

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For May 21, 2024, at 4:00 p.m.

Board Members Present: Robert Andrews, Jr. (Chairperson), Adam Cook (Vice Chair), Patrick Smith (treasurer), Jackie teRiele, Kaitlyn Kulp, John Burke

Board Members Excused: Margaret Haggard

Staff Present: Melissa Woods (Secretary/Asst. Treasurer), and Jevonnah Foster (Technician)

Staff Absent: Heidi Knafelc (Technician), Aaron Barrigar (Forester)

I. Call to Order at: 4:09 pm

1. Woods has been in contact with HR from the county to make sure everything is done correctly, and got job descriptions for each position in the office.
2. **Minutes of the Previous Meeting: Motion to approve the May 16th, 2024 board minutes**, made by Smith, seconded by teRiele **approved by all.**
3. Burke stated that Ruth Doyle has offered to help any way she can.
4. **Discussion on Agenda**
 - a. Interview committee
 - b. Interim manager
 - c. Interview dates
 - d. Advertisement
 - e. Additional support to the staff, make sure all the work is covered
 - f. Defining job descriptions for each employee
5. Board decided to have Andrews sign the MSD 426 form for the county HR department.
6. **Motion to accept Cayce Salvino's resignation from district manager effective May 17, 2024**, made by teRiele, seconded by Cook, **approved by all.**
7. Discussion on making sure everyone on the staff is clear of what their job duties are. The staff has to be flexible and willing to help in any way and be able. Board stated Knafelc will have to split her focus between helping Barrigar and taking charge of the WRP program.
8. Discussion on Knafelc being in charge of the interns and making sure the WRPs are covered, Board decided Foster will help Knafelc train the interns to be able to work on their own and after training; the interns will be Knafelc's responsibility.
9. Discussion on what daily tasks need to be covered.
10. Discussion on hiring an interim manager while the board goes through the hiring process of the new district manager. Andrews stated he would like Foster to do it with the help of Franklin counties manger Chasity Miller and Ryan Cunningham. Upon discussion decided to reach out to Chasity Miller and see what she is willing to help with, Foster stated she is not interested in being interim manager.

11. **Motion** to have Woods reach out to Franklin County Manager to help up to 8 hours per week as a resource, made by Cook, seconded by Smith, approved by all.
12. Cook stated we need to focus on doing what we are asked and try to retain staff to the best of our ability, but can't cater to what people want.
13. Discussion on what type of manager do we want to focus on hiring, wither it be someone with a strong managerial focus, or someone that has the conservation background. Board decided to focus on hiring someone what has a strong managerial background that will be able to learn the conservation side as they progress.
14. Board decided that Knafelc will be in charge and lead whatever needs to be done for Conservation Field Days.
15. Discussion on if Barrigar can complete his tasks without Knafelc's help on the ROW that he needs to finish this year.
16. Board discussed in the future we need to redefine the job descriptions.
17. **Motion** to change the office hours and post on the website to 7:30 am to 4 pm, made by Cook, seconded by teRiele, **approved by all.**
18. Smith will sign Woods timesheets for now and Woods will sign the rest of the timesheets.
19. **Motion** to allow Woods to write and sign checks and have Smith sign the vouchers, made by Kulp, seconded by Burke, **approved by all.**
20. Statement from Andrews: For the next 30 days staff will need to be flexible and do whatever necessary to make things work and keep the office going smoothly and operational. Foster will oversee the training of the interns. The entire staff may need to do things they don't necessarily want to do but will have to do those to keep the office going and cover all duties.
21. At the June board meeting, the board will meet with each employee to discuss work load, talk, and make sure things are going well in the office. Board wants to have a more open line of communication with the staff.
22. Woods is to send the previous ad for the district manager position to board members and get feedback to update and post by Tuesday May 28, 2024. With hopes to have applications/resumes to review by June 11, 2024 dependent on how many applicants.
23. Board decided that Andrews, Cook, Smith, and teRiele will be on the interview committee.
24. Discussion on how to pay for Knafelc's laptop, wither it be a one-time transaction or upping the limit on the credit card, or pay with an EFT. Board decided to go with EFT payment first, if that doesn't work to reach out to CB to see what our options are.
25. Board agreed to have Foster create new email to forward Salvino's emails to. Foster is going to reach out to county attorney about going through old emails to make sure we aren't leaving anything untaken care of.

26. Woods is to email the board members with the final truck bid and they will decide wither to accept the bid or reject it.
27. Woods is to reach out to HR or our insurance to see who needs to send COBRA paperwork to Salvino.
28. Statement from Andrews: Woods calculated final payment for vacation and comp time has been processed and paid out to Salvino.
29. Woods gave Salvino's linc pass to Rural Development and the pass was deactivated and destroyed, Woods also talked to county about her county ID and was instructed to shred that one as well.
30. Discussed new point of contact for EQIP with NRCS. Foster and Woods to figure out how to apply for the next quarter payment from NRCS.
31. Foster still plans to attend the managers meeting in Ray Brook on June 7th. Andrews may attend as well.

Kulp left at 6:20pm

32. Board decided Woods is to coordinate people time off and to make sure the office is staffed for the time being.
33. Board decided going forward all time off requests going forward should be in writing. Also any time off that has been approved will be written on the calendar and the board will re-approve that time off.
34. Submit 2nd quarter county appropriation to county on July 1st, Woods is to print invoice for Smith to sign before sending it to the county. Woods is good to continue doing the ARPA draws.
35. Board reiterated to please reach out with any concerns with staffing or any issues.

II. Old and New Business:

- A. Look for internal job descriptions for our employees.
- B. Report back to the board about the EFT payment for Knafelc's laptop.
- C. Is Woods allowed to pay Murphy for pre-commercial thinning on Parcel 21.

Next Meeting: June 20th, 2024 at 4:00 pm, would like interns to attend the meeting.

Meeting Adjourned: *Motion to adjourn the meeting at 6:29pm, made by Cook, seconded by Smith, approved by all.*

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/ Asst. Treasurer

Date