

**DRAFT**  
St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
**BOARD OF DIRECTORS MEETING MINUTES**  
For January 25th, 2024, at 3:30pm

**Board Members Present:** Robert Andrews, Jr. (Chairperson), Becky Allen (Treasurer), John Burke, Patrick Smith, Kaitlyn Kulp, Margaret Haggard

**Board Members Excused:** Adam Cook (Vice Chair)

**Staff Present:** Cayce Salvino (Manager), Melissa Woods (Secretary/Assistant Treasurer), Heidi Knafelc (Technician), Jevonnah Foster (Technician) and Aaron Barrigar (Forester)

- I. **Call to Order:** at 3:35 pm
- II. **Agenda** (Attachment A)
- III. **Minutes of the Previous Meeting:** *Motion to approve the November 16<sup>th</sup>, 2023 minutes, made by Smith, seconded by Burke approved by all.*

*Motion to approve the November and December 2023 Treasurers Report, made by Smith, seconded by Haggard approved by all.*

IV. **Reports**

A. **Board of Legislators** –John Burke

- 1. Burke reported that work has begun on the new Emergency Services Building.

Allen entered 3:40pm

- 2. Haggard reported that the new sheriff was appointed, we have the same BOL president, chair, and vice chair.

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

- 1. Andrews reported mapping and overlays for the substations are complete for the solar farms. Maps available on SLC Planning website.
- 2. 2 Ag districts in the process of combining into 1 district in St. Lawrence County.
- 3. Rich road solar open comment period starting will be open for 30 days.
- 4. Septic system program has had 3 rounds of funding, 4<sup>th</sup> round is coming could exceed 1 million in funds available. DEC has expanded the sites we can do improvements on for septic systems.

V. **Organizational Meeting**

A. Officer elections: Upon discussion, *Motion for the following slate of offices, made by Burke, seconded by Allen approved by all.*

- 1. **Chair:** Andrews
- 2. **Vice-chair:** Cook
- 3. **Treasurer:** Smith

Discussion about Allen resigning from the BOD, Salvino is working with a potential replacement and will get her bio data sheet to the SLC Board of Legislators.

B. *Motion to approve the District's Policy and Procedures Book for 2024 with a change to investment policies, and approve clarification of personal leave, addition of telework policy, and changes to reimbursement policy to District Employee Handbook and adopt the Policy and Procedures Book and District Employee Handbook for a trial period of 1 year then will be revisited (for reimbursement policy), made by Burke seconded by Smith, approved by all.*

- C. *Motion to approve Organizational items as shown on Appendix A (add NCPR as official newspaper) made by Smith, seconded by Allen, approved by all.*
- D. *Motion to approve SWCD Fee Schedule made by Allen, seconded by Kulp, approved by all.*

**VI. SWCD Reports:**

**A. Treasurer's Reports: Melissa Woods**

- 1. Woods gave BOD members the financial disclosure statement prior to starting for them to fill out.
- 2. *Motion to pay QuickBooks/Intuit annual renewal of \$649 made by Smith, seconded by Allen, approved by all.*
- 3. *Motion to allow Salvino/Woods to transfer up to \$40,000 from Money Market to Checking account to pay for February expenses made by Burke, seconded by Haggard, approved by all.*
- 4. SWCD has 2 free employee coupons for attending WQS so only have to pay for 3. *Motion to send staff to Water Quality Symposium and pay for \$1,710 made by Allen, seconded by Kulp, approved by all.*
- 5. Woods gave update on Paychex discount issue. Working on getting the discount fixed and refunds for the weeks we were over charged.
- 6. Woods discussed the 1099G's which the farmers have their portion and just waiting for the correct form to send to the IRS.
- 7. Discussion about moving non-grant money to NY CLASS.
- 8. *Motion to move Hazard Tree and Equipment Fund to NY CLASS and close their accounts at CBNA made by Allen, seconded by Smith, approved by all.*
- 9. Discussion on closing ARPA account at CBNA. Andrews would prefer we double check how tree removal payments are made and will revisit topic.

**B. Technician Report- Jevonnah Foster**

- 1. Foster did AEM 17 closeout in December and has already gotten approval and we are getting 93% of total allocated funds back for technical assistance.
- 2. Foster discussed AEM round 18 updates and CNMP plans.
- 3. Foster talked about Morse Agronomics and the plans he helps with.
- 4. *Motion to contract with Morse Agronomics for 2024 NMP updates for Decker and Putney made by Allen, seconded by Smith, approved by all.*
- 5. *Motion to close out AEM round 17 Bank account at CBNA and transfer money to NY CLASS Money Market account once final payment is received made by Allen, seconded by Kulp, approved by all.*
- 6. Finished the newsletter and posted on Facebook and SWCD Website.
- 7. Got awarded 3 out of 4 plans for CRF grants.
- 8. Currently taking a crop management class which gives extra info on CNMP work. She can get into more in-depth work.
- 9. Found a new type of soil sampler and showed a video of her and Salvino using it in the field.

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

- 1. Barrigar continues boundary marking and county forest management plan.
- 2. Working on tree sale.
- 3. Finished 2023 Part B project.
- 4. Plan on helping APHIS with their EABIBM study this year.
- 5. Continue site visits and landowner assistance.
- 6. Discussion about Carbon Credits. Healthy Forest for our Future Guidelines.

7. *Motion to purchase forestry supplies (paint and signs for boundary marking) up to \$1,300 made by Burke, seconded by Haggard, approved by all.*
8. *Motion to pay tree removal contractor, Kravitz Forestry Services, LLC, up to contracted amount (\$386,656) based on final review by Barrigar made by Smith, seconded by Kulp, approved by all.*

**D. Technician Report- Heidi Knafelc**

1. Knafelc reported that the work on Part B is done also in the newsletter, hung the Bat boxes, added a .01 mile trail and put brush piles up for little animal's habitat.
2. All AEM Forestry work is entered. Started working on LO prescriptions and descriptions so Barrigar can start working on the management plan.
3. Working on NARE reach out to business for donating.
4. Part C Ag Values did around 40 and have a few more to do.
5. Ask Ryan about Ag Education through Ag and Markets for donations for ENVIRONMENTHON.

**E. Manager Report- Cayce Salvino**

1. Salvino reported on new NRCS employee Allycia Foote and Chelsey Heagle took Allycia's spot at FSA. Good working relationship with them.
2. Salvino discussed the follow up from the November meeting about the upset LO and harassment issues. Her trees were cut 1/4/24. Multiple calls were exchanged between contractor, her legislator, and LO. The LO continued calling the office and leaving voicemails. Salvino reached out to the SLC Sheriff's office to file a formal harassment complaint, the officer said he would speak to her. No further issues. Legislator who was involved was extremely rude talking to Woods on the phone.
3. BOCES is purchasing trees from the tree sale and we are going to partner with them and do a tree planting this spring.
4. Salvino has reached out to CCE about a new HT for their ag academy, working on a draft for a partnership for the HT, will present in February.
5. Salvino renewed our SAM.gov for our eligibility for federal grants.
6. Have been dealing with computer issues (slow loading, lag times, issues saving work) all impeding ability to do work, *Motion to purchase two new computers (Foster and Knafelc) up to \$6,500 plus shipping costs, made by Burke, second by Smith approved by all.*
7. Salvino finished the 2023 actual budget, had a really good year with the situation we went through this year.
8. Woods discussed the expense differences for NYS retirement; Health Insurance and regular Insurance for 2023 vs 2024 all are under what is budgeted for for 2024.
9. Salvino went over insurance proposal and talked about the rejection of spousal liability and the BOD decided to decline the Drone Liability insurance.
10. *Motion to modify accept and pay the insurance renewal and allow Salvino to sign the required documents, made by Smith, seconded by Allen approved by all.*
11. Salvino went over the annual reports, Part A, Part B, and Part C.
12. *Motion to accept and submit Part A, Part B, and Part C-Performance Measures Evaluation Report, Part C-Final Report, Hourly Rate for Grant Work, and Annual Report to NYS by Feb 15<sup>th</sup>, made by Burke, second by Smith approved by all.*

**VII. Old and New Business:**

- A. Discuss Paychex issue in February to see if it has been resolved.
- B. Double check to see how ARPA money was paid out to contractor and revisit closing out ARPA account.
- C. Should expect an audit email soon.
- D. Review and acceptance of Draft Performance Standards at February meeting.

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

IX. **Announcements:** None

X. **Next Meeting:** February 15<sup>th</sup>, 2024 10:00 a.m.

XI. **Meeting Adjourned: *Motion to adjourn at 5:58 p.m.*** made by Allen seconded by Haggard approved by all.

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Robert Andrews, Jr., Chairperson

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Date

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Melissa Woods, Secretary/Assistant Treasurer

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Date