

Draft

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For July 21, 2022, 3:58 p.m.

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

Board Members Excused: None

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

Guests: Glen Bullock, FSA, Kaitlyn Kulp

I. Call to Order

II. Introductions

III. Agenda (Attachment A)

IV. Minutes of the Previous Meeting: *Motion to approve the May 19, 2022 minutes*, made by Cook, seconded by Allen **approved by all**

V. Treasurer's Reports: Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve May and June 2022 Treasurer's report*, made by Cook, seconded by Allen **approved by all**.

VI. Reports

A. FSA – Glen Bullock

1. Bullock gave the Board a brief description of the Emergency Relief Program Crop Insurance which was a COVID relief plan. Producers can apply at the office and thirty six of them have taken advantage of it.
2. Dairy margin coverage will not have any payouts and the premiums for next year are due soon.
3. Crop reports are complete for the year.
4. County Committee nominations are due on August 1st.

B. NRCS – Dulanski provided a short update. All EQIP monies are obligated and WRP review is almost complete.

C. BOL –John Burke, Kevin Acres

1. Acres informed the Board that the discussion of how to spend American Rescue plan monies of \$29.1 million is ongoing. He provided an update on projects that are likely to go forward.
2. Environmental Management Committee provided a presentation on nuclear energy to the Board. It was well done.

D. AFPB – Bob Andrews

1. Solar discussion continues.
2. Ag District review has been completed for Districts 1 & 2.

VII. SWCD Reports:

A. Technician’s Report – Jevonah Foster

1. Foster reported that she expects to be done with WRP monitoring next week.
2. Foster updated the Board on her CNMP activity. She has just started work on two more which will bring the total to six plans finished.
3. AEM Round 17 contract has been signed so that program can move forward.

B. Forester’s Report – Aaron Barrigar

1. Barrigar continues to work on the County Forest management plans and is making good progress.
2. Barrigar has been working on data manipulation for the Right of Way Hazard tree project.
3. Land owner assistance requests continue to come in.

C. Secretary/Assistant Treasurer’s Report – Liz Gallup

1. **Motion** to approve a transfer from Money Market to Checking for August 2022 to cover operating costs up to \$27,000 made by Cook, seconded by Burke **approved by all.**
2. Gallup informed the Board she would like board approval to destroy the records identified in compliance with the following:

RESOLVED, By the Soil and Water Conservation District of St. Lawrence County 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 the records as detailed on the attached schedule (**Attachment B**) be destroyed either by the shredding or recycling of said documents.

Motion to approve the above and to authorize the District to destroy records approved for destruction, made by Acres seconded by Allen **approved by all**

D. Manager's Report – Raeanne Dulanski (Attachment C)

1. Dulanski provided an update to the search for someone to replace Gallup. Since a person was hired and then resigned the position Dulanski thought she might try to get a temporary worker to fill in until a permanent replacement is found. She has received a resume that looks promising and would like to offer a temporary position starting at twelve hours a week with the ability to go to twenty hours a week. Twenty hours is the max allowed without having civil service implications. **Motion to authorize Dulanski to hire a temporary clerk at a rate of \$18.50/hour for a max of twenty hours per week on a week to week basis** made by Allen, seconded by Cook approved **by all**.
2. Dulanski said that she has received Gallup's official resignation letter due to retirement and she would like authorization to accept it and to pay Gallup for accrued leave. **Motion to accept Gallup's resignation and to pay her for all leave accruals as detailed in the Employee Handbook** made by Cook, seconded by Acres **approved by all**.
3. Dulanski informed the Board that the workload for the District is pretty heavy and she would like to extend the period of Knafelc's internship. **Motion to extend the hours for Knafelc's internship to 1,008 hours** made by Burke, seconded by Allen approved **by all**.
4. Jefferson County SWCD has brought on three new people this year and one has a degree in engineering. We had reached out and gotten help on an animal trail/walkway design. Jefferson County is willing to provide assistance with design and construction work for our projects in the future. They have developed an agreement for this work which Dulanski would like to accept with work to be paid for at a rate of \$46 per hour plus mileage. **Motion to authorize Dulanski to sign the agreement to reimburse Jefferson County SWCD at a rate of \$46/ hour for assistance plus current IRS mileage rate for travel to the site** made by Allen, seconded by Cook **approved by all**.
5. Update to Policy and Procedures Book:
 - i. Dulanski explained that higher salaries and having an intern and temporary person has caused the District to go over the amount in our security measures for direct deposit of payroll **Motion to increase the ACH limit for direct deposit of payroll to \$5,500** made by Burke, seconded by **Allen approved by all**.
 - ii. Dulanski would like to make an adjustment to the District's procurement policy to allow for a no bidding requirement for the annual tree and fish sales. The nature of purchasing supplies for these activities is such that it would be almost impossible to require bidding. **Motion to add this language: "Purchase of inventory for resale for the annual tree/shrub program and fish sale programs. It is not reasonably feasible for our organization to bid these programs due to the uncertainty of the amount and species that will be sold for the program year."** to the guideline 7. –no solicitation of written proposals or quotations shall be required under the following circumstances made by Cook, seconded by Burke **approved by all**.
6. Equinox update: Dulanski informed the board that the dealer feels that it is unlikely that our new Equinox will be delivered until next year. It makes sense to transfer the monies that will be used to pay for this vehicle to the Equipment Fund to separate it from regular operating funds. **Motion to transfer \$28,590.40 from Money Market account to Equipment fund. Authorization to move the funds back to checking and**

pay for the vehicle once delivered made by Cook, seconded by Burke **approved by all.**

7. A Watershed Conservation Specialist with Cayuga County SWCD has reached out about a WQIP application and is interested in applying for a shoreline/riverbank project for someone that he knows in Ogdensburg. I told him that we don't have that knowledge and experience on staff to plan and oversee that type of project and that they would have to go private sector. He said that they would be willing to do an agreement with us to do that work and that they are not able to apply for a project in our County. He has completed the heavy lifting on the application so I would just need to fill in the info specific to SLC SWCD. Dulanski would like authorization to submit this application for consideration of funding. If selected for funding, we would work with Cayuga SWCD to develop a MOU for the technical work and our office would hold the funds and provide administrative assistance. After discussion, the Board would prefer that this matter be reviewed by the County's attorney and that the Chairman of the Cayuga SWCD be contacted to ensure they are aware of this request. **Motion** to enter into agreement pending review by the County Attorney and contact with Cayuga SWCD Chairman made by Acres seconded by Burke, **approved by all.**

5:05 Smith left the meeting

8. Dulanski reported that we had an agreement to work with Fort De La Presetation last fall but they have since declined the funds. This means that we need a new project which we will have to submit as a project revision to NYS prior to starting it for approval. We are looking into a few ideas related to a walking trail to a fishing access point on County land. We don't have a full handle on what it would take to yet so we don't know if we will need the full \$6,000 on the trail improvement idea. **Motion** supporting making walking trial improvements to a fishing access point utilizing Part B funds made by Cook seconded by Acres, **approved by all.**
9. Dulanski provided an update on the status of the one NYS Ag NPS Round 28 application and two Climate Resiliency Farming Grants that the District has applied for. The ranking should be decided at the next SWCC meeting and we should have a good idea if any will be awarded to the District.
10. The order for the trees for the 2023 District tree sale requires a 25% deposit. **Motion** to authorize the District to pay the 25% deposit on our 2023 tree sale order in the amount of \$1,282.51 made by Allen, seconded by Burke **approved by all.**
11. Dulanski informed the board that there has been approximately a forty percent increase in the cost of the fish and trucking fees for our annual fish sale, There are relatively few County residents who use this service and it seems like it may not be worth holding the sale this year. Lewis County SWCD who we share trucking costs with has seen a dramatic decrease in their fish sales. **Motion** to opt out of holding the fish sale for 2022 made by Allen, seconded by Burke **approved by all.**
12. Dulanski reported to the board that the County would like to provide \$900,000 of American Relief Funds to the District to use to remove hazardous ash trees as identified in the highway inventory completed by the District last year. This amount is not enough to complete the removal of all ash and hazardous trees. Dulanski and Barrigar provided an explanation of how the project would work. Dulanski said the only way to facilitate this project would be to hire a new Technician but there is an active Civil Service list so she would have to send out a canvas letter and provide a range of salaries. After much discussion of the project the Board agreed a new Technician is needed. **Motion** to authorize Dulanski to send out the canvas letter with a salary range of \$38,000 - \$45,000 made by Cook, seconded by Burke **approved by all.**

13. Dulanski presented the modified 2022 and proposed 2023 budget for the District for the Board's approval. She detailed changes in revenues and expenses for 2022 and explained the revenue and expenses detailed in the budget for 2023. **Motion** to adopt the modified 2022 budget and approval of 2023's budget and authorization to send this information to St. Lawrence County for their budgeting process made by Burke seconded by Cook **approved by all**. Dulanski said the District's budget meeting with the County is scheduled for August 17th.

VIII. Old and New Business: None

IX. Correspondence: Mail was available for the Board's review. (List of items in **Attachment E**)

X. Announcements: None

XI. Next Meeting: August 18, 2022

XII. Meeting Adjourned: **Motion** to adjourn at 6:55 p.m. made by Allen seconded by Cook **approved by all**

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A – E