

**DRAFT**

St. Lawrence County Soil and Water Conservation District  
1942 Old DeKalb Road, Canton, NY 13617  
BOARD OF DIRECTORS MEETING MINUTES  
For August 22<sup>nd</sup>, 2024, at 4:15 pm

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

**Board Members Excused:** Margaret Haggard

**Staff Present:** Alivia Bleau (Manager) and Melissa Woods (Secretary/Assistant Treasurer)

**Staff Members Excused:** Jevonnah Foster (Technician), Heidi Knafelc (Technician), and Aaron Barrigar (Forester)

**I. Call to Order:** at 4:19 pm

**II. Agenda** (Attachment A)

**III. Minutes of the Previous Meeting:**

***Motion to approve the July 18, 2024 minutes, made by Cook, seconded by teRiele approved by all.***

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

1. Woods stated that we received a new statement for the next round of unemployment, will be paying that up to 26 weeks or until previous employee becomes employed. BOD would like Woods to look back and see where this money should be pulled from in the budget.
2. Woods has been here over a year now so discussed probation, BOD said no formal letter needs to be written since she isn't in a civil service position, and is currently done with probation.
3. Woods attended Clerks Meeting in Lowville, stated it was good networking and got a few good ideas on how we can do things in this office.
4. Woods looked into the WQCC account and there hasn't been any activity since 2012 and was wondering if we can absorb that money into our account. BOD stated to reach out to County Planning Department since they were part of that committee as well.
5. Woods and Bleau were trying to transfer square account ownership, ran into a snag. BOD would like to see what other platforms we could use instead of Square.
6. ***Motion to contact County Attorney with legal guidance on how to proceed with square account, made by Burke, seconded by Cook, approved by all.***
7. Woods asked the board if anyone was opposed to getting a new logo for SWCD. No one opposed and wants Woods to come up with a few and we can decide at next BOD meeting.
8. ***Motion to allow Woods to transfer up to \$35,000 from Money Market Savings Account to the Checking account to pay for September expenses made by Cook, seconded by Burke, approved by all.***

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

#### IV. Reports

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

1. Burke reported that the county audit has been completed. County budget has more coming in through Sales tax revenue.
2. Burke stated the county is investing in a new audio/visual system for the BOL meetings, to better accommodate those in the county who are watching remotely.
3. Burke discussed the positive changes that the community services department is making in their budget.

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

1. Andrews reported that their next meeting isn't until October, major subject being solar developments.
2. Andrews stated they will be discussing the new methane digester and a hydrogen generation facility going in the old GM plant in Massena at their next meeting.
3. Andrews asked if Bleau would attend the meeting so that SWCD is represented.

#### V. SWCD Reports:

##### A. Technician Reports- Reports given to BOD before the meeting to allow for questions or discussions.

1. Discussion on TNC programs, tree planting, and ARPA as to what the BOL would like to see completed first. Andrews stated Barrigar should look into Great Lakes Restoration initiative for forestry. Would also like Foster to look into Great Lakes Initiative for Weed Management.
2. Discussion on if ROW or planting should be the focus for SWCD.
3. Discussion on Farm from previous meeting with Smith, he stated the meeting went well, and they understand that if the project isn't completed by spring they will receive no reimbursement.
4. ***Motion to reimburse Ortman Dairy, LLC for planning/soil & manure sample payments for their AEM project, made by Burke, seconded by Smith, approved by all.***
5. BOD would like staff to look into increased money for the cover crop program. Discussion ensued on cover crops and updating the program.
6. ***Motion to approve policy change for Part C Conservation Assistance Cover Crop Program, made by Smith, seconded by Cook, approved by all.***

##### B. Manager Report- Alivia Bleau

1. Bleau went on a pasture walk at Zufall farm and she learned a lot about the farm industry; spent a lot of time reading the handbook, the policy and procedures book, and District Law; attended the clerks meeting with Woods and picked up different ideas, and has started working on records retention.
2. Bleau presented the budget to Ruth and waiting to hear final decision.
3. Bleau stated Public Health reached out about the mosquito dunks with the few cases of EEE. So SWCD gave what dunks we had left to public health so they could distribute them. We did reach out to the state to receive more dunks and the state doesn't have any left.
4. Bleau stated she has reached out to participate in Day at the Farm at Kelly Dairy.
5. Bleau is working on breach of information policy.
6. Bleau has been working on starting a strategic plan and would like the BOD input on where they would like to see SWCD in 5 years.

**VI. Old and New Business:**

- A. Bleau discussed that our intern’s time is coming to an end but there is a need that she could fill.
- B. ***Motion to transfer Intern 2 remaining hours to Intern 1 and keep them on until all hours are used up, made by Smith, seconded by teRiele, approved by all.***

Woods left at 5:45pm

- C. Look at Logo options, hold off on shirts until decision on logo is made.
- D. Strategic plan discussion and what to look at going forward. What are the BOD priorities
- E. Equinox discussion and decision on if to fix or not. BOD decided to make a claim through insurance.
- F. ***Motion to use insurance to fix the Equinox, made by Smith, seconded by Cook, approved by all.***
- G. Discussion on Performance Measures. We still need 2 people to attend a meeting or conference.
- H. Staff won’t be attending Con Skills since they have taken all the classes being offered.
- I. Insurance broker is going to send different options for health insurance when they are available. The broker did say we are getting the best bang for our buck right now but will still send options.

***Motion to enter into Executive Session at 6:07 pm, made by Cook, seconded by teRiele, approved by all.***

Exited Executive session at 6:34 pm.

***Motion to review buyout policy next meeting, made by teRiele, seconded by cook, approved by all.***

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

**VIII. Announcements:** None

**IX. Next Meeting:** September 19, 2024 4:15 p.m.

**X. Meeting Adjourned:** ***Motion to adjourn at 6:40 p.m. made by Cook, seconded by Smith, 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