

SWCD Board of Directors' Meeting February 13, 2023

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

District Staff: Christos Galanopolous

Others: Scott Fickbohm

Minutes taken by Ed Lentz

Meg opened the meeting at 10:07am.

Meg passed around Abstract 3-2023 with vouchers for audit by the board.

A motion was made by Helene, seconded by Jennifer, to approve the minutes of the 1/30/23 meeting and, following discussion and an editorial correction, was passed unanimously.

Following Christos's discussions with Scott, it was determined that we can pay Conservation Technologies directly for their work on the Seamon project (Buffer 277) whether or not Seamon pays his share, pursuant to an assignment of payment. Christos reported that Seamon assured him that he would pay his share. Christos will confirm that the Conservation Technologies contract is with Seamon and not with the District. Christos was requested to sign the assignment of payment form as approved by County Attorney Denise Hollis. A procurement form including the payment to Conservation Technologies was previously reviewed and approved by the board.

Christos reported that progress was being made on the closeout of the Hughes project (Hughes 275). There appears to have been an overpayment of approximately \$20K but Christos, with guidance from Scott, will investigate further before reaching a conclusion.

A motion made by Ed and seconded by Jennifer to approve submittal of a CFP for 65% of the CRF grant for the Unadilla Farms project was discussed and approved unanimously. The discussion included recognition that while it is desirable to submit the CFP prior to the upcoming AGM payments "blackout", doing so is not critical and it is more important to get it right than to get it in before the blackout period.

A motion by Ed seconded by Helene to adopt the following policies with respect to access to online bank accounts and signing authority:

1. Christos and Jennifer will be given check signing authority in addition to Meg and Ed who already have that authority
2. district checks in amounts of \$5,000.00 or more will require two signatures
3. the DS will be given authority only to view accounts on line and to make inter-fund transfers on line and any expenditures by the DS for district purposes will be processed in the same way as they are as in the case of other district employees

was discussed and passed unanimously. It was recognized that these policies may change after a DS is hired and fully engaged.

A motion by Darin seconded by Jennifer to approve submission of the 2022 Annual Report, Performance Measure Evaluation Report, Part A Eligible Expenditures Report and Part C Performance Measures Financial Assistance Report was discussed, during which discussion edits were made, was approved unanimously.

Darin reported that he will do his best to represent both the Farm Bureau and the district at the upcoming Legislative Day. He and Christos will try to attend the SWCD preparatory meeting the evening before. Christos had not received the SWCD package and will ask Blanche Hurlbutt about it.

Scott reminded the board that online attendance at State Committee meetings can count towards training. Meg asked Christos to draft a training plan for himself. The technicians all have plans.

Meg will ask for an AEM hours report for next meeting. Scott reminded the board that looking only at hours is not enough b/c the 2021-2025 AEM Strategic Plan has objectives beyond hours. There was discussion about the current plan and Scott offered to circulate a copy to the board.

Scott gave the board an introduction to the [AEM program](#). Points made include:

- 5 year Strategic Plan is required
- two year contracts
- can be the basis for grant proposals
- program has been in existence for ~30 years
- the district had and should maintain a database of AEM farms; it's not clear where that data is and is accessible
- the AEM process has 5 tiers:
 1. introduction to farm
 2. assessment - worksheets, training available for techs
 3. planning - identify fixes i.e., BMPs, possible funding sources, etc.
 4. implementation
 5. evaluation

Scott will arrange for a fuller presentation on AEM with Tyler Knapp (Data specialist) and Greg Albrecht & Ron Bush (AEM).

There was also discussion about the ongoing update of the Ag Farmland Protection Plan, which was approved in 2016. Meg will talk to Liz Callahan about getting the district involved in that process.

Meg will have board training sheets for all directors.

We have three candidates for the DS position. Christos is free to talk to candidates, as are the directors, but will not be screening candidates. Instead, the board will review applications at the 2/24 meeting and decide whom to interview. Christos will circulate the applications he has received. Meg will send an email to each of them letting them know of the process and requesting a cover letter and a résumé if they haven't already sent us one. Meg will follow up w/ Penny about Dan's job title. Meg reported that Dan presented to Public Works and was well received; members appreciated having direct access to the forester. The sense of the board was that barring unexpected results of changing Dan's job title, it should be changed to Forester and that Dan should have direct access to the board and to PWC and SWECC but that he should continue to report to the DM.

Scott suggested that Dan's training plan could include learning what other district foresters do because Otsego County is not unique in having a district forester.

Meg reported that PWC approved a new forestry contract which would include that 15% of logging sales would be given to the district for reforestation.

Christos will look into time sheets apps that would allow district employees to record their time by activity, which among other benefits would make totaling hours spent on particular projects simpler to track.

There was discussion about the Westchester County Board Attendance Policy after which Ed was asked to reflect that discussion in a draft policy for review by the board.

There was discussion about the county's FOIL policy in County Board Resolution 256-2012 covering the district. A motion by Ed seconded by Darin to adopt the county policy modified

- (1) in form, to apply to the District rather than to the County,
- (2) to appoint the District Manager as the Records Access Officer and
- (3) to have appeals from denials of access go to the chair of the district board

was discussed and passed unanimously.

A motion by Darin seconded by Jennifer to approve payment of the bills in Abstract 3-2023 was discussed and passed unanimously.

A motion by Jennifer seconded by Helene to accept the January P&L, the January P&L Detail and the bank balance statements was discussed and passed unanimously.

Discussion included that the reports were run on a cash rather than an accrual basis because QB is not set up to run reports on a modified accrual basis and so cash reports provide a more accurate view of our current financial position.

Coding of checks was discussed. Jennifer explained that QB automatically uses the codes that were previously used for each vendor and that she assigns a code for new vendors. Ed will inform Meg and Jennifer when transfers are made so that these can be entered into QB so that QB will show real time balances.

The board went through the Personnel Policies up through Time Reporting. Ed will attempt to capture the agreed changes for review and approval at the next meeting. Review of policies will continue at the next meeting.

Christos reported that there is a lack of clarity with regard to the board's position on work at home. The consensus of the board, following discussion, is that employees should normally work in the office (when not in the field) except when there are extraordinary circumstances and that when there are extraordinary circumstances the DM may in his discretion give permission to working at home pursuant to a "work at home plan" agreed to by the DM and the employee.

Scott reported on State Committee matters including that the reports approved by the board need to be submitted no later than 2/15, there was a recent press release about Part C funding in the new budget, the funding blackout period applies to CFP's received after 2/17; the next State Committee meeting is March 1. He also suggested that the board consider nominating an Otsego County farm for an NYS AEM-Leopold Conservation Award.

On motion by Jennifer seconded by Helene, the meeting was adjourned at 2:17pm.

Next Meeting: 2/24, 1:00pm



Otsego County Soil & Water Conservation District

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

Monday, 13 February 2023

10 AM

Meadows Complex, Classroom A

Agenda

- I. Call to Order
- II. Approval of Minutes, January 30, 2023
 - Approval of Treasurer's Report January 2023
 - a. Approval of Bills to pay Abstract 3-2023
- IV. Director's Update
 - a. Seamon update -prepare Disbursement approval for assignment of payment
 - b. Hughes update
 - c. Year End Reports - final review
- V. Review Performance Measures
 - a. Legislative Day Feb 28, 2023
Darin attending
- VI. Review AEM hours
- VII. Review Performance Reviews for staff
 - a. goals for trainings
 - b. Goals for achievement
- XIII. Review Training Goals for Board
- 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. Review Policies Board Attendance, Personnel (thru p. 19)
 - b. Approve FOIL Policy
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, FOIL
- XI. Report/Board Training - Scott Fickbohm, NYS SWCC
- XII. Any other old or new business
- XIII. Adjourn

NEXT MEETING Friday, 24 February 2023.
1 pm. Classroom A, Meadows.

QB	Acct #	Descriptive Title	Bank Statement 12/31/22	Online Register 1/31/2023	Online Register 2/9/2023
199	4328	Part C	\$427.69	\$427.69	\$427.69
200	0768	Checking	\$13,649.27	\$86,683.36	\$180,802.92
201	9344	Savings	\$146,543.47	\$173,964.76	\$73,964.76
Sub-Total			\$160,192.74	\$260,648.12	\$254,767.68
203	7750	WQCC	\$11,701.40	\$11,701.40	\$11,701.40
204	8412	Lthrstkng Chkng	\$6,952.31	\$6,952.43	\$6,952.43
205	1271	Lthrstkng Scholar	\$5,234.83	\$5,234.83	\$5,234.83
<i>253</i>	<i>1759</i>	<i>274 Tafel</i>	<i>\$1,059.58</i>	<i>\$1,059.60</i>	<i>\$1,059.60</i>
<i>252</i>	<i>1767</i>	<i>276 McGrath</i>	<i>\$761.56</i>	<i>\$761.57</i>	<i>\$761.57</i>
251	1775	275 Hughes	\$1,201.49	\$1,201.51	\$1,201.51
250	1783	277 Buffer 22	\$176,140.03	\$176,143.02	\$176,143.02
260	2449	382 Buffer 3	\$0.49	\$0.49	\$0.49
261	4647	Buffer 2			
264	5685	236 AEM T4	\$3,601.65	\$3,601.71	\$3,601.71
<i>262B</i>	<i>0672</i>	<i>323 Beecher</i>		<i>No change</i>	<i>No change</i>
259	1340	182 V&M		No change	No change
255	1596	251 Hydro		No change	No change
263	3463	972 CAFO-Young		No change	No change
257	6477	111 Elks Creek		No change	No change

Otsego County Soil & Water Conservation District
Profit & Loss
 January 2023

	Jan 23
Ordinary Income/Expense	
Expense	
8730.41 · Ag & Markets Repayment Expense	87,509.44
8730.2 · Equipment	
0.22 · Office Equipment	5.55
Total 8730.2 · Equipment	5.55
8730.4 · Contractual	
0.404 · Other	1,172.50
0.405 · District Tree Program	2,693.50
0.416 · Misc Supplies for Cons.	243.17
0.441 · Light and Heat	1,135.52
0.442 · Telephone/Internet	372.04
0.443 · Office Supplies	70.00
0.450 · Insurance	828.00
0.460 · Other Contractual	
0.4601 · State & other dues	180.20
Total 0.460 · Other Contractual	180.20
Total 8730.4 · Contractual	6,694.93
8730.8 · Employee Benefits	209.50
Total Expense	94,419.42
Net Ordinary Income	-94,419.42
Net Income	-94,419.42

Otsego County Soil & Water Conservation District

Profit & Loss Detail

January 2023

12:59 PM
02/07/23
Cash Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
Ordinary Income/Expense										
Expense										
8730.41 · Ag & Markets Repayment Expense										
Check	01/24/2023	10066	NYS Ag & Markets	contract #70...			200 · NBT Ch...	87,509.44	87,509.44	87,509.44
Total 8730.41 · Ag & Markets Repayment Expense										
8730.2 · Equipment										
0.22 · Office Equipment										
Credit Card Char...	01/02/2023		Go to Meeting.com	Monthly Sub...			25000 · Key B...	5.55	5.55	5.55
Total 0.22 · Office Equipment										
Total 8730.2 · Equipment										
8730.4 · Contractual										
0.404 · Other										
Check	01/09/2023	10060	Green Circle				200 · NBT Ch...	535.50	535.50	535.50
Check	01/09/2023	10062	Smith, Russ				200 · NBT Ch...	17.00	17.00	552.50
Check	01/09/2023	10063	Ross, Mike	Cust # F0862			200 · NBT Ch...	620.00	620.00	1,172.50
Total 0.404 · Other										
Total 8730.4 · Contractual										
0.405 · District Tree Program										
Check	01/09/2023	10051	Pikes Peak Nurseri...				200 · NBT Ch...	864.00	864.00	864.00
Check	01/09/2023	10052	Meadowview LLC	Cust. ID 60			200 · NBT Ch...	1,829.50	1,829.50	2,693.50
Total 0.405 · District Tree Program										
0.416 · Misc Supplies for Cons.										
Check	01/09/2023	10058	Westlake Ace Hard...	520490			200 · NBT Ch...	243.17	243.17	243.17
Total 0.416 · Misc Supplies for Cons.										
0.441 · Light and Heat										
Check	01/09/2023	10053	NYSEG - 183	1001-7938-183			200 · NBT Ch...	639.98	639.98	639.98
Check	01/09/2023	10054	NYSEG - 209	1001-7938-209			200 · NBT Ch...	63.63	63.63	703.61
Check	01/09/2023	10055	NYSEG - 217	1001-7938-217			200 · NBT Ch...	165.51	165.51	869.12
Check	01/09/2023	10056	NYSEG - 225	1001-7938-225			200 · NBT Ch...	266.40	266.40	1,135.52
Total 0.441 · Light and Heat										
0.442 · Telephone/Internet										
Check	01/09/2023	10061	Verizon				200 · NBT Ch...	372.04	372.04	372.04
Total 0.442 · Telephone/Internet										
0.443 · Office Supplies										
Check	01/09/2023	10059	The Water Bottle	Account #00...			200 · NBT Ch...	70.00	70.00	70.00
Total 0.443 · Office Supplies										

12:59 PM
02/07/23
Cash Basis

Otsego County Soil & Water Conservation District Profit & Loss Detail

January 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
0.450 · Insurance										
Check	01/09/2023	10065	The Cincinnati Insu...				200 · NBT Ch...	828.00	828.00	828.00
Total 0.450 · Insurance										
0.460 · Other Contractual										
0.4601 · State & other dues										
Check	01/09/2023	10057	Farm Bureau				200 · NBT Ch...	110.00	110.00	110.00
Check	01/09/2023	10064	Town Tax Collector				200 · NBT Ch...	70.20	70.20	180.20
Total 0.4601 · State & other dues										
Total 0.460 · Other Contractual										
Total 8730.4 · Contractual										
8730.8 · Employee Benefits										
Bill	01/24/2023		United Concordia ...				20000 · Acco...	311.60	209.50	209.50
Total 8730.8 · Employee Benefits										
Total Expense										
Net Ordinary Income										
Net Income										
									94,419.42	94,419.42
									-94,419.42	-94,419.42
									-94,419.42	-94,419.42

OCSWCD Abstract 3-2023 - February 13, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
25	\$122.87	Otsego Cty. Hwy.	fuel	8730.463
26	\$241.17	Leaf	Copier System	8730.443
27	\$186.40	Pennysaver	DS Job Advert	
28	\$305.50	Regulator Technologies	BFS	8730.4250
29	\$209.50	United Concordia	Dental Insurance	8730.8000
30	\$435.00	Green Circle	Accounting	8730.404
31	\$66.91	Ed & Ed	printer, copier	8730.4430
32	\$383.50	Verizon	cell phones	8730.442
Total	\$1,950.85			
Approved for payment on 2/13/23.				