



Cortland County Soil and Water Conservation District

100 Grange Place, Room 202, Cortland, NY 13045

Phone: (607) 756-5991 • Fax: (607) 756-0029

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, October 8, 2024

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

A. MEETING WAS CALLED TO ORDER by Vice-Chair Jones – 1:02 p.m.

B. REVIEW OF MINUTES:

Motion by McGovern to approve the minutes of the regular board meeting held on September 17, 2024 as written. Seconded and carried 4-0.

C. FINANCIAL REPORTS: Including income and expenses for September. Presented for payment Abstract 09-24 for Vouchers 167-24 to 191-24.

Motion by Evanick to accept the September 2024 financial reports and approve the payment of bills presented on Abstract 09-24 in the amount of \$105,269.24. Seconded and carried 4-0.

D. REPORTS:

1. **SWCD-** Report was distributed and is appended to minutes.
2. **SWCC** – No report submitted.
3. **NYACD-** No report submitted.
4. **NRCS** – No report submitted.
5. **SLWAP** – No report submitted.

E. CORRESPONDENCE:

1. **Town of Cortlandville Planning Board** – Letter expressing their intent to serve as Lead Agency for a particular solar project. Cortland County SWCD has no objection.
2. **SWCC** – Letter stating the SWCD has expended the allocated 2023 Part B funds appropriately.
3. **SWCC** – Email containing the SWCC and AEM 2023 Annual Report.
4. **NYSCDEA** – Notice regarding the scheduled Administrative Conference (see New Business).
5. **NYSABA** – Email regarding the scheduled Certified Crop Advisor conference (see New Business).
6. **SWCC** – NRCS Partnerships Agreement for FY2025 update.

F. OLD BUSINESS:

1. **At-Large Director Candidate** – Barber asked the Board if they had any more potential eligible candidates for consideration. The list of potential candidates was discussed at length. Per the discussion, Barber will contact some of the candidates discussed to gauge their interest in the position, and report back to the Board as to her findings.

2. **Harvester Bid** – Barber met with the LYLPRD to discuss desired specifications for the harvester. Barber has drafted an RFP that she would like the County Attorney to review and approve. Barber would like it reviewed, approved and distributed so that prospective suppliers can have their bids submitted by December 1. Barber wants to be able to present the bids for Board decision at the December meeting, and order the harvester before year-end.

Motion by McGovern to authorize Barber to have the draft RFP reviewed and released based on the County Attorney review of said document. Seconded and carried 4-0.

3. **NYACD Annual Meeting Resolution** – Barber created and read a draft resolution to be presented on the floor at the NYACD Annual Meeting. The resolution regards addressing NRCS prioritization and expediting of cultural resources reviews that are currently backlogged due to NRCS staffing and workload challenges. The Board concurs that the NRCS backlog is a concern.

Motion by McGovern to approve Evanick to present the final resolution regarding NRCS cultural resources reviews on the floor at the NYACD Annual Meeting. Seconded and carried 4-0.

4. **Conservation Assistant Interviews** – Barber has a few interested applicants. She would like to proceed with the interviewing process. Jones and McGovern volunteered to serve on the interview committee.

5. **Engineer MOA with Tioga County** – Barber circulated a tentative MOA between the Cortland SWCD and Tioga SWCD for engineering services to be provided by Tioga SWCD. Barber explained to the Board that this document was reviewed by the Cortland County attorney. Tioga SWCD is currently reviewing and is expected to sign the MOA.

Motion by McGovern to authorize the MOA and to authorize Barber to sign the MOA. Should there be any edits by Tioga County, Barber is authorized to have the Cortland County attorney review the edits, and Barber is subsequently authorized to sign the MOA if any changes are not substantive. Seconded and carried 4-0.

6. **Septic Repair Allocations** – Barber passed out a spreadsheet detailing various septic repair projects that may be eligible for cost share under the WQIP Septic grant. Barber has requested approval to move forward with the 5 priority projects as detailed on the spreadsheet. Barber explained that the landowner cost share portion would be 25% and the SWCD cost share will be 75%.

Motion by Evanick to authorize Barber to obtain landowner agreements for the 5 priority projects, allocating funding as listed. Seconded and carried 4-0.

G. NEW BUSINESS:

1. **2025 Annual Plan of Work** – Barber distributed the draft 2025 POW to the Board and provided a brief explanation of its contents. The Board reviewed the document and had an opportunity to ask questions.

Motion by Evanick to approve the 2025 POW for submission to the State Committee. Seconded and carried 4-0.

2. **2025 Part B Project** - Barber proposed a pilot project at Dwyer Park to stabilize approximately 100

feet of eroding streambank utilizing either the FlexMSE or Envirolock erosion control system.

Motion by McGovern to approve the Part B Dwyer Park pilot project submittal. Seconded and carried 4-0.

3. **FLLOWPA Contract** – Barber requested approval to sign the 2024-25 FLOWPA contract.

Motion by Evanick to approve **Resolution 2024-05** (attached) authorizing Barber to sign the FLOWPA SFY 2024-25 Contract in the amount of \$137,200 for work to be completed April 1, 2024 through December 31, 2026. Seconded and carried 4-0.

4. **Tompkins Trust Positive Pay** – Barber explained Positive Pay to the Board and asked to Board to consider whether the District should enroll in the service, as there is an increasing rate of check fraud on a national level. Tompkins Trust charges \$50 per month (\$600/year) for this service, no contract is required.

Motion by Evanick to approve the District to enroll in Positive Pay with Tompkins Trust at a cost of \$50 per month (\$600/year). Seconded and carried 4-0.

****Evanick recused herself and left the meeting at 2:24pm****

5. **CAFO Enhanced Nutrient Management Plan** – Barber explained the CAFO ENMP grant program and the project ranking criteria involved. She then discussed in detail the three potential grantees and how their projects ranked out according to the criteria.

Motion by McGovern to approve **Resolution 2024-06** (attached), authorizing Barber to act as agent for the District on the CAFO ENMP grant, and to submit the three projects as ranked for grant funding consideration. Seconded and carried 3-0.

****Phelps left the meeting at 2:41pm. Evanick rejoined the meeting at 2:42pm****

6. **USC Upper Tioughnioga Assessment Contract Extension** – Barber requested approval to sign the contract extension for the USC Upper Tioughnioga Assessment.

Motion by McGovern to approve Barber to sign the contract extension for the USC Upper Tioughnioga Assessment. Contract will be extended to 11/30/24. Seconded and carried 3-0.

7. **USC Waterworks Planting Contract** – Barber requests approval to sign a contract with the USC to install deer fencing and provide for riparian restoration on .25ac of land.

Motion by McGovern to approve Barber to sign the USC Waterworks Planting contract in the amount of \$1700 for work to be completed 9/5/24 to 12/1/24. Seconded and carried 3-0.

8. **Administrative Conference** – Barber requested approval for her and Rutter to attend the Administrative Conference being held in Saratoga Springs NY on November 18-19.

Motion by Jones to approve Barber and Rutter to attend the 2024 Administrative Conference to be held on November 18-19 at the cost of \$100 each. Seconded and carried 3-0.

9. **SWCC Managers' Meeting** – Barber requested approval to attend the SWCC Managers' Meeting on Dec 3-4 at Greek Peak in Virgil NY. The SWCC is providing this at no charge to the Districts, and each District may have one manager and one Board member attend. Jones expressed interest in attending.

Motion by Jones to approve Barber to attend the SWCC Managers' Meeting on Dec 3-4. Seconded and carried 3-0.

10. **Certified Crop Advisor Certification** – Barber requests approval to attend the NYSABA CCA Conference on Nov 20 in Syracuse and the virtual session in December in order to obtain required CE credits.

Motion by Evanick to approve Barber to attend the NYSABA CCA Conference on Nov 20 and the virtual sessions in December at a cost not to exceed \$600. Seconded and carried 3-0.

11. **Engineering RFP** – Barber discussed creating an RFP for engineering services for the McGraw and Hoxie Gorge projects. Once created, Barber will have the document reviewed by the county attorney. The consensus of the Board is to move forward with creating and distributing the RFP once it has been reviewed by the county attorney.

12. **Hydroseeding Materials Purchase** – Barber requests approval to purchase additional hydroseeding materials.

Motion by McGovern to approve the purchase of hydroseeding materials in an amount not to exceed \$9500. Seconded and carried 3-0.

H. NEXT MEETING: November 12, 2024, 1:00 pm.

I. ADJOURNED at 2:50 pm.

Melissa Rutter, Board Secretary