

DRAFT
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For January 20, 2022 7:00 PM

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

Board Members Absent: None

Staff Present: Raeanne Dulanski (Manager), and Elizabeth Gallup (Secretary/Assistant Treasurer).

Guest Present: Andy Hurlbut

I. Call to Order: Agenda (Attachment A)

A. Dulanski introduced Andy Hurlbut, who is interested in filling our vacant board seat. Members of the board and staff introduced themselves after Hurlbut provided some of his background.

II. Minutes of the Previous Meeting: *Motion to approve the November 18, 2021 minutes, made by Acres, seconded by Cook, approved by all.*

III. Treasurer's Reports: *Motion to approve November and December 2021 Treasurer's reports, made by Cook, seconded by Burke, approved by all.* Gallup presented additional relevant financial information.

IV. Reports

A. BOL – Kevin Acres, John Burke

1. Burke updated the board on a number of items including an update on the DSS review, school resource officers and a resolution to oppose an overtime threshold in agriculture.
2. Acres added that the 2022 budget was adopted and that the County should be getting a sum of money to offset indigent defense costs.
3. The County will now be collecting their portion of property tax for Ogdensburg.

7:17 p.m. Allen joined the meeting

B. 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. Solar and ag districts will be discussed.

V. Organizational Meeting

A. Officer elections:

1. Upon discussion, the following motions were made:

1. **Chair: Motion** to nominate Andrews for Chair was made by Burke, seconded by Acres, **approved by all.**
2. **Vice-chair: Motion** to nominate Cook for Vice-Chair was made by Smith, seconded by Burke, **approved by all.**
3. **Treasurer: Motion** to nominate Allen for Treasurer was made by Acres, seconded by Burke, **approved by all.**

B. Motion to approve the District's Policy and Procedures Book for 2021 with a change to simplify documentation required for payroll ACH transfers made by Acres, seconded by Allen, **approved by all.**

C. The SLC SWCD Employee Handbook was presented with a change to add the new Federal holiday, Juneteenth, to the authorized list of holidays. **Motion** to approve the SWCD Employee Handbook with the addition of Juneteenth, made by Allen, seconded by Acres, **approved by all.**

D. Motion to approve Organizational items as shown on **Appendix A** with the meeting date change in February to the 23rd made by Cook, seconded by Burke, **approved by all.**

E. Motion to approve SWCD Fee Schedule listed in **Appendix B** with one change to increase the technical assistance rate from \$44.00 to \$48.00 made by Acres, seconded by Burke, **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 2022 made by Cook, seconded by Acres **approved by all.**
2. Gallup reported that we have received a bill for the SLC Chamber of Commerce fee for \$135.00. **Motion** to authorize the payment of SLC Chamber of Commerce fee for \$135.00 made by Burke, seconded by Allen **approved by all.**

B. Technician Report – Jevonnah Foster - included in Manager's report

C. Forester's report – Aaron Barrigar - included in Manager's report

D. District Manager's report – Raeanne Dulanski

1. Dulanski provided an update on the USDA building and COVID. The building has been reduced to 25% occupancy which means no more than six people may be in the building at a time.
2. The County's CPA firm that will perform the audit for fiscal year 2021 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 Kevin, **approved by all.**

3. Dulanski updated the Board on the new way the District has devised to handle the annual tree sale. There were so many problems last year with available stock that the decision was made to use a website for the sale. Foster created the website and it was necessary to use the credit card servicer Square to allow the website to process credit cards as a payment method. It is working out really well and Square has been great to use and is cheaper to use. The District would like to discontinue using the Intuit processing service and use Square exclusively. ***Motion** to authorize changing the District's credit card processing service from Intuit Payment Solutions to Square made by Cook, seconded by Allen, approved by all.*
4. Dulanski said that she has received official notice from NYS Ag & Markets that both of the NYS Ag NPS Rounds 24 & 26 are considered complete.
5. Dulanski's laptop is no longer working properly and is causing quite a few problems and needs to be replaced. ***Motion** to authorize the purchase of a new laptop not to exceed \$2,550 plus shipping made by Acres, seconded by Cook, approved by all.*
6. Dulanski said that the f/y 2023 NYS Executive budget is favorable to conservation efforts with another increase in funding in the budget lines that are related to District funding.
7. Dulanski informed the Board that the District has received the insurance proposal from Eastern Shore with an effective date of February 1, 2022. The total for all showed a small decrease and is within our budget. She said new coverage for the District's drone is also included and with new projects anticipated, she asked the board if they wanted to add it. Consensus was that more information is required. Dulanski agreed to ask the agent for more information. ***Motion** to authorize continuing with our current insurance plan and the payment of the insurance fees as proposed by Eastern Shore Associates, made by Acres, seconded by Burke, approved by all.*
8. Dulanski informed the board that this year's Water Quality Symposium is being held virtually this year March 14 – 25, 2022. There is no cost to the District.
9. Dulanski provided an update on the continuing issues with the NYS Snowmobile grant. Software issues at NYS have also created a number of problems. The 70% advance payment would normally have been received by now but she doesn't know when it may be received this year.

VII. Old and New Business:

- A. Dulanski provided an update on the U.S. Forest Service Grant – Community Forest program. It is used by communities who want to buy more forest land so it isn't anything that the District could use.
- B. Dulanski reported on the following annual reports: Part A Eligible Expenditures Report, Part B f/y 2021 Conservation Project Financial Assistance Report, 2021 Annual Report, 2021 Part C Performance Measures Application and Project Final Report and the 2021 Grant Hourly Rates Report are completed. ***Motion** to accept the Part A Eligible Expenditures Report, Part B f/y 2021 Conservation Project Financial Assistance Report, 2021 Annual Report, 2021 Part C Performance Measures Application and Project Final Report and the 2021 Grant Hourly Rate Report and to authorize them to be remitted to NYS made by Cook seconded by Allen approved by all.*
- C. ***Motion** to authorize Allen to sign the Annual Report of the Treasurer and to authorize it to be remitted to NYS and OSC made by Burke, seconded by Cook approved by all.*

D. Dulanski shared data from the AEM Year 16 final report with the Board. She said that the District earned \$49,651.50 this year which is a reflection on how much Foster was able to accomplish this year. *Motion to approve the data and to authorize the AEM Year 16 final report to be submitted to NYS* made by Acres, seconded by Burke **approved by all.**

VIII. Executive Session – entered at 8:34 p.m.

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

Exited Executive Session at 9:00 p.m.

IX. Budget Approval: Dulanski showed the 2022 SWCD Budget which the Board reviewed at the July 2021 board meeting and explained the few updates to the Budget. *Motion to approve presented 2022 Budget* made by Acres seconded by Allen **approved by all.**

X. Correspondence: None.

XI. Announcements: None.

XII. Time and Date of Next Meeting: February 23, 2022, 10:00 AM. Location to be determined. This meeting will include a training session by Ryan Cunningham.

XIII. Motion to adjourn at 9:02 p.m. made by Allen seconded by Cook **approved by all**

Robert Andrews, Jr., Chairperson

Date

Elizabeth Gallup, Secretary/Assistant Treasurer

Date

Attachments A & B and Appendix A & B