



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 12, 2025

ATTENDING: Linda Jones, Chair
William McGovern, Vice-Chair
John Phelps, Director
Jeremy Boylan, Director - excused
Timothy Elliott, Director
Amanda Barber, District Manager
Melissa Rutter, Fiscal Officer
Jen Doty – Farm Services Agency

A. MEETING WAS CALLED TO ORDER by Chair Jones – 1:03 p.m.

B. REVIEW OF MINUTES:

Motion by McGovern to approve the minutes of the regular board meeting held on July 8, 2025 as written. Seconded and carried 3-0.

Motion by McGovern to approve the minutes of the special board meeting held on July 15, 2025 as written. Seconded and carried 3-0.

C. FINANCIAL REPORTS: Including income and expenses for July. Presented for payment Abstract 07-25 for Vouchers 136-25 to 154-25.

Motion by Elliott to accept the July 2025 financial reports and approve the payment of bills presented on Abstract 07-25 in the amount of \$100,711.11. Seconded and carried 3-0.

**** Phelps entered the meeting at 1:07 p.m. ****

E. REPORTS:

- 1. SWCD-** Report was presented by Barber. Copy was distributed and is appended to minutes. Barber added that she wrote a letter of support to the USC for a Strategic Planning grant. Barber thanked the Board members for attending the budget meeting with the County in support of the District. Copies of the District's 2024 Annual Report were distributed to Board members.
- 2. SLWAP –** Report was distributed and is appended to minutes.
- 3. NRCS-** No report submitted.
- 4. NYACD –** Report was distributed and is appended to minutes.
- 5. SWCC –** August 2025 report was distributed and appended to minutes.
- 6. Board Member Reports –** Jones relayed to the Board that she attended the latest NYACD meeting via Zoom. Employee retention was discussed, as well as Division Director vacancies.

7. **Staff Reports** – Rutter explained to the Board the numerous duties she is tasked with as the Fiscal Officer/Board Secretary. Some, but not all, of the tasks include: administrative duties for the Board, maintaining the QuickBooks ledger and accounts, management of the complete AP/AR cycle, and responsibility for all facets of payroll and its associated reporting. She conducts research into potential new policies or changes in existing policies, and drafts appropriate documents for Board review and approval. She compiles the annual Treasurer’s report, the sales tax report, manages FOIL requests, and provides assistance for the annual budget, annual audit, and grants/contracts. Additionally, she participates in and/or coordinates educational events such as Envirothon, Conservation Field Days, River Cleanup, and the like.
8. **Other Reports** – None.

F. CORRESPONDENCE:

1. **Delaware Co. SWCD**– Manure Injection Field Day information.
2. **CDEA** – Information regarding the Association’s support of NYSLRS system reform.
3. **NYACD** – Resolution information/instructions for the Annual Meeting being held September 21-24, 2025 in Syracuse.

- G. FSA CONTRACTS:** Doty explained that SWCD signatures are required for the FSA conservation plan contracts per the USDA/FSA policies and regulations. She proceeded to review and discuss the five contracts that need to be signed. The contracts are: McMahon (riparian herbaceous buffer - reenrollment), Jones (riparian forest buffer –reenrollment), Drake (riparian forest buffer), Bundy Creek Farm (grasslands rotational grazing – 2 contracts).

Motion by Elliott to sign the five USDA/FSA contracts (McMahon, Jones, Drake, 2 contracts for Bundy Creek Farm) as presented. Seconded and carried 4-0.

H. OLD BUSINESS:

1. **NACD NE Region/NYACD Annual Conference** – The NACD NE Region/ NYACD Annual Conference is being held in Syracuse from Sept. 21-24, with the deadline to register being Sept. 5. Barber inquired as to whether any Board members were interested in attending. Barber quickly reviewed the conference schedule. Discussion ensued.

**** Doty left the meeting at 1:44 p.m. ****

Motion by McGovern to authorize up to four people to attend the NACD NE Region/NYACD Annual Conference for a total cost not to exceed \$1000. Seconded and carried 4-0.

2. **LYLPRD** – Barber distributed the LYLPRD proposed work plan and budget for 2026. She explained that the LYLPRD advisory board approved a recommendation to increase the tax rate to .99 from the current .94, which increases the total operating budget by a few hundred dollars.

Motion by Phelps to approve the LYLPRD 2026 work plan and budget of \$19,284.63 as presented and recommended by the LYLPRD Advisory Board for submittal to Cortland County. Seconded and carried 4-0.

I. NEW BUSINESS:

1. **USC Cover Crop Agreement** – Barber requested approval to sign the 2025-26 USC Cover Crop agreement. Payment is based on 309 repeat acres and 400 new acres. Total amount of contract is \$36,125.

Motion by Phelps to authorize Barber to sign the USC Cover Crop contract in the amount of \$36,125 for services through March 31, 2026. Seconded and carried 4-0.

J. NEXT MEETING: September 9, 2025, 1:00 pm.

K. ADJOURNED at 2:02 pm.

Melissa Rutter, Board Secretary