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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS April 27th, 2020

PRESENT:

District Office Closed due to COVID-19 a Zoom meeting was held Mark Brown, James Lieberum and Rhonda Jarvis were at the District office, socially distancing themselves. Zoom members: Craig Leggett, Susan Wilson, Tim Thomas, Dan Bruno, Rachel Seaber, Ryan Cunningham and Mike Greenslade.

- 1) **Meeting was called to order:** Brown called meeting to order at 1:02pm.
- 2) **Approval of the previous SWCD meeting minutes:** **Motion:** by Greenslade to approve meeting minutes for February and March, 2nd by Thomas, carried.
- 3) **Presenter:** NONE
- 4) **Report of Officers:**
 - a) **Chairman Report:** NO REPORT
 - b) **Treasurer Report:** As far as the financial situation, the District has an estimated \$271,990.65; most of it is in grant money. Bills for payment for April totaled \$28,495.39 and grant bills for approval totaling \$18,160.61, approval of March financial report 2020. **Motion: by all board members to approve all bills for payment for April, and signature sheets were signed and returned and carried. Motion: by all board members to approve the financial report for March 2020, signature sheets signed and returned and carried.**
 - c) **Correspondence:** NONE.
- 5) **SWCD Business:**
 - a) **Office of Operations, Covid 19 Office Specific:** District is still operating with limited office staff and the remainder staff will be working at home. Site visits are allowed, minimizing contact with individuals. If necessary, 2 staff may go into the field for the same project (GIS mapping) but 2 vehicles must be used and distances must be used along with PPE.
 - b) **NYS 2021 Budget,** As of now the NYS 2021 budget has SWCD's in for level funding for reimbursement and earned income. That's great news, but it can be cut. At least the District can make more informed decision's moving forward. It is important to continue to show what the district can do and how we can assist individuals and communities in both good and bad times. Thank you to the Board for their continual strong support of the office. Thanks to the staff who have adapted during this time to not just

- keep busy, but to be productive and move projects forward.
- c) **Municipal Separate Storm Sewer System Annual Reports**, Lieberum finished the Warren County Municipal Separate Storm Sewer System annual report and will be presenting it on the Zoom meeting on April 21st's DPW meeting. This will open the public comment period for the document, which will close May 13th. This will be available at the Warren County website as well as ours and any comments will be sent to Lieberum. At the May 15th Board of Supervisors (BOS) meeting, Lieberum will be "at" the meeting and will conduct a brief summary and wrap up of the report, then if there are no objections the BOS will move to accept and approve and after Lieberum get a signature from Supervisor Thomas on the report, he will send to NYSDEC by June 1st.
 - d) **GIS/GPS interface**, Lieberum has been looking into getting GIS/GPS on an added cell phone for the District. Lieberum mentioned he is doing a trial run on the district cell phone already in place and will let the board know how it operates, if a success then the added cell phone for the district new program will be discussed for approval.
 - e) **Tree and Shrub program wrap up**, This program was a great success in this time of COVID-19. District received 119 orders. The District continued the program it was a drive up situation and staff was equipped with PPE and stayed 6ft apart while helping each customer receive their tree and shrub order. Customers also had the opportunity to purchase extra trees in another location on the property, which was also a success.
 - f) **Current grant project updates**, The staff has developed the NYSDEC grants work plans through Grants Gateway. Lieberum is trying to get an answer on whether these culvert replacement and planning grants will be reimbursed when we seek payment, but have not received any clear responses. The district is fortunate as it has 2 existing DEC grants that we have the upfront funding for in the accounts and can proceed with engineering services and purchase of hydroseeding supplies. The Lake Champlain Basin Program has confirmed that the funding is there and district will be reimbursed within the normal period of time, once district begins billing. See staff reports for other grant updates.
 - g) **Community Conservation Program Evaluation Discussion**, There is one community conservation application to evaluate "Curtis S. Read Scout Reservation, \$1,000".
 - h) **Community Conservation Program Review, Motion:** by Susan to approve the Curtis S. Read Scout Reservation fish stocking when NYS DEC has approved the stocking of fish, 2nd by Bruno, carried.
 - i) **SWCD Board of Directors Reporting Info**, None (Please make sure all board members email Rhonda if they have taken any courses or seminars or meetings.
 - j) **Other**, ENVIROTHON this district program was a great success on the virtual level. Three schools were on board at first then unfortunately WSWHE BOCES two team had to drop out. The two remaining schools were Warrensburg Central High School with 2 teams and Glens Falls High School with 2 teams. This 2020 year winning team is Warrensburg Team 1, they will be moving on the a virtual State Envirothon in the near future.

6) **Staff Reports :**

a. **Jim Lieberum, DM**, Lieberum's report was reviewed.

b. **Robert Bombard, WRS**, Bombard's report was reviewed.

c. **Dean Moore, SrDT**, Moore's report was reviewed.

d. **Nick Rowell, NRS, No Report –out do to surgery.**

e. **Maren Alexander, DT**, Alexander's report was reviewed.

a. **Ryan Cunningham, NYS SWCC**, Cunningham's report was reviewed.

7) **Adjournment: Motion:** by Greenslade to adjourn meeting at 2:05pm, 2nd by Leggett, carried.

Respectfully submitted,

Rhonda L. Jarvis, Office Manager/ Treasurer
Date Approved: _____