



September 9, 2020

Board meeting documents

We are unable to have the September 17, 2020 Board of Directors meeting at our office since USDA isn't allowing it until they have entered Phase 3 of USDA's reopening plan. The meeting will be held again via ZOOM. The instructions are below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84083496875?pwd=YjhGdE82NHZnWkZ5N0pydm8vdklGQT09>

Meeting ID: 840 8349 6875

Passcode: 477379

Dial by your location

+1 646 558 8656 US (New York)

Note: Please review the Sexual Harassment Videos provided to you in an email from Raeanne dated 8/28/20 prior to the meeting. Thanks!

Below are the links for the two videos.

<https://vimeo.com/331782771>

<https://vimeo.com/331783153>

Attached, you will find the following documents for our September 17, 2020 Board meeting.

- 1) Tentative Agenda
- 2) August 20, 2020 Board Meeting minutes
- 3) Profit and Loss Statement 8/1/20 – 8/31/20
- 4) Balance sheet as of 8/31/20
- 5) Vouchers August 2020
- 6) SLC SWCD Profit & Loss Budget report vs. Actual January 1 – August 31, 2020
- 7) Proposed "Trash Along Trails on County Reforestation Parcels" policy.
- 8) Manager's Report

Please also find the Sexual Harassment Test with self-addressed stamped envelope. The test will be reviewed during the training. Please sign and mail it to the office.

Please let me know if you have any questions concerning the information included in this packet. Of course, if anything changes we will notify all of you as soon as possible.

Elizabeth J. Gallup, Secretary/Assistant Treasurer

**ST. LAWRENCE COUNTY
SOIL AND WATER CONSERVATION DISTRICT**

**BOARD OF DIRECTORS MEETING
TENTATIVE AGENDA**

Thursday, September 17, 2020 starting at 7:00 p.m.

Note: The meeting will be held again via ZOOM. The instructions are below:

Join Zoom Meeting

Call to Order

Minutes of Previous Meeting

Treasurer's Report

Reports (BOL, Grange, & AFPB)

SWCC – Ryan Cunningham

SWCD - Staff

Old and New Business

Date of Next Meeting and Adjournment

Draft
St. Lawrence County Soil and Water Conservation District
1942 Old DeKalb Road, Canton, NY 13617
BOARD OF DIRECTORS MEETING MINUTES
For August 20, 2020, 7:00 p.m.

Note: Meeting was held via ZOOM due to COVID – 19. The date and time of the meeting was posted to the District’s website.

Board Members Present: Robert Andrews, Jr. (Chairperson), Adam Cook (Vice-Chair), Becky Allen (Treasurer), Mark Matthews, Patrick Smith, Kevin Acres, and John Burke.

Board Members Excused: None

Staff Present: Raeanne Dulanski (Manager), and Liz Gallup (Secretary/Asst. Treasurer).

Guests Present: Ryan Cunningham, SWCC

- I. **Call to Order and Agenda (Attachment A)**
- II. **Minutes of the Previous Meeting:** *Motion to approve the July 16, 2020 minutes*, made by Matthews, seconded by Allen **approved by all, roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye**
- III. **Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve July’s 2020 Treasurer’s report*, made by Allen, seconded by Burke **approved by all, roll call: Andrews – Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye**
- IV. **Reports**
 - A. **BOL – John Burke, Kevin Acres**
 1. Burke reported that the County has started its budgeting process. Dulanski reported that the District’s appointment is next Tuesday.
 2. Acres said that Ogdensburg has signed a one year extension to the sales tax agreement.
 3. Acres said the County appreciated the District’s contribution for the cost of the culvert work on County Route 49. Dulanski reported that the culvert has been replaced and the Highway Department is in the waiting phase before they can pave the road. Once completed and the District receives the required paperwork, the monies will be disbursed.
 4. Acres said that discussion of solar farms continues. The various solar farms proposed around the County were discussed.
 - B. **Grange - Mark Matthews**
 1. Matthews reported that a fundraiser will be held next week which will be for a dinner that will be available for pick up orders only. They are taking orders now and will see how many they receive.
 - C. **AFPB – Bob Andrews**
 1. The next meeting will be held on October 1st.

D. SWCC – Ryan Cunningham

1. Cunningham informed the Board that the Annual Plan of Work is due by November 1st and said that the plans can be modified after they are adopted. It is likely that this will happen because of the uncertain times that we are in right now.
2. Cunningham said that the five year AEM Strategy Plan is due in December. Guidance and resources may be found on SharePoint.
3. Online trainings and meetings continue including the next SWCC and CDEA manager's meetings and the Con Skills training for this year.
4. Ag NPS and other projects have been affected by a lack of bids being available and the increased cost of materials.

V. SWCD Reports: Manager and Staff reports are included in Board mailing (Attachment B)

A. Secretary/Assistant Treasurer's Report – Liz Gallup

1. **Motion** to approve a transfer from Money Market to Checking for September 2020 to cover operating costs up to \$20,000 for the month, made by Matthews, seconded by Acres **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres - Aye**
2. Gallup reported that she has worked through the SLC SWCD records for fiscal year 2013 and identified which records may be destroyed as detailed in the NYS Records Retention and Disposition Schedule MI – 1. Approximately 1.055 cubic feet of records have been identified. The following actions are needed:

RESOLVED, By the Board of Directors of the St. Lawrence County Soil and Water Conservation District that *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

FURTHER RESOLVED, By the Board of Directors of the St. Lawrence County Soil and Water Conservation District that the records as detailed on the attached schedule (**Attachment C**) be destroyed either by the shredding or recycling of said documents.

Motion to approve the above and to authorize the District to destroy records approved for destruction, made by Acres, seconded by Matthew, **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye**

B. Manager's Report – Raeanne Dulanski

1. The USDA building continues to be in Phase 1 of their reopening plan which means the building is still closed to the public and no more than ten employees in the building at one time.
2. Dulanski inquired if there were any questions on anything included in the Manager or staff reports. Matthews reported that he has completed the District Law Training.
3. Dulanski then reported on NRCS activity as reported by Frary.
4. Dulanski updated the Board on our status on Performance measures. The District is in good shape with all measures being met except those that cannot be completed because of timing.
5. Dulanski informed the Board that we have received the signed landowner contract for CAFO WSTS Round 3 grant. The District may now voucher for a 25% advance but will need to open a bank account first. To do this we will have to transfer a small amount of money from the Money Market Account to the new account so it will have money until we receive the monies vouchered from NYS. ***Motion to open a new bank account for the CAFO WSTS Round 3 Grant and to authorize a transfer of \$10.00 from the Money Market Account to the new grant account until monies are received from NYS. Once funds from NYS have been received, authorization to transfer the \$10 plus any applicable interest, from the grant account back to the Money Market Account made by Allen, seconded by Matthews approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye***

VI. Old and New Business:

- A. Dulanski reported the results of the bid process for the purchase of a new ½ ton truck via NYS Marketplace. She detailed the four bids received and the actions that she took to make sure the bids were accurate. ***Motion to accept the low bid that was received from Nye Automotive Group for a 2021 Ford 150 XL Crew Cab at a cost of \$33,568.92 and for Dulanski to complete all required paperwork and to allow Dulanski to determine when best to pay for truck to maximize NYS monies earned made by Matthews, seconded by Acres approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Smith – Aye, Burke – Aye, Acres – Aye.***
- B. Board mail folder contents were shared and members were informed that if they were interested in a copy of anything listed, to please let the staff know. (**Attachment D**)

VII. Announcements:

- A. Allen said that she had two concerns that she would like to discuss with the Board.
 - i. The first was about the ability to dispose of prescription drugs easily. She recently tried to do this and was surprised how difficult it was. She feels that this is a water quality issue since medications are often disposed of in such a way that they end up in the water table. Discussion followed on possible ways to rectify this problem.
 - ii. The second issue Allen wanted to bring to the Board's attention was the amount of garbage to be found on public lands. She recently observed a number of appliances, hot tub and other trash when visiting Southville State Forest in Stockholm and was wondering what could be done about this problem. Dulanski said that the County also has a small portion of land next to that location and had the same issue. Dulanski asked the SLC Highway Superintendent if they would be able to help with the removal of a number of large appliances. The County land is now cleaned up. DEC is responsible for the State land and they have had a

number of complaints on that parcel. They have a gate to put up and are waiting to be able to do so. Andrews requested that a trash policy be developed in light of these problems. Dulanski said the County land use rules have recently been posted to the District's website.

VIII. Time and Date of Next Meeting: September 17, 2020 – location and time to be determined

IX. Meeting Adjourned: Adjournment, ZOOM meeting ended 8:05 PM.

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A – D

These minutes have not been approved by the St. Lawrence County Soil & Water Conservation District's Board of Director's.

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
 August 2020

| | <u>Aug 20</u> | <u>Jan - Aug 20</u> |
|---|------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 2160 Revenues | | |
| 2160 D · Other | | |
| 2160 D1 · Technical Reimbursement | 0.00 | 2,420.00 |
| 2160 D · Other - Other | 0.00 | 155.30 |
| Total 2160 D · Other | 0.00 | 2,575.30 |
| 2160 F · District Trees | 0.00 | 10,341.19 |
| 2160 G · Fish Stocking Program | | |
| 2160 G2 · Fall Fish Program | 532.41 | 532.41 |
| Total 2160 G · Fish Stocking Program | 532.41 | 532.41 |
| Total 2160 Revenues | 532.41 | 13,448.90 |
| 2401 Interest & Earnings | 4.10 | 29.50 |
| 2665 Sale of Equipment | 0.00 | 8,700.00 |
| 2701 Refund of Expense Prior Yr | 0.00 | 60,000.00 |
| 2770 Misc Revenues | | |
| 2770 A · Ag Value Assessments | 0.00 | 1,120.00 |
| 2770 B · GIS Maps & Copies | 0.00 | 45.00 |
| 2770 D · Other | | |
| 2770 D4 · Sales Tax Credit | 0.00 | 26.01 |
| Total 2770 D · Other | 0.00 | 26.01 |
| Total 2770 Misc Revenues | 0.00 | 1,191.01 |
| 2771 County Appropriations | 18,000.00 | 84,243.00 |
| 3989 State Grants & Approp. | 19,492.00 | 136,892.32 |
| 4989 Federal Grants | 0.00 | 12,861.75 |
| Total Income | <u>38,028.51</u> | <u>317,366.48</u> |
| Gross Profit | 38,028.51 | 317,366.48 |
| Expense | | |
| 8730.1 Personnel | | |
| 1200 · Secretaries (8730.12) | 1,929.60 | 16,884.00 |
| 1300 · Managers (8730.13) | 4,385.16 | 38,370.15 |
| 1400 · Technicians (8730.14) | 2,856.32 | 24,992.80 |
| 1410 · Forester (8730.14) | 3,296.16 | 28,841.40 |
| Total 8730.1 Personnel | 12,467.24 | 109,088.35 |
| 8730.2 Equipment | | |
| 2200 · Office Equipment (8730.22) | 0.00 | 524.67 |
| 2400 · Field Equipment (8730.24) | 0.00 | 795.04 |
| Total 8730.2 Equipment | 0.00 | 1,319.71 |
| 8730.4 Contractual Expenditures | | |
| 4010 · Construction (8730.401) | 361.00 | 361.00 |

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
August 2020

| | Aug 20 | Jan - Aug 20 |
|---|----------------|------------------|
| 4040 · Other (8730.404) | | |
| 4040 D · Credit Card Fees (8730.404) | 38.60 | 296.50 |
| 4040 · Other (8730.404) - Other | 0.00 | 2,695.00 |
| Total 4040 · Other (8730.404) | 38.60 | 2,991.50 |
| 4050 · District Trees (8730.405) | 0.00 | 7,371.39 |
| 4160 · Misc. Supplies (8730.416) | | |
| 4160 A · Forestry Paint (8730.416) | 0.00 | 468.70 |
| 4160 B · Forestry Signs (8730.416) | 14.52 | 417.98 |
| 4160 · Misc. Supplies (8730.416) - Other | 0.00 | 107.36 |
| Total 4160 · Misc. Supplies (8730.416) | 14.52 | 994.04 |
| 4300 · Directors Travel (8730.430) | 0.00 | 37.87 |
| 4310 · Employees Travel (8730.431) | | |
| 4310 B · Tech Travel (8730.431) | 110.00 | 767.87 |
| 4310 C · Forester Travel (8730.431) | 0.00 | 630.67 |
| Total 4310 · Employees Travel (8730.431) | 110.00 | 1,398.54 |
| 4420 · Telephone & Internet (8730.442) | 49.99 | 348.26 |
| 4430 · Office Supplies (8730.443) | | |
| 4430 A · Postage (8730.443) | 0.00 | 371.02 |
| 4430 · Office Supplies (8730.443) - Other | 6.48 | 173.13 |
| Total 4430 · Office Supplies (8730.443) | 6.48 | 544.15 |
| 4500 · Insurance (8730.45) | | |
| 4510 · Auto Insurance (8730.451) | -60.31 | 4,763.84 |
| 4520 · General Liability (8730.452) | 140.00 | 863.00 |
| 4530 · Inland Marine | -282.00 | 230.00 |
| 4540 · Professional Liab (8730.454) | 0.00 | 1,362.00 |
| 4550 · Bonding Insurance (8730.455) | 0.00 | 149.00 |
| 4560 · Other Insurance | 0.00 | 222.28 |
| Total 4500 · Insurance (8730.45) | -202.31 | 7,590.12 |
| 4600 · Dues (8730.460) | | |
| 4600 A · State & Other dues | | |
| 4600 A1 · NYACD Dues | 0.00 | 750.00 |
| 4600 A4 · Chamber of Commerce Du... | 0.00 | 135.00 |
| Total 4600 A · State & Other dues | 0.00 | 885.00 |
| Total 4600 · Dues (8730.460) | 0.00 | 885.00 |
| 4610 · Repairs to Equipment (8730.461) | 0.00 | 124.16 |
| 4630 · Gas/Oil for Machinery(8730.463) | 106.47 | 609.21 |
| Total 8730.4 Contractual Expenditures | 484.75 | 23,255.24 |
| 6560 · Payroll Expenses | 934.58 | 8,177.47 |

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
August 2020

| | <u>Aug 20</u> | <u>Jan - Aug 20</u> |
|--|-------------------------|--------------------------|
| 8730.8 · Employee Benefits (8730.8) | | |
| 8110 · Health Insurance | 2,569.26 | 20,366.07 |
| 8130 · Retirement | 0.00 | 5,149.75 |
| Total 8730.8 · Employee Benefits (8730.8) | <u>2,569.26</u> | <u>25,515.82</u> |
| Total Expense | <u>16,455.83</u> | <u>167,356.59</u> |
| Net Ordinary Income | <u>21,572.68</u> | <u>150,009.89</u> |
| Net Income | <u><u>21,572.68</u></u> | <u><u>150,009.89</u></u> |

St. Lawrence County Soil and Water Conservation District
Balance Sheet
As of August 31, 2020

| | <u>Aug 31, 20</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 200 A · Checking Account | 16,962.16 |
| 200 B · Money Market Account | 330,980.58 |
| 200 C · Savings - Equipment Fund | 31,046.65 |
| 200 D · Savings - Water Quality CC | 1,645.68 |
| 200 E · Grant Checking Accounts | |
| 1029 · Grant - AEM Strategy Years 1-5 | 7,646.80 |
| 1042 · NYS Ag NPS 24 WQIRBF | 50,559.49 |
| Total 200 E · Grant Checking Accounts | <u>58,206.29</u> |
| 210 · Petty Cash | 100.00 |
| Total Checking/Savings | <u>438,941.36</u> |
| Total Current Assets | <u>438,941.36</u> |
| TOTAL ASSETS | <u>438,941.36</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| 200 I · SLC SWCD 1st Bankcard #2 | 21.00 |
| Total Credit Cards | <u>21.00</u> |
| Other Current Liabilities | |
| 2520 · Sales Tax Payable | 64.62 |
| Total Other Current Liabilities | <u>64.62</u> |
| Total Current Liabilities | 85.62 |
| Long Term Liabilities | |
| Employee Compensated Absences | 11,711.49 |
| Total Long Term Liabilities | <u>11,711.49</u> |
| Total Liabilities | 11,797.11 |
| Equity | |
| 3900 · Retained Earnings | 277,134.36 |
| Net Income | 150,009.89 |
| Total Equity | <u>427,144.25</u> |
| TOTAL LIABILITIES & EQUITY | <u>438,941.36</u> |

Aug 20

ST. LAWRENCE COUNTY SOIL & WATER CONSERVATION DISTRICT
ABSTRACT OF AUDITED VOUCHERS

Abstract No. 8

Audit:

| <u>Claimant</u> | <u>Acct</u> | <u>Account Title</u> | <u>Appropriation</u> | <u>Amount</u> | <u>Check #</u> |
|----------------------------|-------------|----------------------|------------------------------------|--------------------|----------------|
| Intuit Payment Solutions | 4040D | Credit card fees | Monthly fees for Cr Cards | \$ 19.95 | DW |
| First Bankcard | various | Various | Postage office, payroll svc fee | \$ 6.48 | 21768 |
| Cornell University | 4310B | Tech Travel | SH Specialist training fee | \$ 100.00 | 21769 |
| SLC Highway Dept. | 4630 | Gas/Oil | Equinox gas for July | \$ 32.46 | 21770 |
| | | | Ford 150 gas for July | \$ 46.45 | 21770 |
| | | | Forestry truck gas for July | \$ 27.56 | 21770 |
| Time Warner Business Class | 4420 | Tele (Internet) | Monthly fee | \$ 49.99 | 21771 |
| Lifetime | 8110 | Health Ins | Vision ins Aug 2019 | \$ 16.87 | 21782 |
| Excellus BC/BS | 8110 | Health Ins | Dental ins Sept 2020 | \$ 94.68 | 21783 |
| NYS CDEA | 4310B | Tech Travel | Con Skills 9/14 - 9/18, 2020 | \$ 10.00 | 21784 |
| Intuit Payment Solutions | 4040D | Credit card fees | Trans fee Fish | \$ 18.65 | DW |
| Paul Evans | 4010 | Cons | No Till cost share 19 ac @ \$19/ac | \$ 361.00 | 21785 |
| Excellus BC/BS | 8110 | Health Insurance | Sept '20 health ins | \$ 2,715.72 | 21786 |
| Total: | | | | <u>\$ 3,499.81</u> | |

Credit Card charges for the month:

| | | | | | |
|---------------------|-------|-----------------|---------------------------------|-----------------|--------|
| Triple A | 4610B | Forestry Signs | Pur nails Part C boy scout proj | \$ 14.52 | Cr Crd |
| Intuit Payroll Svcs | 4430 | Office Supplies | Employee software chg monthly | \$ 6.48 | Cr Crd |
| | | | | <u>\$ 21.00</u> | |

Robert Andrews, Chair _____ Date

Adam Cook, V.Chair _____ Date

Becky Allen, Treasurer _____ Date

Patrick Smith, Director _____ Date

Kevin Acres, Director _____ Date

John Burke, Director _____ Date

Mark Mathews, Director _____ Date

To the Treasurer:

I certify that the vouchers listed above were audited by the Board of Directors and allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount opposite it's name.

_____ Date

_____ Secretary/Asst. Treasurer

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
January through August 2020

| | <u>Jan - Aug ...</u> | <u>Budget</u> | <u>\$ Over Bu...</u> |
|---|----------------------|-------------------|----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2160 Revenues | | | |
| 2160 D · Other | | | |
| 2160 D1 · Technical Reimbursement | 2,420.00 | 5,920.00 | -3,500.00 |
| 2160 D2 · Storm Water Training | 0.00 | 0.00 | 0.00 |
| 2160 D · Other - Other | 155.30 | 250.00 | -94.70 |
| Total 2160 D · Other | <u>2,575.30</u> | <u>6,170.00</u> | <u>-3,594.70</u> |
| 2160 F · District Trees | 10,341.19 | 10,341.19 | 0.00 |
| 2160 G · Fish Stocking Program | | | |
| 2160 G2 · Fall Fish Program | 532.41 | 4,800.00 | -4,267.59 |
| Total 2160 G · Fish Stocking Program | <u>532.41</u> | <u>4,800.00</u> | <u>-4,267.59</u> |
| Total 2160 Revenues | <u>13,448.90</u> | <u>21,311.19</u> | <u>-7,862.29</u> |
| 2401 Interest & Earnings | 29.50 | 35.00 | -5.50 |
| 2414 Equipment Rental | | | |
| 2414 A · Rental of Equipment | 0.00 | 0.00 | 0.00 |
| 2414 B · Rental of No Till Equipment | 0.00 | 0.00 | 0.00 |
| Total 2414 Equipment Rental | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| 2665 Sale of Equipment | 8,700.00 | 29,700.00 | -21,000.00 |
| 2701 Refund of Expense Prior Yr | 60,000.00 | 60,000.00 | 0.00 |
| 2705 Gifts & Donations | 0.00 | 0.00 | 0.00 |
| 2770 Misc Revenues | | | |
| 2770 A · Ag Value Assessments | 1,120.00 | 1,400.00 | -280.00 |
| 2770 B · GIS Maps & Copies | 45.00 | 100.00 | -55.00 |
| 2770 D · Other | | | |
| 2770 D1 · Mileage reimbursement | 0.00 | 0.00 | 0.00 |
| 2770 D4 · Sales Tax Credit | 26.01 | 26.01 | 0.00 |
| 2770 D · Other - Other | 0.00 | 0.00 | 0.00 |
| Total 2770 D · Other | <u>26.01</u> | <u>26.01</u> | <u>0.00</u> |
| Total 2770 Misc Revenues | <u>1,191.01</u> | <u>1,526.01</u> | <u>-335.00</u> |
| 2771 County Appropriations | 84,243.00 | 102,243.00 | -18,000.00 |
| 3989 State Grants & Approp. | 136,892.32 | 640,511.00 | -503,618.68 |
| 4989 Federal Grants | 12,861.75 | 27,958.00 | -15,096.25 |
| Total Income | <u>317,366.48</u> | <u>883,284.20</u> | <u>-565,917.72</u> |
| Gross Profit | 317,366.48 | 883,284.20 | -565,917.72 |
| Expense | | | |
| 8730.1 Personnel | | | |
| 1100 · Directors (8730.11) | 0.00 | 1,000.00 | -1,000.00 |
| 1200 · Secretaries (8730.12) | 16,884.00 | 25,085.00 | -8,201.00 |
| 1300 · Managers (8730.13) | 38,370.15 | 57,007.00 | -18,636.85 |

12:31 PM
09/07/20
Cash Basis

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
January through August 2020

| | <u>Jan - Aug ...</u> | <u>Budget</u> | <u>\$ Over Bu...</u> |
|---|----------------------|---------------|----------------------|
| 1400 · Technicians (8730.14) | | | |
| 1401 Seasonal Tech | 0.00 | 0.00 | 0.00 |
| 1400 · Technicians (8730.14) - Other | 24,992.80 | 37,132.00 | -12,139.20 |
| Total 1400 · Technicians (8730.14) | 24,992.80 | 37,132.00 | -12,139.20 |
| 1410 · Forester (8730.14) | 28,841.40 | 42,850.00 | -14,008.60 |
| Total 8730.1 Personnel | 109,088.35 | 163,074.00 | -53,985.65 |
| 8730.2 Equipment | | | |
| 2100 · Furniture (8730.21) | 0.00 | 200.00 | -200.00 |
| 2200 · Office Equipment (8730.22) | 524.67 | 900.00 | -375.33 |
| 2300 · Motor Vehicles (8730.23) | 0.00 | 40,000.00 | -40,000.00 |
| 2400 · Field Equipment (8730.24) | 795.04 | 3,000.00 | -2,204.96 |
| Total 8730.2 Equipment | 1,319.71 | 44,100.00 | -42,780.29 |
| 8730.4 Contractual Expenditures | | | |
| 4010 · Construction (8730.401) | 361.00 | 584,000.00 | -583,639.00 |
| 4040 · Other (8730.404) | | | |
| 4040 C · Bank Charges (9730.404) | 0.00 | 0.00 | 0.00 |
| 4040 D · Credit Card Fees (8730.404) | 296.50 | 500.00 | -203.50 |
| 4040 E · Bad Debt/Write Off(8730.404) | 0.00 | 0.00 | 0.00 |
| 4040 · Other (8730.404) - Other | 2,695.00 | 4,320.00 | -1,625.00 |
| Total 4040 · Other (8730.404) | 2,991.50 | 4,820.00 | -1,828.50 |
| 4050 · District Trees (8730.405) | 7,371.39 | 9,000.00 | -1,628.61 |
| 4070 · Fish and Pond Stocking | | | |
| 4070 B · Fall Fish Sale | 0.00 | 4,200.00 | -4,200.00 |
| Total 4070 · Fish and Pond Stocking | 0.00 | 4,200.00 | -4,200.00 |
| 4090 · No till (8730.409) | 0.00 | 0.00 | 0.00 |
| 4120 · Maps (8730.412) | 0.00 | 0.00 | 0.00 |
| 4130 · Flags & Stakes (8730.413) | 0.00 | 15.00 | -15.00 |
| 4160 · Misc. Supplies (8730.416) | | | |
| 4160 A · Forestry Paint (8730.416) | 468.70 | 425.00 | 43.70 |
| 4160 B · Forestry Signs (8730.416) | 417.98 | 600.00 | -182.02 |
| 4160 C · Forestry Other (8730.416) | 0.00 | 50.00 | -50.00 |
| 4160 D · Forestry Trash (9730.416) | 0.00 | 50.00 | -50.00 |
| 4160 · Misc. Supplies (8730.416) - Other | 107.36 | 200.00 | -92.64 |
| Total 4160 · Misc. Supplies (8730.416) | 994.04 | 1,325.00 | -330.96 |
| 4200 · Payments to NRCS (8730.420) | 0.00 | 0.00 | 0.00 |
| 4210 · Payments to Cornell (8730.421) | 0.00 | 0.00 | 0.00 |
| 4220 · Payment to Others (8730.422) | 0.00 | 2,000.00 | -2,000.00 |
| 4250 · Water Quality Committee | 0.00 | 0.00 | 0.00 |
| 4300 · Directors Travel (8730.430) | 37.87 | 800.00 | -762.13 |

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
 January through August 2020

| | <u>Jan - Aug ...</u> | <u>Budget</u> | <u>\$ Over Bu...</u> |
|---|----------------------|-------------------|----------------------|
| 4310 · Employees Travel (8730.431) | | | |
| 4310 A · Manager Travel (8730.431) | 0.00 | 520.00 | -520.00 |
| 4310 B · Tech Travel (8730.431) | 767.87 | 1,605.00 | -837.13 |
| 4310 C · Forester Travel (8730.431) | 630.67 | 1,480.00 | -849.33 |
| 4310 D · Support Staff Travel | 0.00 | 100.00 | -100.00 |
| Total 4310 · Employees Travel (8730.431) | 1,398.54 | 3,705.00 | -2,306.46 |
| 4420 · Telephone & Internet (8730.442) | 348.26 | 600.00 | -251.74 |
| 4430 · Office Supplies (8730.443) | | | |
| 4430 A · Postage (8730.443) | 371.02 | 400.00 | -28.98 |
| 4430 · Office Supplies (8730.443) - Other | 173.13 | 1,000.00 | -826.87 |
| Total 4430 · Office Supplies (8730.443) | 544.15 | 1,400.00 | -855.85 |
| 4440 · Info. & Education (8730.444) | 0.00 | 200.00 | -200.00 |
| 4500 · Insurance (8730.45) | | | |
| 4510 · Auto Insurance (8730.451) | 4,763.84 | 4,885.00 | -121.16 |
| 4520 · General Liability (8730.452) | 863.00 | 863.00 | 0.00 |
| 4530 · Inland Marine | 230.00 | 230.00 | 0.00 |
| 4540 · Professional Liab (8730.454) | 1,362.00 | 1,362.00 | 0.00 |
| 4550 · Bonding Insurance (8730.455) | 149.00 | 149.00 | 0.00 |
| 4560 · Other Insurance | 222.28 | 222.28 | 0.00 |
| Total 4500 · Insurance (8730.45) | 7,590.12 | 7,711.28 | -121.16 |
| 4600 · Dues (8730.460) | | | |
| 4600 A · State & Other dues | | | |
| 4600 A1 · NYACD Dues | 750.00 | 750.00 | 0.00 |
| 4600 A2 · NACD Dues | 0.00 | 775.00 | -775.00 |
| 4600 A3 · Farm Bureau Dues | 0.00 | 99.00 | -99.00 |
| 4600 A4 · Chamber of Commerce Dues | 135.00 | 135.00 | 0.00 |
| 4600 A5 · Grange Dues | 0.00 | 35.00 | -35.00 |
| Total 4600 A · State & Other dues | 885.00 | 1,794.00 | -909.00 |
| Total 4600 · Dues (8730.460) | 885.00 | 1,794.00 | -909.00 |
| 4610 · Repairs to Equipment (8730.461) | 124.16 | 575.00 | -450.84 |
| 4630 · Gas/Oil for Machinery(8730.463) | 609.21 | 1,900.00 | -1,290.79 |
| 4640 · Small Tools (8730.464) | 0.00 | 100.00 | -100.00 |
| Total 8730.4 Contractual Expenditures | 23,255.24 | 624,145.28 | -600,890.04 |
| 6560 · Payroll Expenses | 8,177.47 | 12,500.00 | -4,322.53 |
| 8730.8 · Employee Benefits (8730.8) | | | |
| 8110 · Health Insurance | 20,366.07 | 31,000.00 | -10,633.93 |
| 8130 · Retirement | 5,149.75 | 24,500.00 | -19,350.25 |
| Total 8730.8 · Employee Benefits (8730.8) | 25,515.82 | 55,500.00 | -29,984.18 |

12:31 PM
09/07/20
Cash Basis

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
January through August 2020

| | <u>Jan - Aug ...</u> | <u>Budget</u> | <u>\$ Over Bu...</u> |
|-----------------------------|--------------------------|--------------------------|--------------------------|
| 8740 · Bank Service Charges | 0.00 | 0.00 | 0.00 |
| Total Expense | <u>167,356.59</u> | <u>899,319.28</u> | <u>-731,962.69</u> |
| Net Ordinary Income | <u>150,009.89</u> | <u>-16,035.08</u> | <u>166,044.97</u> |
| Net Income | <u><u>150,009.89</u></u> | <u><u>-16,035.08</u></u> | <u><u>166,044.97</u></u> |

Trash Along Trails on County Reforestation Parcels

Per the Rules for Use of St. Lawrence County Lands, adopted by resolution by the St. Lawrence County Board of Legislators May 6, 2013; Section 3 – “Dumping, no person shall throw, dump, deposit, or place on or in any County lands or structures any refuse, trash, garbage, rubbish, litter or any nauseous or offensive matter”.

When a complaint is made by the public to the St. Lawrence County Soil & Water Conservation District (SWCD) Office, the complaint will be logged on a trash complaint log. The complaint will be verified as being on a County Reforestation Parcel.

- If the complaint is actually on a State-owned parcel, the complaint will be forwarded to the Potsdam DEC Office, either an ECO or the Supervising Forester. Date when the complaint was forwarded will be noted on the trash complaint log. If able to, the complainant will be informed that it is actually on State-owned land and the DEC was made aware of it, or they can inform the DEC office themselves.
- If the complaint is on a County Reforestation parcel, but along the County Multi-Use Trail, the complaint will be forwarded to the County Trail Coordinator to address. A request for confirmation that the complaint was addressed will be made. Date when the complaint was forwarded and any follow up will be recorded on the trash complaint log.
- If the complaint is on a County Parcel and not along the County Multi-Use Trail, the complaint will be logged on the trash complaint log. A SWCD staff person will evaluate the situation. If able to, it will be addressed at time of evaluation. If the complaint is something large, like an appliance, assistance will be requested from County Highway Department, as SWCD is not equipped to handle such items. An attempt to identify the person(s) dumping on the parcel will be made, within the capacity of the SWCD.

An attempt will be made to visit each County parcel that is managed by the SWCD once a year. These visits will be a general review of the forest stand and to look for any problems, including dumping.

If a parcel is identified as having a trash dumping problem and the dumping continues, the SWCD staff will inform the SWCD Board of Directors and request permission to temporarily gate the parcel, to deter dumping. If gating is determined appropriate, the County Administrator will be notified of the temporary action. The temporary length of gating will be for a period no less than 6 months and no more than 18 months.

The SWCD has a limited budget to address dumping complaints. Attempts will be made to quickly address all complaints, however, if budget constraints prohibit action taking place, alternative solutions will be sought. If no alternative is found, the complaint will be addressed when funding can be made available.

Manager's Report
Sept 2020

Board:

- The Canton USDA building continues to be in Phase 1 of their reopening plan.

District Manager – Raeanne Dulanski

- County Budget Team review went well. No indication as to their suggested funding level.
- A draft trash along trails policy has been developed and will be reviewed at the meeting.
- Snowmobile Grant Phase 2 was submitted.

Forester – Aaron Barrigar

- Preparation for the EAB presentation to the September Operational Committee of the Board of Legislators. With the suggestion from the last meeting, Aaron reached out to Legislator Terminelli for further clarification as to what she was looking for. During that discussion, it was determined that Aaron would provide an update via email with more details and then he would give a 10 min presentation. During the budget review, Ruth requested more information on EAB location and the right of way ash and hazard tree assessment project, as that will have a cost associated with it to the County.
- Work on Potsdam's plan continues.

Technician –Jevonnah Foster

- All Part C: Cover Crop acres have been contracted for. Waiting on the farms to be able to harvest their row crop and plant their cover crop.
- Jevonnah has been kept busy with AEM work, plans, and continuing education on plan development.
- Assistance was provided to a landowner with a permit for a culvert replacement project.
- Jevonnah is planning on participating in the virtual and some regional Conservation Skills classes later this month.

Secretary – Liz Gallup

- Liz has been processing fish orders, due 9/25
- Edits and updates to the SWCD section of the County website continue
- Work on the internal audit and gathering of information has started

NYS Soil & Water Conservation Committee report attached

Coronavirus Updates

General: As a reminder, the SWCC SharePoint (<https://nysemail.sharepoint.com>) site has a link, “Announcements” that anyone can access and post their county’s emergency/Continuity of Government plans and other steps the District is taking during this event response, including “reopening” plans to safely resume program, project and operations.

Also, the Governor has extended the suspension of in-person meeting requirements of Open Meetings Law until **October 4th, 2020**. If your SWCD does indeed plan to continue with board meetings in some sort of “remote” fashion, please pay attention to the added requirement of meeting recording and transcription, if applicable.

NYS SWCC News

SWCC Meeting: The next SWCC meeting is scheduled to convene at **9:30 AM on September 15th**. This meeting will be held via Webex and can be accessed using the link provided below. Further details and an agenda for this meeting will be sent out shortly. **Reminder – participation at all SWCC meetings are eligible toward PM1, Part C of State Aid to Districts.**

- Go to <https://meetny.webex.com/meetny/j.php?MTID=m15ea2bd3582fece882e73e837a1cc030>
- Meeting Number: 171 628 7734, Meeting Password: P4Qch7uv9k9

2021 Annual Plan of Work (APOW): It’s time to start updating your APOW for 2021. The deadline for submittal to your AEA is **November 1, 2020**. This will allow time to review, provide feedback, and recommend to the SWCC for approval.

AEM 5 Year Strategy (2021-2025): A reminder that now is the time to begin working on a 5-year strategy for your local AEM efforts. Newly developed or updated Strategic Plans may be submitted to the State Committee anytime between now and **December 31, 2020**. Information regarding the strategy can be found on the SWCC Sharepoint site. A reminder that your strategic plan is a forward thinking document that will help drive your AEM program into the future. The strategy should be reviewed and discussed at a public board meeting and should be accepted by the board via a resolution.

State Aid to Districts:

- **2021 Part B Conservation Project Financial Assistance** – Part B proposals are Due **November 1, 2020**. Funds will be dispersed in December 2020 and projects are to be completed by December 31, 2021. Part B requests should be submitted via email to ben.luskin@agriculture.ny.gov.

- **2020 Part C Performance Measures** - As for Performance Measures, the end of the year is rapidly approaching and you should be checking to make sure that your District is fulfilling their obligations for meetings, training, training plans, etc., to be able to earn all the funds that will be available. Earlier in the year some changes were made to Performance Measures. These modifications were made to allow Districts across the state the ability to meet the requirements under the restrictions of COVID-19. The SWCC encourages all SWCDs to strive to meet as many of their performance measures as possible this year. Please contact your Regional AEA with any specific questions that you may have.

Source Water Buffer Program: \$5 million is available to support the purchase of development rights on agricultural land to support the protection of active public drinking water sources. The RFA and associated documents are now available on SharePoint, <https://nysemail.sharepoint.com>. Questions regarding the RFA must be submitted in writing to bethany.bzduch@agriculture.ny.gov.

NYS Archives and The Retention and Disposition Schedule for New York Local Government Records - LGS-1. This single, comprehensive retention schedule covers records of all types of local governments. It consolidates and revises all previous record retention policies and is required to be adopted by SWCD’s by January 1, 2021. There are approximately a dozen records specific to SWCD that have mandated retention times. The LGS-1 document can be found [here](#), and a template resolution can be found [here](#). More information regarding the Schedule and on-line training, can be found at the Archive website: <http://www.archives.nysed.gov/records/retention-scheduling-and-appraisal>

Other News/Events

Grant Writing Workshop: The Lake Champlain Basin Program (LCBP) is hosting two grant writing workshops (via Zoom) on **September 8th and 10th**. Workshops will have speakers from VT and NY State agencies as well as private consultants specializing in grant writing. The workshops will provide instruction and guidance on developing clear and responsive grant proposals, as well as improve participants' capacity to secure grant resources. Registration is open to groups outside of the Basin starting on September 1st, until they reach capacity. Workshops will also be recorded and posted to the LCBP website.

- **September 8th: 1pm-3:30pm: The Science and Art of Grant Writing**
- **September 10th: 9am-12:00pm: Facilitated Workshops on LCBP and State Grants**

Registration information can be found here: <https://forms.gle/8Z8UWNPP66MbowmH8>. If you have any questions or have trouble with the registration, you may direct them to Lauren Jenness at Ljenness@lcbp.org.

Other Webinar Trainings:

- NYS Archives presents, Managing Oversized Maps, Plans and Drawings Webinar, **October 20, 2020, 10:00 AM - 11:00 AM**, more info at: <http://www.archives.nysed.gov/workshops/schedule>
- The 2020 Northeast Regional Agribusiness & CCA Conference will be held through digital webinar this year, from **December 1st – 3rd**. More information on the individual seminars and registration can be found here: <https://www.nysaba.com/educational-meetings>

NYACD Annual Meeting: Due to Covid-19 restrictions, the NYACD Annual Training event has been cancelled. However, the 2021 NYACD Annual Business meeting will be held. This will be a virtual meeting on **Wednesday, October 21, 2020 at 6:00 p.m.** Additional information will be provided to Districts & Partners as it becomes available.