

## Washington County Soil & Water Conservation District

January 26, 2023, 10 a.m.

Regular monthly meeting of the Board of Directors

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Call to Order

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Organizational Business:

- Election of Chairman, Vice-Chairman, Treasurer
  - Appointment of Assistant Treasurer/Secretary (Lori Sheehan)
  - Appointment WQCC Chairman (Lyndsy Hilder as Chairman / Jacob Fetterman of TU as Alternate)
  - Appointment of Representatives for: WQCC, Upper Hudson, CWICNY and Farmland Protection Board
    - WQCC: Lyndsy Hilder / Jacob Fetterman (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
  - Motion for payment of bills prior to Board approval, including payroll & payroll liabilities, health insurance, office & field supplies, travel, fuel, and reimbursement of petty cash
  - Bank Signatories: Treasurer, Assistant Treasurer, Designated Board Member (Catherine Ziehm, Lori Sheehan, Catherine Fedler)
  - Signing of Oath of Office Forms
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Minutes of last meeting for approval

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Treasurer's report, bills for payment and bank reconciliations for approval

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**Brief Reports:**

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Farm Service Agency report – GovDelivery Bulletin Attached

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Cornell Cooperative Extension

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District Manager's report – Corrina Aldrich – Verbal Report

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Technician's report – Bob Kalbfliesh – Report submitted

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Technician's report – Amber Luke – Report submitted

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Technician's report – Lyndsy Hilder – Report submitted

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NYS-SWCC's report – Ryan Cunningham – Report submitted

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**New Business:**

- Motion to dispose of certain 2015 financial records according to Schedule LGS-1
- For Approval: Participation in AEM Program & Appoint Luke as AEM Coordinator
- For Approval: Participation in Regional Envirothon (includes event expenses, i.e., food)
- For Approval: Aldrich to participate in CDEA business/activities as Division VI representative and to use District Credit Card as necessary (expenditures reimbursed by CDEA)
- For Approval: Cancel Cooperators Charles Waite (Greenwich), Steve Skellie (Greenwich)
- For Approval: Amendment to submit a Time Extension request for CAFO Contract #C012096 – Woody Hill Farm
- For Approval: Purchase a computer for Hilder (est. \$1,500-\$2,000)
- For Approval: Washington County Highway Association Dues (\$100), NY Association of Conservation Districts Assessment Dues (\$1,500); WQS Training Registration Fee (3) Staff Members (\$1,560)
- For Approval: Engineering payment (\$3,275) to DuBois & King for NYS-DEC Mattison Road / Halfway Creek Streambank Study
- For Approval: AEM Round 17 Cover Crops Payments:
  - o Burchdale Farm (Fred Burch): \$4,386.90
  - o Mercure Farm (Matthew Mercure): \$2,154.60
  - o Rollin Hill Farm (Darren Tyler): \$5,331.90
- For Approval: Motion to sell the Haybuster No-till Drill and to use the on-line auction site "Auctions International" with a stated minimum bid amount
- For Approval: District to offer "Square" Payment System as option for making payments (i.e., Tree Program) and whether or not to impose the customer the credit card surcharges for products or services purchased (variable rate)
- For Approval: Set the Equipment Reserve Fund Amount (currently \$7,600 / 2022 drill income \$3,293 minus repairs \$1,789 = 1,504)      \$7,600 + \$1,500 = \$9,100
- For Approval: Drone Service Agreement & Policy
- Approval of all District Policies and Plans: 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 Use Vehicle Policy, Electronic Payments Policy & Procedures – Grant Contracts, Public Employer Health Emergency Plan, Agricultural Assessment Policy, Drone Service Policy

**Scheduling of Next Meeting****Adjournment**