



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, January 13, 2026

ATTENDING: Linda Jones, Chair
William McGovern, Vice-Chair
John Phelps, Director
Jeremy Boylan, Director
Timothy Elliott, Director
Amanda Barber, District Manager
Melissa Rutter, Fiscal Officer
Brendan Aschmutat, Conservation Assistant

A. MEETING WAS CALLED TO ORDER by Chair Jones – 1:01 p.m.

B. REVIEW OF MINUTES:

Motion by Boylan to approve the minutes of the special board meeting held on December 4, 2025 as written. Seconded and carried 4-0.

**** McGovern entered the meeting at 1:02 p.m. ****

Motion by Boylan to approve the minutes of the regular board meeting held on December 9, 2025 as written. Seconded and carried 5-0.

C. FINANCIAL REPORTS: Including income and expenses for December. Presented for payment Abstract 12-25 for Vouchers 242-25 to 270-25.

Motion by Elliott to accept the December 2025 financial reports and approve the payment of bills presented on Abstract 12-25 in the amount of \$317,565.23. Seconded and carried 5-0.

D. REPORTS:

- 1. SWCD-** Report was presented by Barber. Copy was distributed and is appended to minutes.
- 2. USC –** No report submitted.
- 3. SLWAP –** December 2025 report submitted and appended to minutes,
- 4. NRCS-** No report submitted.
- 5. NYACD –** December 2025 report was distributed and appended to minutes.
- 6. SWCC –** December 2025 and January 2026 reports submitted and appended to minutes.
- 7. Board Member Reports –** Jones and Boylan discussed some of the topics presented at the latest NYACD Director's meeting that they attended. Boylan was asked to serve on the new NYACD By-Laws committee.
- 8. Staff Reports –** Aschmutat delivered a presentation regarding some of his District responsibilities including weed harvesting, cover crops, hydroseeding, the Water Festival, and buffer establishment. He then fielded questions from the Board regarding his duties and District programs.
- 9. LYLPRD Update –** None.

E. CORRESPONDENCE:

1. **SWCC** – Email regarding annual reporting/solicitation for reports, and another email notification that NYACD monthly meetings now count towards performance measures.
2. **NYSDAM** – AEM Round 19 announcement.
3. **Warren SWCD** – ArcGIS Pro training announcement.
4. **SWCC** – Statewide Reforestation Plan information.
5. **NYSDAM** – AGNP 31 announcement.
6. **SWCC** – Soil Science lecture series.
7. **NYSCDEA** – Water Quality Symposium registration packet released.

F. ORGANIZATIONAL BUSINESS:

1. **Election of Officers:** McGovern nominated Jones as Chair. Phelps nominated McGovern as Vice-Chair. Jones nominated Boylan as Treasurer.

Motion by Phelps to elect Jones as Chair, McGovern as Vice-Chair, and Boylan as Treasurer and to have Secretary cast one vote for the nominated officers. Seconded and carried 5-0.

2. **Board Per Diem** – Phelps, Elliott, and Boylan advised the Board that they would continue to waive per diem in 2026 for their service on the Board. The Board concurred that the per diem waiver forms that each per diem eligible Board member signed in 2025 would be valid through 2026.

3. **Designate Official Bank** – Tompkins Community Bank.

Motion by Phelps to designate Tompkins Community Bank as the official bank. Seconded and carried 5-0.

4. **Designate Signatories** –

Motion by Elliott to designate Jones, Boylan, and Barber as signatories. Seconded and carried 5-0.

5. **Designate Official Newspaper** – Cortland Standard.

Motion by Boylan to designate the Cortland Standard as the official newspaper. Seconded and carried 5-0.

6. **Review and Update Existing Policies** (i.e., Code of Ethics, etc.) – Rutter presented a proposed update to the personnel handbook's Holiday policy. Changes were suggested that clarify the Holiday policy. Copy of proposed changes to the policy are attached to the minutes.

Motion by Elliott to accept changes to the Holiday policy as presented. Seconded and carried 5-0.

7. **Approve 2026 Mileage Rate** – 72.5 cents/mile for 2026

Motion by Phelps to set the 2026 mileage rate at 72.5 cents/mile. Seconded and carried 5-0.

8. **Set 2026 Meeting Schedule** –

Motion by Phelps to set the 2026 meeting schedule for the second Tuesday of each month at 1 pm. Seconded and carried 5-0.

9. Set Availability Period for Modified Accrual Basis of Accounting -

Motion by Phelps to set 60 day availability period for Accrual Basis of Accounting. Seconded and carried 5-0.

G. OLD BUSINESS:

- 1. Legislative Days** – Barber advised the Board that the District has been registered with the NYACD to attend, and hotel rooms have been booked. Discussion followed regarding which Board members are interested in attending. Barber will follow up with interested Board members to confirm.

H. NEW BUSINESS:

- 1. SLAWP WAPRC Appointment** – Barber requested approval from the board to recommend the appointment of Dave Perry to serve as a member on the WAPRC Board for another two-year term.

Motion by Boylan to appoint Dave Perry to serve on the SLWAP WAPRC Committee for a two-year term. Seconded and carried 5-0.

- 2. OSC Extension Request for 2025 Treasurer’s Report** – Rutter requests approval to submit a request to the State Comptroller’s Office for a 60-day extension of the deadline to submit the 2025 Treasurer’s Report. As the District Treasurer, Boylan is required to sign the request.

Motion by Elliott to authorize Boylan to sign the request to OSC for a 60-day extension of the deadline for the 2025 Annual Report of the Treasurer. Seconded and carried 5-0.

- 3. EFLC BMP Implementation Contract Reimbursement Agreement** – Barber requested approval to sign the EFLC BMP Implementation contract with Cayuga County SWCD. Contract dates are from 1/1/2025- 12/31/2029, 11 Districts will have a share of a total of \$41 million dollars (Barber estimates that the District’s share will be approximately \$3.7 million.) Barber advised the Board that the county attorney for Cortland County reviewed and approved the contract language in regards to the District’s obligations, with the notation that there is a discrepancy in insurance coverage requirements. Barber is seeking clarification on the insurance portion.

Motion by Boylan to approve Barber to sign the EFLC BMP Implementation Contract Reimbursement Agreement. Seconded and carried 5-0.

- 4. Spring Seedling Program** – Barber explained to the Board that quotes were requested from four nurseries this year, and Meadowview was the only nursery that could supply all of the species we require. Barber requests approval to utilize Meadowview as the supplier for the 2026 spring seedling sale in the amount of \$19,840.00.

Motion by Boylan to utilize Meadowview as the spring seedling program supplier for 2026. Seconded and carried 5-0.

Motion by Phelps to authorize Boylan to issue a check to Meadowview for a 25% down payment on the District's 2026 seedling order in the amount of \$4,960. Seconded and carried 5-0.

5. FLOWPA 25-26 Contract Approval – Resolution 2026-01

Motion by Phelps to approve **Resolution 2026-01** authorizing the FLOWPA SFY 2025-26 Contract in the amount of \$137,200 for work to be completed January 1, 2025 through January 31, 2028. Seconded and carried 5-0.

- 6. Project Collaboration MOA Discussion** – Barber explained to the Board that, as provided by District Law, Districts are allowed to “share” services on State-funded projects (i.e., a District with equipment may assist a District without equipment), and the District providing the service may bill the receiving District established State rates for staff and equipment use. This working arrangement would be in place of utilizing an independent contractor. Barber would like to formalize these “shared services” relationships, and the county attorney is reviewing a proposed draft of an agreement (MOA). Barber said there is no Board action required at this time, and asked the Board to advise her if they had questions/concerns/objections to this type of agreement.

- 7. Water Quality Symposium** – Barber requested approval for District staff to attend the 2026 Water Quality Symposium, being held March 10-13 at the Rochester Hyatt.

Motion by Phelps to approve staff attendance at the Water Quality Symposium. Seconded and carried 5-0.

- 8. Landowner Contract Approvals – CRF 8 Mikochik** – Barber advised that the project location was changed with NYSDAM approval. To fully utilize the CRF funds to the contract limit, Barber requests approval to modify the existing contract to \$17,045 – landowner share remains at 33% (minimum) of total. This increase will allow full utilization of available funds up to the limit of the CRF contract, and help to provide for increased fencing to protect more acreage.

Motion by Phelps to approve the modification of the CRF 8 Mikochik contract to \$17,045 in order to increase the project scope and fully utilize funds. Seconded and carried 5-0.

- 9. Employment** – Barber requested approval for the Board to go into Executive Session to discuss the employment of particular person(s).

Motion by McGovern for the Board to go into Executive Session to discuss the employment of particular person(s). Seconded and carried 5-0.

**** Executive Session began at 2:45 p.m. ****

**** Boylan left both the Executive Session and regular meeting at 2:55 p.m. ****

**** Executive Session ended and regular meeting resumed at 3:00 p.m. ****

Motion by Jones to authorize Barber to canvass the list in order to hire a new Conservation Assistant. Seconded and carried 4-0.

Motion by Jones to extend Jurgielewicz' employment as Conservation Aide. In the event that Jurgielewicz elects not to continue employment with the District, the Board authorizes Barber to hire a new Conservation Aide. Seconded and carried 4-0.

I. NEXT MEETING: February 12, 2025, 1:00 pm (rescheduled due to Legislative Days).

J. ADJOURNED at 3:01 pm.

Melissa Rutter, Board Secretary