assisting the Presbyterian Church with an RFP on tree pruning for the park in Canton.
2. Barrigar has completed the methods and procedures for buckthorn removal to be used by the Master Naturalist volunteers.
3. There continues to be an increase in site visit requests.

### D. Manager's Report – Raeanne Dulanski (**Attachment B**)

1. Dulanski provided an update on the COVID status for the office. It remains at 50% occupancy and all employees and visitors to the building are now required to wear masks regardless of their vaccination status.
2. Dulanski informed the Board that all paperwork for the Northern Border Regional Commission's Facilitated Internship Program is complete. It will provide \$4,800 to help defray the cost of our summer intern. Knaflec has agreed to stay until October 31, 2021 as approved by the Board last month.
3. Dulanski gave an update on the ongoing discussion of the NYS Snowmobile Grant. She detailed deadlines that need to be met for the next phase of the grant.
4. Dulanski went over the forms that she needed to submit for the County's budget process. There was some discussion about the multiplier effect and the history of monies brought into the County by District activities.

## VI. Old and New Business

- A. As discussed at our last meeting, grant work sometimes requires a variety of staffing levels to perform the work related to the grant. The District has historically used our technical assistance rate for any grant where a specific hourly rate is not specified. Given the high level nature of some of this activity, it seems that using the hourly rates as set by SWCC for grant activity by position would make more sense. **Motion** to set SLC SWCD

*hourly reimbursable rates to the SWCC recommended rates for all grants where the rate isn't determined in the grants guidance made by Acres, seconded by Cook **approved by all.***

- B.** Dulanski said she would like the District to do another year of cover crop assistance utilizing Part C monies. **Motion** to approve using \$27,250.00 Part C monies to fund the Part C Cover Crop project as outlined in the project description (**Attachment C**) made by Burke, seconded by Allen **approved by all.**
  
- VII. Correspondence:** None
  
- VIII. Announcements:** None
  
- IX. Time and Date of Next Meeting:** September 16, 2021 7:00 to be determined later if it will be held in person or via ZOOM
  
- X. Meeting Adjourned: Motion** to adjourn at 7:56 p.m. made by Allen seconded by Matthews **approved by all**

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Robert Andrews, Jr., Chairperson

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Date

\_\_\_\_\_  
Elizabeth J. Gallup, Secretary/Assistant Treasurer

\_\_\_\_\_  
Date

Attachments: A & B