



Otsego County Soil & Water Conservation District

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

OTSEGO COUNTY SWCD BOARD MEETING MINUTES

Regular Meeting

Friday, August 27, 2021

Held virtually on GotoMeeting.com

Members Present:

Les Rathbun, Chair, Grange Rep.
Ed Lentz, Member at Large
Meg Kennedy, Vice Chair, Cty. Rep
Helene Kraham, Ag Landowner

Staff Present:

Jordan Clements, District Manger

Members Absent:

Larry Roseboom Sr., Farm Bureau
Doris Moennich, Treasurer/Landowner
Michele Farwell, County Legislator

Guest:

Tony Capraro, NRCS, District Conservationist

- I. **Call to order:** Board Chairman, **Les Rathbun** called the regular meeting to order at 10:16 a.m.

- II. **Approval of minutes:**
 - Motion was made by **Kennedy**, seconded by **Kraham** to approve July's regular board meeting minutes. Roll Call Vote: Rathbun - Aye, Kennedy - Aye, Kraham - Aye, Lentz -Aye. Motion Carried.

- III. **Approval of Treasurer's Report & Bills to be paid**

A list of July's bills to be paid and credit card statement were provided to the Board in advance of the meeting.

 - Motion was made by **Lentz**, seconded by **Kennedy** to approve July's treasurer's report. Roll Call Vote: Rathbun - Aye, Kennedy - Aye, Kraham -Aye, Lentz -Aye. Motion Carried.



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- Motion was made to approve July’s bills paid. Motion was made by **Kennedy**, seconded by **Lentz**. Roll Call Vote: Rathbun - Aye, Kennedy - Aye, Kraham -Aye, Lentz -Aye. Motion Carried.
- Request for grant status table to be included with financial reports.

IV. Partner Report

NRCS, Tony Capraro, District Conservationist:

Over the last month NRCS has been completing EQIP applications for the most recent round of funding. Over 50 funded applications, submitted over 70. Two left for EQIP, and CSP to be done next week. Only had 2 applications for CSP and both were funded. Working with the District on CREP projects. Working with Mark on the planting plans, got the bids back and will be planting them in September. Worked with the District to apply for additional funding with USC, and it was approved, the project will be done in the next month. Working on 2022 application round, have 25 applications to submit. Tony was able to hire three new staff, Toni Dano was hired in June she was a Pathways, all 3 of the staff will be housed in Walton, NY. Hannah Wood was hired as a Soil Conservation Technician, and there’s a Soil Conservationist starting early October. Once we get them up and running it will be a lot better for my team.

On August 24, 2021 from NRCS State Conservationist Blake Grover, USDA-
“Recently the Federal Government updated the safety principles from the Safer Federal Workforce Task Force. These updates require Federal employees, partners, and contractors located in a Federal building or Federally leased space, to provide information about their vaccination status. The attached Certification of Vaccination Form is required to be completed and presented to a Federal Official, upon entrance into the Federal building or leased space. The Federal Government will not collect or maintain these forms. Collocated partners and contracts will only need to fill out the form once, and will have the ability to update the form, should their vaccination status change. You can also retrieve the Certification Vaccination Form from a Federal Official in a USDA Service Center.

There’re common spaces that NRCS and District lease. Tony sent out the form to the District Managers in his County team. NRCS had to fill out the same form. If NRCS employee selects not vaccinated, or declines, they will be categorized to not be allowed to travel. Personally, Tony doesn’t know why he needs to know vaccination status of Districts. He also was not aware of the form, and he’s only being shown the form was completed. More information is coming out daily. Testing for non-vaccinated will be required down the line.



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Ed Lentz, feels it is good for us to know employee status of vaccination. If employees haven't been vaccinated, we may need to exclude them. I assume NRCS has an appropriate form to collect this information. We should keep record of the form as well. Jordan on Monday morning will ask staff to fill form out. Will have questions from staff for board about vaccination form. Treat any staff that don't answer the form as if they are un-vaccinated. Jordan will keep the form for each person on staff. Federal partners are at reduced % in office, regardless of vaccination status. Wait and see what the new governor says. We rent out to the federal government, so we have to be aware of their policy. No report from FSA.

V. District Secretary/Assistant Treasurer Report

Jessica Miller report read by Jordan Clements

Good Morning, I apologize for not being able to attend today, however I am very grateful to be able to use some vacation time this week. I will transcribe the minutes using the recording. July's expenses were mostly payroll related it was a three-paycheck month. We paid DG&M Agency Inc. for \$3,741.94 for our Commercial General and Umbrella Liability policies. Another larger expense was the \$1,355.64 repair on the credit card from County Club for the 2016 white Chevy truck for the fuel pump replacement, and rear brake pads and rotors. You'll see next month the check payment for the Equinox's repairs which totaled \$1,091.28 for muffler work, inspection, and replacement of brakes and rotors. With multiple vehicles in the shop our intern Devin used her personal vehicle for a riparian forest buffer visit, I have included a mileage reimbursement request for \$34.16.

I completed the final BMP Verification Data Entry for USC, once USC receives all the participating District's BMP Data they will send out reimbursement. The July 17 Flood has flooded our phone line with site visits and questions. Jordan and I submitted the AEM Interim Report. The District setup the grandstand booth at the Otsego County Fair, including NRCS and FSA displays. I've included the latest summer newsletter in your reports. I also submitted USC Water Quality Program Application for matching funds for EQIP Keyes Brook Riparian Restoration Plan for \$4,128.00 to implement the 2.5 acre riparian forest buffer which was funded. I will be meeting virtually with Angelica to begin review of 1st half of 2021. As always, if you have any questions for me or would like to see any other reports please let me know. Thank you.

VI. District Reports

Jordan Clements's Monthly Report:



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Timber Sale Announcements went out for Taylor Hill and Dozen Dad's. About a two-month turnaround time to post bid. The markets are volatile, Jordan asked for a status update two weeks after sending bid announcement to Onondaga purchasing. Bids are due by the 9th of September. Taylor Hill sale is estimated \$200,000, the County will be able to reimburse their investment in the position. The contract is one more year. There's enough forestry work out there for implementation of plans to justify hiring another forestry staff. Bid's were posted on website, and mailed out to list, it is a quick turn around time. Local loggers were also mailed out bid announcements. #1 priority is to make this sale as transparent as possible.

Audit-

Was told audit was wrapping up, and didn't give a deadline.

Closeouts-

Ag non-point source closeouts are being worked on. Tafel grant closeout is completed. Issue we are having the bank is nailing us on inactive charges on the grants that will be sent back. We need to send back what they gave us and interest gained, but we have these charges. Reached out to corporate on this.

Submitted two grants, will hear back in October if we get funded.

Forestry-

Reaching out to snowmobile club to notify them about the future logging. Taylor Hill road ownership issue hasn't resolved yet.

CRF-

Should be receiving contracts shortly to sign.

DASNY-

Haven't heard or received money yet.

Flood-

Mayor of Morris wants to sue NYDEC, the District helped with permits, it's been over a month for the Emergency permits. Was told by DEC it will be shortly. I'm concerned about the lawsuit, because we are currently rebuilding our relationship with the permit office at the DEC, due to new staff. Don't want to be listed as a supporter of the potential lawsuit. Permits are needed for gravel and tree removal after the July 17 flood. Jordan doesn't want the district



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to be mentioned in this lawsuit, because it will set us back with them. Working with permits to get a new general permit for 250' of rip rap. Lentz suggests to tell Mike that a political approach would be better. The District will continue working with Morris on permits, but will not be taking any legal action. Steve and Irene monies haven't heard and will reach back out.

Cleaning Services-

Requested cleaner comes after 4:30pm again.

Grants-

Financial management of the grants that Delaware County procurement forms are good forms to have. Add grant balances line on the form the represents the 25% landowner contribution, and NRCS funds, to make Board aware of what the other funding sources are.

Met with contractor for AGNPS project with 3.5-acre buffer planting. Need to integrate form into processes, and will be included in new CRF contracts. Reviewing bills should catch things. Procurement policy is summarized in form- could also put on website.

Other-

Lease expires in two more years. FSA and NRCS owns 1/3 of the shared spaces. Have a year to think about what we may want to add to the lease. No insulation in the pole barn, if we find ourselves in a situation where we can't use the breakroom, like now, we could hold meetings in the pole barn if it's insulated. County received allocation request. Ag and Farmland Protection Committee Farm tour with Cornell, Otsego 2000, WAC, in Otsego and Delaware. We have made hotel and bus accommodations for the event. Invited 35 senators and assemblyman from downstate, to show how upstate farming is. Great opportunity, invited County board, and District board. Requested funds from the County for transportation expenses.

Resolutions

1. Resolution to open a new checking account for AEM funds, moved by Kennedy, seconded by Rathbun Roll Call Vote: Rathbun - Aye, Kennedy - Aye, Kraham -Aye, Lentz -Aye. Motion Carried.



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2. Resolution to send Mark, Chris, and Karl to conservation skills workshop in Cortland, NY. Motion made by Kennedy, seconded by Kraham. Roll Call Vote: Rathbun - Aye, Kennedy - Aye, Kraham -Aye, Lentz -Aye. Motion Carried.

VII. Next Meeting: Next meeting to be held on **Friday, September 17, 2021 at 10:00 a.m.**

VIII. Adjournment: Meeting adjourned at **11:24 a.m.**

Respectfully submitted,

Jessica Miller

Jessica L. Miller

Administrative Assistant/Secretary/Assistant Treasurer

August 02, 2021