



Cortland County Soil and Water Conservation District

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www.cortlandswcd.org

SWCD...established to promote the conservation and wise use of our county's natural resources

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 13, 2024

ATTENDING: Linda Jones, Vice-Chair Amanda Barber, District Manager
Tracey Evanick, Treasurer Melissa Rutter, Fiscal Officer
William McGovern, Director Erin Kurtz, NRCS
John Phelps, Director

A. MEETING WAS CALLED TO ORDER by Vice-Chair Jones – 1:06 p.m.

B. REVIEW OF MINUTES:

Motion by Evanick to approve the minutes of the regular board meeting held on July 9, 2024 as written. Seconded and carried 4-0.

C. FINANCIAL REPORTS: Including income and expenses for July. Presented for payment Abstract 07-24 for Vouchers 126-24 to 146-24.

Motion by Evanick to accept the July 2024 financial reports and approve the payment of bills presented on Abstract 07-24 in the amount of \$127,456.63. Seconded and carried 4-0.

D. REPORTS:

1. **SWCD-** Report was distributed and is appended to minutes.
2. **SWCC** – Report was distributed and is appended to minutes.
3. **NYACD-** Annual meeting notice was distributed and is appended to minutes.
4. **NRCS** – Erin updated the board on staffing, contracts/funding, and local work group meetings.
5. **SLWAP** – No report submitted.

E. CORRESPONDENCE:

1. **NYSDAM-** Announcement of modified order regarding importation of dairy cattle from certain states.
2. **Comp Alliance** - Announcement of revised Plan Document changes.
3. **NYSFOLA-** June 2024 newsletter.
4. **NYS Grange** – July/August 2024 newsletter.
5. **Stormwater Solutions** – July/August 2024 periodical.
6. **Soil and Water Conservation Society** – July/August 2024 Journal.
7. **Finger Lakes Land Trust** – Summer 2024 newsletter.
8. **Cornell Local Roads Program** – Nuggets & Nibbles Summer 2024 newsletter.
9. **2023 Annual Reports** – Nat'l Conservation Federation & Nat'l Association of Conservation Districts.
10. **Homer Garden Club** – Thank you note.
11. **Onondaga County SWCD** - Condolence card.

F. OLD BUSINESS:

- 1. Little York Lake Tax District** – Weed harvesting will resume on the lake next week for 3 days. Barber is attempting to schedule a meeting with one of the consultants for the lake management plan review – the consultant is interested in investigating and verifying the results of the ESF study of the sediment flow into the lake.
- 2. ARPA Project Status** – Barber reported that the Brackel project is underway. ARPA is funding this project. The Brown project is partially ARPA funded, and is done except for as-builts and some plantings. Additionally, the Towns of Willett and Freetown have requested assistance for replacement culverts, which may be able to be partially funded through ARPA, depending on what is expended for the current ARPA projects (Brackel, Brown, Merrill).

G. NEW BUSINESS:

- 1. NYACD Annual Meeting** – Scheduled for Oct 21 and 22, 2024 at the Hampton Inn in Penn Yan NY. Jones and Evanick expressed interest in attending.

Motion by Phelps to authorize two Board members to attend the NYACD Annual Meeting. Seconded and carried 4-0.

- 2. Breach Notification Policy** – Barber presented a new Cortland County Soil and Water Conservation District Computer System Security Breach Notification Policy. This policy is required per the State Committee.

Motion by Phelps to accept and approve the Cortland County Soil and Water Conservation District Computer System Security Breach Notification Policy as presented. Seconded and approved 4-0.

- 3. USC Cover Crop Agreement** – Barber requested approval to sign the 2024-25 USC Cover Crop agreement. Payment is based on \$25/ac for repeat acres and \$71/ac for new acres. Total amount of contract is \$89,200.

Motion by Phelps to authorize Barber to sign the USC Cover Crop contract in the amount of \$89,200 for services through March 1, 2025. Seconded and approved 4-0.

- 4. SLWAP 2024-25 Agreement** - Barber requested approval to sign the 2024-25 SLWAP Agreement with Onondaga County SWCD. Total amount of contract is \$7,000.

Motion by Phelps to authorize Barber to sign the 2024-25 SLWAP Agreement with Onondaga County SWCD for administrative and technical support with a contract period from 7/1/24 through 6/30/25. Total amount of contract is \$7,000. Seconded and approved 4-0.

- 5. Murphy Memorial/Donation** - There was discussion regarding what the Board would like to do to honor Jim's service to the District. McGovern mentioned that Jim's obituary specifically asked that any donations be made to St. Mary's Church. McGovern suggested the District sponsor a Mass in Jim's name, the Board agreed. McGovern will contact St. Mary's for details. Jones mentioned that each individual District employee/Board member may then donate to St. Mary's as they wish.

Motion by Phelps to authorize the District to sponsor a Mass at St. Mary's Church in Jim's name/honor. Seconded and approved 4-0.

6. **Board At-Large Member Replacement** – Barber asked the Board to consider functioning for the time being without a Chair, in order to take time to brainstorm and carefully compile a list of potential new at-large members. Once that new at-large member is recommended to the County and installed, then elections can be held for Board positions. A discussion was then held regarding the position requirements and preliminary potential candidates.

7. **Equipment Disposal** – Barber presented a list of obsolete computer equipment and peripherals for disposal.

Motion by McGovern to authorize the District to dispose of computers and peripherals as presented on attached list. Seconded and approved 4-0.

8. **2025 Budget** – Barber presented proposed expense and revenue budgets for 2025. Barber proceeded to explain many of the line items and justifications for certain budgeted figures. The Board discussed and subsequently decided that a second, special meeting to review and discuss the budget was not necessary, that reviews and explanations by Barber were sufficient to vote on approval.

Motion by Phelps to approve the 2025 Budget as presented. Seconded and approved 4-0.

9. **WQIP Septic grant** – Barber would like to set a tentative special meeting to discuss allocating WQIP Septic funds to subsidize installing/upgrading new septic systems, provided we have eligible property owners that want to take advantage of the funds. Tentative date set for 8/22/24 at 4pm – Jones, McGovern and Phelps stated they could attend.
10. **Hydroseeding** – Barber reported that the District has had requests lately from private landowners for hydroseeding. The District's current policy is to provide this service for public entities only – Barber asked the Board if they wished to keep the current policy intact, or change it to include offering the service to private landowners. The Board decided not to change the existing policy at this time.
11. **Personnel** – Emily Stansfield is the District's seasonal Conservation Aide whose appointment expires 9/10/24. Barber asked the Board to extend Stansfield's appointment up to one more month in order to allow her to continue outreach activities. Barber reported that Cortland County Personnel would approve the extension provided it was approved by the District Board.

Motion by Evanick to approve extending Emily Stansfield's appointment up to one more month. Seconded and approved 4-0.

H. **NEXT MEETING:** September 17, 2024, 1:00 pm.

I. **ADJOURNED at 3:02 pm.**

Melissa Rutter, Board Secretary