

Washington County Soil & Water Conservation District

January 23, 2025 - 10 a.m.

Regular monthly meeting of the Board of Directors

**MEETING LOCATION: CONFERENCE ROOM AT WASHINGTON COUNTY FAIR
GROUNDS, 392 OLD SCHUYLerville ROAD, GREENWICH, NY**

Call to Order

Organizational Business:

- Election of Chairman, Vice-Chairman, Treasurer
- Appointment of Assistant Treasurer/Secretary (Lori Sheehan)
- Appointment of Representatives for: WQCC, Upper Hudson, CWICNY and Farmland Protection Board
 - WQCC: Ashley Leemans / Sherri Slater (alternate)
 - Farmland Protection Board: Corrina Aldrich / Sherri Slater (alternate)
 - Upper Hudson River Coalition: Amber Luke / Corrina Aldrich (alternate)
 - CWICNY: Corrina Aldrich – SWCD; Ashley Leemans – WQCC; Amber Luke – SWCD alternate; Sherri Slater – WQCC alternate
- Motion for payment of bills prior to Board approval: including payroll & payroll liabilities, health insurance, office & field supplies, program supplies (tree & fish programs), utility bills, travel, fuel, credit card, 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: Fedler, Skellie, Ziehm

Minutes of last meeting for approval

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

Brief Reports:

Farm Service Agency report – Tina Williams – No Report

District Manager's report – Corrina Aldrich – Verbal Report

Technician's report – Bob Kalbfliesh – Report submitted

Technician's report – Amber Luke – Report submitted

Technician's report – Ashley Leemans – Report submitted

Intern report – Korey Everts – No Report

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

New Business:

- Motion to dispose of certain 2017 financial records according to Schedule LGS-1
- For Approval: Open Certificate of Deposit (\$200,000)
- For Approval: Participation in Regional Envirothon (includes event expenses, i.e., venue, food, state registration fee / est. \$1,000 Part C Funds)
- For Approval: Part C Funds for Public Meetings
 - o \$250 to West Fort Ann Fire Department for use of facility - 01/23/25
 - o \$200 to Gather for use of facility - 01/28/25
- For Approval: New Technician Computer (Part C Funds – est. \$4,000)
- For Approval: Washington County Highway Association Dues (Part C Funds - \$100)
- For Approval: GIS licenses for technicians \$700 per account per year (Amber, Ashley, Korey / Part C Funds = \$2,100)
- For Approval: Increase the Equipment Reserve Fund \$2,600 (2024 drill income + \$23,000 current amount) to total of \$25,600
- For Approval: Accept sponsor donations from newsletter sponsors
- For Approval: Closeout CAFO Round 1 Contract #C011866 – Deep Roots Holsteins Grant
- For Approval: Use General Operating funds (\$3,976.75) and Part C Funds (\$20,000 previously allocated for 2024 project not completed) for CWICNY Lake Champlain Basin Cover Crop Payments (total amount of payments = \$54,276.75 minus \$30,300 grant funds reimbursed to the district = balance of \$23,976.75).

Payments made to the following: Albert Marns (\$4,550), Wayne Foote (\$4,550), Foothill Farm (\$4,550), Yorkmont Farm (\$4,550), Toolite Farm (\$4,075), Twin Brooks Farm (\$4,550), Jennifer Alexander (\$151.75), Fred Burch (\$4,550), Rollin Hills (\$4,550), Manor View Farm (\$4,550), Walker Farms (\$4,550), Heritage Hill Farm (\$4,550), Jeffrey Bush (\$4,550)

- 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 Agreement & Policy, Assignment of Payment Policy, Workplace Violence, Code of Ethics, Information Security Incident – Breach Notification Policy & List

Scheduling of Next Meeting

Adjournment