

Washington County Soil & Water Conservation District

Minutes of Regular Meeting January 29, 2021 – Zoom Meeting

Attending:

John Rieger, Chairman
Kate Ziehm, Director
Jay Skellie, Director
Cassie Fedler, Director
John Dickinson, Director

Corrina Aldrich, District Manager
Lori Sheehan, Office Manager
Ryan Cunningham, NYS-SWCC

Call to order at 10:04 a.m. by Chairman Rieger.

Minutes: **Motion** by Skellie/Fedler to approve the minutes of the last meeting. **Unanimously carried.**

Treasurer's Report: After review and approval of the finances by the Treasurer, **Motion** by Ziehm/Dickinson to approve the Treasurer's Report for December and to pay bills as presented. **Unanimously carried.** (Attachment 1)

At 10:15 a.m. Chairman Rieger turned the meeting over to Aldrich to call for election of the Chairman of the Board.

Organizational Business:

Aldrich called for nominations from the Board for Chairman.

Motion by Skellie/Fedler to elect John Rieger Chairman of the SWCD Board of Directors. **Unanimously carried.**

At 10:17 a.m. after election of Board Chairman, Aldrich turned the meeting over to Chairman Rieger to chair the remainder of the meeting and election of officers.

Motion by Skellie/Fedler to elect John Dickinson as Vice-Chairman of the SWCD Board of Directors. **Unanimously carried.**

Motion by Dickinson/Fedler to elect Catherine (Kate) Ziehm as Treasurer of the SWCD Board of Directors. **Unanimously carried.**

Motion by Skellie/Dickinson to appoint Lori Sheehan as Secretary/Assistant Treasurer of the SWCD Board of Directors. **Unanimously carried.**

Motion by Dickinson/Skellie to appoint Laura Generous as Chairman of the Water Quality Coordinating Committee (WQCC). **Unanimously carried.**

Motion by Skellie/Fedler to appoint John Dickinson the representative to the Water Quality Coordinating Committee; Robert Kalbfliesh, Corrina Aldrich, with John Rieger as alternate the representatives to the Greater Adirondack Resource Conservation and Development Council (RC&D); and Corrina Aldrich the representative to the Farmland Protection Board. **Unanimously carried.**

Motion by Skellie/Fedler authorizing payment of certain bills prior to Board approval, including payroll & payroll liabilities, health/dental insurance, office/field supplies, employee travel, County pool car (fuel), and reimbursement of petty cash. **Unanimously carried.**

Motion by Dickinson/Skellie to appoint bank signatories: Catherine Ziehm (Treasurer), Lori Sheehan (Assistant Treasurer), and Catherine Fedler (Director). **Unanimously carried.**

Agency & Staff Reports:

FSA: GovDelivery Bulletin distributed

CCE: Attachment 2 – submitted by Gabriel

District Manager: Verbal report by Aldrich
District Technician: Attachment 3 – submitted by Kalbfliesh
District Technician: Attachment 4 – submitted by Generous
District Technician: Attachment 5 – submitted by Luke
NRCS District Conservationist: No Report
NYS-SWCC Report: Attachment 6 – reviewed by Cunningham

Motion by Dickinson/Skellie to dispose of certain 2013 financial records according to Records Retention and Disposal Schedule LGS-1. **Unanimously carried.**

Motion by Skellie/Dickinson to set the Dedicated Equipment Fund amount at \$41,500. **Unanimously carried.**

Motion by Ziehm/Dickinson to approve participation in the Agricultural Environmental Management (AEM) Program. **Unanimously carried.**

Motion by Dickinson/Ziehm to approve Luke to participate in CDEA business/activities as Division VI representative and to use district credit card as necessary. **Unanimously carried.**

Motion by Ziehm/Dickinson to approve the following: Staff to register for Water Quality Symposium (virtual March 8-12); Washington County Highway Association Dues (\$50); NY Association of Conservation Districts Assessment (\$1,500); National Association of Conservation Districts Assessment (\$101). **Unanimously carried.**

Motion by Ziehm/Dickinson to approve the Round 24 Farmstead Improvement HTW Grant Payment to Hicks Orchard: BMP Payment \$19,845 and Engineering Payment \$637.50. **Unanimously carried.**

Motion by Ziehm/Skellie to closeout Round 23 Ideal Heritage Manure Management Grant Contract #C701335 and expend contingency funds for cost overruns if justified. **Dickinson Abstained. Motion Carried.**

Motion by Skellie/Ziehm to disburse Part C Funds to reimburse District for staff hours earned under Part C for 2020 (\$25,000). **Unanimously carried.**

Motion by Ziehm/Skellie to approve 6-month (January-June 2021) storage container rental (\$420). **Unanimously carried.**

Motion by Ziehm/Dickinson to approve assigning Laura Generous' residence (Clemons, NY) as her duty workstation (COVID); to be reviewed/approved again at April Board Meeting. **Unanimously carried.**

Motion by Ziehm/Dickinson to table review of bids until the February Board Meeting for the NYS-DEC NonPoint Source Grant Bids for Halfway Creek Stream Bank Study and Highway Department Green Infrastructure Project upon further review of bid breakdown information and recommendations from the staff. **Unanimously carried.**

Upon review of District Policies, **Motion** by Fedler/Skellie to approve the following policies with no changes: Personnel Policy, Credit Card Policy, Director Attendance & Replacement Policy, Dispute Resolution, Drainage Assistance, Freedom of Information Law, Information Technology Resources, Internal Controls, Investment, No-Till Seeder Rental, Pond Site Evaluation, Procurement Policy, Discrimination & Harassment Policy, Personal Vehicle Use Policy. **Unanimously carried.**

The next Board meeting will be a Zoom Meeting held on February 26, 2021 at 10:00 a.m.

Motion by Ziehm/Dickinson to adjourn the meeting at 11:14 a.m. **Unanimously carried.**

Lori Sheehan, Secretary

Director