

DRAFT

St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For June 20th, 2024, at 4:15 pm

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

Board Members Excused: Patrick Smith (Treasurer)

Guest Present: Ryan Cunningham (NYS Ag & Markets)

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

I. Call to Order: at 4:11 pm

II. Agenda (Attachment A)

III. Minutes of the Previous Meeting: *Motion to approve the May 21, 2024 minutes*, made by Burke, seconded by Haggard **approved by all.**

A. Treasurer's Reports: Melissa Woods

1. Woods stated no out of the ordinary payments except HK laptop, which was paid by ACH.
2. Woods stated truck was sold for \$30,800, pick up went well, check for truck should come next week.
3. Started working on Audit, the auditors were in the office on June 12th, to go over things, went well, waiting on call from one to wrap up anything else they may need.
4. Woods posted manager announcement for 2 weeks, we had 7 people apply but only 2 met the requirements for the county civil service qualifications which we received from the county HR.
5. Woods stated the interns paperwork is all done, added them to NYS retirement.
6. Woods attended the managers meeting in Raybrook with Foster and Andrews, was very informative.
7. Woods wrote the check for county Planning Department for the Septic Grant. Andrews stated we should receive paperwork stating they expanded the eligibility, update on dollars available. Need to make sure we receive this paperwork.
8. Woods stated she attended Wilderness First Aid Training and is now certified.

Motion to approve the May 2024 Treasurers Report, made by Cook, seconded by teRiele **approved by all.**

IV. Reports

A. Board of Legislators –John Burke and Margaret Haggard

1. Haggard reported that talks about the Deer River pollution are continuing at their meetings, and trying to get answers for the residents.
2. Burke mentioned they are close to hiring 2 key appointments for the county.
3. Burke stated they recognized the Dairy Court at their last BOL meeting.

B. Ag and Farmland Protection Board – Bob Andrews

1. Andrews reported that they are still talking about the new Mossy Ridge Solar Facility.
2. Andrews also stated there are talks about a new solar facility going in the Potsdam/Norwood area.

C. NYS Ag & Markets – Ryan Cunningham

1. Cunningham reported on the regional managers meeting on June 7th, stated there was a lot of good conversation.
2. Cunningham reported on different Grants and their status:
 - i. CRF Rnd 8 is due next week - big increase in funds since the beginning of the program. Methane, greenhouse gas, cover and flare focus, flood and drought, soil health, nutrient management, and new equipment purchases, this can be 100% cost share, Agri-forestry is new this year.
 - ii. CAFO – was released last week, new round has \$21 Million in it, water quality & greenhouse gas.
 - iii. Eco System Grant focused on Great Lakes – focusing on non-ag projects, will come out this fall.
 - iv. AEM Rnd 18 – let him know if we have any issues with this program.
3. Discussion on whether we can use non ag funding to help the county do culverts.
4. Cunningham stated Amish can work on grant projects as long as they have insurance, stated they don't have to have workers compensation.
5. Andrews stated maybe having Cunningham do grant training at our February 2025 meeting. He said we will revisit and could look at data base management that could be beneficial.

Discussion on getting budget started.

Discussion on what is needed for man power and if there is a need for another district technician.

V. SWCD Reports:

A. Technician Report- Jevonnah Foster

1. Foster stated she is working on AEM; 10 plans plus 5 Tier 4 implementation projects.
2. Foster has been helping train and get the interns on their feet.
3. Foster stated AgNPS Rnd 28 construction meeting with NRCS staff, engineer and contractor. 3 farms for Rnd 30 on waitlist for grant application when it opens in the fall.
4. Foster has reached out to Atkins farm. – no response
5. Foster has reached out to a few farms about CAFO enhancement grant; not due until October.
6. Foster stated CRF grants are almost done and ready to submit.
7. Foster stated our 1 grant for EQIP fy 22 is going well. Will be applying for 3 grants this year.
8. Foster attended the managers meeting as well.
9. **Motion to pay for Cropware software program at \$1,000, made by Cook, seconded by Haggard, approved by all.**
10. Foster made a breakdown of where our state income comes from and discussion on this.
11. Foster stated she has had an increase in workload with doing extra work that the manager would normally do. i.e. interns/WRP

B. Forester's Report – Aaron Barrigar

1. Barrigar has been working on AEM Forest Management Plans and Part B Forest Management plans.
2. Barrigar has started working on the ROWs.
3. Barrigar met with TNC and went a site visit with them.
4. Barrigar attended WFA training.
5. Parcel 21 pre-commercial treatment should be just about done.
6. **Motion** to pay for Murphy Forest Management invoice out of ARPA funds up to \$30K with an update to the BOD when we receive the invoice, made by Cook, seconded by Burke, **approved by all.**
7. Discussion of Forest projects and what funds they can come from.

C. Technician Report- Heidi Knafelc

1. Knafelc and interns went to Indian Creek Nature Center Conservation Field days.
2. Knafelc went to the state Envirothon.
3. Knafelc is working with the interns on the WRP work, they have finished the offsite WRPs and they have around 15 on-sites done.
4. Knafelc attended WFA Training.
5. Knafelc reported that she's been working on Part B Forest Management Plans.
6. Knafelc working on ROWs with Barrigar.

Discussion about the interns and what they have been doing, how they are fitting in with the office.

VI. Old and New Business:

- A. Took care of Murphy in Barrigar report.
- B. Discussion on hiring a new District Technician and whether there is enough funding or work to justify it.
- C. Discussion of personnel issues.
- D. BOD would like Woods to start working on the budget and budget for a 6 person staff.

Burke left at 5:35.

- E. Discussion on interviewing for new District Manager, will interview the 2 qualified candidates.

VII. Correspondence: Mail was available for the Board's review.

VIII. Announcements: Andrews stated we will do interviews June 26th, Woods will coordinates times for interview, Woods will send letters to the candidates we won't be interviewing.

IX. Next Meeting: July 18th, 2024 4:15 p.m.

X. Meeting Adjourned: **Motion** to adjourn at 5:37 p.m., made by Cook, seconded by Kulp, **approved by all.**

Robert Andrews, Jr., Chairperson

Date

Melissa Woods, Secretary/Assistant Treasurer

Date