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

PRESENT:

District Office Closed due to COVID-19 a Zoom meeting was held Mark Brown, James Lieberum and Rhonda Jarvis, Dean Moore and Robert Bombard were at the District office, socially distancing ourselves. Zoom members: Craig Leggett, Susan Wilson, Tim Thomas, Nick Rowell, Ryan Cunningham, Mike Greenslade, Maren Alexander and Ben Driscoll, City of Glens Falls, Supervisor ward 5.

- 1) **Meeting was called to order:** Brown called meeting to order at 1:00pm.
- 2) **Approval of the previous SWCD meeting minutes: Motion:** by Thomas to approve meeting minutes for June 2nd by Wilson, carried.
- 3) **Presenter:** Upper Hudson River Revitalization Plan 2020; SWCD Staff, this is a well put together Plan from the members of the Upper Hudson Coalition. The District has a few in the office if any of the Board members are interested, let Lieberum or Rhonda know, and it can be mailed or picked up.
- 4) **Report of Officers:**
 - a) **Chairman Report:** Hope all are staying safe. Brown mentioned few changes have been happening in our area, wearing mask and social distancing for now will be the way of the future.
 - b) **Treasurer Report:** As far as the financial situation, the District has an estimated \$158,353.26; most of it is in grant money. Bills for payment for July totaled \$14,859.64 and grant bills - none, an added \$100 for a soil workshop for Rowell to American Farmland Trust. Approval of June financial report 2020. **Motion: by Wilson to approve all bills for payment for July with addition invoices, and signature sheets were signed and returned, 2nd by Thomas, carried. Motion: by Wilson to approve the financial report for June 2020, signature sheets signed and returned, 2nd by Thomas, carried.**
 - c) **Correspondence:** 1. Email to Nick Rowell for his acceptance to the New York Soil Health Specialist Training program. He was selected as one of twenty successful applications. 2. The Fund for Lake George 2020 Annual Meeting on Saturday August 15, 2020 online Event.
- 5) **SWCD Business:**
 - a) **Office of Operations Plan: Monthly review and discussion,** Lieberum

mentioned the District office is continuing with their plan, half staff and rotating tech staff weekly. Lieberum was not a where the NYS DOT can only work with no more than 10 people per project, as the District has been working with them the last few days. So, things are different in other agencies as the District works other agencies throughout the state.

- b) **NYSDEC Endorsed 4 Hour ESC (online)**, Lieberum, Rowell and Moore have been conducting these trainings each year. Lieberum contacted the NYS DEC about these trainings to conduct them through Zoom. District started NYS DEC 4hour ESC up on zoom, with class size being 10 people. It has been going very well for the District. Lieberum contacted NYS DEC again to see if more than 10 participants can be added to the meetings and it was approved. District is very busy with updating the certificates for companies in need.
- c) **2020 SWCD Budget Committee-meet mid-August**, Budget committee consists of Marc Brown, Lieberum, Rhonda, Wilson, Greenslade and Leggett. Rhonda will email them all and set up a day and time to complete the budget for full approval at August board meeting.
- d) **SUNY Adirondack 4hour ESC training agreement for approval**, **Motion:** by Greenslade to approve the SUNY Adirondack 4hr ESC training agreement for the amount \$75pp and class size no less than 20 people no more than 50 people, 2nd by Thomas, carried.
- e) **Town of Lake George MS4 Sampling Agreement for approval**, **Motion:** by Thomas to approve the T of LG MS4 sampling yearly agreement in the amount of \$1,000 for approval, 2nd by Greenslade, carried.
- f) **County Composing white paper**, Lieberum was part of an email on WC Solid Waste Management Plan/Compost Pilot Project for support, so Lieberum emailed the project info to all board members to review and discuss at this meeting. Ben Driscoll, City of Glens Falls has noted that so of the language is a little too much for Warren County. Thomas and Greenslade are in support of this project, the District can support it while the project proposal is being reviewed for changes in some of the language, it has great potential for Warren County. Lieberum will draft a letter of support for the board for next month meeting.
- g) **State Envirothon Competition**, Moore mentioned the state Envirothon was a great success virtually. Team for Warrensburg tied 11th place out of 19 teams competing through google classroom. Started at 10am, ended at 12:20pm. Well ran competition from help around the state. NYS will be holding the National Envirothon in 2021
- h) **Office Computers update**, 2020 Part C spread sheet was emailed today to the board member for expenditures of changes do to Covid-19, District allocated programs were modified and the reserves up to help support next year short falls budget. Lieberum contacted the IT department at the county and received information for new laptops and GIS software for the District office for staff to use while there are at home, with the new changes in the State do to Covid-19. District is looking to purchase 3 new laptops in the amount \$900.00 per laptop plus software. **Motion:** by Wilson to purchase 3 laptops and an external for Rhonda's computer, to do the

possible up coming shutdowns that may occur this fall, 2nd by Greenslade, carried. The District will be all set if County gets shut down again or in upcoming years.

- i) **Salary Adjustment discussion (from Y2019 for Y2020), Last** budget meeting it was discussed salary adjustments in March of 2020. January monthly meeting Ryan brought salary adjustment for two of the District employees for discussion at March meeting, then Covid-19 hit and shut District down. Lieberum mentioned our District is now back on track and needs to address these adjustments. Through long discussion with board a **Motion:** by Greenslade to approve the salary adjustments to Maren Alexander and Nick Rowell salaries adding \$1,200 to each employee for year 2020, 2nd by Thomas, carried.
- j) **Cell phone discussion,** Lieberum mentioned the District will be updating the personnel policy on cell phones. The employees through this pandemic have been using their own cell phones, the District will need to consider and discuss and approve other alternatives like; a cell phone for each technical employee or a reimbursable amount for each employee who will be using there own cell for work. With long discussion Lieberum will contact County IT for a better cost for each employee having their own phone and discuss which option will be given at the next board meeting.
- k) **West Brook Conservation initiative,** The District is contracted with the county for \$3,000 yearly to maintain West Brook Conservation initiative for water sampling and invasive. Do to the larger amount of people hanging out and camping next to the ponds its showing bad water quality because of people using it for a toilet, so that needs to be addressed but as far as the working of the ponds for stormwater it is doing its job.
- l) **Upper Hudson River Watershed Coalition,** zoom meeting was held and Rowell mentioned the District portion of the WQIP DEC roadside grant headed by Upper Hudson River Watershed Coalition is moving forward with construction with each District involved. Rowell has submitted two payments to be signed by grant administrated.
- m) **Champlain Watershed Improvement Coalition of New York,** Zoom meeting was held this month, Lieberum mentioned CWICNY projects are moving forward with all counties involved. Alexander is in charge of getting projects up and running for the District's portion of CWICNY grants. We have until August of 2021 to complete. Working on all Looking for new project sites.
- n) **Warren County Water Quality Strategy Committee Meeting,** The District held a Water Quality Strategy Zoom Meeting. This meeting was well attended and very good. A discussion spawned further aspects in non-MS4 communities on erosion and sediment control trainings.
- o) **Current grant project updates,** All of District grants are moving forward in their construction fazes, the staff are very busy helping each other to keep these projects moving for completion and/or first year construction completion.
- p) **Community Conservation Program Evaluation Discussion -Up Yonda Farm request, Motion:** by Thomas to approve the funding for Friends of Up Yonda Farm for an Observation Hive for Bonterra Bees in the

amount of \$1,000, 2nd Greenslade, carried.

- q) **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.
- r) **Other**, 1. Maren mentioned for the LCBP Invasive grant she is looking to get approval to spend the monies allowed for the grant up to \$7800.00, **Motion:** by Wilson for the approval up to \$7,800.00 for materials for the LCBP grant to get it completed, 2nd Thomas, carried. 2. **Motion:** by to approve the Town of Queensbury MS4 yearly agreement for year 2020-2021 in the amount of \$12,000, 2nd by Greenslade, carried. 3. Leggett concern for the zoning and planning board education for receiving credits for their positions, wondering if SWCD would hold some zoom trainings for us to get credits. Leggett will get in touch with Lieberum to set this up. 4. **Motion:** By Leggett, to approve \$350 for design layout on district sign for marketing programs at the district, 2nd by Thomas, carried.

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**, Rowell's report was reviewed.
- e. **Maren Alexander, DT**, Alexander's report was reviewed.
 - a. **Ryan Cunningham, NYS SWCC**, Cunningham's report was reviewed.

- 7) **Adjournment: Motion:** by Thomas to adjourn meeting at 3pm, 2nd by Greenslade, carried.

Respectfully submitted,

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