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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS January 23, 2023

PRESENT: James Lieberum, Rhonda Jarvis, Nick Rowell, Maren Stoddard, Jake Dunkley, Bob Bombard, Tim Thomas, Frank Thomas, Mike Greenslade, no attendance: George Ryan and Dan Bruno Zoom attendees: Mark Brown, Susan Wilson and Ryan Cunningham

- 1) **Meeting was called to order:** called meeting to order at 1:01pm.
- 2) **Approval of the previous SWCD meeting minutes:** **Motion:** by Tim Thomas, to approve December minutes, 2nd by Greenslade, carried.
- 3) **Presentation/Training:** NONE
- 4) **Report of Officers:**
 - a) **Chairman Report,** Brown had not much to report. Happy New Year to all from a zoom call in Florida and it is sunny and 85 down there.
 - b) **Treasurer Report:** As far as the financial situation, district has \$262,805.04; most of it is in grant money. Bills for payment for January totaled \$25,805.04. **Motion:** by Greenslade to approve the financial report for December 2022 \$262,805.04, along with Bills for payment \$25,805.04 for January operating and grant bills, 2nd by Frank Thomas, carried. Along with a deposit from Money Management Account of \$50,000 transfer to the Now Account to pay payroll and payroll taxes for the month of February. **Motion:** by Frank Thomas to approve the \$50,000 transfer for February payroll for the district employees, 2nd by Greenslade, carried. Rhonda presented a 2023 draft budgeted items for the board to look at each month for approval. **Motion:** by Greenslade to approve additional bills for payment for January: Modification to the 2022 Part C funding sheet for a payment of \$336.00 to a cover crop farmer, 2nd by Frank Thomas, carried.
 - c) **Correspondence:** 1. Article in the Lake George Mirror about Hemlock Woolly Adelgid. 2. 2023 Winter/Spring report from The Pearl of ESSLA protecting Schroon Lake and River. 3. 2023 Forestry Seminars-2023 New York Farm Show February 23-25, 2023-if any of the board members are interested, please let Rhonda or Lieberum so they can sign you up. 4. Franklin County SWCD Tree and Shrub order form. 5. Christmas card from Benchmark Forest and Land Management. 6. Thank you card from Tim Thomas thanking the staff for gifts and a great year.

5) **SWCD Business:**

- a) **Approval of all District Policies and Plan; Continuity of Operations Plan (COOP). Personnel Policy, Procurement, Financial, Fixed Asset, Natural Resources Violation Assistance, Foil Policy, Investment Policy and Tree Planter Policy, Motion:** by Frank Thomas to approve all policies with no changes except for the Tree Planter Policy that needs to be revised, 2nd by Greenslade, carried.
- b) **New Board Members Appointed 2023,** Frank Thomas mentioned there has been no change to the legislators for the Warren County Soil and Water Conservation district board, they will remain the same for 2023. Frank Thomas and Dan Bruno.
- c) **February board meeting; Trainings for Workplace Violence and Sexual Harassment for the staff and directors per state mandate each year,** Rhonda mentioned that February meeting will be mandatory for all board members and staff either in person or on Zoom.
- d) **2023 Water Quality Symposium,** Lieberum mentioned all the district staff will be attending the Water Quality Symposium except Bombard. Lieberum and Rhonda will only be attending Thursday to Friday. If any of the board members are interested in attending, please let Rhonda or Lieberum by this Thursday it is from March 14-17, 2023 in Syracuse, NY at the Double Tree Hotel.
- e) **2023 Legislative Days,** Lieberum mention he and 3 board members Brown, Bruno and Frank Thomas will be attending 2023 Legislative Days on March 6 and 7th. They will be staying an overnight in Albany and going to the legislative visits the next day to visit Senator Dan Stec and assemblyman Matt Simpson and possible others if needed.
- f) **2023 Tree and Shrub Program,** Stoddard mentioned her and Dunkley have been going strong and getting the order form out to many areas which is early this year. The form is all set on the district's website for pre-orders. The district has added some new species on the form as well, orders are coming in each day looks like it will be a great year and don't forget your order form if you are interested. Dunkley mentioned he has taken over the District Hemlock program and it has been modified by selling now Tamarac's for the species and is had a great response there are only 2 more slots left for the program and if it gets full more slots maybe added.
- g) **2023 Envirothon Program, approval of administrators, Motion:** by Tim Thomas to approve the new vamping of the Warren County Envirothon Program it has had it own bank account for a few years now and donations letters have been revised for just this program it is a self-sustainable by its donations. The district would like to have Lieberum and a board member step up and be approved to be administrators of the program so Lieberum and Greenslade will be Administrators, 2nd by Frank Thomas, carried, Greenslade sustained. Dunkley will be sending out the revised letters soon to vendors who have helped in the past. Jake has also created databases for Proctors, Vendors and Teachers for easier access to all. The district has most schools attending with teams and at least 1 home school brings a team, along with 3 teams from Prospect school. This program has been growing bigger each year and this is great.

- h) **Champlain watershed improvement Coalition of NY (CWICNY) update**, the CWICNY strategy plan has been submitted and accepted, the group is still working out things to hire a coordinator for CWICNY. Lieberum will keep district in the loop. The Treasurer position for CWICNY has now gone to Clinton County SWCD Pete Hagar is the new treasurer and Rhonda has gotten the books back to fix some things that have been changed which has messed up the financial reporting, so she will fix it. At the February meeting for CWICNY the financials will be given to Chas in Franklin County SWCD Warren County SWCD will no longer have the books for CWICNY.
- i) **Upper Hudson River Watershed Improvement Coalition update**, Rowell mention that the 9 Element application that the Upper Hudson River Watershed Coalition applied for was not accepted and the group will be looking into why it wasn't and will either re apply or look for a different funding source. Rowell will keep board members updated when it has been determined.
- j) **Current grant Projects**, all projects are always slower in the winter. Bombard has been working on the Part B report to get that submitted for this year. Rhonda will be getting all the vouchers that are submittable so the district can get the funding back in their accounts.
- k) **Community Conservation Program, Motion:** by Tim Thomas to approve the two community conservation program applications; Dan Smith Town of Chester – Dynamite Hill restoration project in the amount of \$1,000 and Rich Smith City of Glens Falls – road and property management in the amount of \$1,000, 2nd by Frank Thomas, carried.
- l) **SWCD Board of Directors Reporting Info**, None.
- m) **Other**, NONE

6) **Staff Reports:**

- a. **Jim Lieberum, DM**, Lieberum's report was reviewed.
- b. **Robert Bombard, WRS**, Bombard's report was reviewed.
- c. **Nick Rowell, NRS**, Rowell's report was reviewed.
- d. **Maren Stoddard, SDT**, Stoddard's report was reviewed.
- e. **Jacob Dunkley, DT**, Dunkley's report was reviewed.
- f. **Ryan Cunningham, NYS SWCC**, Cunningham's report was reviewed.

- 7) **Adjournment: Motion:** by Greenslade to adjourn meeting at 2:01pm, 2nd by Frank Thomas, carried.

Respectfully submitted,

Rhonda L. Jarvis, Office Manager/ Treasurer

Date Approved: _____