

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

TENTATIVE AGENDA

Thursday, July 21, 2022, starting at 3:30 p.m.

Call to Order

Introductions

Minutes of Previous Meeting

Treasurer's Report

FSA update – Glenn Bullock

NRCS update – Kent Frary

Representative Reports (BOL & AFPB)

SWCD – Raeanne Dulanski

Old and New Business

**Presentation of modified 2022 budget and
proposed 2023 budget**

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 May 19, 2022, 3:00 p.m.
(held at SLC PSB 2nd floor conference room)

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

Board Members Excused: Kevin Acres

Staff Present: Raeanne Dulanski (Manager), Liz Gallup (Secretary/Asst. Treasurer), and Jevonnah Foster (Technician), Aaron Barrigar (Forester), and Heidi Knaflec (Summer Intern)

Guests: Matilda Larson, SLC Planning, Ryan Cunningham, SWCC

I. Call to Order

II. Agenda (Attachment A)

III. Minutes of the Previous Meeting: *Motion to approve the March 24, 2022 minutes, made by Burke, seconded by Cook approved by all*

IV. Treasurer's Reports:

1. Gallup explained that the current AEM Grant banking account is no longer needed since a new one will have to be opened for the current year. She needs to transfer the money in the AEM account to the District's Money Market account and then close the AEM Account. *Motion to approve transferring the \$19,497.99 remaining in the AEM grant bank account to the Money Market account and to close the AEM account when its balance is zero made by Cook, seconded by Burke approved by all.*

Allen entered at 3:06 p.m.

2. *Motion to approve a transfer from Money Market to Checking for June and July 2022 to cover operating costs up to \$25,000 for June and up to \$30,000 for July made by Cook, seconded by Burke approved by all.*
3. Gallup announced that she is planning on retiring on July 29th and gave a brief overview on how the District plans on handling the transition to a new person in her position. She thanked the Board and said that she has enjoyed the ten years she has spent at the District.

V. Reports

A. BOL –John Burke

1. Burke informed the Board that talk on how to handle spending the COVID stimulus monies continue. It is over \$21,000,000 so there is a list of possible uses that will be looked at individually and decided if it is a good use of those funds.

2. Burke said that Public Health is looking into a new way of handling the sludge from sewage which utilizes dry beds. It will mean cheaper trucking costs and should result in a Class A type of sludge that could be used for fertilizer.

B. AFPB – Bob Andrews, Matilda Larson

1. Larson provided an explanation on how the eight year review of Ag Districts is handled and what that review entails. She explained that all farmlands are reviewed using aerial footage, ag value assessments and other input to determine if the land should be included. There is a public hearing next Tuesday for public comment on proposed changes to be made in Ag District # 2.
2. Larson provided an update on solar farm activity. The discussion about utilizing prime farmland for solar array sites continues.

C. SWCD Staff Strategic Planning Session Report – Matilda Larson

1. Larson presented her report (**Attachment B**) on the Strategic Planning Session she had with District staff about workloads, current duties and possible enhancements in the future. She went over time spent on a variety of tasks by staff member and talked about areas that may need to be reviewed. Much discussion followed. The Board concluded that they will continue to discuss where the District's time is being spent and where the most return for our efforts are to be found. One item that was determined to be important was that the Board meet with the NYS Snowmobile grant Oversight Committee of the Board of Legislators. This meeting would be to determine how the grant administration could be handled so it does not have such a big impact on the District.

Dulanski took a minute to introduce our summer intern, Heidi Knaflec, to the Board.

D. SWCC – Ryan Cunningham (Attachment C)

1. Cunningham went over items in the NYS Executive budget that has been approved and how it will impact funding for Districts. The Environmental Protection budget line has been increased around 25%. District funding comes from this line so Part C funding may see as much as a \$55,000 increase in 2023.
2. Cunningham gave an update on the various grants available and said he was glad to see that the District had applied for two Climate Resiliency Farming grants.
3. Cunningham said that a 4.2 billion Environmental Bond Act will be on the ballot in November.
4. Cunningham informed the Board that he plans on having training on different AEM topics and other areas as they come up throughout the rest of the year.

VI. SWCD Reports:

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

1. Gallup discussed items relevant to the financial information provided to the Board. *Motion to approve March and April 2022 Treasurer's report, made by Cook, seconded by Allen approved by all.*

B. Forester's Report – Aaron Barrigar

1. Barrigar said he is working on County Forest inventory and management plans.
2. Barrigar helped with North Adirondack Regional Envirothon (NARE) at Paul Smith's College and attended Early Successional Habitat Management training in Ellenburg. He also assisted with setting up the Game of Logging training held in March.

3. Barrigar reported that he worked at the District's tree and shrub sale handout day, assisted with a tree planting with the Green Team from Canton Middle School and continues to assist landowners with technical questions.
4. Allen said that she is impressed with the Buckthorn and Honeysuckle inventorying project and is looking forward to working on it.
5. Burke inquired if it made sense to do a limited sale of timber from County lands since hardwood prices are currently at a high price level. Barrigar explained that County parcels don't have hardwoods, and while prices are high, stumpage prices aren't.

C. Technician's Report – Jevonnah Foster

1. Foster has been working on projects for EQIP, and has assisted Dulanski with NYS Ag NPS & Climate Resiliency grant applications. WRP monitoring, both onsite and off, has started.
2. Foster continues to work on CNMP plans and handling soil samples for AEM. She has started a new CNMP plan. She is working on getting familiar with the District's new Cropware program. She has an AEM Tier 4 implementation site visit tomorrow.
3. Foster assisted with hand out for the tree and shrub sale, worked NARE at Paul Smith's College and gathered information for the strategic planning meeting.
4. Ag values have slowed down but Foster is still getting some to complete. She is also working on her CCA training when she can.

D. Manager's Report – Raeanne Dulanski (Attachment C)

1. Dulanski reported that she has been busy working on the grant applications for both NYS Ag NPS and Climate Resiliency. The District is applying for one Ag NPS and two Climate Resiliency grants.
2. Approval is needed to pay the Morse Agronomic invoice of \$2,112.00 for work on two Nutrient Management plan updates completed. *Motion to authorize the payment \$2,112 for AEM work to Morse Agronomic made by Cook, seconded by Allen approved by all.*
3. Dulanski and Barrigar met with Patrick Ames and Cornell Cooperative Extension staff prior to the strategic planning meeting to discuss landowner assistance requests. She is hopeful things will improve.
4. Dulanski said she asked for bids on a replacement Equinox again. *Motion to accept lowest bid received for the purchase of a 4WD Equinox meeting specifications, complete necessary paperwork and to pay up to the budgeted amount of \$34,000 before year end, made by Cook, seconded by Allen approved by all*
5. Dulanski reported on this year's North Adirondack Regional Envirothon which was May 12th at Paul Smith's College. Eleven schools attended with a total of 17 teams. Colton-Pierpont won for St. Lawrence County but is not going to NYS Envirothon.
6. Dulanski provided a update on EQIP and said there is an Ag energy, Four high tunnels and one Forestry that have all been accepted for funding.
7. NYS Snow Grant update: Phase 3 is complete and has been submitted. The voucher has been received and forwarded to the County. Phase 1 has been problematic due to changes at New York State and late notice of those changes. She is working on getting more guidance.
8. Dulanski reported that she has a possible candidate for our board vacancy that she spoke with and is waiting for a response.
9. Dulanski discussed Gallup's retirement with the Board and talked about how she is suggesting that the District proceed with filling the vacancy.
 - i. She feels it would be best if the new position was for forty hours a week. She has been talking to the County and others to determine a reasonable salary

and feels that \$42,000 is competitive. *Motion to hire a 40 hour/week Secretary/Treasurer starting at a salary of \$42,000 going to \$45,000 if the person's experience warrants it made by Cook, seconded by Allen approved by all.*

- ii. An interview committee will be needed and she would like Gallup involved and asked if any board member would want to participate. *Motion to set the interview committee to include Andrews, Allen, Dulanski and Gallup and to authorize Dulanski to sign all forms and to hire the best candidate made by Cook, seconded by Allen approved by all.*
- iii. Dulanski explained that Gallup has agreed to increase her hours worked from 24 hours/week to 30 hours/week to help facilitate the transition and to allow time for her to train the new employee *Motion to increase Gallup's hours from 24 hours to 30 hours per week for the month of July made by Cook, seconded by Allen approved by all.*

VII. Old and New Business: None

VIII. Executive Session – entered at 5:24 p.m.

Motion to enter Executive session to discuss personnel issues made by Cook, seconded by Allen approved by all.

Exited Executive Session at 5:36 p.m. Motion to exit Executive session by Cook, seconded by Allen approved by all.

Personnel evaluations for Barrigar, Foster and Gallup were discussed. The Board was pleased with all of them.

- IX. **Correspondence:** Mail was available for the Board's review. (List of items in **Attachment E**)
- X. **Announcements: None**
- XI. **Next Meeting: July 21, 2022**
- XII. **Meeting Adjourned: Motion to adjourn at 5:38 p.m. made by Cook seconded by Allen approved by all**

Robert Andrews, Jr., Chairperson

Date

Elizabeth J. Gallup, Secretary/Assistant Treasurer

Date

Attachments: A – E

These minutes have not been approved by the SLC SWCD Board of Directors

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
 May 2022

	<u>May 22</u>	<u>Jan - May...</u>
Ordinary Income/Expense		
Income		
2160 Revenues		
2160 D · Other		
2160 D1 · Technical Reimbursement	0.00	18,632.97
2160 D · Other - Other	0.00	150.00
Total 2160 D · Other	<u>0.00</u>	<u>18,782.97</u>
2160 F · District Trees	0.00	9,886.57
Total 2160 Revenues	<u>0.00</u>	<u>28,669.54</u>
2401 Interest & Earnings	5.25	22.32
2701 Refund of Expense Prior Yr	0.00	60,000.00
2770 Misc Revenues		
2770 A · Ag Value Assessments	30.00	2,720.00
2770 B · GIS Maps & Copies	0.00	25.00
2770 D · Other		
2770 D4 · Sales Tax Credit	0.00	36.58
2770 D · Other - Other	0.00	4.00
Total 2770 D · Other	<u>0.00</u>	<u>40.58</u>
Total 2770 Misc Revenues	30.00	2,785.58
2771 County Appropriations	0.00	77,923.00
3989 State Grants & Approp.	0.00	164,802.49
4989 Federal Grants	0.00	5,799.75
Total Income	<u>35.25</u>	<u>340,002.68</u>
Gross Profit	35.25	340,002.68
Expense		
8730.1 Personnel		
1200 · Secretaries (8730.12)	2,455.68	12,891.97
1300 · Managers (8730.13)	5,430.76	28,511.49
1400 · Technicians (8730.14)		
1401 Seasonal Tech	1,960.00	1,960.00
1400 · Technicians (8730.14) - Other	4,076.92	21,403.83
Total 1400 · Technicians (8730.14)	<u>6,036.92</u>	<u>23,363.83</u>
1410 · Forester (8730.14)	4,076.92	21,403.83
Total 8730.1 Personnel	18,000.28	86,171.12
8730.2 Equipment		
2400 · Field Equipment (8730.24)	81.54	3,080.88
Total 8730.2 Equipment	81.54	3,080.88
8730.4 Contractual Expenditures		
4010 · Construction (8730.401)	0.00	10,522.67

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
May 2022

	May 22	Jan - May...
4040 · Other (8730.404)		
4040 D · Credit Card Fees (8730.404)	0.00	345.14
4040 · Other (8730.404) - Other	2,112.00	2,437.00
Total 4040 · Other (8730.404)	2,112.00	2,782.14
4050 · District Trees (8730.405)	52.99	4,245.20
4160 · Misc. Supplies (8730.416)		
4160 C · Forestry Other (8730.416)	0.00	20.05
4160 · Misc. Supplies (8730.416) - Other	0.00	115.01
Total 4160 · Misc. Supplies (8730.416)	0.00	135.06
4220 · Payment to Others (8730.422)	0.00	3,412.47
4310 · Employees Travel (8730.431)		
4310 B · Tech Travel (8730.431)	0.00	99.00
Total 4310 · Employees Travel (8730.431)	0.00	99.00
4420 · Telephone & Internet (8730.442)	49.99	249.95
4430 · Office Supplies (8730.443)		
4430 A · Postage (8730.443)	0.00	281.88
4430 · Office Supplies (8730.443) - Other	29.24	53.24
Total 4430 · Office Supplies (8730.443)	29.24	335.12
4500 · Insurance (8730.45)		
4510 · Auto Insurance (8730.451)	0.00	6,723.00
4520 · General Liability (8730.452)	32.00	859.00
4540 · Professional Liab (8730.454)	0.00	1,495.00
4550 · Bonding Insurance (8730.455)	0.00	149.00
4560 · Other Insurance	0.00	221.19
Total 4500 · Insurance (8730.45)	32.00	9,447.19
4600 · Dues (8730.460)		
4600 A · State & Other dues		
4600 A1 · NYACD Dues	0.00	750.00
4600 A4 · Chamber of Commerce Dues	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)	58.50	58.50
4630 · Gas/Oil for Machinery(8730.463)	62.59	200.22
Total 8730.4 Contractual Expenditures	2,397.31	32,372.52
6560 · Payroll Expenses	1,355.55	6,479.42

9:12 AM
07/13/22
Cash Basis

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
May 2022

	<u>May 22</u>	<u>Jan - May...</u>
8730.8 · Employee Benefits (8730.8)		
8110 · Health Insurance	2,876.25	14,271.15
8130 · Retirement	0.00	6,556.25
Total 8730.8 · Employee Benefits (8730.8)	<u>2,876.25</u>	<u>20,827.40</u>
Total Expense	<u>24,710.93</u>	<u>148,931.34</u>
Net Ordinary Income	<u>-24,675.68</u>	<u>191,071.34</u>
Net Income	<u>-24,675.68</u>	<u>191,071.34</u>

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

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200 A · Checking Account	6,861.60
200 B · Money Market Account	429,358.73
200 C · Savings - Equipment Fund	39,397.24
200 D · Savings - Water Quality CC	1,646.26
200 E · Grant Checking Accounts	
1043 · CAFO Round 3	96,233.05
Total 200 E · Grant Checking Accounts	<u>96,233.05</u>
210 · Petty Cash	100.00
Total Checking/Savings	<u>573,596.88</u>
Total Current Assets	<u>573,596.88</u>
TOTAL ASSETS	<u>573,596.88</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
200 I · SLC SWCD 1st Bankcard #2	213.77
Total Credit Cards	<u>213.77</u>
Other Current Liabilities	
2515 · Payroll Liabilities	
2522 - Health ins contr.	-7.33
Total 2515 · Payroll Liabilities	<u>-7.33</u>
Total Other Current Liabilities	<u>-7.33</u>
Total Current Liabilities	206.44
Long Term Liabilities	
Employee Compensated Absences	16,307.20
Total Long Term Liabilities	<u>16,307.20</u>
Total Liabilities	16,513.64
Equity	
3900 · Retained Earnings	366,011.90
Net Income	191,071.34
Total Equity	<u>557,083.24</u>
TOTAL LIABILITIES & EQUITY	<u>573,596.88</u>

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

Abstract No. 5

Audit:

<u>Claimant</u>	<u>Acc't</u>	<u>Account Title</u>	<u>Appropriation</u>	<u>Amount</u>	<u>Check #</u>
HM Life of NY	8110	Health Insur	Vision for May 2022	\$ 16.87	22133
First Bankcard	Misc	Various	Bags, cell phone, tree tags, pay fee	\$ 213.98	22134
Eastern Shore Associates	4520	Gen'l Liab ins	Pay for drone liability ins.	\$ 32.00	22135
SLC Highway Dept.	4630	Gas/Oil	Gas Ford 150 April	\$ 62.59	22136
SLC Highway Dept.	4610	Repairs to Equip	C-1 svc & insp. Ford 150 April	\$ 58.50	22136
Excellus BC/BS	8110	Health Ins	Dental ins June	\$ 98.28	22137
Time Warner Business	4420	Tele (Internet)	Monthly fee	\$ 49.99	22138
Excellus BC/BS	8110	Health Insurance	June 2022 Health Insurance	\$ 3,039.45	22139
Morse Agronomics/LTD	4040	Other	NMP updates Decker, Putney	\$ 2,112.00	22140
HM Life of NY	8110	Health Ins	Vision ins June 2022 pd online	\$ 16.87	DW
Total:				<u>\$ 5,700.53</u>	

Credit Card charges for the month:

Mike's Trophies	4040	Other	Update plaque & tag NARE	\$ 50.00	Cr Crd
UAV4GEO	2400	Field Equip	Pur drone stitching program	\$ 61.56	Cr Crd
Amazon	4430	Office Supplies	Pur ultra fine markers & mag clips	\$ 23.24	Cr Crd
	2400	Field Equip	Pur 4 mosquito net hats	\$ 19.98	Cr Crd
Amazon	4050	DT expense	Pur 1,000 tree tags	\$ 52.99	Cr Crd
Intuit Payroll Svcs	4430	Office Supplies	Employee software chg monthly	\$ 6.00	Cr Crd
				<u>\$ 213.77</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.

Date

Secretary/Asst. Treasurer

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
June 2022

	<u>Jun 22</u>	<u>Jan - Jun ...</u>
Ordinary Income/Expense		
Income		
2160 Revenues		
2160 D · Other		
2160 D1 · Technical Reimbursement	0.00	18,632.97
2160 D · Other - Other	0.00	150.00
Total 2160 D · Other	<u>0.00</u>	<u>18,782.97</u>
2160 F · District Trees	0.00	9,886.57
Total 2160 Revenues	0.00	28,669.54
2401 Interest & Earnings	3.55	25.87
2701 Refund of Expense Prior Yr	0.00	60,000.00
2770 Misc Revenues		
2770 A · Ag Value Assessments	30.00	2,750.00
2770 B · GIS Maps & Copies	0.00	25.00
2770 D · Other		
2770 D4 · Sales Tax Credit	0.00	36.58
2770 D · Other - Other	0.00	4.00
Total 2770 D · Other	<u>0.00</u>	<u>40.58</u>
Total 2770 Misc Revenues	30.00	2,815.58
2771 County Appropriations	0.00	77,923.00
3989 State Grants & Approp.	0.00	164,802.49
4989 Federal Grants	10,125.00	15,924.75
Total Income	<u>10,158.55</u>	<u>350,161.23</u>
Gross Profit	10,158.55	350,161.23
Expense		
8730.1 Personnel		
1200 · Secretaries (8730.12)	3,069.60	15,961.57
1300 · Managers (8730.13)	6,788.45	35,299.94
1400 · Technicians (8730.14)		
1401 Seasonal Tech	3,342.50	5,302.50
1400 · Technicians (8730.14) - Other	5,096.15	26,499.98
Total 1400 · Technicians (8730.14)	<u>8,438.65</u>	<u>31,802.48</u>
1410 · Forester (8730.14)	5,096.15	26,499.98
Total 8730.1 Personnel	23,392.85	109,563.97
8730.2 Equipment		
2100 · Furniture (8730.21)	155.00	155.00
2200 · Office Equipment (8730.22)	18.35	18.35
2400 · Field Equipment (8730.24)	0.00	3,080.88
Total 8730.2 Equipment	173.35	3,254.23
8730.4 Contractual Expenditures		
4010 · Construction (8730.401)	0.00	10,522.67

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
 June 2022

	<u>Jun 22</u>	<u>Jan - Jun ...</u>
4040 · Other (8730.404)		
4040 D · Credit Card Fees (8730.404)	0.00	345.14
4040 · Other (8730.404) - Other	0.00	2,437.00
Total 4040 · Other (8730.404)	0.00	2,782.14
4050 · District Trees (8730.405)	0.00	4,245.20
4160 · Misc. Supplies (8730.416)		
4160 C · Forestry Other (8730.416)	0.00	20.05
4160 · Misc. Supplies (8730.416) - Other	0.00	115.01
Total 4160 · Misc. Supplies (8730.416)	0.00	135.06
4220 · Payment to Others (8730.422)	0.00	3,412.47
4310 · Employees Travel (8730.431)		
4310 B · Tech Travel (8730.431)	0.00	99.00
Total 4310 · Employees Travel (8730.431)	0.00	99.00
4420 · Telephone & Internet (8730.442)	49.99	299.94
4430 · Office Supplies (8730.443)		
4430 A · Postage (8730.443)	0.00	281.88
4430 · Office Supplies (8730.443) - Other	15.99	69.23
Total 4430 · Office Supplies (8730.443)	15.99	351.11
4440 · Info. & Education (8730.444)	37.25	37.25
4500 · Insurance (8730.45)		
4510 · Auto Insurance (8730.451)	0.00	6,723.00
4520 · General Liability (8730.452)	0.00	859.00
4540 · Professional Liab (8730.454)	0.00	1,495.00
4550 · Bonding Insurance (8730.455)	0.00	149.00
4560 · Other Insurance	0.00	221.19
Total 4500 · Insurance (8730.45)	0.00	9,447.19
4600 · Dues (8730.460)		
4600 A · State & Other dues		
4600 A1 · NYACD Dues	0.00	750.00
4600 A4 · Chamber of Commerce Dues	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	58.50
4630 · Gas/Oil for Machinery(8730.463)	337.20	537.42
Total 8730.4 Contractual Expenditures	440.43	32,812.95
6560 · Payroll Expenses	1,762.73	8,242.15

St. Lawrence County Soil and Water Conservation District
Profit & Loss YTD Comparison
June 2022

	<u>Jun 22</u>	<u>Jan - Jun ...</u>
8730.8 · Employee Benefits (8730.8)		
8110 · Health Insurance	2,796.57	17,067.72
8130 · Retirement	0.00	6,556.25
Total 8730.8 · Employee Benefits (8730.8)	<u>2,796.57</u>	<u>23,623.97</u>
Total Expense	<u>28,565.93</u>	<u>177,497.27</u>
Net Ordinary Income	<u>-18,407.38</u>	<u>172,663.96</u>
Net Income	<u>-18,407.38</u>	<u>172,663.96</u>

St. Lawrence County Soil and Water Conservation District
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200 A · Checking Account	3,290.39
200 B · Money Market Account	414,487.09
200 C · Savings - Equipment Fund	39,397.24
200 D · Savings - Water Quality CC	1,646.28
200 E · Grant Checking Accounts	
1043 · CAFO Round 3	96,233.05
Total 200 E · Grant Checking Accounts	<u>96,233.05</u>
210 · Petty Cash	100.00
Total Checking/Savings	<u>555,154.05</u>
Total Current Assets	<u>555,154.05</u>
TOTAL ASSETS	<u>555,154.05</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
200 I · SLC SWCD 1st Bankcard #2	170.99
Total Credit Cards	<u>170.99</u>
Total Current Liabilities	170.99
Long Term Liabilities	
Employee Compensated Absences	16,307.20
Total Long Term Liabilities	<u>16,307.20</u>
Total Liabilities	16,478.19
Equity	
3900 · Retained Earnings	366,011.90
Net Income	172,663.96
Total Equity	<u>538,675.86</u>
TOTAL LIABILITIES & EQUITY	<u>555,154.05</u>

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

Abstract No. 6

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 Ford 150, 250 & Equinox	\$ 337.20	22142
First Bankcard	Misc	Various	NARE engr, drone softw	\$ 213.77	22143
North Country This Week	4440	Info & Education	Pay for Sec Treas job ad	\$ 37.25	22144
Raeanne Dulanski	2300	Office Equip	Reim Dulanski monitor cables	\$ 18.35	22145
Charter Comm (Spectrum)	4420	Tele (Internet)	Monthly fee	\$ 49.99	22147
Excellus BC/BS	8110	Health Ins	Dental ins July	\$ 98.28	22146
Excellus BC/BS	8110	Health Insurance	July 2022 Health Insurance	\$ 3,039.45	22147
HM Life of NY	8110	Health Ins	Vision ins July 2022 pd online	\$ 9.54	DW
Total:				<u>\$ 3,803.83</u>	

Credit Card charges for the month:

Amazon	2300	Office Equipment	Purchase AAAA batteries	\$ 7.99	Cr Crd
	2100	Furniture	Pur office chair	\$ 155.00	
Intuit Payroll Svcs	4430	Office Supplies	Employee software chg month	\$ 8.00	Cr Crd
				<u>\$ 170.99</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.

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

	Jan - Jun 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2160 Revenues			
2160 D · Other			
2160 D1 · Technical Reimbursement	18,632.97	4,100.00	14,532.97
2160 D2 · Storm Water Training	0.00	0.00	0.00
2160 D · Other - Other	150.00	250.00	-100.00
Total 2160 D · Other	18,782.97	4,350.00	14,432.97
2160 F · District Trees	9,886.57	9,000.00	886.57
2160 G · Fish Stocking Program			
2160 G2 · Fall Fish Program	0.00	4,600.00	-4,600.00
2160 G · Fish Stocking Program - Other	0.00	0.00	0.00
Total 2160 G · Fish Stocking Program	0.00	4,600.00	-4,600.00
Total 2160 Revenues	28,669.54	17,950.00	10,719.54
2401 Interest & Earnings	25.87	38.00	-12.13
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	16,000.00	-16,000.00
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	2,750.00	1,610.00	1,140.00
2770 B · GIS Maps & Copies	25.00	85.00	-60.00
2770 D · Other			
2770 D4 · Sales Tax Credit	36.58	26.00	10.58
2770 D · Other - Other	4.00		
Total 2770 D · Other	40.58	26.00	14.58
Total 2770 Misc Revenues	2,815.58	1,721.00	1,094.58
2771 County Appropriations	77,923.00	115,423.00	-37,500.00
3989 State Grants & Approp.	164,802.49	144,750.00	20,052.49
4989 Federal Grants	15,924.75	28,000.00	-12,075.25
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	350,161.23	383,882.00	-33,720.77
Gross Profit	350,161.23	383,882.00	-33,720.77
Expense			
8730.1 Personnel			
1100 · Directors (8730.11)	0.00	1,000.00	-1,000.00
1200 · Secretaries (8730.12)	15,961.57	31,920.00	-15,958.43
1300 · Managers (8730.13)	35,299.94	70,600.00	-35,300.06

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

	Jan - Jun 22	Budget	\$ Over Budget
1400 · Technicians (8730.14)			
1401 Seasonal Tech	5,302.50	12,200.00	-6,897.50
1400 · Technicians (8730.14) - Other	26,499.98	53,000.00	-26,500.02
Total 1400 · Technicians (8730.14)	31,802.48	65,200.00	-33,397.52
1410 · Forester (8730.14)	26,499.98	53,000.00	-26,500.02
Total 8730.1 Personnel	109,563.97	221,720.00	-112,156.03
8730.2 Equipment			
2100 · Furniture (8730.21)	155.00	200.00	-45.00
2200 · Office Equipment (8730.22)	18.35	500.00	-481.65
2300 · Motor Vehicles (8730.23)	0.00	34,000.00	-34,000.00
2400 · Field Equipment (8730.24)	3,080.88	5,000.00	-1,919.12
Total 8730.2 Equipment	3,254.23	39,700.00	-36,445.77
8730.4 Contractual Expenditures			
4010 · Construction (8730.401)	10,522.67	44,000.00	-33,477.33
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	500.00	-154.86
4040 E · Bad Debt/Write Off(8730.404)	0.00	0.00	0.00
4040 · Other (8730.404) - Other	2,437.00	3,900.00	-1,463.00
Total 4040 · Other (8730.404)	2,782.14	4,400.00	-1,617.86
4050 · District Trees (8730.405)	4,245.20	7,200.00	-2,954.80
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)	0.00	600.00	-600.00
4160 B · Forestry Signs (8730.416)	0.00	400.00	-400.00
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	115.01	150.00	-34.99
Total 4160 · Misc. Supplies (8730.416)	135.06	1,250.00	-1,114.94
4220 · Payment to Others (8730.422)	3,412.47	2,000.00	1,412.47
4300 · Directors Travel (8730.430)	0.00	1,300.00	-1,300.00
4310 · Employees Travel (8730.431)			
4310 A · Manager Travel (8730.431)	0.00	1,860.00	-1,860.00
4310 B · Tech Travel (8730.431)	99.00	1,935.00	-1,836.00
4310 C · Forester Travel (8730.431)	0.00	1,810.00	-1,810.00
4310 D · Support Staff Travel	0.00	760.00	-760.00
Total 4310 · Employees Travel (8730.431)	99.00	6,365.00	-6,266.00
4420 · Telephone & Internet (8730.442)	299.94	700.00	-400.06
4430 · Office Supplies (8730.443)			
4430 A · Postage (8730.443)	281.88	600.00	-318.12
4430 · Office Supplies (8730.443) - Other	69.23	1,000.00	-930.77
Total 4430 · Office Supplies (8730.443)	351.11	1,600.00	-1,248.89

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

	Jan - Jun 22	Budget	\$ Over Budget
4440 · Info. & Education (8730.444)	37.25	550.00	-512.75
4500 · Insurance (8730.45)			
4510 · Auto Insurance (8730.451)	6,723.00	7,000.00	-277.00
4520 · General Liability (8730.452)	859.00	1,015.00	-156.00
4530 · Inland Marine	0.00	0.00	0.00
4540 · Professional Liab (8730.454)	1,495.00	1,540.00	-45.00
4550 · Bonding Insurance (8730.455)	149.00	157.00	-8.00
4560 · Other Insurance	221.19	233.00	-11.81
Total 4500 · Insurance (8730.45)	9,447.19	9,945.00	-497.81
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	150.00	-15.00
4600 A5 · Grange Dues	0.00	35.00	-35.00
Total 4600 A · State & Other dues	885.00	1,809.00	-924.00
Total 4600 · Dues (8730.460)	885.00	1,809.00	-924.00
4610 · Repairs to Equipment (8730.461)	58.50	1,000.00	-941.50
4630 · Gas/Oil for Machinery(8730.463)	537.42	1,800.00	-1,262.58
4640 · Small Tools (8730.464)	0.00	100.00	-100.00
Total 8730.4 Contractual Expenditures	32,812.95	88,234.00	-55,421.05
6560 · Payroll Expenses	8,242.15	17,200.00	-8,957.85
8730.8 · Employee Benefits (8730.8)			
8110 · Health Insurance	17,067.72	35,000.00	-17,932.28
8130 · Retirement	6,556.25	31,500.00	-24,943.75
Total 8730.8 · Employee Benefits (8730.8)	23,623.97	66,500.00	-42,876.03
Total Expense	177,497.27	433,354.00	-255,856.73
Net Ordinary Income	172,663.96	-49,472.00	222,135.96
Net Income	172,663.96	-49,472.00	222,135.96

Manager's Report

July 2022

Board:

- Unfortunately, the selected candidate for Liz's replacement did not work out. We will have another discussion with the Board at this meeting to determine how to move forward.
- Replacement Equinox has been ordered, not expected to be received until 1st quarter 2023, at the earliest.

District Manager – Raeanne Dulanski

- Dulanski worked with the hiring committee (Andrews, Allen, Gallup, and herself) to complete the advertising, interviews, and selection process for the new hire that ended up leaving after 13 hours.
- Dulanski has been working on EQIP contract development.
- Dulanski presented 3 resolutions to the Board of Legislators for the administration of the Snowmobile Trail Grant.
- Dulanski and Barrigar met with County Administrator Ruth Doyle regarding funding for ash tree removal and tree planting. The County has set aside about \$900,000 for ash tree removal, Barrigar and Dulanski will be assisting the County with RFP development, contractor selection, potentially some contractor work oversight, etc.

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.

Technician –Jevonnah Foster

- AEM
 - o Continue to work on planning, added another CNMP (brings total to 6) and another farm in AEM for NYS Grown & Certified.
 - o Work on tier 4 implementation plans, laneway has been engineered and given to farm to send out for bids
- Part C – Cover Crops – there are three applications so far, expecting several more and will be putting up flyers in local feed and seed stores.
- WRP – easement monitoring is about ¾ completed and anticipate completing all on schedule.

Secretary – Liz Gallup

- Gallup continues working on updating office procedure and work directions.
- All information has been sent into the County Auditors, additional transaction information requested sent, and corrections to the narrative made.
- Gallup has been leading work with Dulanski on the Budget Preparation.

NYS Soil & Water Conservation Committee – June and July reports attached

New York State Soil & Water Conservation Committee
Region 4 Report – June 2022
Submitted by: Ryan Cunningham – Region 4 Associate Environmental Analyst

General Updates

The Governor has extended the State of Emergency for New York and in turn has continued the suspension of in-person meeting requirements of Open Meetings Law until July 14th 2022. <https://www.governor.ny.gov/executive-order/no-117-declaring-disaster-emergency-state-new-york> Therefore, public bodies are still able to meet and take such action authorized by law without permitting in-person, public access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.

NYS SWCC News

SWCC Meeting: The next meeting of the NYS Soil and Water Conservation Committee is scheduled for **10AM on Tuesday, June 21st**. The meeting will take place video conference with various in person options available. A detailed meeting agenda will be available shortly.

Director Training: A reminder that your Regional AEA is available to present training modules to your Board of Directors. Most notably the District Law training module which is training required every 3 years under the Performance Measure 1. Please reach out to your Regional AEA if you have any training needs. Additionally, the District Law training module is available to complete virtually via VIMEO: <https://vimeo.com/446525792>

Other Events

Training Opportunity - Seeking Competition in Procurement: The Office of the State Comptroller's Legal Division will discuss legal requirements for competitive bidding, including statutory amendments to the General Municipal Law § 103 and various exceptions to the bidding requirements. **Wed, Jun 22nd, 10:00 AM - 11:00 AM**. Register here, <https://register.gotowebinar.com/register/7510609320095018509>

2022 NY Soil Health and Climate Resiliency Field Days: The NY Soil Health Alliance Group will convene a series of Soil Health & Climate Resiliency Field Day's throughout the State during 2022. Registration is now live for the **July 13th event at Rodman Lott Farms (Seneca County)** and the **July 20th orchard event at Sullivan Orchards (Clinton County)**. Visit, www.fielddays.newyorksoilhealth.org for more information and to register.

Other Funding Assistance

NYS Farmland Protection Implementation Grants Round 18 - Conservation Easement Projects – A reminder that these applications are taken on a rolling basis. The intent of the grant program is to fund the implementation of certain farmland protection activities intended to maintain the economic viability of the State's agricultural industry and its supporting land base and to protect the environmental and landscape preservation values associated with agriculture. For more information about applying, please visit, <https://agriculture.ny.gov/land-and-water/rfa-0238-farmland-protection-implementation-grants-round-18-conservation-easement>

NYS Great Lakes Small Grants Program: New York Sea Grant, in partnership with the New York State Department of Environmental Conservation (DEC), announced \$400,000 in grant funding is now available for Great Lakes ecosystem-based management projects in support of the Great Lakes Action Agenda, and other plans. For more information, visit: <https://small-grants-program-ccegeomaps.hub.arcgis.com/> Applications are due by **July 1st at 4:30pm**.

NYS Water Quality Improvement Program: The Water Quality Improvement Project (WQIP) grant application period is open through **July 29, 2022**. A total of at least \$75 million is available for projects that include: Nonagricultural Nonpoint Source Abatement and Control; Land Acquisition for Source Water Protection; Salt Storage; Aquatic Connectivity Restoration and; Marine District Habitat Restoration. Apply using the Consolidated Funding Application, <https://apps.cio.ny.gov/apps/cfa/>

New York State Soil & Water Conservation Committee
Region 4 Report – July 2022
Submitted by: Ryan Cunningham – Region 4 Associate Environmental Analyst

General Updates

Suspension of In-Person Meeting Requirement: The Governor has extended the State of Emergency for New York and in turn has continued the suspension of in-person meeting requirements of Open Meetings Law through **August 13th, 2022**. https://www.governor.ny.gov/sites/default/files/2022-07/EO_11.8.pdf. Therefore, public bodies are still able to meet and take such action authorized by law without permitting in-person access to meetings. Meetings may be held by videoconference, provided that the public can view or listen to such proceeding, meetings are recorded and posted within 5 business days, and that recordings are transcribed upon request. Members must be visible on camera and have their first and last name displayed.

NYS SWCC News

SWCC Meeting: The July meeting of the New York State Soil and Water Conservation Committee will be held on **7/26/22 at 10am**. This is a change from the previous set date of 7/19/22. An agenda, minutes from the June meeting and calendar invite with meeting locations and/or access information will be sent shortly.

SWCD – Landowner Funding Agreements

For BMP Implementation projects, a signed SWCD – Landowner Funding Agreements must be submitted to the SWCC when requesting a BMP Implementation Payment. This is an agreement between the SWCD and a landowner that indicates state and landowner contribution amounts, defines project deliverables, and details the responsibilities and requirements for participating landowners.

SWCD-Landowner Funding Agreement must include:

- the amount of state contribution and landowner commitment/source (cash or in-kind)
- commitment of match for contingency funds
- An acknowledgment by the landowner that they will be responsible for the total BMP implementation costs.
- An acknowledgment by the landowner that they understand all state assistance payments will be made on a reimbursement basis.
- An acknowledgment by the landowner that all cost overruns will be the responsibility of the landowner.
- The landowner or operator's name must be printed and signed.

It is suggested that the landowner acknowledge that final reimbursement will be based on the final project cost and the original cost share percentage. The amount to be paid by the State cannot exceed the amount indicated in the contract. Additionally, if another source of funds will be used as match (i.e., EQIP), it is strongly suggested that the SWCD-Landowner funding Agreement include the amount and source of match. PLEASE NOTE: A combination of state funds and match funds may not result in a payment to the Landowner that is greater 100% of the final project costs.

The NYS SWCC does not provide a template SWCD – Landowner Funding Agreement but, can provide examples as requested. If you are considering making any changes to your SWCD - Landowner Funding Agreement, please review those changes with your County Attorney.

Reminder of Open Funding Opportunities: A reminder that these funding programs are accepting applications on a rolling basis.

- **NYS Farmland Protection Implementation Grants Round 18** – The intent of the grant program is to fund the implementation of certain farmland protection activities intended to maintain the economic viability of the State's agricultural industry and its supporting land base and to protect the environmental and landscape preservation values associated with agriculture. For more information about applying, please visit, <https://agriculture.ny.gov/land-and-water/rfa-0238-farmland-protection-implementation-grants-round-18-conservation-easement>

- **Source Water Buffer Program:** Funding 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>.

Other Events

Open Meeting Law – Information Session: The Committee on Open Government will present a virtual Open Meetings Law training program on **Thursday, July 21st, 2022 from 10:00 a.m. – 11:30 a.m.** Pre-registration is required.

<https://opengovernment.ny.gov/system/files/documents/2022/07/coog-oml-information-session-072122.pdf>

2022 NY Soil Health and Climate Resiliency Field Days: The NY Soil Health Alliance Group will convene a series of Soil Health & Climate Resiliency Field Day's throughout the State during 2022. Registration is now live for the **July 20th Northern NY event at Sullivan Orchards (Clinton County)**, the **July 25th Central NY event at Thompson Research Farm** and the **July 28th Eastern NY event at the B&B Crop Farm**. Visit, www.fielddays.newyorksoilhealth.org for more information and to register.

2022 Empire Farm Days: August 2nd – 4th, 2022 (<https://empirefarmdays.leetradeshows.com>).

2022 Cornell Aurora Farm Field Day: August 18th, 2022 (<https://cals.cornell.edu/2021-aurora-farm-field-day>).

Other Funding Assistance

NYS Water Quality Improvement Program: The Water Quality Improvement Project (WQIP) grant application period is open through **July 29, 2022**. A total of at least \$75 million is available for projects that include: Nonagricultural Nonpoint Source Abatement and Control; Land Acquisition for Source Water Protection; Salt Storage; Aquatic Connectivity Restoration and; Marine District Habitat Restoration. Apply using the Consolidated Funding Application,

<https://apps.cio.ny.gov/apps/cfa/>

NOAA Funding, Restoring Fish Passage through Barrier Removal: \$65 million in funding is available for fish passage through the removal of in-stream barriers in FY2022 under the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act). This funding will support transformational projects that reopen migratory pathways and restore access to healthy habitat for fish around the country. Proposals must be received through Grants.gov by **11:59 PM Eastern time on August 15, 2022**. <https://www.fisheries.noaa.gov/grant/restoring-fish-passage-through-barrier-removal-grants>