



Sullivan County Soil & Water Conservation District
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Sullivan County Soil & Water Conservation District
Board of Directors Meeting
April 11, 2011
Minutes

- I. Call to Order:** Chairman Hughson called the regular business meeting of the Sullivan County Soil & Water Conservation District Board of Directors to order at 8:00 p.m.

Board members present – Wilfred Hughson, Chairman
Beverly Martin, Treasurer
Harold Russell, Member
Robert Kaplan, Member
Elwin Wood, Vice Chairman
Dave Sager, Member
John Gorzynski, Member

Agency representatives: – Brian Brustman, SWCD
Lisa Schick, SWCD
Joseph Walsh, CCE
Les Kirby, SWCD
Karen Rauter, Nev/Rond

- II. MINUTES:** Beverly Martin made a motion to approve the minutes from the March 14, 2011 meeting, Elwin Wood seconded, the motion was passed and carried.

- III. WRITTEN & VERBAL REPORTS:** See attached written reports

Joe Walsh (CCE):

- CCE hired a new Ag Educator, Donnie Hoffman. She will also be working on land use management, water quality and natural resource management. She will take over Joe's duties with ag district and gas drilling.
- Joe will be leaving CCE at the end of May. They are holding interviews and hope to have the position filled by then.

- IV. OLD BUSINESS:**

A. Neversink/Rondout Grant: See written report.

- Advisory Group meeting will be held Wednesday on events to come this year.
- We will be closing out the Chestnut Creek contract.
- We will not be doing anymore watershed assessments this summer in order to catch up on projects we already have.

- The stream restoration projects are currently in a waiting phase for the designs to be completed. DEP has hired the engineers for the design work. Karen will be working on communications when designs have been completed.
- Harvested 7,000 willow cuttings and stored them into a refrigerated trailer rental, which is being stored at the Tri-Valley School. The students will be looking after the cuttings. The NYC DEP has hired a student as an intern for the program.
- Bobby will be leaving and has accepted a position with the Ulster County Soil & Water to work on the Ashokan program. He will be leaving around the end of April. Karen has already started canvassing people to fill the position with the hopes of interviewing people the beginning of May.
- Sent out a newsletter to every resident within the program and received positive feedback. Nicole Olsen of CCE has helped put together a grant to get a stream demonstration table. It costs about \$5,000 to \$6,000. Delaware County Soil & Water has agreed to train the students on how to use it.

B. Flood Mitigation Work:

- On April 19th Brian Drumm of NYS DEC will come out and look at a number of sites and to give his inputs in the beginning before applying for permits in hopes to keep the permit process moving forward.
- Brian spoke with Bob Meyer of County DPW and will be in contact with Harold Baird, Town of Mamakating Supervisor.

C. No Till Seeder:

- Brian got a price from Great Plains for a 7ft. no-till seeder. The price lists for approximately \$30,000 but can get a discount for a conservation district. The seeder will be allowed to be used for private landowners. Directors suggested writing out the specs and to find out what the state rate schedule is. Elwin Wood made a motion to put the purchase of a seeder out to bid, Dave Sager seconded, and the motion was passed and carried. Brian will look for different places that sell the seeders. Brian will check with Orange County SWCD as to their fees and the insurance needs.

D. Rent:

- CCE has negotiated a contract with USDA FSA of \$13.50 per sq.ft. As of January 1st, 2011, the FSA will no longer pay for the full suite of office space of 2,156 sq.ft.
- The Soil & Water District will be billed for about 1,500 sq.ft of office space. This will not include the vacant USDA NRCS room, nor will it include the storage area in basement.
- The District previously paid rent of \$6,050.52 per year. Rent is budgeted for \$6,051 per year.
- The District office space resides in a county owned building where no rent is collected. CCE pays maintenance fees, including snow plowing, garbage fees and electric.
- Directors suggested that the District pay fees according to percentage of District office sq.ft. and all building expenses. Directors requested that Joe put a list of building expenses together for the next meeting.
- Woody will look into the county DPW plowing and repairing driveway and parking lot. The possibility of contracting with the Town of Liberty for plowing will also be looked into.

E. Directors Insurance: Did not receive quote from Mike Preis. Will table to the May board meeting.

F. Director Policies:

- The Board of Directors reviewed the policy examples and chose to use the format of the Schuyler County SWCD and take out the sentence concerning attendance of national meetings. Dave Sager made a motion to adopt the Director Policy using Schuyler County's format and omit the national meetings requirement, Beverly Martin seconded, the motion was passed and carried.

V. **NEW BUSINESS:**

A. Bank Reconciliation: The March Bank Reconciliation was reviewed by the Board.

B. Tree & Shrub Program:

- The program went very well. There were approximately 114 orders.
- The Distribution will be Friday and Saturday, April 29th and 30th.
- Brian and John will go the Meadowview to pick up the ordered trees in order to save on shipping and handling.
- Harold Russell made a motion to pay all the tree and shrub vouchers when the bills come in, Elwin Wood seconded, the motion was passed and carried.

C. Petty Cash:

- The Board reviewed the amount of petty cash held. The District presently maintains a \$50 petty cash reserve, which seems to be working well. Beverly suggested using numbered petty cash vouchers, which Lisa will order and start using.

D. Availability Period:

- The District's annual report has changed from a cash basis reporting to an adjusted accrual basis reporting. The state recommended implementing an availability period of either a 30, 60 or 90 day period. The Board discussed the options.
- Dave Sager made a motion for The District to adopt the 60-day availability period, Beverly Martin seconded, the motion was passed and carried.

E. Pinchot Institute:

- Brian presented a contract with the Pinchot Institution for Conservation. Pinchot has its headquarters in Washington, DC. and has grant funds to do forest management practices in the Upper Delaware River valley, in which they will pay for forest landowners to get a forest management plan. For landowners who already have a plan in place Pinchot will pay for forest upgrades and thinning.
- The District has contracted with the Pinchot Institute to take phone calls, answer questions, help landowners fill out applications forms, and to mail them. For this the District can receive up to \$5,500.

F. Nicole Olsen of CCE has asked to use the pole barn for a 4-H air rifle class for sport shooting for two to three Saturdays. Joe Walsh signed a contract for use and provided the District with a Certificate of Insurance listing the District as an additional insured. Harold Russell made a motion for Brian to sign the contract, Elwin Wood seconded, the motion was passed and carried.

VI. DISTRICT CLAIMS: Elwin Wood made a motion to approve abstracts and bills, seconded by Harold Russell, the motion was passed and carried.

2011 - 3B	\$ 38,098.85
2011 - 4A	\$ 9,114.58

Bills presented to the Board for pre-approval:

Card Member Services (Nev/Rond)	\$ 331.02
Brent Gotsch (Nev/Rond)	\$ 360.00
Karen Rauter (Nev/Rond)	\$ 538.24
Duba Design (Chestnut Ck)	\$ 1,350.00
Cranial Solutions (Chestnut Ck)	\$ 837.00
NY Assoc. Conservation Districts (dues)	\$ 1,500.00

VII. TREASURER REPORT: The Treasurer report and Balance Sheet were reviewed. Dave Sager made a motion to approve the Treasurer Report and Balance Sheet, Harold Russell seconded, the motion was passed and carried.

VIII. NEXT MEETING: Monday, May 9, 2011 at 8:00 p.m.

IX. ADJOURNMENT: By regular motion at 9:35 p.m.

Lisa Schick,
Program Assistant

Wilfred Hughson,
Chairman