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**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**

Thursday, June 18, 2020

Held remotely on GoToMeeting.com

1 (866) 899-4679

AC 818-226-949

**Members Present:**

Les Rathbun, Chair, Grange Rep.  
Meg Kennedy, Vice Chair, Cty. Rep.  
Ed Lentz, Member at Large  
Michelle Farwell, County Legislator  
Larry Roseboom, Sr., Farm Bureau  
Doris Moennich, Treasurer/Landowner

**Staff Present:**

Jordan Clements, District Manger  
Jessica Miller, Admin. Assistant/  
Secretary/Assistant Treasurer

**Absent:**

Helene Kraham, Ag Landowner  
Larry Roseboom, Sr., Farm Bureau

**Guest:**

None

- I. **Call to order:** Board Chairman, **Les Rathbun** called the online meeting to order at 10:07 a.m.
  
- II. **Approval of minutes:**
  - Motion was made by **Farwell**, seconded by **Lentz** to approve May's minutes. All in favor. Motion carried.
  
- III. **Approval of Treasurer's Report & Bills to be paid**

A list of May's Bills to be Paid were provided to the Board in advance of the meeting.

  - Motion was made by **Lentz**, seconded by **Kennedy** to approve May's bills to be paid. All in favor. Motion carried.



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- Treasurer’s report approval was deferred due to not having the 2020 budget loaded into Quickbooks. Jessica would like to setup a Quickbooks training with Green Circle Accounting if the Board is accepting. None opposed.

### **District Secretary/Assistant Treasurer Report**

- Administrative Assistant, **Jessica Miller**, reported that on the credit card statement the monthly \$12.00 charge for enhanced payroll will be cancelled because payroll is now ran through Quickbooks Online. Currently working with Quickbooks to verify identity to add name onto to the account to make the cancelation. Paypal/Payflow charge is for accepting credit cards, we are also working with PayPal to verify identity to get credentials to account to cancel reoccurring charges.
- Jessica asks for approval to pay May’s Credit Card Statement. Motion was made by **Lentz**, seconded by **Kennedy**. All in favor. Motion carried.

#### **IV. District Reports**

District Manager, **Jordan Clements**, reported 2 out of 3 Agricultural Nonpoint Source grants were submitted. One was not submitted due to financial concerns. The Climate Resiliency Farming grants have not been announced yet. Submitted grant for a satellite manure storage and a vegetable farm for irrigation, mulcher, and a wood chipper. Applying for grants for vegetable farms is a new ground for us. WQIP applications are due in July, we are gearing up a few projects for that. AEM is moving forward, AEM hours are looking good, which will secure funding for Chris and Karl. Chris’s second plan has been in review with Ag and Markets for CNMP certification, and his third plan is almost completed. The hope is that we can increase our AEM contract once Chris is certified. Which doesn’t give us more money, but pays for more AEM hours. Ag and Markets has removed some performance measures due to the pandemic. They relaxed meetings to 8 a year, but we have continued to hold our meetings.

#### **Grant Updates:**

A Round 23 AgNPS grant is in the process of going out to bid. AgNPS/CREP project has fence bids coming in a lot higher than planned. High tensile fence cost was planned for sheep



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fencing instead of woven wire cost. Timeline is working against us; the grant is also due to be complete next year. Applied for additional funding with USC, they will want to visit the project site.

Funds are also available from USC to remove man made berms. Jordan, Mark, and USC staff Jeremy Wadell, and Mike Lovegreen will be visiting a project site in Gilbertsville. Michelle Farwell mentioned she would also like to attend the stream visit. Date has not yet been sent. Project will need Army Corp permitting, floodwaters are an issue, it's a project that needs to get done. Would like to see some of the stream buffered as well, however the current land owner doesn't seem too keen on the idea yet. **Michelle Farwell** would like to attend site visit if she can make it.

**Staff Updates:** Staff has been wonderful and understanding, prior to the workday all staff temperatures are taken. NRCS staff have also volunteered to have temperatures taken. FSA has farmers coming in for crop reporting, and they are using our pole barn. The District is a now a location for the CCE hand sanitizer pick up location. Every farmer reporting crops has left with a case of hand sanitizer. Please send farmers our way we have plenty left. Masks are being worn around the public. Following guidelines from the health department guidance – 100.5° F and above you cannot work. All temperatures are tracked in an Excel spreadsheet.

### **Grant Updates:**

Butternut Valley Alliance and Otsego Land Trust both received grants for the District to plant riparian forest buffers. USC wants to contract with the District to plant 16 acres of buffer they will pay \$3,500 an acre, but Jordan would like to work with USC to increase that rate by \$1,000 because some of the acres will need invasive species removal. Butternut Creek Assessment contract with Erica Capuana has been extended by 75 hours. By then the assessment will be completed and Erica has done a great job keeping everyone updated.

### **Coronavirus Phases:**

The District is in Phase 2 of 5 month operation plan. USDA has their own phases. July 5<sup>th</sup>- July 18<sup>th</sup> Jordan will be away up North. State is working on entering into phase 4. Otsego NRCS/USDA is only in pre-phase 1, so they are still doing what they have been for the last 4 months. The District is doing site visits and once the state does move to phase 4 we are in a conundrum of how our building will operate. If we unlock and open our doors, USDA staff will be forced to telework. Not all USDA staff have the internet capabilities to work from home. Jordan asks the board, do we follow our policy, or follow USDA phases? Do we



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follow the State's phases and reopen in phase 4? Appointments will need to be made, and temperature checks. Once USDA moves to phase 1 we discuss reopening with FSA and NRCS. Jordan hasn't heard anything about the extension monies and hopes they haven't been taken away.

### **V. Partner Reports NRCS-**

NRCS report was provided before the meeting and was read by Jessica.

**Conservation Stewardship Program Renewals:** 2 application renewals: 2 moved forward to obligation.

**Conservation Stewardship Program Classic:** 7 applications, deadline early July (NRCS Top priority due to national deadline)

**EQIP:** 15 applications: We are currently awaiting notification of who's been approved for obligation. I should know more by Monday. EQIP deadline for 2021 of early August, please let any interested applicants know.

**EQIP Projects:** A Manure Storage project is almost fully completed, he is working on emptying his existing manure storage so it can be cleaned up and filled in. This is the final step in this contact.

**New Positions:** We've had some changes in our State Office staff. The State Resource Conservationist (Ed Henry) left for a position in Washington DC, our EQIP program manager is leaving for a position in Massachusetts and her boss our Assistant State Conservationist for Programs has been selected for a new position of Assistant State Conservationist for Partnerships and Initiatives. Her name is Tammy Willis, I feel that the Districts will be talking more and more to her.

**CRP:** Jeanine has been working on getting designs completed to get the projects implemented. The plan is to get these out to bid and completed this season.

Thank you,  
Tony

**FSA-** Did not submit a report.



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### VI. Other Business:

**Farm Tour:** More than ever this year we truly need to still have a farm tour to show why we need to continue to be funded. Barring Covid-19 Jordan would like BOCES to make the lunch again, and still have it in October. A virtual tour could be held if actual in person tour can't happen.

**Forestry Contract:** Taken from previous forestry contract added in 12.5% in a line item to go back into the forestry program. Caveat is that we would not see that money until the County makes their \$45,000 back. Carbon credits are still being considered. The final contract is being put together and is ready for comments on draft contract. **Ed Lentz** would rather see the District hold onto 10% to use for implementing Forest Management Plans instead of the County having a line item. Memorandum agreement would take place between the County and the District for implementation of Forest Management Plans. Jordan wants to have the discussion with Rich before the public works meeting in July that the contract should be looked at as future funds for the County. **Michelle Farwell** noted that the Nature Conservancy Working Woodlands could help the County as well. Trying to make it favorable for the County.

### **Hydroseeding: WQIP**

The District received \$36,000 from the DEC hydroseeding grant. Towns, villages, and County have continued to ask for hydroseeder. Jordan proposed spending \$10,000 to purchase hydroseeding materials and then Jordan will bill the grant again to replace the \$10,000. The money is a reimbursement for our time. **Ed Lentz** made the motion to authorize the purchase of the hydroseeding materials, seconded by **Meg Kennedy**. All in Favor, motion carried. **Michelle Farwell** noted to check with WQIP before the purchase is made to guarantee funds. In effort to promote use of the hydroseeder letters and maps were sent out in December but responses back were low. Jordan attended highway meetings to also promote it. The County is the biggest user of the hydroseeder. We have had some difficulties getting highway guys to take to photos for the grant requirements. Promoting the use of hydroseeder may be best done by other highway superintendents.

### VII. New Business

#### **Resolutions to Pass:**

**Resolution #1:** A motion was made to pass a resolution to extend Otsego County Buffer 2 Round 23 Agricultural Nonpoint Source Pollution Abatement and Control Program Grant another year due to Covid-19 until December, 31 2021. Motion to pass resolution was moved by **Meg Kennedy** and seconded by **Ed Lentz**. All in favor. Motion carried.



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**Resolution #2** A motion was made to pass a resolution to extend Lower Wharton Creek Heavy Use Area Protection & Buffer Grant funded under Round 22 of the NYS Ag Nonpoint Source Pollution Abatement and Control Program Grant another year due to Covid-19 until December, 31 2021. Motion to pass resolution was moved by **Meg Kennedy** and seconded by **Michelle Farwell**. All in favor. Motion carried.

Reminder July's meeting will be held a week later. The pole barn can be setup to hold July's meeting and gotomeeting can be setup as well. Jordan is happy to report at midterms he is holding a 4.0. Happy to also introduce Nicholas Jordan to the board as our summer USC buffer steward intern.

**VIII. Next Meeting:** Next meeting to be held on **Thursday, July 23, 2020 at 10:00 am at the office.**

**IX. Adjournment:** Meeting adjourned at **11:55 a.m.**

Please see attached staff reports.

Respectfully submitted,

*Jessica Miller*

Jessica L. Miller,  
Administrative Assistant/Secretary/Assistant Treasurer  
July 20, 2020



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## **Mark Kugler Stream Technician June-July Monthly Report**

### **Week of 6/15**

- Meeting with USC/BVA/OLT for prospective NFWF grant
- Monitoring and maintenance on unnamed stream buffers
- Stroud buffer training

### **Week of 6/22**

- Site visit on Harrison Creek in West Oneonta
- Monitoring and maintenance on unnamed stream buffer
- Moved desk from FSA side to SWCD side of the building
- Conference call with USC/OLT to plan for prospective 2021 project
- Monitoring and maintenance on unnamed stream buffer
- Planning for OLT Butternut Creek project
- Researching potential remedies for resource concern on Butternut Creek
- Site visit with Trout Unlimited on Schenevus Creek for potential project

### **Week of 6/29**

- Monitoring and maintenance on unnamed stream buffers
- Wrote summer newsletter article and proofread and edited others' articles
- Monitoring and maintenance on Sandy Creek and unnamed stream buffers

### **Week of 7/6**

- Monitoring and maintenance on unnamed stream buffers
- Site visit with Joe Quatrini on Cahoon Creek in Gilbertsville



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- Monitoring and maintenance on Campbell Brook and unnamed stream buffers
- Monitoring and maintenance on Decatur Creek buffer

#### **Week of 7/13**

- Monitoring and maintenance on unnamed stream buffer
- Compiled soil reports and pond construction information for interested landowner in Decatur.
- Monitoring and maintenance on unnamed stream buffers
- Created maps, compiled property cards, and developed rough schedule for WRP monitoring
- Water quality testing for Oaks Creek

#### **Week of 7/20**

- Monitoring and maintenance on Calhoun Creek buffer
- Monitoring and maintenance on Otego Creek buffer
- Preparing Otego Creek site for drone filming (Farm Tour)
- Beginning 2020 WRP monitoring





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### **Karl Giroux Conservation Technician June-July Board Report**

#### **AEM:**

- Several Tier 1 & Tier 2 site visits
- Secured 4th farm for CNMP employee and started CNMP work with him

#### **Miscellaneous:**

- Managed post pounder rental program
- Transported ag plastic baler
- Weekly yard work
- Met with producers to plan for farm tour and started shooting footage
- Buffer maintenance
- Moo Mondays
- Wrote newsletter articles



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Chris Andreassen

6/22/2020- 7/22/2020

Board Report

### CNMP # 3

- Farmstead, Pasture, Cropland, Nutrient Management CPA-52 Environmental Evaluations & Compliance
- Emergency Action Plan
- Heifer Facility and Farmstead Cons Plans and BMP maps
- Best Management Practice (BMP) Implementation Schedule and reportable items
- Animal Waste Management report finalized
- RUSLE2 erosion prediction report finalized
- pH and Liming Narrative and spreadsheet
- Manure spreading setback maps
- Farm Logs and Record Keeping requirements
- Nutrient Management Plan (Cropware)
- Operation and Maintenance requirements
- Additional subsurface drainage and roof runoff practices prescribed after site visit with farmer to verify plan meets his objectives
- Plan completed and awaiting Plan #2 review by NYS Ag. & Markets
- UPON REVIEW AND ACCEPTANCE, I WILL BECOME A CERTIFIED NEW YORK STATE AGRICULTURAL ENVIRONMENTAL MANAGEMENT PLANNER AFTER 3 YEARS OF WORKING TOWARDS THE GOAL SET FORTH BY YOU THE BOARD AND DISTRICT MANAGER JORDAN CLEMENTS IN THE BEGINNING OF 2018. WE WILL ALSO HAVE 101 POTENTIAL BMP PROJECTS TO IMPLEMENT ON THE 3 FARMS THAT I WILL HAVE CERTIFIED PLANS COMPLETED FOR!

### Certified Crop Advisor (Continuing Education)

- To maintain Certified Crop Advisor status (as required for AEM Planner Certification), during the current 2-year CEU (Continuing Education Units) cycle ending 12/31/2021, CCA's are required to earn at minimum 40 CEU's. Between plans and during "down time" I have completed nearly 55, securing my status through 2021.



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### Farm Tour

- Karl and I have been working on farm tour footage, observing project implementation, and working on a dialogue with a producer Jordan has selected to be a focus of the tour.

### CNMP # 4

- Producer identified after a site visit by Karl and follow up meeting between the producer, Karl and I.
- Beef Operation in Laurens with objectives of Comprehensive Nutrient Management Plan being a rotational grazing system where his animals can be excluded from a tributary of the Otego Creek.
- Initial Tier 2 site evaluation has been completed and a conservation plan is being developed



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### June 2020 Forestry Report

June saw Forestry Friday four posts on Ferns, Porcupine den trees, Blue bird boxes, and planting hardwood saplings. Considerable field time was invested in obtaining forestry Friday photo's and subjects.

June forestry revolved around developing a forest management plan for Otsego County #4 Chapin Memorial Forest comprised of about 314 acres on Gill Hill Road in the Town of Pittsfield, Otsego County, NY. Property line identification and property corner identification took some time as not all lines and corners were marked. Several proved to be difficult to ascertain but with the use of Phone App Land glide I was able to find and mark these out. Experience with property lines also proved to be a deciding factor. Property lines are extremely important so one can work on the correct property! After property lines were put in, considerable work was employed in ARCGIS applications for planning inventory methodology. Extensive research into parcel mapping, identification, property line/boundary correlation, tax maps, forest stand delineation, inventory parameters, field inventory plot planning and location, and parcel history.

Field inventory was undertaken according to planning methodology. Trees that fell into plot radius (use of 10 factor wedge prism) were measured, species identified, and proper forest product class selected. Overall tree health, stand and site health, and other forest/site observations were noted and recorded for future use in prescription recommendations. Considerable office work then ensued with detailed statistical analysis of ten + forest stands, all by hand. Prescriptions and forest stand write-ups were completed on ten + forest stands. Chapin Forest Management plan includes a chapter on ferns and forests – a noted problem found throughout the parcel. Stands recommended for timber harvesting were noted also for quick reference, the overall theme is higher quality but low value timber mostly softwood with some



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hardwoods. Chapin Memorial to be finished as of July, 2020. Webinar attended on Forest Industry and Covid effects.

Daniel Zimmerman, Forester, MBA



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Nicholas Jordan

USC Buffer Steward

June-July Board Report

- Monitoring survivability of trees planted on buffers.
- Maintenance of buffers including straightening shelter tubes, and removal of old tubes.
- Survival rings cut with weed trimmer around trees on sights with weed competition.
- Data entry for records of tree species success and individual site survival.
- Water chemistry of oaks creek.
- Composition of a pdf field guide, with identifying images of all tree species planted on buffers throughout the county.
- Site visits with the technicians
- Stroud buffer training
- Wrote summer newsletter article, proofread others articles
- Lawn maintenance
- Preparing Otego Creek site for drone filming (Farm Tour)