



August 18th, 2022

Board meeting documents

July's Board of Directors meeting will be held **Thursday, August 18th starting at 3:30 pm.**

Attached, you will find the following documents for our August 18th, 2022 Board meeting.

- 1) Tentative Agenda
- 2) July 21st, 2022 Board Meeting minutes
- 3) Profit and Loss Statement 7/1/22 – 7/31/22
- 4) Balance sheet as of 7/31/22
- 5) Vouchers July 2022
- 6) SLC SWCD Profit & Loss Budget report vs. Actual January 1 – July 31st, 2022.
- 7) Manager's Report

Please let me know if you have any questions concerning the information included in this packet.

Raeanne and McKenzie Church

**ST. LAWRENCE COUNTY
SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING**

TENTATIVE AGENDA

Thursday, August 18, 2022, starting at 3:30 p.m.

Call to Order

Introductions

Minutes of Previous Meeting

Treasurer's Report

Representative Reports (BOL & AFPB)

SWCD – Raeanne Dulanski

Old and New Business

Date of Next Meeting and Adjournment

St. Lawrence County Soil and Water Conservation District
Profit & Loss
 July 2022

	Jul 22
Ordinary Income/Expense	
Income	
2160 Revenues	
2160 D · Other	
2160 D1 · Technical Reimbursement	962.00
Total 2160 D · Other	962.00
Total 2160 Revenues	962.00
2401 Interest & Earnings	5.03
2770 Misc Revenues	
2770 B · GIS Maps & Copies	10.00
Total 2770 Misc Revenues	10.00
Total Income	977.03
Gross Profit	977.03
Expense	
8730.1 Personnel	
Vacation Accrual Expense	-2,226.60
1200 · Secretaries (8730.12)	3,002.50
1300 · Managers (8730.13)	5,430.76
1400 · Technicians (8730.14)	
1401 Seasonal Tech	2,240.00
1400 · Technicians (8730.14) - Other	8,777.25
Total 1400 · Technicians (8730.14)	11,017.25
1410 · Forester (8730.14)	4,076.92
Total 8730.1 Personnel	21,300.83
8730.4 Contractual Expenditures	
4050 · District Trees (8730.405)	1,282.51
4160 · Misc. Supplies (8730.416)	29.09
4420 · Telephone & Internet (8730.442)	49.99
4430 · Office Supplies (8730.443)	
4430 A · Postage (8730.443)	66.00
4430 · Office Supplies (8730.443) - Other	43.94
Total 4430 · Office Supplies (8730.443)	109.94
4440 · Info. & Education (8730.444)	37.25
4630 · Gas/Oil for Machinery(8730.463)	290.26
Total 8730.4 Contractual Expenditures	1,799.04
6560 · Payroll Expenses	1,778.37
8730.8 · Employee Benefits (8730.8)	
8110 · Health Insurance	2,866.71
Total 8730.8 · Employee Benefits (8730.8)	2,866.71
Total Expense	27,744.95
Net Ordinary Income	-26,767.92
Net Income	<u>-26,767.92</u>

St. Lawrence County Soil and Water Conservation District
Balance Sheet
As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
200 A · Checking Account	4,259.09
200 B · Money Market Account	354,899.90
200 C · Savings - Equipment Fund	67,989.05
200 D · Savings - Water Quality CC	1,646.31
200 E · Grant Checking Accounts	
1043 · CAFO Round 3	96,234.66
1045 · AEM Rd 17	1,000.00
Total 200 E · Grant Checking Accounts	97,234.66
210 · Petty Cash	100.00
Total Checking/Savings	526,129.01
Total Current Assets	526,129.01
TOTAL ASSETS	<u>526,129.01</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
200 I · SLC SWCD 1st Bankcard #2	139.03
Total Credit Cards	139.03
Total Current Liabilities	139.03
Long Term Liabilities	
Employee Compensated Absences	14,080.60
Total Long Term Liabilities	14,080.60
Total Liabilities	14,219.63
Equity	
3900 · Retained Earnings	366,011.90
Net Income	145,897.48
Total Equity	511,909.38
TOTAL LIABILITIES & EQUITY	<u>526,129.01</u>

ABSTRACT OF AUDITED VOUCHERS

Abstract No. 7

Audit:

<u>Claimant</u>	<u>Account</u>	<u>Account Title</u>	<u>Appropriation</u>	<u>Amount</u>	<u>Check #</u>
SLC Highway Dept.	4630	Gas/Oil	Gas for Ford 150.Ford 250	\$ 290.28	22149
First Bankcard	Misc	Various	Payroll fee, pur office chair	\$ 170.99	22150
North Country This Week	4440	Info & Education	Pay for Sec Treas job ad	\$ 37.25	22151
Excellus BC/BS	8110	Health Ins	Dental ins Aug 2022	\$ 98.28	22152
Charter communication	4420	Tele (Internet)	Monthly fee	\$ 49.99	22153
Alpha Nurseries, inc	4050	DT Exp	25% deposit 2023 order	\$ 1,282.51	22154
Excellus BC/BS	8110	Health Insurance	Aug 2022 Health Insurance	\$ 3,039.45	22155
HM Life of NY	8110	Health Ins	Vision ins Aug. 2022 pd onli	\$ 9.54	DW
Total				<u>\$ 4,978.29</u>	

Credit Card charges for the month:

USPS	4430A	Postage	Pur stamps for office	\$ 66.00	
Amazon	4160	Misc supplies	Pur permetrin	\$ 29.09	
	4430	Office Supplies	Pur 2 power strips	\$ 35.94	
Intuit Payroll Svcs	4430	Office Supplies	Employee software chg mont	\$ 8.00	Cr Crd
				<u>\$ 139.03</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
Vacant	_____	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.

_____ Secretary/Asst. Treasurer

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2160 Revenues			
2160 D · Other			
2160 D1 · Technical Reimbursement	19,594.97	28,040.50	-8,445.53
2160 D2 · Storm Water Training	0.00	0.00	0.00
2160 D · Other - Other	150.00	150.00	0.00
Total 2160 D · Other	19,744.97	28,190.50	-8,445.53
2160 F · District Trees	9,886.57	9,886.57	0.00
2160 G · Fish Stocking Program			
2160 G2 · Fall Fish Program	0.00	6,500.00	-6,500.00
2160 G · Fish Stocking Program - Other	0.00	0.00	0.00
Total 2160 G · Fish Stocking Program	0.00	6,500.00	-6,500.00
Total 2160 Revenues	29,631.54	44,577.07	-14,945.53
2401 Interest & Earnings	32.34	32.00	0.34
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
2414 Equipment Rental - Other	0.00	0.00	0.00
Total 2414 Equipment Rental	0.00	0.00	0.00
2665 Sale of Equipment	0.00	0.00	0.00
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	2,750.00	3,000.00	-250.00
2770 B · GIS Maps & Copies	35.00	45.00	-10.00
2770 D · Other			
2770 D4 · Sales Tax Credit	36.58	36.58	0.00
2770 D · Other - Other	4.00		
Total 2770 D · Other	40.58	36.58	4.00
2770 Misc Revenues - Other	0.00	4.00	-4.00
Total 2770 Misc Revenues	2,825.58	3,085.58	-260.00
2771 County Appropriations	77,923.00	115,423.00	-37,500.00
3989 State Grants & Approp.	164,802.49	472,349.99	-307,547.50
4989 Federal Grants	15,924.75	34,000.00	-18,075.25
5000 Non-Revenue Receipts			
5001 · Refund of Expense, Current Year	0.00	0.00	0.00
Total 5000 Non-Revenue Receipts	0.00	0.00	0.00
Total Income	351,139.70	729,467.64	-378,327.94
Gross Profit	351,139.70	729,467.64	-378,327.94
Expense			
8730.1 Personnel			
Vacation Accrual Expense	-2,226.60		
1100 · Directors (8730.11)	0.00	900.00	-900.00
1200 · Secretaries (8730.12)	18,964.07	45,214.00	-26,249.93
1300 · Managers (8730.13)	40,730.70	70,600.00	-29,869.30

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget
1400 · Technicians (8730.14)			
1401 Seasonal Tech	7,542.50	17,640.00	-10,097.50
1400 · Technicians (8730.14) - Other	35,277.23	67,600.00	-32,322.77
Total 1400 · Technicians (8730.14)	42,819.73	85,240.00	-42,420.27
1410 · Forester (8730.14)	30,576.90	53,000.00	-22,423.10
Total 8730.1 Personnel	130,864.80	254,954.00	-124,089.20
8730.2 Equipment			
2100 · Furniture (8730.21)	155.00	300.00	-145.00
2200 · Office Equipment (8730.22)	18.35	500.00	-481.65
2300 · Motor Vehicles (8730.23)	0.00	0.00	0.00
2400 · Field Equipment (8730.24)	3,080.88	4,000.00	-919.12
Total 8730.2 Equipment	3,254.23	4,800.00	-1,545.77
8730.4 Contractual Expenditures			
4010 · Construction (8730.401)	10,522.67	444,913.67	-434,391.00
4040 · Other (8730.404)			
4040 C · Bank Charges (9730.404)	0.00	0.00	0.00
4040 D · Credit Card Fees (8730.404)	345.14	450.00	-104.86
4040 E · Bad Debt/Write Off(8730.404)	0.00	0.00	0.00
4040 · Other (8730.404) - Other	2,437.00	4,012.00	-1,575.00
Total 4040 · Other (8730.404)	2,782.14	4,462.00	-1,679.86
4050 · District Trees (8730.405)	5,527.71	5,745.00	-217.29
4070 · Fish and Pond Stocking			
4070 B · Fall Fish Sale	0.00	5,065.00	-5,065.00
Total 4070 · Fish and Pond Stocking	0.00	5,065.00	-5,065.00
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)	0.00	500.00	-500.00
4160 B · Forestry Signs (8730.416)	0.00	300.00	-300.00
4160 C · Forestry Other (8730.416)	20.05	50.00	-29.95
4160 D · Forestry Trash (9730.416)	0.00	50.00	-50.00
4160 · Misc. Supplies (8730.416) - Other	144.10	100.00	44.10
Total 4160 · Misc. Supplies (8730.416)	164.15	1,000.00	-835.85
4220 · Payment to Others (8730.422)	3,412.47	3,832.47	-420.00
4300 · Directors Travel (8730.430)	0.00	1,000.00	-1,000.00
4310 · Employees Travel (8730.431)			
4310 A · Manager Travel (8730.431)	0.00	350.00	-350.00
4310 B · Tech Travel (8730.431)	99.00	1,050.00	-951.00
4310 C · Forester Travel (8730.431)	0.00	1,050.00	-1,050.00
4310 D · Support Staff Travel	0.00	300.00	-300.00
Total 4310 · Employees Travel (8730.431)	99.00	2,750.00	-2,651.00
4420 · Telephone & Internet (8730.442)	349.93	700.00	-350.07
4430 · Office Supplies (8730.443)			
4430 A · Postage (8730.443)	347.88	650.00	-302.12
4430 · Office Supplies (8730.443) - Other	113.17	1,100.00	-986.83
Total 4430 · Office Supplies (8730.443)	461.05	1,750.00	-1,288.95

10:37 AM
 08/08/22
 Cash Basis

St. Lawrence County Soil and Water Conservation District
Profit & Loss Budget vs. Actual
 January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget
4440 · Info. & Education (8730.444)	74.50	300.00	-225.50
4500 · Insurance (8730.45)			
4510 · Auto Insurance (8730.451)	6,723.00	6,723.00	0.00
4520 · General Liability (8730.452)	859.00	859.00	0.00
4530 · Inland Marine	0.00	0.00	0.00
4540 · Professional Liab (8730.454)	1,495.00	1,495.00	0.00
4550 · Bonding Insurance (8730.455)	149.00	149.00	0.00
4560 · Other Insurance	221.19	221.19	0.00
Total 4500 · Insurance (8730.45)	9,447.19	9,447.19	0.00
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)	58.50	800.00	-741.50
4630 · Gas/Oil for Machinery(8730.463)	827.68	2,525.00	-1,697.32
4640 · Small Tools (8730.464)	0.00	100.00	-100.00
Total 8730.4 Contractual Expenditures	34,611.99	486,199.33	-451,587.34
6560 · Payroll Expenses	10,020.52	19,500.00	-9,479.48
8730.8 · Employee Benefits (8730.8)			
8110 · Health Insurance	19,934.43	52,000.00	-32,065.57
8130 · Retirement	6,556.25	30,000.00	-23,443.75
Total 8730.8 · Employee Benefits (8730.8)	26,490.68	82,000.00	-55,509.32
Total Expense	205,242.22	847,453.33	-642,211.11
Net Ordinary Income	145,897.48	-117,985.69	263,883.17
Net Income	145,897.48	-117,985.69	263,883.17

Manager's Report
Aug 2022

Board:

- Follow up from last meeting, as I emailed out after the July meeting, the WQIP grant was submitted utilizing private sector engineering, no MOU with another District will be done.
- Conservation District Technician canvass letters have been sent out to the names on the test list. Responses are due back to me by 7/11. The Board will be able to take action on Secretary/Treasurer and Technician positions at this meeting.

District Manager – Raeanne Dulanski

- Dulanski has been working with the part-time temporary clerk McKenzie Church. McKenzie has been a great to work with and has been extremely helpful.
- ARPA funds to remove ash trees from County rights of way – Aaron and I continue to work in the up-front planning required for this project. We are still working out how to get rights of way distances from the Highway Department.
- Snowmobile Trail Grant – Phase 2 is due to NYS by Sept 1. I have sent an email to the two TMEs outlining what they need to submit to me by 8/25. NYS OPRHP has changed what they are requiring for Phase 2. Our 2020 – 2021 Phase 3 was selected by NYS to be audited. I received a letter and instructions the other day and completed and submitted the requested information the next day.

Forester – Aaron Barrigar

- Barrigar and Knafelc continue work on updating county forest inventory and writing the County Forest management plan.
- Continue with Landowner assistance and site visits.
- Proposed Part B project to protect and improve County Parcel 25 with trail improvements was approved.

Technician –Jevonnah Foster

- AEM
 - o continue to work on plans
 - o Tier 4 implementation – working on obtaining Landowner signatures on SWCD-Landowner contracts
- WRP – easement monitoring is almost complete
- Prepared and set up SWCD display at the County fair.

Secretary – McKenzie Church

- McKenzie started as our part-time temporary clerk on July 25th.

