

SWCD Board of Directors' Meeting March 13, 2023

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

District Staff: Christos Galanopoulos

Others: Scott Fickbohm

Minutes taken by Ed Lentz

The meeting was called to order by Meg at 9:03. Meg circulated an abstract of bills to be audited with copies of vouchers and bills.

At 9:04, a motion by Darin, seconded by Jennifer, to go into executive session to discuss the employment history of particular persons and matters leading to the employment of a particular person, with Christos and Scott in attendance, was approved unanimously.

At approximately 10:30, a motion by Ed, seconded by Darin, to exit executive session was approved unanimously.

A motion by Jennifer, seconded by Helene, to accept the minutes of the Feb 24 meeting was approved unanimously.

A motion to accept the P&L insofar as it lists operational expenses other than payroll for the month was made by Darin, seconded by Jennifer, discussed and passed unanimously.

During discussion, it was noted that not all receipts and no payroll payments were entered into QB and that, as a result, the balance shown in QB is not accurate; in addition, the 2023 budget has not yet been entered into QB so it is not possible to run actual v budget reports. These defects will be remedied when we hire a District Secretary, if not sooner.

Meg will continue to work on resolving the billing issue with Insero and having our 2022 books reviewed by Insero.

Ed reported that he entered the January report into NYSLR system on line and was working on the February report. He noted that one or two employees were recording 10 hours for paid time off. This practice will be discontinued but the few days that were reported as 10 hour days will not be adjusted because it's a relatively small number of hours and because Holohan would have to revise the payroll reports and would have to charge the district for that.

Christos reported that he, Karl, and Chris successfully completed Erosion and Sediment Control training. Ed suggested that the District consider running a class for Otsego County Highway Superintendents and contractors.

There was discussion about Christos' first draft of his 2023 Employee Goals. Christos will revise the draft and present it to the board for review and approval.

Re: the Buffer closeout, Christos reported that it was nearly done. Ed noted that he had sent to Christos a few questions on the draft that Christos had circulated, some of which questions were addressed but a few of which were not. A CFP needs to be drafted for

inclusion in the close-out package. It was agreed that Meg and Ed would review the draft with Christos on 3/21 at 11:30 on the District offices.

Re: the Hughes closeout, Christos reported that he is continuing to make progress, although it's going slowly. Problems include, among others, that Kugler's time was reported as 8 hours for three projects (a suggestion was made to charge 1/3 of that time (2.7 h) to the Hughes project); we may be missing invoices; at least two checks (1004 and 1005) are missing. NRCS has been very helpful in efforts to construct a file for this project.

Christos reported that we received \$8,750 (25%) for the CRF grant and that the money was transferred to the bank account for that grant (x4142). Scott will send the Plan of Work because it's one of the five things that SWCC wants to see in landowners' agreement. Scott will also send the SWCC requirements which are sent with the award letter. Christos will send a draft landowner's agreement to the board.

Christos reported that we received payment in the amount of ~\$44K from USC for our cover crops work.

Christos reported that NRCS and USC doing a project for Carlton Cleveland and they are shy ~\$3,564. Christos proposed that we cover the shortage with Part C ("Performance Measures") money; Jeannine would provide us with copies of invoices. A motion by Helene, seconded by Ed, to contribute ~\$3,564 as proposed by Christos, using Part C funds, was approved unanimously.

Christos reported that Dan will consult with the Clark Foundation regarding forest management on one of their properties. The board cautioned against committing the District to anything beyond a walk-through and preliminary advice without board approval.

Scott reminded the board that the current AEM contract expires 12/31 and that the next AEM contract is due in November. He recommended that we use the next 6 months to identify candidate farms, bearing in mind that district contributions are limited to \$50K per farm and that a landowner contribution is required.

Regarding AEM, report attached, we have worked 1,184.5 hours; the contract goal is 4,563 hours by 12/31/23.

Meg will invite Lydia to give a fuller presentation on USC and ways in which USC and districts can collaborate. Ed suggested we put this into the training plans for directors so that we can count it as board training towards achievement of our 2023 Performance Measures.

Scott reviewed and discussed various matters including activities of the SWCC meeting. He reminded the board that we are running behind on our AEM hours and recommended that we try to get as close as we can to our AEM hours goal. He also repeated his suggestion that the board consider nominating an Otsego County farm for an NYS AEM-Leopold Conservation Award.

A motion was made by Ed, seconded by Helene, to approve the contract with Otsego County and, following discussion about the origin of the contract and its terms, was passed unanimously.

Scott suggested putting CFPs into QB as invoices as a way of tracking anticipated receipts.

Christos and Darin reported that from their perspectives Legislative Day went well. Darin discussed a proposal by Assemblyman Brian Maher to purchase development rights on agricultural land as a way to help conserve open land.

Ed raised the need to develop a board training plan. Christos will get samples of other district board training plans after which the board can discuss this further and develop a plan for the District.

Christos will go through cleaning part of the contract with USDA and will draft a job description that can be used in a RFP for cleaning services.

Bills: A motion to approve the bills listed in abstract # with the provisos that Mike will be asked to provide a more complete and professional invoice, that Christos will confirm that the Otsego County Fair invoice is for 2023 despite being dated 2022, and that Ed will check with Paul Lord about the Airgas bill was discussed and approved unanimously.

Ed was able to confirm by txt messaging that the Airgas bill is for use by BFS in filling scuba cylinders using the BFS compressor.

A motion was made and seconded to offer the DS position to Robin Moshier at a salary of \$55,000, discussed briefly and approved unanimously. Meg discussed the offer with Robin who, after confirming a few details regarding paid time off, verbally accepted the position with a start date of April 3.

The meeting was adjourned at approximately 12:30pm.

Next Meeting: 3/27/2023, 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 March 2023

9 AM

Meadows Complex, Classroom A

Agenda

- I. Call to Order
 - II. Interviews for District Secretary (2 candidates)
 - III. Approval of Minutes, February 24, 2023
 - IV. Treasurer's Activity
 - a. Approval of Bills to pay Abstract 5-2023
 - b. Approve payment of 2022 additional pay
 - V. Director's Update
 - A. Existing projects
 - a. Seamon update -preparation for close out
 - b. Buffer update - close out
 - c. Hughes update
 - B. New projects
 - Climate Resiliency Update
 - VI. Review Performance Measures
 - a. Legislative Day Feb 28, 2023 review of meetings
 - b. Directors' training worksheets
 - VII. Staff Reports
 - VIII. Review AEM hours
 - hours worked; projects
 - VIII. Review Training Goals for Board
 - IX. Continue review of policies (to be done yearly). Continuing items for review
 - a. Review Policies Board Attendance, Personnel (thru end next mtg)
 - b. Discuss revision of Credit Card policy
 - b. Begin discussion on IT policy
 - Policies include: 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, FOI
 - X. Any other old or new business
 - XI. Adjourn
- NEXT MEETING Monday, 27 March 2023.
1 PM Classroom A, Meadows.



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Christos Galanopoulos

Conservation District Manager

03/07/2023

Board Report

I would like to start with wishing everyone a happy new month. As winter slowly turns to spring, our work pace will start to pick up and everyone will start doing more items and applying to new grants for the year of 2023. With these items considered it is important to reflect on work done in the previous month.

As everyone in the committee knows, the Beecher document was closed towards the end of 2022. Pending on the closeout documentation that I would like the committee to perform, I will (finally) be able to close the Buffer project once and for all. The required signatures have been gathered, the contracts have been fulfilled and the remaining checks have been sent out. Any grievances that the contractors have pertaining to the buffer project are now between them and the landowners, for we have given out our required amount. There are still items that need to be done with Buffer, such as returning any surplus amount of money back to the state, which will be addressed in its due time. As for the Hughes project, I am still in the process of closing it, though with significant progress regarding the SW forms and interim and final report form.

As of writing this report, the funding has yet to open for new grants. Any progress regarding projects is respective to the Unadilla Community Farm CRF grant, that has been open for a while. For this grant, in the month of February, I have opened (with the committee members of course) a new banking account requested the 25% of the funding and deposited said amount into the account along with a request for a checkbook unique to said account. We have also reached out to an SWCD engineer from the Oneida SWCD, to ask for engineering work rates, though we have yet to commit to any actual work since this depends on the landowner and committee too. Additionally, I have created a SWCD-landowner contract based off the Delaware SWCD template, which I will forward to the county attorney for review. Once said review is done, I'll forward it to the committee prior to signage.

Beyond grants, significant work has been done last month regarding the annual reports, both alone and with the state and committee members, I was able to turn said annual reports in on time. I have recently been notified that we will be awarded about ~\$187,000 for our Part C funding, which should help with various items such as trainings, purchasing new vehicles, required building maintenance and project funding. Any such item will of course be done with the approval of the committee.



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As for training, I and the other technicians have completed the Erosion Sediment Control training that the committee paid for earlier on this year. We have all registered for the Water Quality Symposium coming up this month and the lessons related to it. Personally, I have done some additional lectures on Ag Engineering designs and Vegetable Cover Cropping from Cornell. I have also created an annual plan for me to follow which I will forward with the email containing the rest of the items.

There has also been progress on the Envirothon as well. The shirts have been ordered and the designs have been selected. Now, all that is left is to print on the shirts and some miscellaneous PowerPoints, which I will cover in their due time.

This is a brief synopsis of the items accomplished by me in February and early March 2023. There are still many more things that need to be done, ranging from applying for the two Grants of interest, vehicle purchasing, closing of old grants and many more. But progress has been slow and steady. Next month, it will be my half year in the position as the Otsego SWCD manager and I hope that this progress has positively affected the work that the department has performed to meet both the county and state standards. I thank everyone for their time and please let me know about any additional important items at hand.

Sincerely,

Christos Galanopoulos



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Chris Andreassen
Board Report
2/8/2023-3/7/2023

AEM # 077-0536 CNMP:

1. Cost estimate completed
2. Cropware.net (training/familiarizing)
3. Cropware.net (data entry)
 - a. Soil Tests
 - b. Risk Factors
 - c. Soil Types/Slopes

AEM # 077-0538 CNMP:

1. Spreadable Acres completed
2. Field data (cropland planning)
3. Tier 1 (owned/rented, grazed/hay/woodland/farmland acres determined)
4. Farmstead inventory/assessment (tier 2)
5. Discussion with producer/farmstead/pasture site evaluation/BMP alternatives/planning
5. Conservation Planning
 - a. Proposed BMPs
 - b. Proposed BMP Map
 - c. BMP Implementation Schedule
6. Cropware.net data entry
 - a. Soil Tests
 - b. Risk Factors
 - c. Soil Types/Slopes

AEM # 077-0266 CNMP

1. Cropware.net (data entry)
 - a. Soil Tests
 - b. Risk Factors
 - c. Crop Rotations
 - d. Soil Types/Slopes

MISC.

1. Lincpass renewed through 2028 (trip to Syracuse State Office, finger printing, card issued)
2. Teams meeting with Cropware.net administrator/ Cropware.net data integration
 - * Errors in data integration from plan Cropware Plus plan files. Manual review and updates required for all plans, including Nutrient Management Plan components.



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3. Russell Hughes contact attempted (tech notes updated)
4. Secretary advertising
5. Envirothon volunteer coordination/planning assistance/T-shirt spreadsheet
6. AEM Hour Tracker (continuously updated)
7. Discussion with Tony about NRCS Contribution Agreement and potential funding sources for the District and planning to renew our agreement that has/or is set to expire in the near future.

TRAINING:

1. Cornell Dairy Technology Tuesdays webinar series
2. Fertilization Strategies for Regenerative Agriculture and Soil (CCA)
3. Soils and Climate Change (CCA)
4. Planning for Fertilizer Efficiency to Maximize Savings
5. NYS DEC Erosion and Sediment Control (Christos & Karl)

Contract Amounts

Karl Giroux

Tier 1	Tier 2	Tier 3a	Tier 3b	Tier 3c	Tier 4	Tier 5a	Tier 5b	BMP Eval	Education	Outreach	Data Management	Partnership Activities	Reporting
25	23	41	0	0	60	0	0	0	52	8	2	0	2

Chris Andreassen

Tier 1	Tier 2	Tier 3a	Tier 3b	Tier 3c	Tier 4	Tier 5a	Tier 5b	BMP Eval	Education	Outreach	Data	Partnership	Reporting
8	32	0	895	0	22.5	0	0	0	0	5	0	0	9

Total

Target Hours

100	400	1058	758	0	850	250	250	92	250	250	100	150	75	4583
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Worked Hours

33	55	41	895	0	82.5	0	0	0	52	13	2	0	11	1184.5
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3/9/2023 25.85%

OCSWCD Abstract 5-2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
47	\$209.50	United Concordia	Dental Insurance	8730.8000
48	\$160.00	Otsego County Fair	Table (2022)	8730.4250
49	\$247.50	Green Circle	Accounting	8730.4043
50	\$294.40	Pennysaver	Job Advertising	8730.4040
51	\$102.90	Airgas	BFS	8730.4250
52	\$560.00	Mike Ross	cleaner	8730.4041
53	\$65.50	Westlake Hrdwr	misc supplies	8730.4040
54	\$217.66	Leaf	Copier System	8730.4430
55	\$43.02	Ed & Ed	printer, copier	8730.4430
Total	\$1,900.48			
Approved for payment on 3/13/23.				