

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 21, 2021 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: Raeanne Dulanski (Manager), Aaron Barrigar (Forester), Jevonnah Foster (Technician), and Elizabeth Gallup (Secretary/Assistant Treasurer).

Guest Present: Ryan Cunningham, SWCC

I. Call to Order: Agenda (Attachment A)

II. Minutes of the Previous Meeting: *Motion to approve the November 19, 2020 minutes, made by Cook, seconded by Matthews, approved by all.*

III. Treasurer's Reports: *Motion to approve November and December 2020 Treasurer's reports, made by Matthews, seconded by Allen, approved by all.* Gallup presented additional relevant financial information.

IV. Reports

A. BOL – Kevin Acres, John Burke

1. Acres said that Sheridan will be the Board of Legislator's Chairman and Burke and Acres will continue on the District's Board through 2022.
2. Sales tax received for fiscal year 2020 was higher than the amount budgeted.
3. Division of sales tax is still under discussion.

B. NYS Grange – Mark Matthews

1. Matthews reported that essential business is being conducted by telephone since in person meetings are not possible at this time.

C. AFPB – Robert Andrews

1. Andrews stated that the next meeting will be held via ZOOM on February 4th and it will be the organizational meeting for the year.
2. Solar farms continue to be a topic of conversation with more expected when the new power line is finished.

D. SWCC – Ryan Cunningham

1. Cunningham reported Environmental Protection Fund's budget as proposed looks promising. These are the funds utilized to fund many of the programs and payments to Districts. Most of the normal funding has been included for 2021.
2. Grant activity is still slow but he said that there will still be a black out period from middle of February through the end of April

V. Organizational Meeting

A. 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 Acres, **approved by all.**

1. **Chair:** Robert Andrews, Jr

2. **Vice-chair:** Adam Cook

3. **Treasurer:** Rebecca Allen

- ### B. ***Motion*** to approve the District's Policy and Procedures Book for 2021 with the addition of a policy for determining the availability period for revenues for District accounting purposes made by Burke, seconded by Cook, **approved by all.**

C. 2021 Meetings:

- | | |
|---|---|
| - February 17 th at 10:00 a.m. – 12:00 .m. | - March 25 th at 7:00 p.m. |
| - April – no meeting | - May 20 th at 7:00 p.m. |
| - June – no meeting | - July 15 th at 7:00 p.m. |
| - August 19 th at 7:00 p.m. | - September 16 th at 7:00 p.m. |
| - October 21 st at 7:00 p.m. | - November 18 th at 7:00 p.m. |
| - December - no meeting. | |

Motion to approve board meeting dates as listed with a start time of 7:00 p.m. made by Allen, seconded by Acres, **approved by all.**

- ### D. ***Motion*** to approve Organizational items as shown on **Appendix A** made by Matthews, seconded by Allen, **approved by all.**

- ### E. ***Motion*** to approve SWCD Fee Schedule listed in **Appendix B** made by Burke, 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, made by Cook, seconded by Allen, **approved by all.**

VI. SWCD Reports

A. Treasurer's Report – Liz 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 2021 made by Matthews, seconded by Acres **approved by all.**
2. Gallup reported that we have received a bill for the NYACD assessment fee for \$1,500.00. After discussion, it was determined that the District would pay \$750.00 to NYACD. ***Motion*** to authorize the payment of the NYACD assessment fee to be adjusted to \$750.00 made by Cook, seconded by Smith **approved by all.**

B. Technician Report – Jevonnah Foster

1. Foster created the District's annual newsletter for 2021. She also helped to assemble the 2021 District Tree sale brochure and the 2021 District Annual Newsletter packet to be mailed.
2. Foster continues to work on ag values as they come in and to work on a number of plans for a number of farmers. She has recently received a new request for a plan. Foster has been working with NRCS on aspects of the different plans. She has also taken NRCS webinars for Certified Planner training. The next CNMP NRCS training may be happening soon but no dates have been established yet.
3. Andrews mentioned that he had read about a fuel storage project available under the Ag NPS grant and was wondering if that was something that the District could

get involved in. It would be a big help to smaller farms since insurance companies are requiring more secure storage for the fuels used on a farm. Dulanski said that she and Foster will look to see what is involved and if there is interest, an Ag NPS grant application can be developed on their behalf. Cunningham suggested that other Districts have used targeting specific watersheds to put together an application for multiple farms. He also said that Ag NPS Round 26 has been delayed.

C. Forester's report – Aaron Barrigar

1. The 2021 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 26th.
2. Barrigar has been working on a PowerPoint about Emerald Ash Borer that he is presenting at the APIPP workshop to be held on February 2nd. Ninety seven people have already signed up to attend.
3. Barrigar has been working on a variety of data collection methods for completing an update on County Forestland Management Plans. He continues to mark the forest boundaries and reported that a project that he was working on with the Boy Scouts to put trail markers up on County land has been completed.
4. Barrigar was asked about the parasitoid wasps Emerald Ash Borer pest control project that he had been involved in. He gave a short overview and said that he may be involved in this project in the future. Allen asked if we had any responsibility to monitor into the future and was informed that there isn't anything we will need to do.

D. District Manager's report – Raeanne Dulanski

1. Dulanski provided an update on the USDA building and COVID.
2. Dulanski informed the Board that the District has received the insurance proposal from Eastern Shore with an effective date of February 1, 2021. The total for all showed a small increase that was well within our budget. ***Motion to authorize continuing with our current insurance plan and the payment of the insurance fees as proposed by Eastern Shore Associates, made by Allen, seconded by Cook, approved by all.***
3. Dulanski requested approval to have staff attend the Water Quality Symposium which is being held virtually this year. The cost is \$50 per staff member and is in the budget. She said that the annual meeting and awards ceremony will be held virtually and that there is a link to it if any member was interested in attending. ***Motion to authorize staff to attend WQS training at a cost of \$50.00 each made by Matthews, seconded by Cook, approved by all.***
4. The CPA firm that the County has engaged to perform the audit for fiscal year 2020 has sent an engagement letter to the District. This letter needs to be signed by the Chairman and returned. ***Motion to authorize Andrews to sign the engagement letter by the audit firm Drescher & Malecki LLP which details what the audit will entail, made by Cook, seconded by Allen, approved by all.***

VII. Old and New Business:

- A. Dulanski reported on the following annual reports: Part A Eligible Expenditures Report, Part B f/y 2020 Conservation Project Financial Assistance Report, 2020 Annual Report, 2020 Part C Performance Measures Application and Project Final Report and the 2020 Grant Hourly Rates Report are completed. ***Motion to accept the Part A Eligible Expenditures Report, Part B f/y 2020 Conservation Project Financial Assistance Report, 2020 Annual Report, 2020 Part C Performance Measures Application and Project Final***

*Report and the 2020 Grant Hourly Rate Report and to authorize them to be remitted to NYS made by Smith seconded by Cook **approved by all.***

- B.** There were new requirements added to the 2020 Annual Treasurer’s Report to OSC which is why it is not yet completed. There is a webinar to be given by OSC on January 26th to educate the Districts on these changes. After this information is provided, the District will complete the report. ***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 electronically* made by Matthews, seconded by Cook **approved by all.**
- C.** Staff evaluations have been completed and Dulanski wondered how the Board would like to review those and to conduct her evaluation. Dulanski said that staff has handled a very difficult year and performed well under these circumstances. She has been impressed with the flexibility and ingenuity shown to get the work done. The Board requested that Dulanski’s evaluation form be mailed to them for the February meeting and they will do her evaluation at that time. Andrews asked each member to complete it prior to the meeting. He also has been very pleased with staff performance.
- D.** Matthews asked what the issue with the NYS Snowmobile Grant mentioned in the Manager’s Report was. Dulanski gave a brief overview of the situation between the snowmobile clubs and the SLC Snowmobile Association. She stated that she had an opportunity to speak with the County Administrator and Attorney on these issues and mentioned that SWCD may not be the place to keep the administration of the grant in the future. Discussion by the Board followed.

VIII. Correspondence: None.

IX. Announcements: None.

X. Time and Date of Next Meeting: February 17, 2021, 10:00 AM at the SWCD Office. This meeting will include a training session by Ryan Cunningham.

XI. Meeting Adjourned: 9:07 PM

Robert Andrews, Jr., Chairperson

Date

Elizabeth Gallup, Secretary/Assistant Treasurer

Date

Attachments A & B and Appendix A & B