



Sullivan County Soil & Water Conservation District
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Sullivan County Soil & Water Conservation District
Board of Directors Meeting
February 8, 2010
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
John Gorzynski, Member
Elwin Wood, Vice Chairman
Harold Russell, Member

Board members absent - Beverly Martin, Treasurer
Robert Kaplan, Member
David Sager, Member

Agency representatives: – Brian Brustman, SWCD
Lisa Schick, SWCD
Karen Rauter, SWCD-DEP
Les Kirby, SWCD
John Kline, SWCD
Patricia Westenbroek, CCE

II. MINUTES: Elwin Wood made a motion to approve the minutes from the January 11, 2010, meeting, Harold Russell seconded; the motion was passed and carried.

III. WRITTEN & VERBAL REPORTS: See attached written reports

Trish Westenbroek (CCE): See written reports

- There will be a session on Risk Management on corn insurance on February 12th at the Extension Center.
- The Dairy/Ag Day will be held at Honesdale High School in Pennsylvania on February 15th. A bus will leave from Cohecton Mills.
- There will be a program on Estate Planning on February 25th at the Extension Center.
- There will be a mushroom class on March 28th at the Extension Center.
- The online livestock production and marketing class will begin the end of March.
- Dairy – Starting to see the effect of pwt. Cheese is moving quickly and it is expected milk supply and demand will start falling in line, and milk prices to even out.
- Heifer prices are doing good.

IV. OLD BUSINESS:

A. NYC DEP Contract:

- There are several projects started within the three parts of the program-Stream Restoration, Land Owner Assistance, and Outreach and Education. The major project in progress in the stream restoration. There have been site visits to the Van Aken property. Brian and Karen are working on a landowner agreement. The landowner seems agreeable.
- The Delaware County stream team is trying to coordinate an emergency flood response training for contractors in our area. Delaware County SWCD received a grant through the City and DEP to do this training. A requirement of the grant is to do an outside training session in addition to classroom training. This allows us to obtain engineering at a very reasonable cost and meet grant requirements at the same time.
- The second project will be for outreach and education. Karen is working on updating the publication "Catskill Streams and You", which contains basic information and an introduction to landowners on healthy streams. The updated publication will be printed and handed out to all landowners in the stream basins.
- Bobby has had about a dozen responses to landowner assistance program, which is the Catskill Stream Buffer project. Approximately half of these landowners will qualify, which should allow us to reach our goal of five to six projects for this first year. More of the smaller projects may be able to be completed if they work with schools to do volunteer plantings.
- A meeting of the advisory group consisting of elected officials, town supervisors, highway department, DEC, and all other individuals necessary to coordinate the stream restoration project, was held for the purpose of putting together and moving the document through the overarching stream management plan that will be adopted by the Town.
- The next meeting will be for the DEP stream representatives to show the study they conducted of the Rondout Creek to the landowners in the neighborhood meetings. These meetings are expected to take place in a few weeks. Another advisory group meeting will be held after the landowners meetings so they can see the study and begin working on recommendations and opinions for what issues should be worked on as a priority. This will create the action plan for the next two years. The documented plan for the Rondout is set to be finalized around the beginning of May.
- The State bid contracts for trucks will not be renewed with dealers until at least March. It was decided that the District would need the vehicle sooner than waiting for the state bid. The District sent out a RFP for bids on purchasing a truck with a tow package. The bids were opened on Friday, February 5th. No vendors were present for the opening of bids. Bid opening was witnessed by Sue Bodenstein of FSA and Paul Hahn. M&M was the low bidder at \$20,000. 2nd was Robert Green at \$21,540, 3rd Rea Ford at \$24,400, and 4th was Roche's Garage at \$26,749. Elwin Wood made a motion for Brian to begin the purchase of the truck, John Gorzynski seconded, the motion was passed and carried. The District will purchase the vehicle and lease it back to DEP.

B. 2010 Flood Work Updates:

- We will begin putting together rough sketches for the 2010 site projects. Brian Drumm from NYS DEC is hoping to start in March to try coming one day a week to look at the sites before we submit for permits in order eliminate omitted information and to expedite the permit process.
- Brian will meet with the NYS DEC Regional Director, Mr. Janeway, on March 1st.

C. 2009 Board Audit:

- On January 11th, Robert Kaplan and Harold Russell conducted the 2009 internal audit by the Board of Directors.
- The Audit Committee reviewed last year's audit report and all matters discussed were addressed.
- Committee members checked personnel time sheets at random.
- Committee members checked the District insurance and asked to address the Board to discuss whether the insurance should be bid out. The Board suggested that the District send a RFP to the local insurance agencies along with a copy of the current policy in order to get quotes to match our exact coverage.
- Committee members reviewed the collateral statements for The First National Bank of Jeffersonville and the Catskill Hudson Bank.
- Committee members requested management letter from auditors. Lisa spoke with the auditors and they stated they do not usually write a management for Soil & Water Districts because it is not a material component for the county, but because of our request they will provide a management letter with the 2009 audit.
- Committee members requested that farm visits be included in the District's Plan of Work.
- Committee members suggested the District create a Credit Card Policy and an Internet Policy.

D. Reorganization Updates:

- The CD which was held at the Catskill Hudson Bank was at .8% and they would not match the 1.5% that was offered at First National Bank of Jeffersonville. The CD was moved to Jeff Bank. The next CD will come due in July.
- Salaries were approved at a COLA increase of 3.5%, and a \$4/hour raise in lieu of COLA for Lisa. A salary approval sheet was sent around for review and signature.
- Beverly Martin accepted her nomination of Treasurer of the Board of Directors.

V. NEW BUSINESS:

A. Bank Reconciliation: Board Members reviewed the January bank reconciliation.

B. Stormwater Training:

- The District will be holding a 4-hour stormwater training session on Tuesday, March 23rd, here at the District office. The training will be for county, town officials, and contractors, and the cost of the training is \$50 per person. The class will be from 10:00 am to 2:00 pm.

C. AEM Update: Tabled until March meeting

D. Annual Financial Reports:

- NYS Office of the Comptroller and the NYS Soil & Water Conservation Committee will combine their reports and use one report. The report is due February 28th. Lisa has completed the financial report and sent a copy around for approval.

E. Annual Plan of Work:

- The annual Plan of Work was passed around for review. Harold Russell made a motion to approve and submit the Plan of Work, John Gorzynski seconded, the motion was passed and carried.
- Once the State approves the Districts Plan of Work, all activities listed in the Plan of Work will be indemnified by the State.

F. Annual Water Quality Symposium Training

- The annual Water Quality Symposium Training will be held the week of March 9th. On Wednesday, March 10th, all employees will need to attend a training class. Since there will not be anyone here to man the office, Brian suggested closing the office for that day. The district will post a sign weeks ahead of that date stating the closing and the answering machine will be left on. Harold Russell made a motion to close the office for that one day, Elwin seconded, the motion was passed and carried.

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

2010 - 1B	\$ 60,382.88
2010 - 2A	\$ 698.23

Bills presented to the Board for pre-approval:

Gilmour Planning (Rondout)	\$ 6,051.93 & \$8,918.01
Waypoint Technology (Rondout)	\$ 7,820.00
ERSI (Rondout)	\$ 8,559.00
Quill (Rondout)	\$ 305.74
Karen Rauter (Rondout)	\$ 465.20
Card Member Services (Rondout)	\$ 583.27
Card Member Services (Rondout)	\$ 500.00
Hudson Valley Regional Envirothon	\$ 625.00

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

VIII. **NEXT MEETING:** Monday, March 8, 2010 at 8:00 p.m.

IX. **ADJOURNMENT:** By regular motion at 9:30 p.m.

Lisa Schick,
Program Assistant

Wilfred Hughson,
Chairman