

# Washington County Soil & Water Conservation District

Minutes of Regular Meeting January 27, 2022 – Zoom Meeting

## Attending:

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

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

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Call to order at 10:02 a.m. by Chairman Rieger.

At 10:03 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 Dickinson/Skellie to elect John Rieger Chairman of the SWCD Board of Directors. **Unanimously carried.**

At 10:05 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/Ziehm 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/Ziehm to appoint Lori Sheehan as Secretary/Assistant Treasurer of the SWCD Board of Directors. **Unanimously carried.**

**Motion** by Dickinson/Ziehm to appoint Lyndsy Hilder as Chairman (Jacob Fetterman/Alternate) of the Water Quality Coordinating Committee (WQCC). **Unanimously carried.**

**Motion** by Skellie/Fedler to appoint the following representatives:

- WQCC: Lyndsy Hilder / Jacob Fetterman (alternate)
- RC&D: Corrina Aldrich / Robert Kalbfliesh (alternate)
- Farmland Protection Board: John Rieger / Corrina Aldrich (alternate)
- Upper Hudson River Coalition: Amber Luke / Corrina Aldrich (alternate)
- CWICNY: Corrina Aldrich – SWCD; Lyndsy Hilder – WQCC; Amber Luke – SWCD alternate; Jacob Fetterman – WQCC alternate

**Unanimously carried.**

**Motion** by Ziehm/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.**

Minutes: **Motion** by Ziehm/Dickinson 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/Fedler to approve the Treasurer's Report for December and to pay bills as presented. **Unanimously carried.** (Attachment 1)

Agency & Staff Reports:

FSA: No Report

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 Luke

District Technician: Attachment 5 – reviewed by Hilder

NYS-SWCC Report: Attachment 6 – reviewed by Cunningham

**Motion** by Dickinson/Ziehm to dispose of certain 2014 financial records according to Records Retention and Disposal Schedule LGS-1. **Unanimously carried.**

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

**Motion** by Fedler/Ziehm to appoint Luke as Agricultural Environmental Management (AEM) Coordinator. **Unanimously carried.**

**Motion** by Dickinson/Fedler 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 Fedler/Dickinson to approve the following: Washington County Highway Association Dues (\$50); NY Association of Conservation Districts Assessment (\$1,500). **Unanimously carried.**

**Motion** by Fedler/Ziehm to disburse Part C funds to reimburse the Town of Salem for Brine Tank (\$2,422.26). **Unanimously carried.**

**Motion** by Fedler/Dickinson to approve NYS-DEC Nonpoint Source Grant – Mattison Road/Halfway Creek Project payment to engineer DuBois & King (\$4,157.00). **Unanimously carried.**

**Motion** by Ziehm/Dickinson to approve CAFO Round 3 – Twin Brooks Farm Engineering Payment (\$6,000). **Unanimously carried.**

**Motion** by Ziehm/Dickinson to approve CAFO Round 3 – Chambers Valley Farm Engineering Payment (\$6,000) and BMP Payment (\$300,000). **Unanimously carried.**

**Motion** by Fedler/Ziehm to approve the "*Agricultural Assessment Policy.*" **Unanimously carried.**

Upon review of District Policies, **Motion** by Ziehm/Dickinson 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, Electronic Payments & Procedures – Grant Contracts, Public Employer Health Emergency Plan. **Unanimously carried.**

**Motion** by Fedler/Ziehm to follow the Washington County’s Holiday schedule for 2022 which does not recognize the Juneteenth Holiday as a holiday observed. **Unanimously carried.**

**RESOLUTION**  
**of the**  
**Washington County Soil and Water Conservation District**  
**Motion by Ziehm / Seconded by Dickinson. Unanimously carried.**

*Authorizing participation by the Washington County Soil and Water Conservation District in the Agricultural Nonpoint Source Abatement and Control Program created pursuant to section 11-b of the New York State Soil and Water Conservation Districts Law.*

**WHEREAS**, the New York State Soil and Water Conservation Committee has issued a Request for Proposals inviting Soil and Water Conservation Districts or groups of Districts acting jointly to submit proposals for funding under Round 28 of the Agricultural Nonpoint Source Abatement and Control Program; and

**WHEREAS**, funds are available for projects that consist of activities that will reduce, abate, control, or prevent nonpoint source pollution originating from agricultural sources; and

**WHEREAS**, the **Washington** County Soil and Water Conservation District has determined that certain work, as described in its application and attachments, (the “Project”) is in the public interest and consists of activities that will reduce and/or prevent nonpoint source pollution from agricultural sources;

**NOW, THEREFORE, BE IT RESOLVED** by the **Washington** County Soil and Water Conservation District Board

- 1) That **Corrina Aldrich**, District Manager, or such person’s successor in office, is the representative to act on behalf of the District’s governing body in all matters related to State Assistance under Round 28 of the Agricultural Nonpoint Source Abatement and Control Program. The representative is authorized to make application, execute the contract for State Assistance, submit project documentation, and otherwise act for the District governing body in all matters related to the Project;
- 2) That the District agrees to fund its portion of the cost of the Project as provided in the application;
- 3) That one (1) certified copy of this Resolution be prepared and attached to the application for funding under Round 28 of the Agricultural Nonpoint Source Abatement and Control Program;
- 4) That this resolution take effect immediately.

**RESOLUTION**  
**of the**  
**Washington County Soil and Water Conservation District**  
**Motion by Ziehm / Seconded by Dickinson. Unanimously carried.**

*Authorizing participation by the Washington County Soil and Water Conservation District in the Climate Resilient Farming Program created pursuant to section 11-b of the New York State Soil and Water Conservation Districts Law.*

**WHEREAS**, the New York State Soil and Water Conservation Committee has issued a Request for Proposals inviting Soil and Water Conservation Districts or groups of Districts acting jointly to submit proposals for funding under Round 6 of the Climate Resilient Farming Program; and

**WHEREAS**, funds are available for projects that consist of activities that will reduce, abate, control, or prevent nonpoint source pollution originating from agricultural sources; and

**WHEREAS**, the **Washington** County Soil and Water Conservation District has determined that certain work, as described in its application and attachments, (the “Project”) is in the public interest and consists of activities that will reduce and/or prevent nonpoint source pollution from agricultural sources;

**NOW, THEREFORE, BE IT RESOLVED** by the **Washington** County Soil and Water Conservation District Board

- 1) That **Corrina Aldrich**, District Manager, or such person's successor in office, is the representative to act on behalf of the District's governing body in all matters related to State Assistance under Round 6 of the Climate Resilient Farming Program. The representative is authorized to make application, execute the contract for State Assistance, submit project documentation, and otherwise act for the District governing body in all matters related to the Project;
- 2) That the District agrees to fund its portion of the cost of the Project as provided in the application;
- 3) That one (1) certified copy of this Resolution be prepared and attached to the application for funding under Round 6 Climate Resilient Farming Program;
- 4) That this resolution take effect immediately.

The next Board meeting will be a Zoom Meeting held on February 24, 2022 at 10:00 a.m.

**Motion** by Ziehm/Skellie to adjourn the meeting at 10:43 a.m. **Unanimously carried.**

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*Lori Sheehan, Secretary*

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*Director*

Reports Attached: *Treasurer, CCE Report, District Technicians, NYS-SWCC*