

## DRAFT

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For October 20<sup>th</sup>, 2022, at 3:31 p.m.

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

**Board Members Excused:** Becky Allen (Treasurer)

**Staff Present:** Raeanne Dulanski (Manager), McKenzie Church (Secretary/Asst. Treasurer), Heidi Knafelc (Technician), Jevonnah Foster (Technician) and Aaron Barrigar (Forester)

**I. Call to Order**

**II. Agenda (Attachment A)**

**III. Minutes of the Previous Meeting: *Motion to approve the September 15<sup>th</sup> 2022 minutes, made by Cook, seconded by Smith approved by all***

**IV. Treasurer's Reports: McKenzie Church**

1. Church provided that the 4<sup>th</sup> quarter County Forestry Appropriation came in and was deposited into the Money Market account.
2. Church provided there is only one Ag value that we are waiting for payment for.
3. Church discussed items relevant to the financial information provided to the Board.  
***Motion to approve September 2022 Treasurer's report, made by Cook, seconded by Kulp approved by all.***

**V. Reports**

**A. Ag and Farmland Protection Board – Bob Andrews**

1. Solar discussion continues.

**Acres and Burke joined the meeting 3:34**

**B. Board of Legislators –John Burke, Kevin Acres**

1. Acres reported the County budget has been prepared
2. Acres provided updates on the County Highway outpost buildings in Russell, and Lisbon are completed and the Potsdam outpost building has been started. These will help the highway departments significantly during the winter months.

**VI. SWCD Reports:**

**A. Technician Report- Jevonnah Foster**

1. Foster reported she has been working on farm plans
2. Foster continues to work on soil samples. Two farms have been completed and two more farms are partially completed, as she is waiting for the silage to be removed from those fields.
3. Foster provided that the Part C Cover Crop project is completed. She is waiting on the CCA's approval, once the approval is given then they can be allocated. A total of 220 acres were implemented.

4. Foster was able to work with the DJI company to get a 20% discount on a replacement Drone. There was a \$79 Repair and Refresh plan that was purchased to help within the first year of purchase if anything is to happen to the Drone. Another Repair and Refresh plan can be purchased at the end of the first year for \$59.

**B. Technician- Heidi Knafelc**

1. Knafelc continuing to work on County forest inventory with Barrigar in hopes to have it completed before winter. She plans to work on the data entry this winter.
2. Knafelc reported she has also been working alongside of Barrigar with the Part B parcel 25 in Stockholm protection and promotion trail and tree removal marking along County Routes.

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

1. Barrigar continues to work on the County Forest management plans and is making good progress.
2. Barrigar completed marking trees for the tree removal project.
3. Barrigar provided an update on the Part B project, Parcel 25 in Stockholm protection and promotion trail. Live stakes will be planted in November
4. Barrigar has provided landowner assistance and site visits.
5. Dulanski went into discussion about the Tree Removal project.
  - a. The contract with Saint Lawrence County (ARPA)- has 90% (\$810,000) coming to the District up front and the balance of 10% would allowed to be a second advance once we have expended all the original 90% **Motion to use \$1,000 from the Money Market account to open a new savings account for the ARPA funds and return those funds to the Money Market after receipt of County Funds, made by Cook, seconded by Burke **Approved by all****
  - b. **Motion to authorization Dulanski and Barrigar to complete all required paperwork and requirements for sending out the bids, including posting the bids publicly in the local newspaper, authorization for Dulanski and Barrigar to complete public bid opening and award contract to the lowest formal bid, and authorization for Dulanski to complete all necessary contracting paperwork and sign the Soil and Water Conservation District Contractor contract, made by Smith second by Acres **approved by all****

**D. Secretary/Assistant Treasurer's Report –McKenzie Church**

1. Church said she had received and would like approval to pay the Grange dues for 2023 **Motion to approve the payment of \$30 to the Grange 2023 membership made by Cook, seconded by Kulp **approved by all****
2. Church said she had received and would like approval to pay the National Association of Conservation District dues for 2023 **Motion to approve the payment of \$775 to the National Association of Conservation District dues 2023 made by Cook, seconded by Smith **approved by all****
3. Church provided that expect expenditures for October 2022 higher than normal at \$48,500, with getting closer to the end of the month we will have to use that full amount.
4. Church provided that the expect expenditures for November 2022 that she would need the approval to be able to transfer increased to \$40,000 for the month. **Motion to approve a transfer from Money Market to Checking for November 2022 to cover operating costs up to \$40,0000 made by Burke, seconded by Smith **approved by all****
5. Church and Dulanski attended the Administration Conference in Syracuse in September.

## E. Manager Report- Raeanne Dulanski (Attachment B)

1. Vehicle update
  - a. Dulanski reported that she thinks the ¾ ton truck we have is more than what we need now that we aren't towing equipment anymore and is scheduled for replacement in 2023. Dulanski would like to put out a bid for replacement half-ton, to get the process started and get in the que for delivery hopefully by mid next year
  - b. Dulanski reported the replacement Equinox is ordered and had to change the color. The highway Department did the inspection on our current equinox and wanted to buy new tires. We should be able to meet most staff vehicles needs with just the 2 trucks for late fall/winter, with the rare occasion when both trucks are out and someone needs to go somewhere else, mileage would be paid for use of a personal vehicle. Dulanski recommended selling the equinox before winter, would like Authorization to post on Auctions International and have results available for review at the November board meeting.
  - c. **Motion** to complete the NYS Vehicle Marketplace bid process to replace the ¾ ton with a half-ton truck and to post the Equinox on Auctions International to have results available for review at the November Board meeting, made by Cook, seconded by Smith **approved by all**

**Cook left the meeting @ 4:30**

2. AEM Rd 17 Tier 4 Implementation Completed
  - a. Dulanski provided that the following AEM Tier 4 Implementation projects have been completed and looking for authorization to pay.
    - i. Zufall's Erosion Control System – animal trail and walkway.
    - ii. Cover Crops
      - (a) Fonda implemented 150 acres
      - (b) Latimer had 50 acres proposed, but implemented 21 by the standard plant date, due to the wet spring and warm fall, Foster is working on getting approval for 9 acres that were planted after the standard date but should have a high change of being successful. She is working with CCE's Kitty O'Neil for that authorization.
    - iii. **Motion** to reimburse Zufalls \$10,107, pay Jefferson County SWCD for technical assistance with Zufall's laneway per the agreement amounts, reimburse Fonda for 150 acres of cover crops, reimburse Latimer 21 acres of cover crops that met the planting date and the remaining 9 acres after review by O'Neil, and transfer the funds from the AEM account to the checking account to make those payments made by Acres, seconded by Burke **approved by all**.
  - b. Dulanski had a discussion on remaining Tier 4 funds.
3. Dulanski reported the plan that has been discussed for the 2023 Part B Project-Wildlife Habitat and Trail Improvement of Parcel 33 in the town of Parishville. Knafelc presented the details of the trail, and the wildlife habitat improvements are proposed. Installation of bat boxes, wildlife brush piles, and construction of snake habitats. Part B provides \$6,000 for the completion of a project that meets certain requirements. **Motion** to accept the plans for 2023 Part B Project-Wildlife Habitat and Trail Improvement of Parcel 33 made by Burke, seconded by Acres **approved by all**
4. Dulanski discussed that there were two applications submitted for the Climate Resilient Farming Grant. We have received notification that one was selected for

the funding, the Cover and Flare track for \$426,044 in State funding. The Ag NPS Round 28 application submit was also selected for funding.

5. Dulanski share information learned at the September Administration Conference regarding the Board members and their reimbursement for attending SWCD Board meetings. Discussion to continue at next month's meeting.
6. Dulanski shared a NRCS report from Frary.
7. Dulanski shared information from NYS CDEA about a group that is working to develop changes to District, Ag & Markets and Environmental Conservation Law. Length discussion took place regarding the proposed changes.
8. Dulanski provided the annual required NYS Sexual Harassment Prevention Training to the Board and Staff members present. Participants will still need to watch the required videos, which will be sent out tomorrow, prior to the next meeting to fully complete the training.

**VII. Old and New Business:**

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

**IX. Announcements: None**

**X. Next Meeting: November 17<sup>th</sup>, 2022 3:30 p.m.**

**XI. Meeting Adjourned: *Motion to adjourn* at 5:35 p.m. made by Acres seconded by Burke approved by all**

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Robert Andrews, Jr., Chairperson

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Date

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McKenzie Church, Secretary/Assistant Treasurer

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Date

Attachments: A – C