



October 6, 2020

Board meeting documents

We are unable to have the October 15, 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/89982177531?pwd=T0VNbEFuQ0VoUXhKK1o5ZDZiWXRfZDz09>

Meeting ID: 899 8217 7531

Passcode: 063142

Dial by your location

+1 646 558 8656 US (New York)

Attached, you will find the following documents for our October 15, 2020 Board meeting.

- 1) Tentative Agenda
- 2) September 17, 2020 Board Meeting minutes
- 3) Profit and Loss Statement 9/1/20 – 9/30/20
- 4) Balance sheet as of 9/30/20
- 5) Vouchers September 2020
- 6) SLC SWCD Profit & Loss Budget report vs. Actual January 1 – September 30, 2020
- 7) Manager's Report

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, October 15, 2020 starting at 7:00 p.m.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89982177531?pwd=T0VNbEFuQ0VoUXhKK1o5ZDZiWXRfZDz09>

Meeting ID: 899 8217 7531

Passcode: 063142

Dial by your location

+1 646 558 8656 US (New York)

Call to Order

Minutes of Previous Meeting

Treasurer's Report

Reports (BOL, Grange, & AFPB)

SWCC – Ryan Cunningham

SWCD – Staff

Review of AEM Strategic Plan Update

Review of Annual Plan of Work

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 September 17, 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), Becky Allen (Treasurer), Mark Matthews, and John Burke.

Board Members Excused: Adam Cook (Vice-Chair), Patrick Smith, and Kevin Acres

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 August 20, 2020 minutes*, made by Allen, seconded by Matthews **approved by all, roll call: Andrews – Aye, Allen – Aye, Matthews – Aye, Burke – Aye,**
- III. **Treasurer’s Reports:** Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve August 2020 Treasurer’s report*, made by Matthews, seconded by Allen **approved by all, roll call: Andrews – Aye, Allen – Aye, Matthews – Aye, Burke – Aye**
- IV. **Reports**
 - A. **BOL – John Burke**
 1. Burke said that Brookfield Power has sued to lower their property tax assessment which they have done in the past. This could have Consequences County wide if they are successful.
 2. Burke reported that the County continues its budgeting process. Andrew expressed his concerns for what budgets will look like given the current situation.
 - B. **Grange - Mark Matthews**
 1. Matthews reported that the fundraiser dinner they had that was available for pick up only was successful. They are considering doing another.
 - 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 that the five year AEM Strategy Plan update is due in December.
2. Ag NPS 26 may be ranked tomorrow, unsure when they will be announced. Executed contracts in the queue are being processed but new ones may take some time to be funded. Ag NPS Round 27 will probably be pushed to 2021.

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 October 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, Allen – Aye, Matthews – Aye, Burke – Aye**
2. Gallup reported that the twenty five percent advance for AEM Year 16 has been received in the District's Money Market account. These monies need to be held in the AEM Grant Fund Account. To do this, she proposed that the difference between the AEM Year 15 earnings that are currently in the AEM account and the \$19,492.00 AEM Year 16 monies received be transferred from the Money Market account to the AEM account. *Motion to approve the transfer \$11,845.20 from the Money Market account to the AEM Grant Fund Account to increase the AEM account balance to equal the 25% advance for AEM Year 16 made by Matthews, seconded by Allen.* **approved by all, roll call: Andrews–Aye, Cook – Aye, Allen – Aye, Matthews – Aye, Burke – Aye**

B. Manager's Report – Raeanne Dulanski

1. The USDA building continues to be in Phase 1 of their reopening plan. Dulanski said that Frary is the only NRCS employee in the building. At this time, there are no plans on moving out of phase one. Dulanski went over the NRCS report (**Attachment C**) provided by Frary.
2. Dulanski reported that the District's new truck has been ordered but that she was not given an approximate build time yet.
3. Dulanski informed the Board that she has been on a number of telecoms which dealt with discussions of different grants. She submitted a Letter of support for a grant proposal with Northern NY SWCDs (14 were eligible, Lewis seems to be taking the lead), NYS Ag & Markets, NYS DEC, and North American Invasive Species Management Association (NAISMA) for "Certified Weed-Free Gravel Program Development and Pilot Project in Northern NY" that is being submitted to the FY21 Northeast Landscape Scale Restoration RFP. The grant will develop a voluntary program, using NAISMA's framework, to inspect mines for invasive species and certify that none were found onsite, thus they are not spreading invasive species. Another grant, the SLRWP Planning grant, was discussed in another call. This grant has been ongoing for a number of years. The last year has been a lot of activity and the consultants hope to have the plan completed by the end of the year.
4. Barrigar and Dulanski will be attending, via ZOOM, the Operations Committee meeting Monday night. Barrigar has, per Legislator Terminell's request, already sent out additional information on the EAB projects that District is doing. His

presentation is a brief EAB 101, what it is, where it came from, and where it is in SLC, and where it is expected to go.

5. CAFO Rd 3 bank account has been opened and 25% advance claim for payment has been submitted.
6. Dulanski proposes that the District continue our Ash Tree Replacement Program for the 2021 Part B project. In the past, we have worked with Canton and Ogdensburg, this year we hope to work with the Village of Potsdam. The District will work with Village of Potsdam personnel and native trees will be selected to be planted in public areas to replace ash trees that were removed. The trees will also increase diversity and green infrastructure. The budget proposed for the \$6,000 available will be: Staff Time - \$2,000 and supplies and materials - \$4,000. *Motion to authorize the Part B project as explained in the project proposal (Attachment D), to authorize Andrews to sign it, and to submit it to New York State made by Burke, seconded by Allen approved by all, roll call: Andrews–Aye, Allen – Aye, Matthews – Aye, Burke – Aye.*
7. Cunningham asked how the USDA building is currently being operated. Dulanski reported that Blake Glover, NRCS has indicated that the building will not be available for board meetings etc. until Phase 3 is reached. At this time, he said he felt we would be in Phase 1 for the foreseeable future. Allen said that she wanted to thank District staff on how well things have been handled given the current situation.

VI. Old and New Business:

- A. Per our last meeting, SWCD staff has developed a policy and complaint log (**Attachment E**) on how to deal with complaints of trash along trails on County parcels that we manage. *Motion to adopt this policy as shown* made by Allen, seconded by Burke **approved by all, roll call: Andrews–Aye, Allen – Aye, Matthews – Aye, Burke – Aye.**
- B. Sexual Harassment Training was provided to all Board members present. District's Sexual Harassment Policy and form was provided to all. Dulanski highlighted important points and the test taken by all was reviewed. District staff was trained separately.
- C. Comments made: Allen asked if there would be fines charged for trash that had been left on County land, Dulanski said that if it was able to be definitively determined who left the trash, police would be contacted. Andrews said that he liked the trash policy because it reflected that the District is not regulatory. He also requested that it be provided to the public and to the Trail Coordinator. Dulanski said the policy will be posted to the website and that she would make sure a copy was sent to Christy. Matthews asked if a gate was installed, would a sign be posted explaining why. Dulanski said that it is normal procedure to do so.
- D. Andrews asked about the status of Part A & C monies. Dulanski said that the District is in good shape and has met all requirements to date. Cunningham said it won't be known until later if the State's budget situation will affect these monies. Dulanski added that because of the COVID 19 situation, she confirmed that it is o.k. to not complete the public component of the 2020 Part B project. She had also heard that the District has been tentatively put in the County's budget at level funding.

VII. Announcements:

- A. None

VIII. Time and Date of Next Meeting: October 15, 2020 – location and time to be determined, anticipated to be held via ZOOM.

IX. Meeting Adjourned: Adjournment. ZOOM meeting ended 8:03 PM.

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A – E

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
 September 2020

	Sep 20	Jan - Sep 20
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	6,002.76	6,535.17
Total 2160 G · Fish Stocking Program	6,002.76	6,535.17
Total 2160 Revenues	6,002.76	19,451.66
2401 Interest & Earnings	3.91	33.39
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	60.00	1,180.00
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	60.00	1,251.01
2771 County Appropriations	0.00	84,243.00
3989 State Grants & Approp.	0.00	136,892.32
4989 Federal Grants	0.00	12,861.75
Total Income	6,066.67	323,433.13
Gross Profit	6,066.67	323,433.13
Expense		
8730.1 Personnel		
1200 · Secretaries (8730.12)	1,929.60	18,813.60
1300 · Managers (8730.13)	4,385.16	42,755.31
1400 · Technicians (8730.14)	2,856.32	27,849.12
1410 · Forester (8730.14)	3,296.16	32,137.56
Total 8730.1 Personnel	12,467.24	121,555.59
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)	2,350.00	2,711.00

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

	Sep 20	Jan - Sep 20
4040 · Other (8730.404)		
4040 D · Credit Card Fees (8730.404)	105.55	402.05
4040 · Other (8730.404) - Other	0.00	2,695.00
Total 4040 · Other (8730.404)	105.55	3,097.05
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)	0.00	417.98
4160 · Misc. Supplies (8730.416) - Ot...	0.00	107.36
Total 4160 · Misc. Supplies (8730.416)	0.00	994.04
4300 · Directors Travel (8730.430)	0.00	37.87
4310 · Employees Travel (8730.431)		
4310 B · Tech Travel (8730.431)	170.00	937.87
4310 C · Forester Travel (8730.431)	0.00	630.67
Total 4310 · Employees Travel (8730.431)	170.00	1,568.54
4420 · Telephone & Internet (8730.442)	49.99	398.25
4430 · Office Supplies (8730.443)		
4430 A · Postage (8730.443)	71.50	442.52
4430 · Office Supplies (8730.443) - Ot...	350.34	523.47
Total 4430 · Office Supplies (8730.443)	421.84	965.99
4500 · Insurance (8730.45)		
4510 · Auto Insurance (8730.451)	0.00	4,763.84
4520 · General Liability (8730.452)	0.00	863.00
4530 · Inland Marine	0.00	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)	0.00	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 ...	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)	101.95	226.11
4630 · Gas/Oil for Machinery(8730.463)	0.00	609.21
Total 8730.4 Contractual Expenditures	3,199.33	26,454.57
6560 · Payroll Expenses	934.56	9,112.03

8:47 AM
10/05/20
Cash Basis

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

	<u>Sep 20</u>	<u>Jan - Sep 20</u>
8730.8 · Employee Benefits (8730.8)		
8110 · Health Insurance	2,498.25	22,864.32
8130 · Retirement	0.00	5,149.75
Total 8730.8 · Employee Benefits (8730.8)	2,498.25	28,014.07
8740 · Bank Service Charges	5.00	5.00
Total Expense	19,104.38	186,460.97
Net Ordinary Income	-13,037.71	136,972.16
Net Income	<u>-13,037.71</u>	<u>136,972.16</u>

St. Lawrence County Soil and Water Conservation District
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
200 A · Checking Account	22,921.78
200 B · Money Market Account	312,973.23
200 C · Savings - Equipment Fund	31,047.16
200 D · Savings - Water Quality CC	1,645.71
200 E · Grant Checking Accounts	
1029 · Grant - AEM Strategy Years 1-5	7,646.93
1042 · NYS Ag NPS 24 WQIRBF	50,559.90
1043 · CAFO Round 3	5.00
Total 200 E · Grant Checking Accounts	58,211.83
210 · Petty Cash	100.00
Total Checking/Savings	426,899.71
Total Current Assets	426,899.71
TOTAL ASSETS	426,899.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
200 I · SLC SWCD 1st Bankcard #2	536.84
Total Credit Cards	536.84
Other Current Liabilities	
2520 · Sales Tax Payable	544.86
Total Other Current Liabilities	544.86
Total Current Liabilities	1,081.70
Long Term Liabilities	
Employee Compensated Absences	11,711.49
Total Long Term Liabilities	11,711.49
Total Liabilities	12,793.19
Equity	
3900 · Retained Earnings	277,134.36
Net Income	136,972.16
Total Equity	414,106.52
TOTAL LIABILITIES & EQUITY	426,899.71

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

Abstract No. 9

Audit:

<u>Claimant</u>	<u>Account</u>	<u>Account Title</u>	<u>Appropriation</u>	<u>Amount</u>	<u>Check #</u>
Intuit Payment Solutions	4040D	Credit card fees	Fish trans fees	\$ 7.61	DW
First Bankcard	various	various	Pay credit card charges	\$ 21.00	21802
SLC Highway Dept.	4610	Repairs to Equip	Repair Equinox A & C svc	\$ 101.95	21803
Time Warner Business Class	4420	Tele (Internet)	Monthly fee	\$ 49.99	21804
Intuit Payment Solutions	4040D	Credit card fees	Fish trans fees	\$ 33.39	DW
Intuit Payment Solutions	4040D	Credit card fees	Fish trans fees	\$ 6.97	DW
Excellus BC/BS	8110	Health Ins	Dental ins Oct 2020 less COVID red.	\$ 23.67	21811
Douglas MacQueen	4070	Fall Fish sale	Refund pur pond not approved	\$ 30.00	21812
Lifetime	8110	Health Ins	Vision ins Sept 2020	\$ 16.87	21823
Intuit Payment Solutions	4040D	Credit card fees	Fish trans fees	\$ 57.58	DW
Decker Family Farm, LLC	4010	Construction	50 ac @ \$47/ac in	\$ 2,350.00	21824
Excellus BC/BS	8110	Health Ins	Health ins October	\$ 2,715.72	21825
Postmaster	4430A	Office Supplies	Postage for office 1 roll	\$ 55.00	21826
				<u>\$ 5,469.75</u>	

Credit Card charges for the month:

Intuit Payroll Svcs	4430	Office Supplies	Employee software chg monthly	\$ 6.48	Cr Crd
Nagribusiness & CCA	4310B	Tech travel	CCA training	\$ 170.00	
Amazon	4430	Office Supplies	Pur ink for QB printer	\$ 149.56	Cr Crd
Postmaster	4430A	Office Supplies	Pay for postage mail int audit docs	\$ 16.50	Cr Crd
Checks Unlimited	4430	Tech Travel	Pur 1,000 checks & deposit slips	\$ 194.30	Cr Crd
				<u>\$ 536.84</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 its' name.

Secretary Asst. Treasurer

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

	<u>Jan - Sep 20</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	6,535.17	4,800.00	1,735.17
Total 2160 G · Fish Stocking Program	<u>6,535.17</u>	<u>4,800.00</u>	<u>1,735.17</u>
Total 2160 Revenues	<u>19,451.66</u>	<u>21,311.19</u>	<u>-1,859.53</u>
2401 Interest & Earnings	33.39	35.00	-1.61
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	1,180.00	1,400.00	-220.00
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>1,251.01</u>	<u>1,526.01</u>	<u>-275.00</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>323,433.13</u>	<u>883,284.20</u>	<u>-559,851.07</u>
Gross Profit	<u>323,433.13</u>	<u>883,284.20</u>	<u>-559,851.07</u>
Expense			
8730.1 Personnel			
1100 · Directors (8730.11)	0.00	1,000.00	-1,000.00
1200 · Secretaries (8730.12)	18,813.60	25,085.00	-6,271.40
1300 · Managers (8730.13)	42,755.31	57,007.00	-14,251.69

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

	<u>Jan - Sep 20</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	27,849.12	37,132.00	-9,282.88
Total 1400 · Technicians (8730.14)	27,849.12	37,132.00	-9,282.88
1410 · Forester (8730.14)	32,137.56	42,850.00	-10,712.44
Total 8730.1 Personnel	121,555.59	163,074.00	-41,518.41
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)	2,711.00	584,000.00	-581,289.00
4040 · Other (8730.404)			
4040 C · Bank Charges (9730.404)	0.00	0.00	0.00
4040 D · Credit Card Fees (8730.404)	402.05	500.00	-97.95
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)	3,097.05	4,820.00	-1,722.95
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 September 2020

	<u>Jan - Sep 20</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)	937.87	1,605.00	-667.13
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)	1,568.54	3,705.00	-2,136.46
4420 · Telephone & Internet (8730.442)	398.25	600.00	-201.75
4430 · Office Supplies (8730.443)			
4430 A · Postage (8730.443)	442.52	400.00	42.52
4430 · Office Supplies (8730.443) - Other	523.47	1,000.00	-476.53
Total 4430 · Office Supplies (8730.443)	965.99	1,400.00	-434.01
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)	226.11	575.00	-348.89
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	26,454.57	624,145.28	-597,690.71
6560 · Payroll Expenses	9,112.03	12,500.00	-3,387.97
8730.8 · Employee Benefits (8730.8)			
8110 · Health Insurance	22,864.32	31,000.00	-8,135.68
8130 · Retirement	5,149.75	24,500.00	-19,350.25
Total 8730.8 · Employee Benefits (8730.8)	28,014.07	55,500.00	-27,485.93

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

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>
8740 · Bank Service Charges	5.00	0.00	5.00
Total Expense	186,460.97	899,319.28	-712,858.31
Net Ordinary Income	136,972.16	-16,035.08	153,007.24
Net Income	<u>136,972.16</u>	<u>-16,035.08</u>	<u>153,007.24</u>

Manager's Report

Oct 2020

Board:

- The Canton USDA building continues to be in Phase 1 of their reopening plan.
- Board will be reviewing Annual Plan of Work and AEM Strategic Plan Update.

District Manager – Raeanne Dulanski

- Annual Plan of Work has been completed.
- Changes by OPRHP resulted in need to get more signatures and another resolution for a budget modification that was required for the Snowmobile Grant.

Forester – Aaron Barrigar

- The EAB presentation to the September Operational Committee of the Board of Legislators went well
- The Urban and Community Forest Management Plan for the Village of Potsdam has been completed and sent to Potsdam for review.
- The ROW inventory for the towns that boarder the St. Lawrence River has been completed. Now that the data has been completed, manipulation of that data can take place when the weather isn't as good.
- Working with the Village of Potsdam on this year's tree planting program.
- Working with a boy scout on parcel 34, Town of Hopkinton, on trail improvement and development. Looking into making new signs for the parcel as well.

Technician – Jevonnah Foster

- Part C: Cover Crop plantings are being completed. As-builts and landowner signatures are being gathered and payments being made.
- Conservation Skills workshops online and regional in field classes were attended.
- Jevonnah assisted Liz with finishing fish program mailings and took the lead on in person fish handout of the program.
- Working with Jim Pullano of NRCS on JAA process, not expected to be a quick process, but it has been started.
- Work on plans continues.
- Started working on NAACC culvert assessments, just a few more to be completed to finish the Town of Pierrepont.
- Jevonnah completed the update to the AEM Strategic plan that will be reviewed.

Secretary – Liz Gallup

- Fish program has been completed. We cleared \$805.77 with the program.
- Liz has completed creating a control document for the internal audit. She has also updated the internal audit documentation and put a packet together which was sent to Mark and Adam for their review and audit completion.
- Liz continues to work on improving the District's webpage and is creating documents to upload (i.e. Master list of trees sold and their descriptions) and continues to learn new applications available.

NYS Soil & Water Conservation Committee – will be given at meeting