

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For July 27, 2023, at 3:30 p.m.

Board Members Present: Robert Andrews, Jr. (Chairperson), Kaitlyn Kulp, Adam Cook, Patrick Smith, Margaret Haggard, and John Burke

Board Members Excused: Rebecca Allen

Staff Present: Cayce Salvino (Manager), Melissa Woods (Secretary/Asst. Treasurer), Heidi Knafelc (Technician) and Jevonnah Foster (Technician)

I. Call to Order at 3:32 pm

II. Agenda (Attachment A) Modify to have Melissa introduce herself, started July 25, 2023.

III. Minutes of the Previous Meeting: *Motion to ratify the May 11th, 2023 board minutes made by Cook seconded by Haggard **approved by all.***

Introductions of Board Members, and reading of Peggy's letter to employees and the board members.

*Motion to ratify the 3 motions made via email made by Cook, seconded by Kulp, **approved by all.***

i. Motion to approve extending Raeanne Dulanski's MOU until July 31, 2023 made by Cook, seconded by Kulp. Andrews, Cook, and Kulp have voted in favor.

ii. Motion to authorize the District to pay the 25% deposit on the 2024 tree sale order made by Cook, seconded by Kulp. Andrews, Cook, and Kulp have voted in favor.

iii. Motion to approve Brusso to transfer up to \$25,000 for the month of July from the Money Market account to the Checking account made by cook, seconded by Kulp. Andrews, Cook, and Kulp have voted in favor.

Motions *i* through *iii* were made in June meeting when we didn't meet quorum. Andrews, Cook, and Kulp voted in person and everyone else voted yes via email. Email motion made on July 10, 2023 – all voted yes.

*Motion to approve forestry paint purchase not to exceed current budgeted amount of \$926.00 made by Cook, seconded by Haggard, **approved by all.***

*Motion to approve May and Junes expenditures made by Cook, seconded by Kulp, **approved by all.***

*Motion to approve June 22, 2023 board meeting minuets made by Cook, seconded by Kulp, **approved by all.***

IV. Board of Legislators Report – John Burke, Discussion of 11 Million dollar surplus being used to pave an additional 10 miles of roads in the county. Payoff capital fund used to purchase highway equipment. Ruth plans on putting \$200,000 additional dollars on top of the previous allocation, Ruth would like to make this an annual thing, into the EAB/Hazardous

trees fund for 2024. Andrews would like Burke and Haggard's help on introducing/exposing Cayce to other department heads, plans to attend the monthly board meeting on August 7th.

Chairman Comments: Director Andrews representing Farmland Protection Board brought up the August 18th tour and would like Burke and Haggard to attend with him and Salvino.

V. Reports:

A. Secretary/Assistant Treasurer's Reports: Secretary/Assistant Treasurer Woods handed out expenditures to be signed. Salvino can now get on Community Bank and do all transfers, will add Woods after the background check.

*i. A motion to approve Salvino to transfer \$30,000 from the Money Market account to our Checking account for August made by Burke seconded by Cook, **approved by all.***

B. Manager Report- Cayce Salvino

1. NY CLASS discussion, way for SWCD to gain interest on our Money Market account and ARPA account and Tree Funds. We get a very little amount in interest on our accounts the way they currently are. Last year (2022) we had \$100 in interest, with NY CLASS we could have had around \$5,000 in interest. Depends on our appropriations from the county, could help with more outreach projects and more education to the county. Haggard thinks Salvino should reach out to Renee Cole she is a good resource, and knows this is widely used.

We would have to change the verbiage in order to use the CLASS accounts because the way it is written right now is that Community Bank is the only bank we can use. Andrews wants Salvino to reach out to Community Bank and see if they will give us a better interest rate to keep our money there, wants to maintain a good relationship with Community Bank.

2. Salvino went to Leadership camp at Wanakeena.

3. Contribution agreement expires at the end of September, worked with NRCS and the new contract is signed and in effect.

4. Local working group meeting with Glenn Bullock and Kent from NRCS, not advertised very well, discussed 2024 priorities.

5. Jefferson county agreement has expired talked with Rhonda same verbiage except changed hourly rate from \$46 to \$48 for their engineer.

*i. Motion to authorize Salvino to renew contract with Jefferson County for technical assistance at \$48 an hour and \$0.655 or current IRS rate per mile, whichever is less made by Smith, seconded by Cook, **approved by all.***

Appropriations update

1. Ryan Cunningham helped Salvino get appropriations for other counties in the northeast area. Salvino did a couple analysis on the numbers and compared St. Lawrence County to the other counties she had data for. St. Lawrence County gets much much less than other counties even though we have a bigger county.

4. We have a great relationship between us and the farmers and other people we work with (municipalities), it takes time to build those relationships. Need to show what good things we do for community development not just agricultural.

5. Need to mention programs for the county, increased insurance cost for this year, wage increase greater than 5%, need to highlight that we give \$25K to SLC planning to generate \$650K for septic tank programming, that money wouldn't come into the county without the donation from SLCSW, donate \$39K to SLC highway department out of Part C for slues ways and culverts.

Modified 2023 Budget and Budget for 2024

1. The total difference from the 2023 to the 2023 modified budget is \$199k most of it is made up of the hazard tree contract with the county. Got more from the truck sale than we accounted for. Have done more Ag Values than we expected, technical reimbursements from ARPA. Made more by being more efficient more so than getting more grants.

4. Current grants, CAFO applicant has till march 2024 to complete the project. Cunningham says there is potential to do another year extension. AEM round 17 is done at the end of this year, round 18 will post soon for the following 2 years. Round 28 Ag nonPoint that has been signed and sent, waiting for finalized contract. CRF round 6 is still current as well, we have plan of work but not official contract yet. Applied for 3 for Ag nonPoint Grants for 2024, but will be awhile before we hear anything.

5. 2024 income sources, have money left in our ARPA/hazard tree fund, created budget on the same appropriation as last year, Part A, B, expect same level and we expect about a \$20K increase for Part C. Did create budget based on what we did receive for 2023. Slight increase in hourly pay for our agreement with NRCS, we should make more money on EQIP for this contract.

7. Travel and training will have increasing opportunities, have increased the budget to allow for pop up trainings that our techs can attend.

8. Vehicle replacement, Foster's truck is up for replacement. Board agreed to go with the full size because it will have a better resale value.

9. Other big expense will be tree cutting.

*i. Motion for adoption of Modified 2023 Budget, made by Cook, seconded by Haggard, **approved by all.***

*ii. Motion to approve the 2024 Budget to go to the county, made by Burke, seconded by Cook, **approved by all.***

C. Technician Report- Jevonnah Foster

1. Foster has been working on AgNPS Grants, three are finished and submitted.

2. Foster also has been working on CRF grants due August 7th, one is completed and the rest are very close to being done.

3. Foster said WRP sites are almost done with the help of Heidi. Will work on these after August 7th, she did 75 so far and has 17 left to do.

4. Cover crops have been posted, has a couple sign ups and will push harder after CRF grants are uploaded.

5. AEM has slowed down with the grant work, has done some soil sampling and keeping in contact with everyone. Has a few grazing plans to do as well.

D. Technician Report- Heidi Knafelc

1. Knafelc reported she has 24 WRP sites done.
2. Knafelc reported she has the bat boxes up.
3. Hiking trail is in and marked, maps aren't done yet.
4. ARPA Lisbon and Waddington are done, Louisville looks to be very big as well.
5. Landowner notification letters were sent.
6. Ag Values towns are late getting in tax roles so hasn't been able to work on these yet.

E. Foresters Report- Aaron Barrigar/Cayce Salvino

1. ARPA funds are going to be about \$350,000 for this year, leaves us with about \$300,000.

2. Sent out letters to land owners, per town about cutting down the trees. 1 MOU has come back.

*i. Motion to authorize Salvino and Barrigar to complete all required paperwork and requirements for sending ARPA/Hazardous Tree bid out, including posting a public notice with SWCD's Official Newspaper, authorize Salvino and Barrigar to complete the public bid opening and award the contract to the lowest formal bid, and authorize Salvino to complete all necessary contacting paperwork and sign the SWCD-Contractor contract made by Cook seconded by Haggard, **approved by all.***

3. Parcel 21 mitigation process and native planting, pre-commercial thinning project. Raeanne completed a request for quotes and was previously approved to complete the bid process in April.

*a. Motion to authorize Salvino and Barrigar to complete all required paperwork and requirements for sending the precommercial thinning treatment bid out, including posting a public notice with SWCD's Official Newspaper, authorize Salvino and Barrigar to complete the public bid opening and award the contract to the lowest formal bid and, authorize for Salvino to complete all necessary contacting paperwork and sign the SWCD-Contractor contract made by Burke, seconded by Kulp, **approved by all.***

VI. Old and New Business:

Board approved letter (formal offer letter) from Becky to make Cayce a full time district manager and to move Cayce from \$67K to \$70K at the end of the year, signed by Andrews.

Done with MOUs for training assistant program with Raeanne, and done with Chasity in Franklin county as well.

We put a display board up at the fair in the 4-H Building. Planning to do some activities next year at the fair, we didn't this year because of the staff turnover. Business cards and information sheets available at the table.

Andrews will attend budget meeting with Ruth on Aug 16th. Haggard and Burke to attend the Tour on Aug. 18th.

Correspondence: Mail was available for the Board’s review.

Announcements: None

Next Meeting: August 17, 2023 at 3:30.

Meeting Adjourned: *Motion to adjourn the meeting made by Smith, seconded by Cook, at 6:06 p.m.*

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/ Asst. Treasurer

Date