

SWCD Board of Directors' Meeting January 30, 2023

In attendance: Directors: Meg Kennedy (Chair), Darin Hickling, Jennifer Mickle, Helene Kraham & Ed Lentz

District Staff: Christos Galanopolous, Karl Giroux

Others: None

Minutes taken by Ed Lentz

Meg opened the meeting at 1:08pm.

Meg passed around Abstract 2-2023 with vouchers for audit by the board.

A motion was made by Jennifer, seconded by Ed, to approve the minutes of the 12/29/22 and 1/9/23 meetings and, following discussion, was passed unanimously.

A motion was made by Jennifer, seconded by Helene, to accept the December Balance Sheet, the December P&L and the Bank Statement Balance Report and, following discussion, was approved unanimously.

Ed commented that he continues to have problems make inter-fund transfers online with the NBT Bank accounts, despite repeated efforts to resolve the issue and repeated assurances that the issues would be resolved. He also reminded the board that we were planning to put out a RFP from area banks in 2023 and that prior to the meeting he had sent a copy of the RFP used by the Town of New Lisbon a couple of years ago. A motion was made by Jennifer, seconded by Darin, to authorize Ed to draft such RFP based on the TNL RFP, to circulate it for comment, and then to issue the RFP and, following discussion, was approved unanimously.

Christos reported that a check would be sent to Rex Seamon in the amount of \$4,510.00 as previously approved by the board. After discussion, it was agreed that the Procurement Checklist and Payment Request form for the full amount (\$18,370) could be used to support both the \$4.5K payment to Seamon and the eventual \$13,860 payment to the contractor, Conservation Services Inc (CSI), noting that that form included Christos's handwritten notation that the \$13,860 will not be paid until Seamon pays his contribution. A copy of that form for our files was signed by Meg for the board and by Christos as DM. (An unsigned copy is attached to these minutes.)

There was discussion about whether or not the district could simply pay the \$13,860 to CSI with an assignment of payment but without waiting for Seamon to pay his contribution to CSI and if the grant could be closed out regardless of whether or not Seamon pays his contribution. It was agreed that Christos will discuss this with Scott or Bethany Bzduch.

Following discussion regarding Denise Hollis' recommendations regarding the assignment of payment agreement, it was decided to take no action with respect to that agreement until after Christos's discussion with Scott. The board was not comfortable with signing the agreement without an express provision conditioning the payment by the District on the payment by Seamon of his contribution.

Christos reported that the \$87K for the McGrath project was paid to AGM.

Christos reported on the status of the Annual Report, the Performance Measure Evaluation Report, and the Part A, Part B and Part C Reports.

With respect to the Performance Measures Evaluation Report, Ed will send the BOD meeting dates for 2022 (§1(a)). Meg will give Christos the info needed for the director training section (§1(b)) and the participation at meetings section (§1(g)).

The Part B Report was completed and will be submitted as per previous board meetings. Christos will send to the directors a copy of the report as submitted.

There are apparent discrepancies in the salaries and benefits data that Christos entered into the draft Part A report based on what Angelica sent him. Ed will get clarification from Angelica as soon as possible.

With respect to salaries, Karl reported that his W2 showed salary payments in 2022 were less than his approved 2022 salary. This led to additional discussion about overpayments to staff in 2022. Ed said he would try to resolve these issues when he spoke with Angelica.

There are additional questions for which Christos will set up mtg w/ Ed and Scott, and possibly Ben Luskin, for Friday or early next week. These other questions include: is the Part C funding dependent upon achievement of our Performance Measures or does it depend upon the district's costs of running programs as reported in the Part C Project Activity Final Report; should the "Carry Over" include the full amount of unassigned fund balance not spent in 2022?

Ed obtained a 60 day extension of the deadline for submitting the Annual Report of the Treasurer.

There was discussion regarding the Paypal® fee for tree sales, which is approximately 3%. Darin suggested that we bear that cost this year and next year mark up our prices by ~4% to recover that costs.

Chris, Christos, Dan and Meg met before the board meeting and discussed the Envirothon and purchase of materials. A motion was made by Jennifer, seconded Darin, to authorize the expenditure of up to \$2K for materials and, following discussion which included that the 2023 budget includes \$2.5K for Envirothon materials, was passed unanimously. Ed suggested that we notify the County, Laurens and Garrattsville EMS squads of the nature and date of the event.

Regarding the District Secretary position, it was agreed that we would re-do the previous round of ads within the original \$5K budget, then review applications on 2/13 and conduct interview on 2/27 with the objective of filling the position no later than 3/27. The consensus of the board is that we cannot let ourselves be strung along as happened with the candidate who was offered and accepted the position last year.

Christos will also have the position posted on Facebook and will boost the post to increase exposure.

Meg reported that the Forestry contract with the county expired 12/31/22. The county will pay the District the \$41,250 IQ23 payment for general District operations but cannot pay the \$11.5K IQ23 payment for Forestry until we get a new contract in place. Meg will pursue a new contract and will try to include a provision that 15% of log sales will go back to the District for Forestry (particularly, reforestation).

It was reported that our tenants, NRCS and FSA, want us to regularize snowplowing and grass cutting. After discussion, it was agreed that we should put out RFP's for snowplowing and grass cutting in compliance with our procurement policy, with the understanding that it is not feasible or prudent to rely on our staff for these services, although our staff can do "touch up" plowing during regular work hours. Meg will work with Christos to prepare and issue the RFP's.

Following discussion, it was agreed that the full board will review the District personnel policies at the next meeting and thereafter will review a small number of District policies each meeting or each month until all have been reviewed and revised as appropriate. Ed will send out the current personnel policies.

Jennifer reported that Assemblyman Miller's office requires additional paperwork but the Westford Town Supervisor has expressed an unwillingness to do it.

Ed asked that Christos reinvigorate efforts to reestablish the Water Quality Coordinating Committee. It was suggested as part of this effort and as part of Christos' new employee orientation, that Christos meet with the heads of other groups, e.g., OCCA, O2K, OLT, CCE, and Schoharie County. Ed and Meg will provide contact info. Meg asked Christos to come to a SWECC meeting to introduce himself to that committee.

Meg requested directors to attend the Legislative Lobbying Day on February 28. Darin will check w/ Blanche and see if he can serve as both Farm Bureau and OC SWCD reps.

A motion was made by Helene, seconded by Jennifer, to approve the invoices listed in Abstract 2-2023. Following discussion during which the abstract was amended to include invoices that were circulated but not on the abstract, the absence of copies of invoices from Verizon, Otsego County and Blue Cross was explained, and the credit card charge for Google Report All was authenticated as an expense for Forestry, payment of the invoices was approved unanimously. A transcribed copy of the abstract with the amendments is attached.

A motion to close the meeting was made by Helene, seconded by Jennifer, was approved unanimously at 3:56pm.

Next meeting: 2/13/23, 10:00am



Otsego County Soil & Water Conservation District

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

Monday, 23 January 2023

1 PM

Meadows Complex, Classroom A

Agenda

- I. Call to Order
 - II. Approval of Minutes, December 29, 2022
 - III. Approval of Minutes, January 9, 2023
 - IV. Approval of Treasurer's Report December 2022
 - a. Approval of Bills to pay Abstract 2-2023
 - V. Director's Update
 - a. Seamon update
 - b. Re-payment to NYS (McGrath) \$87,509.44
 - c. Hughes update
 - VI. Review Performance Measures
 - a. Legislative Day Feb 28, 2023
 - VII. Review AEM hours
 - XIII. Review Performance Reviews for staff
 - a. goals for trainings
 - b. Goals for achievement
 - IX. Develop Plan for accounting services
 - a. Review job applicants for Sec position (if any)
 - X. Begin review of policies (to be done yearly)
 - a. form a subcommittee to develop a plan
Personnel, Closeout, Procurement, Payments & Disbursements,
Financial Management of Grant Funded Projects, Investment Policy, Public
Employee Health Management Plan, Pandemic Flu Policy, Sexual Harassment
Prevention Policy
 - b. set date for reviews
 - XI. Report/Board Training - Scott Fickbohm, NYS SWCC
 - XII. Any other old or new business
 - XIII. Adjourn
- NEXT MEETING** Monday, 13 February 2023.
10 am. Classroom A, Meadows.

OCSWCD Abstract 2-2023 - January 30, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
6	\$87,509.44	NYS AGM	Repayment-McGrath	8730.4100
7	\$4,510.00	Rex Seamon	Buffer Grant	8730.4605
8	\$4,641.39	Excellus	Health Insurance	8730.8000
9	\$209.50	United Concordia	Dental Insurance	8730.8000
10	\$27.34	Ed & Ed	printer, copier	8730.4430
11	\$14.39	Otsego Cty. Hwy.	fuel	8730.463
12	\$218.76	Leaf	Copier System	8730.443
13	\$520.00	Mike Ross	Cleaning	8730.404
14	\$178.12	Key Bank		
15	\$139.98	Spectrum	internet service	8730.442
16	\$27.52	Ed & Ed	printer, copier	8730.4430
17	\$225.00	GCSWCD	training	8730.4310
18	\$115.00	PSI-PCI, Inc	tank inspection cert	8730.4250
19	\$350.00	NYS CDEA	dues	8730.4602
20	\$300.00	Sentry Alarm	alarm system	8730.9100
21	\$377.69	Verizon	cell phones	8730.442
22	\$151.98	NYSEG	Electric	8730.441
23	\$1,500.00	NYS Assoc Con Districts	dues	8730.4602
24	\$6,165.74	Meadowview Nursery	Tree Program	8730.4050
Total	\$107,181.85			
Approved for payment on 1/30/23.				

Otsego County Soil & Water Conservation District

Balance Sheet

As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Unrestricted Funds	
199 · Part C Funds	427.69
200 · NBT Checking - 0768	-28,476.29
201 · NBT Savings	146,536.47
Total Unrestricted Funds	118,487.87
Restricted Funds	
203 · Water Quality Coordinating Comm	
203B · Buoy Fund	4,903.50
203 · Water Quality Coordinating Comm - Other	6,797.90
Total 203 · Water Quality Coordinating Comm	11,701.40
204 · Leatherstocking Envir Checking	6,952.08
205 · Leatherstocking Scholarship	5,234.57
206 · AEM Checking Tier 4 C012236	3,601.53
Grant Accounts	
250 · NBT Grant C701277 Buffer-22	176,134.14
251 · NBT Grant C701275 Hughes-22	1,201.45
252 · NBT Grant C701276 McGrath-22	761.54
253 · NBT Grant C701274 Tafel-22	1,059.54
260 · NBT Grant Ot. Cty Buffer 3	0.49
261 · NBT Grant Ot. Cty. Buffer 2	8.45
262B · NBT Grant C701323 Beecher New	-19.00
263 · NBT Grant Round 2 CAFO	-19.30
Total Grant Accounts	179,127.31
Total Restricted Funds	206,616.89
999 · Clearing House Account	735.00
Total Checking/Savings	325,839.76
Accounts Receivable	
11000 · Accounts Receivable	117,717.51
Total Accounts Receivable	117,717.51
Other Current Assets	
Payroll Corrections	-1,246.50
12000 · Undeposited Funds	35.00
Total Other Current Assets	-1,211.50
Total Current Assets	442,345.77
TOTAL ASSETS	442,345.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	13,983.29
Total Accounts Payable	13,983.29
Credit Cards	
25000 · Key Bank Credit Card	504.02
Total Credit Cards	504.02
Other Current Liabilities	
414(h) - Service Credit Payment	19.48
Payroll Liabilities	
414(h)	3,451.13

12:44 PM

Otsego County Soil & Water Conservation District

Balance Sheet

As of December 31, 2022

01/20/23

Accrual Basis

	<u>Dec 31, 22</u>
Child Support	3,330.00
Federal Taxes	-614.88
Excellus BCBS	27,305.00
A718 · State Retirement - 414(h)	-2,584.05
A720 · Group Insurance - Excellus BCBS	-29,215.27
A721 · NYS Income Tax	337.44
A722 · Federal Income Tax	8,455.65
A723 · Income Executions/Child Support	-2,220.00
Total Payroll Liabilities	<u>8,245.02</u>
Total Other Current Liabilities	<u>8,264.50</u>
Total Current Liabilities	<u>22,751.81</u>
Total Liabilities	<u>22,751.81</u>
Equity	
32000 · Unrestricted Net Assets	394,149.94
Net Income	25,444.02
Total Equity	<u>419,593.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>442,345.77</u></u>

Otsego County Soil & Water Conservation District Profit & Loss Detail December 2022

01/20/23

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
2770 · Misc Revenue									
2770E · NRCS Rent									
Deposit	12/27/2022		USDA Treasury	USDA Rent			200 · NBT Che...	4,310.92	4,310.92
Total 2770E · NRCS Rent								4,310.92	4,310.92
Total 2770 · Misc Revenue								4,310.92	4,310.92
Total Income								4,310.92	4,310.92
Gross Profit								4,310.92	4,310.92
Expense									
8730.1 · Personal Services									
0.13 · District Manager									
Check	12/16/2022	10071	Chris Galanopoulos	Gross Pay - T...			200 · NBT Che...	3,462.00	3,462.00
Check	12/30/2022	10075	Chris Galanopoulos	Gross Pay - T...			200 · NBT Che...	2,308.00	5,770.00
Total 0.13 · District Manager								5,770.00	5,770.00
0.14 · Conservation Technicians									
Check	12/16/2022	10070	Christopher M. Andr...	Gross Pay - T...			200 · NBT Che...	3,230.40	3,230.40
Check	12/16/2022	10072	Karl A. Giroux	Gross Pay - T...			200 · NBT Che...	2,508.00	5,738.40
Check	12/30/2022	10074	Christopher M. Andr...	Gross Pay - T...			200 · NBT Che...	2,153.60	7,892.00
Check	12/30/2022	10076	Karl A. Giroux	Gross Pay - T...			200 · NBT Che...	1,672.00	9,564.00
Total 0.14 · Conservation Technicians								9,564.00	9,564.00
0.15 · Other Employees									
0.151 · Forestry Tech									
Check	12/16/2022	10073	Daniel M. Zimmerman	Gross Pay - T...			200 · NBT Che...	2,886.00	2,886.00
Check	12/30/2022	10077	Daniel M. Zimmerman	Gross Pay - T...			200 · NBT Che...	1,924.00	4,810.00
Total 0.151 · Forestry Tech								4,810.00	4,810.00
Total 0.15 · Other Employees								4,810.00	4,810.00
Total 8730.1 · Personal Services								20,144.00	20,144.00
8730.2 · Equipment									
0.22 · Office Equipment									
Credit Card Charge	12/02/2022		Go to Meeting.com	Monthly Subs...			25000 · Key B...	5.55	5.55
Check	12/22/2022	10043	LEAF				200 · NBT Che...	216.66	222.21
Total 0.22 · Office Equipment								222.21	222.21
0.24 · Field Equipment									
Check	12/22/2022	10041	Lord, Mr. Paul				200 · NBT Che...	92.85	92.85

Otsego County Soil & Water Conservation District Profit & Loss Detail December 2022

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 0.24 · Field Equipment								92.85	92.85
Total 8730.2 · Equipment								315.06	315.06
8730.4 · Contractual									
0.404 · Other									
Check	12/22/2022	10039	Ross, Mike				200 · NBT Che...	600.00	600.00
Check	12/22/2022	10047	Green Circle				200 · NBT Che...	1,085.50	1,685.50
Check	12/31/2022	10078	Ross, Mike	Contractor Pa...			200 · NBT Che...	5,025.00	6,710.50
Check	12/31/2022	10079	Palmer, Angelica	Contractor Pa...			200 · NBT Che...	10,176.27	16,886.77
Total 0.404 · Other								16,886.77	16,886.77
0.442 · Telephone/Internet									
Check	12/22/2022	10049	Spectrum	202-8384079...			200 · NBT Che...	139.98	139.98
Total 0.442 · Telephone/Internet								139.98	139.98
0.463 · Gas & Oil for machinery									
Check	12/22/2022	10048	Otsego Co Highway ...	Acct #0021			200 · NBT Che...	147.31	147.31
Total 0.463 · Gas & Oil for machinery								147.31	147.31
Total 8730.4 · Contractual								17,174.06	17,174.06
8730.8 · Employee Benefits									
Bill	12/01/2022		United Concordia C...				20000 · Accou...	311.60	311.60
Check	12/16/2022	10070	Christopher M. Andr...	Employer Taxes			200 · NBT Che...	239.57	551.17
Check	12/16/2022	10070	Christopher M. Andr...	Employer Hea...			200 · NBT Che...	395.01	946.18
Check	12/16/2022	10071	Chris Galanopoulos	Employer Taxes			200 · NBT Che...	264.84	1,211.02
Check	12/16/2022	10072	Karl A. Giroux	Employer Taxes			200 · NBT Che...	184.31	1,395.33
Check	12/16/2022	10072	Karl A. Giroux	Employer Hea...			200 · NBT Che...	395.01	1,790.34
Check	12/16/2022	10073	Daniel M. Zimmerman	Employer Taxes			200 · NBT Che...	220.78	2,011.12
Check	12/22/2022	10045	United Concordia C...	#0058317950...			200 · NBT Che...	209.50	2,220.62
Check	12/22/2022	10046	Excellus Blue Cross/...				200 · NBT Che...	6,128.41	8,349.03
Check	12/30/2022	10074	Christopher M. Andr...	Employer Taxes			200 · NBT Che...	157.19	8,506.22
Check	12/30/2022	10074	Christopher M. Andr...	Employer Hea...			200 · NBT Che...	395.01	8,901.23
Check	12/30/2022	10075	Chris Galanopoulos	Employer Taxes			200 · NBT Che...	176.56	9,077.79
Check	12/30/2022	10076	Karl A. Giroux	Employer Taxes			200 · NBT Che...	120.35	9,198.14
Check	12/30/2022	10076	Karl A. Giroux	Employer Hea...			200 · NBT Che...	395.01	9,593.15
Check	12/30/2022	10077	Daniel M. Zimmerman	Employer Taxes			200 · NBT Che...	147.18	9,740.33
Total 8730.8 · Employee Benefits								9,740.33	9,740.33
Total Expense								47,373.45	47,373.45
Net Ordinary Income								-43,062.53	-43,062.53

Other Income/Expense

Other Income

5999 · Income Unknown

12:43 PM

Otsego County Soil & Water Conservation District
Profit & Loss Detail
December 2022

01/20/23

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Invoice	12/09/2022	4009	Upper Susquehanna...	Continued Acr...	USC-DE...		11000 · Accou...	1,350.75	1,350.75
Total 5999 · Income Unknown								1,350.75	1,350.75
Total Other Income								1,350.75	1,350.75
Net Other Income								1,350.75	1,350.75
Net Income								-41,711.78	-41,711.78

QB	Acct #	Descriptive Title	Bank Statement 113022	Bank Statement 12/31/22	Online Register 1/19/2023
199	4328	Part C	\$427.69	\$427.69	No change
200	0768	Checking	\$28,543.52	\$13,649.27	\$99,353.18
201	9344	Savings	\$146,536.47	\$146,543.47	\$173,964.76
Sub-Total			\$175,079.99	\$160,192.74	\$273,317.94
203	7750	WQCC	\$11,701.40	\$11,701.40	No change
204	8412	Lthrstkng Chkng	\$6,952.19	\$6,952.31	No change
205	1271	Lthrstkng Scholar	\$5,234.57	\$5,234.83	\$5,234.83
253	1759	274 Tafel	\$1,059.56	\$1,059.58	No change
252	1767	276 McGrath	\$761.55	\$761.56	No change
251	1775	275 Hughes	\$1,201.45	\$1,201.49	No change
250	1783	277 Buffer 22	\$176,137.04	\$176,140.03	No change
260	2449	382 Buffer 3	\$0.49	\$0.49	No change
261	4647	Buffer 2			
264	5685	236 AEM T4	\$3,601.59	\$3,601.65	No change
262B	0672	323 Beecher	-\$19.00		No change
259	1340	182 V&M	\$0.00		No change
255	1596	251 Hydro	\$0.00		No change
263	3463	972 CAFO-Young	-\$19.30		No change
257	6477	111 Elks Creek	\$0.00		No change

Under Construction - Implementation started on <u>see NRCS as-built certification form</u>				Notify the following:	
SWCD Procurement Officer _____		Date <u> </u> / <u> </u> / 20	FSA Representative _____		Date <u> </u> / <u> </u> / 20
SWCD Technician _____		Date <u> </u> / <u> </u> / 20	NRCS Representative _____		Date <u> </u> / <u> </u> / 20
Project Complete - Project is ready for final inspection. The BMP Inspection Report and Section V, BMP Certification, of the BMP Procurement Record Form have been completed.					
SWCD Technician <u>[Signature]</u>		Date <u> </u> / <u> </u> / 20	FSA Representative _____		Date <u> </u> / <u> </u> / 20
Project Planner <u>[Signature]</u>		Date <u>12/17/2021</u>	NRCS Representative <u>[Signature]</u>		Date <u> </u> / <u> </u> / 20
Ready for Payment: Attach a <u>separate</u> bill for each program. Review the bill with the SWCD Procurement Officer, SWCD Program Technician, SWCD Technical Coordinator, FSA Representative and the NRCS Representative. Indicate below which program is providing the funding, the agency paying and the amount being paid. If there is an amount being paid by the landowner, enter that in the Participant column.				Total Funding Available	Final Cost
				\$ _____	\$ _____
Program	Participant	SWCD (State)	FSA	NRCS	Other
CRP/CREP - Conservation Reserve (Enhancement) Program	\$ 24,552.26	\$ 18,370	\$ 8,300	\$ _____	\$ _____
SWCD Technician _____		Date <u> </u> / <u> </u> / 20	FSA Representative _____		Date <u> </u> / <u> </u> / 20
SWCD Procurement Officer _____		Date <u> </u> / <u> </u> / 20	NRCS Representative _____		Date <u> </u> / <u> </u> / 20
All necessary paperwork is complete and attached. The amount being paid by the Landowner, SWCD, FSA, NRCS or other agency has been indicated above.					
Program	Participant	SWCD (State)	FSA	NRCS	Other
GRP - Grassland Reserve Program	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SWCD Technician _____		Date <u> </u> / <u> </u> / 20	FSA Representative _____		Date <u> </u> / <u> </u> / 20
SWCD Procurement Officer _____		Date <u> </u> / <u> </u> / 20	NRCS Representative _____		Date <u> </u> / <u> </u> / 20
All necessary paperwork is complete and attached. The amount being paid by the Landowner, SWCD, FSA, NRCS or other agency has been indicated above.					
Program	Participant	SWCD (State)	FSA	NRCS	Other
EQIP - Environmental Quality Incentives Program	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SWCD Technician _____		Date <u> </u> / <u> </u> / 20	FSA Representative _____		Date <u> </u> / <u> </u> / 20
SWCD Procurement Officer _____		Date <u> </u> / <u> </u> / 20	NRCS Representative _____		Date <u> </u> / <u> </u> / 20
All necessary paperwork is complete and attached. The amount being paid by the Landowner, SWCD, FSA, NRCS or other agency has been indicated above.					
Program	Participant	SWCD (State)	FSA	NRCS	Other
Other -	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SWCD Technician _____		Date <u> </u> / <u> </u> / 20	FSA Representative _____		Date <u> </u> / <u> </u> / 20
SWCD Procurement Officer _____		Date <u> </u> / <u> </u> / 20	NRCS Representative _____		Date <u> </u> / <u> </u> / 20
All necessary paperwork is complete and attached. The amount being paid by the Landowner, SWCD, FSA, NRCS or other agency has been indicated above.					
APPROVED BY DISTRICT MANAGER _____			District Manager _____		Date <u> </u> / <u> </u> / 20
TOTAL APPROVED BY BOARD:	\$ _____		DATE APPROVED BY BOARD:		Date <u> </u> / <u> </u> / 20