

# FRANKLIN COUNTY SOIL & WATER CONSERVATION DISTRICT DIRECTORS' MEETING

Regular Meeting – Wednesday November 13, 2024, at 9:00 a.m.

FCSWCD Office, Malone, NY

## Directors:

Ralph Child  
Paul Lauzon  
Thomas Derouchie  
Dennis Egan  
Justus Martin

## Staff

Kristin Ballou  
Devin Normandeau

## Others

Rhonda Jarvis – Warren County SWCD Office Manager  
Ryan Cunningham – NYS SWCC AEA

1. Meeting began at 9:05 AM - Quorum present. Meeting called to order by R. Child, Chair
2. Executive Session:  
9:06 AM The Board went into Executive Session to discuss Personnel matters  
Motion: 1st J. Martin; 2nd P. Lauzon  
9:45 AM The Board came out of Executive Session  
Motion: 1st P. Lauzon; 2nd D. Egan
3. **9:46 AM Regular meeting resumed**
4. Board Approvals following Executive Session: Accept an irrevocable letter of resignation from Donna Wright, pending legal advice, for a lump sum payout of 80 hours of accrued annual time per our personnel policy, plus carry vision and dental insurance for the employee through 12/31/2024. Motion: 1st D. Egan; 2nd P. Lauzon
5. September 17, 2024 and October 16, 2024 Board meeting minutes – Discussed. Revisions are to be made. Motion: 1st D. Egan; 2nd P. Lauzon to approve minutes as corrected
6. Board Member Reports:
  - a. S. Gokey attended the SWCC SPAC Meeting on 10/29/2024 and had several questions regarding the discussion of CRF and AEM
  - b. D. Egan and R. Child attended the SWCC Meeting on 11/12/2024, questions were answered regarding the Part A, Part B and Part C funding. Discussion ensued regarding the NYS DEC ELF Program and presentation.
7. **Financial Reports and Approvals:**

Financial Reports were presented and reviewed. There is a discrepancy in the financials that will be resolved. October financial reports will be re-presented approved at the December 2024 meeting.  
Abstract/Vouchers were reviewed and approved by all board members in attendance. R. Jarvis discussed the abstract and how all board members need to review all bills and sign the abstract monthly

  1. Remove Donna Wright from all Bank Accounts Motion: 1st P. Lauzon; 2nd D. Egan
  2. Add Allisa Blanchard to bank accounts to request information and to open new accounts (complete access but NO signature authority) Motion: 1st P. Lauzon; 2nd D. Egan
  3. Create a checking account for “Part C” Motion: 1st P. Lauzon; 2nd D. Egan
  4. Create a checking account for “Project Account” Motion: 1st D. Egan; 2nd P. Lauzon
  5. Change “Equip & Hydroseeder Fund” savings account to “Equipment & Vehicle Account” checking account Motion: 1st P. Lauzon; 2nd D. Egan
  6. Create a checking account for “Hydroseeder Account” Motion: 1st P. Lauzon; 2nd D. Egan
  7. Convert all grant accounts from savings accounts to checking accounts Motion: 1st D. Egan; 2nd P. Lauzon
  8. Convert AEM 18 Implementation and AEM 18 Soil Sampling savings accounts to checking accounts Motion: 1st D. Egan; 2nd T. Derouchie
  9. Transfer funds from AEM 18 Implementation account to AEM 18 Soil Sampling Motion: 1st D. Egan; 2nd P. Lauzon
8. Ryan Cunningham, NYS Soil & Water Conservation Committee offered a Board Training titled “Director Roles/Responsibilities. Staff and Directors present include: R. Child, D. Egan, T. Derouchie, D. Normandeau and K. Ballou
9. **Correspondences:** None
10. **SWCD Business:**
  1. Tree removal and concrete curb update – P. Lauzon updated the board. Lauzon asked the Franklin County Highway department to assist with the concrete curbs and tree removal. The highway superintendent indicated

they would complete both projects including tree cleanup and stump grinding. The District will be responsible for re-seeding the site.

2. December 3-4 NYS Soil and Water Conservation Committee Manager's Meeting – K. Ballou will attend the meeting, no board members are able to attend
3. Add a new Conservation District Technician Title for a total of 3 Conservation District Technician positions - Motion: 1st P. Lauzon; 2nd D. Egan
4. Offer the Secretary to the Soil & Water Conservation Board position to Allisa Blanchard as a full time 40 hours per week position for \$43,000/year - Motion: 1st P. Lauzon; 2nd D. Egan
5. Approve Kristin Ballou to sign all current and expected grant contracts, reporting, extensions, closeout paperwork and documentation (WQIP NAACC, WQIP Hydroseeding, CWICNY Coordinator, CRF 7, CRF 8, NYS DEC ADK Smart Growth, RRAMP Round 3, Nature Conservancy tree initiative) - Motion: 1st D. Egan; 2nd T. Lauzon
6. AEM Year 18 Project Implementation Project Budget discussion – D. Normandeau discussed the AEM Year 18 Implementation budget. A total of \$200,000 was requested in the Annual Action Plan submitted in October 2023. 11 producers applied for the funding with the state request towards project budgets totaling \$190,987.00 a majority of the projects have gone over budget due to the increased material costs. Motion: 1st P. Lauzon; 2nd T. Derouchie to use the additional \$9,013 requested to cover additional costs of projects but not to exceed the 87.5% cost share
7. AEM Year 19 Policy Update Discussion – D. Normandeau presented discussion points to update the current AEM Implementation policy to include language relating to subsurface drainage projects. Discussion included a financial cap on the reimbursement allowed and adding additional practices to make the project a complete system. Official policy language will be presented at the December 2024 meeting.
8. CAFO 3 – PAPAS Dairy, LLC pre-approval for payment upon closeout approval – the project is complete and the closeout is in process Motion: 1st D. Egan; 2nd T. Derouchie to issue the reimbursement once closeout is approved by NYS SWCC
9. Purchase 2 new soil probes NTE \$500 - Motion: 1st D. Egan; 2nd P. Lauzon
10. Purchase new door locks for building simple keyed lock sets NTE \$100 - Motion: 1st D. Egan; 2nd P. Lauzon
11. Date for Conservation District Technician Interviews – 11/20/2024
12. 2025 Draft Budget and Part C – working on this with Rhonda, will email and discuss at December Meeting

#### 11. **Reports:**

##### **Kristin (District Mgr.)**

###### AEM

- Working on Forest Conservation Plans
- EQIP Forestry continuing implementation (completed inventories)

###### Part C –

- 3<sup>rd</sup> Tire recycling event in Town of Chateaugay 10/30/24.
- Salt reduction: 2024 -1 application approved and completed.

###### Meetings/Workshops/Other

- Conservation Skills Workshop
- Water Quality Symposium Course planning
- CWICNY
- Nature Conservancy correspondence for tree planning initiative work
- North Country Stormwater Tradeshow Planning
- Town of Franklin Alder Brook Park Road – hydroseeding completed – project complete invoice and cancelled check received reimbursement to be issued when funding received from state
- Girl Scout Forest Road Project – hydroseeding complete – project complete invoices and cancelled checks received partial reimbursement issued remainder will be sent when funding received from state
- Determining status of grants and other projects, closeout paperwork for CAFO 3 PAPAS
- Project site visits
- Septic Grant Program communications with Franklin County, application review and closeout redocument review
- Smart Growth Grant Status – sent Inter-Municipal Agreement and Procurement Policy to County Attorney for review and feedback
- WQIP Hydroseeding – will send report and voucher for work completed in 2024
- Annual Plan of Work
- Part B Request
- 2025 Budget and Part C Budget – working on this with Rhonda will email and discuss at December meeting
- Independent Contractor contract complete
- Site visits
- Winter permit assistance prep – photos, measurements, etc.

##### **Devin (District Technician)**

###### AEM

- AEM Rd 18 Tier 4 Project monitoring and closeout

- Soil Sampling

AgNPS

- Rd 24, 16-1 Oakes – manure storage; fencing is ongoing; starting the close out process.

- Rd 27 Trumble – Concrete floor poured, posts were being installed.

CAFO Papa's Dairy - manure storage; completing project closeout

CRF 7 – Checking Fall 2024 cover crop planting for certification. Waiting for state contract.

CRF 8 – Awarded 1 manure injection project, cover crops and 2 CNMPs, waiting on official award letter. Starting Plan of Work

No Till – sent out twice

Pt C – Tire recycling event Chateaugay

**NRCS – no report provided** (Work Cell:518-605-2508).

**NRCS – no report provided** Organic Certification Cost Share Program deadline to apply is 10/31/24; there will be a late

12. **Next meeting will be on Tuesday, December 17, 2024, at 9:00 AM**

13. **Meeting Adjourned** at 12:00 PM - Motion: 1st D. Egan; 2nd P. Lauzon, all in favor, **carried**.

Respectfully submitted,

Kristin Ballou

District Manager