

DRAFT

St. Lawrence County Soil and Water Conservation District

1942 Old DeKalb Road, Canton, NY 13617

BOARD OF DIRECTORS MEETING MINUTES

For July 15, 2021, 7:00 p.m.

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

Board Members Excused: None

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

- I. Call to Order and Agenda (Attachment A)**
- II. Minutes of the Previous Meeting:** *Motion to approve the May 20, 2021 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. *Motion to approve May and June 2021 Treasurer's reports, made by Matthews, seconded by Allen approved by all*
- IV. Reports**
 - A. BOL – John Burke**
 1. Burke reported the sales tax issue with Ogdensburg still remains a difficult topic at the County.
 2. County Highway's new buildings are starting to go up.
 3. County's finances seem stable.
 - B. Grange - Mark Matthews**
 1. Matthews said the County fair is a go and the Grange will be there.
 - C. AFPB – Bob Andrews**
 1. Andrews said that that the discussion on the number of proposed solar projects is ongoing.

7:24 pm Acres joined the meeting via ZOOM.

- V. SWCD Reports:**
 - A. Forester's Report – Aaron Barrigar:** Dulanski provided a report on Barrigar's activities which was included in her Manager's report.

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

1. Gallup reported that she has been busy with the District's audit. The audit firm has requested quite a bit of information and is being very thorough. Auditors have talked about some areas (depreciation of assets, accruals) that they may want to record additional information to match their reporting for the County. They were impressed with the number of policies the District has.
2. **Motion** to approve a transfer from Money Market to Checking for August 2021 to cover operating costs up to \$20,000 made by Cook, seconded by Matthews **approved by all.**

C. Technician's Report – Jevonnah Foster

1. Foster reported that she has been busy with wetland monitoring. She expects to have all of the monitoring done by the deadline.
2. Foster has completed wetland delineation for a business and for the NYS Ag NPS Round 26 grant. She had also assisted Jefferson SWCD by taking drone photos for a forestry project and NRCS with a wetland project.
3. Foster updated the Board on the CNMP plans she is working on. Andrews asked how her training to be a certified NRCS planner was coming. Foster said she has one more class to attend and is waiting for NRCS to announce when it will be held.
4. Foster has received one request for the No Till/Inner seeder cost-share assistance program for the fall. Dulanski said that this program was approved through 2021 so it will probably end this fall.

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 it may remain this way until October 1st. She also explained that with the expiration of the Governor's executive orders, daily COVID assessment questionnaires are no longer required. Dulanski would like to discontinue them for the District and said that the County has stopped this also. **Motion** to authorize discontinuing the requirement that staff complete the daily COVID assessment made by Matthews, seconded by Burke **approved by all.**
2. Dulanski informed the Board that there will be a virtual SWCC meeting next week. This will satisfy the performance measures requirement if anyone would be interested in joining in. She will send out a link to the meeting.
3. Dulanski reported that the NRCS Contribution agreement has been signed by her.
4. Dulanski gave an update on the ongoing discussion of the NYS Snowmobile Grant. It has been agreed that going forward there will be two Trail Maintenance Entities (TME). This has been incredibly time consuming and has taken up much of Dulanski's time. The hourly rate the District has been charging is the rate for technical assistance. Given the high level nature of these discussions and that this is a NYS grant, it seems that using the hourly rates as set by SWCC for grant activity by position would make more sense. It was decided to discuss this further at the next meeting.

VI. Executive Session – entered at 8:32 p.m.

*Motion to enter Executive session to discuss personnel compensation made by Acres, seconded by Allen **approved by all.***

Exited Executive Session at 8:45 p.m.

Motion** to adjust the salaries of Barrigar and Foster to \$53,000 effective with the August 5th pay date and to set their 2022 salaries at \$53,000 made by Acres, seconded by Cook **approved by all.

Motion** to extend employment end date for District intern Knafelc to October 29, 2021 made by Cook, seconded by Allen **approved by all.

Acres left the meeting at 8:48 p.m.

Dulanski presented the Modified 2021 budget and the proposed 2022 budget. She detailed changes to both revenue and expenses for both years.

- i. ***Motion** to approve the adoption of the Modified 2021 budget, made by Burke, seconded by Matthews **approved by all***
- ii. ***Motion** to accept the proposed 2021 Budget and authorization to send it to St. Lawrence County for their budgeting process, made by Cook, seconded by Allen **approved by all***

VII. Old and New Business: None

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: August 19, 2021 7:00 at the SWCD office.

XI. Meeting Adjourned: Motion to adjourn at 9:34 p.m. made by Matthews seconded by Allen **approved by all**

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A – C