



**Otsego County Soil & Water Conservation District
Board of Directors Meeting
Minutes and Order of Business**

22 May 2023

Meeting called to order by Meg at 1:07PM.

In attendance:

Directors – Meg Kennedy (Chair), Helene Kraham, Ed Lentz (Treasurer), Jennifer Mickle, Doug Roberts

District Staff – Christos Galanopoulos

Absent:

Director - Darin Hickling

Motion to approve the Meeting Minutes of 5/08/2023 by Ed, seconded by Doug. Vote to approve 5-0.

Motion to approve both Abstracts 10-2023 and 01-2023 (C701275 Hughes) by Helene, seconded by Ed. Vote to approve 5-0.

Treasurer's Report

Motion to approve April 2023 Financial Report made by Ed, seconded by Helene. Vote to approve 5-0.

District Secretary Reports

The District's IT specialist, Paul Schecter, will set up Google Cloud as the District computer network backup. Since this will be the first time Dr. Paul undertakes such an operation, and he estimates it should take about one hour to complete, he will charge the District one hour at his regular hourly rate plus travel for the project. Dr. Paul further estimates that the additional cost for Google Cloud will be around \$100 annually. Motion to approve installation and use of Google Cloud for off-site backup of District data by Ed, seconded by Jennifer. Vote to approve 5-0.

Google Cloud will back up data except the ArcGIS. For that, on-site back-up is still necessary, so further research will be necessary to find a suitable external backup system which will back up ALL data, making Google Cloud the off-site secondary backup system.

Health and Dental insurance coverage for Karl Giroux will terminate as of 31 May.

The District currently does not have an AED. During the course of the meeting, Jennifer procured 2 units from the County EMS, who acquired them with ARPA monies. These units will be provided to the District with new pads and batteries and free of charge. One will be installed at each building.

District Manager Reports

Beecher project is closed.

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Round 29 – Jas-Mar Farms 65% award will be requested upon submission of the signed application packet, which will include the Land Owner commitment and the following Board Resolution.

RESOLUTION 01-2023

Authorizing participation by the Otsego 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 29 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 Otsego 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 Otsego County Soil and Water Conservation District Board

- 1) That Christos Galanopoulos, 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 29 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 29 of the Agricultural Nonpoint Source Abatement and Control Program;
- 4) That this resolution take effect immediately.

Motion to adopt **RESOLUTION 01-2023**, *Authorizing participation by the Otsego 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*, by Helene, seconded by Jennifer. Vote to adopt 5-0

YES NO ABSTAIN

Meg Kennedy (Chair)

Helene Kraham

Ed Lentz (Treasurer)

Jennifer Mickle

Doug Roberts

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District Policy Review

- 1) **Personnel Policy** – Revision complete with changes made this meeting. Motion to adopt Personnel Policy as finally revised by Helene, seconded by Ed. Vote to approve 5-0.
- 2) **Closeout Policy** – No action necessary since adopted in April 2022.
- 3) **Procurement Policy** - Revision complete with changes made this meeting. Motion to adopt Personnel Policy as finally revised by Helene, seconded by Doug. Vote to approve 5-0.
- 4) **Payments & Disbursements Policy**
- 5) **Financial Management of Grant Funded Projects Policy** - No action necessary since adopted in April 2022.
- 6) **Investment Policy** – Adjust FDIC coverage from \$100,000 to \$250,000, in accordance with current Federal banking statutes.
- 7) **Public Employee Health Management Plan Policy** - No action necessary since adopted in April 2022.
- 8) **COVID-19 Polciy** – No action necessary.
- 9) **Pandemic Flu Policy** – No action necessary.
- 10) **Sexual Harassment Prevention Policy** – No action necessary since it is written to follow prevailing NYS Department of Labor guidance documents.
- 11) **Information Technology Policy** – Board will review and discuss next meeting.

Next meeting 12 June 2023 at 10:00AM in the Meadows Complex, Classroom A.

Motion to adjourn at 2:48 PM by Helene, seconded by Doug. Vote to approve 5-0.

Respectfully submitted,



Robin Moshier, District Secretary



Otsego County Soil & Water Conservation District

967 CO HWY 33 – RIVER ROAD – COOPERSTOWN, NEW YORK 13326-9222 – PHONE (607) 547-8337 ext. 4

Monday, 22 May 2023

1:00PM

Meadows Complex, Classroom A

Agenda

I. Call to order

II. Approval of Meeting Minutes – 8 May

III. Treasurer's report

- A. Approval of claims, Abstract 10-2023
- B. Approval of claims, C701275 (Hughes) Abstract 01-2023
- C. Approval of financial report – April 2023
- D. Deferred Comp

IV. District reports

- A. District Secretary/Assistant Treasurer
 - 1. Network storage
 - 2. Health/Dental terminated for Karl as of 5/31/2023
 - 3. Employee healthcare/dental premium contributions
 - 4. AED
 - 5. Electricity supplier
 - 6. *No Solicitation* policy and signage
- B. District Manager
 - 1. Existing Projects
 - a) Beecher
 - b) Climate resiliency
 - 2. Round 29 – Jas-Mar Farms
 - 3. Tree Sale final report
 - 4. AEM
 - 5. Otsego 9E planning
 - a) Hydroseeder

V. NRCS

VI. Other reports

- A. Old business
 - 1. Review performance measures
 - a) Director's training worksheets
 - b) Effective Board meetings, Director responsibilities

- c) Grants management
- 2. District policies review (2nd monthly meeting)
 - a) ~~Personnel Policy~~ revision complete and ready to adopt
 - b) Closeout Policy
 - c) Procurement Policy
 - d) Payments & Disbursements Policy
 - e) Financial Management of Grant Funded Projects Policy
 - f) Investment Policy
 - g) Public Employee Health Management Plan Policy
 - h) Pandemic Flu Policy
 - i) ~~Sexual Harassment Prevention Policy~~ revision unnecessary, follows NYS
- B. Declare surplus equipment: 2013 Chev Equinox LS
- C. Replace 2013 Chev Equinox LS

VII. New Business

VIII. Next Meeting

12 June 2023

10:00AM

Meadows Complex, Classroom A

Meeting adjourned