

FRANKLIN COUNTY SOIL & WATER CONSERVATION DISTRICT DIRECTORS' MEETING

Regular Meeting – Monday, September 28, 2020 at 7:00 p.m.
FCSWCD Office, Malone, NY

Directors:

Bill Wood
Ralph Child
Paul Lauzon
Thomas Derouchie
Edward Lockwood
Steve Gokey

Staff:

Chastity Miller
Donna Wright

Kristin Ballou (via Zoom)
Allycia Leach (via Zoom)
Christopher Ballou (via Zoom)

1. Meeting began at 7:07 p.m. - Quorum present. Meeting called to order by Bill Wood.

2. August 24, 2020 board meeting minutes approved.
1st P. Lauzon, 2nd R. Childs, all in favor, **carried**.

3. **Financial Reports (Donna):**

Financial Reports were reviewed and approved:

1st S. Gokey, 2nd R. Child; all in favor, **carried**.

Abstract and Vouchers: were reviewed and approved

1st P. Lauzon, 2nd T. Derouchie; all in favor, **carried**.

Transfers were reviewed and then approved for the following:

Requested permission to transfer the following for the month of July:

- \$296.76 from Reg Checking to T/A account for monthly employee retirement;
- \$1,500.00 from Regular Checking to Retirement savings,
- \$566.00 from Checking to No-Till,
- \$2,737.20 from Checking to Equipment/Hydroseeder
- \$8,760.28 from Checking to CWICNY-2018

1st E. Lockwood, 2nd S. Gokey, all in favor, **carried**.

4. **Reports (Chastity):**

NRCS

FY 2020 EQIP Funding- 30 applications funded for the Clinton/Essex/Franklin team,

FY 2021 EQIP- site visits underway for 2021 applications. Working with Kristin/Chris on 2 Forestry apps as they are the planners for these apps.

Ongoing Projects- Manure storage currently under construction in Burke.

WRE -Restoration ongoing for easement in Bombay & Compatible Use Agreements are being re-evaluated for a few sites, updates are needed.

Food Security Act -Soil Scientist plans to come up after corn is off to address 2 569's that are currently in the county

Administrative-Work cell phone: **518-605-2508**

FSA

Coronavirus Food Assistance Program (CFAP)-Signup started 9/21/2020. Please call their office for assistance as there are many changes. Additional crops/commodities/livestock have been added, Farmers.gov/cfap has been updated.

Organic Certification Cost Share Program (OCCSP) -Signup continues. Cost-share rate is now 50% or up to \$500 per scope/category of the eligible expenses. Scopes include: crops, wild crops, livestock and processing/handling.

Non-insured Crop Disaster Assistance Program- Deadline to obtain coverage for 2021 hay crops is 9/30.

Price Support Interest Rates for September 2020 were given.

Farm Loan Program Interest Rates for September 2020 were given.

Office-Open by phone, mail, email and "curbside" at this time. Please call prior to stopping so they are prepared for you.

NYS Ag and Markets

Coronavirus Updates: see SharePoint (<https://nysemail.sharepoint.com>) "Announcements" to access/post your emergency/Continuity of Government plans/other steps District is taking during this emergency, including "reopening"

plans to safely resume program/project/and operations. Also, the Governor has extended suspension of in-person meeting requirements of Open Meetings Law until 10/4/2020.

NYS SWCC News:

- SWCC Meeting was on 9/15 at 9:30 a.m. via Webex.
- 2021 Annual Plan of Work (APOW) deadline for submitting is 11/1/2020
- AEM 5 Year Strategy (2021-2025) reminder now is the time to begin working on this strategy. Submit to State Committee anytime between now and 12/31/2020. Information can be found: Strategy on SWCC Sharepoint.

State Aid to Districts.

- 2021 Part B Conservation Project Financial Assistance proposals due 11/1. Funds will be dispersed December 2020/projects are to be completed by 12/31/2021. Submit to ben.luskin@agriculture.ny.gov
- 2020 Part C Performance Measures check to make sure your District is fulfilling obligations for meetings, training plans, etc., to be able to earn all funds available. Modifications to Performance Measures were made earlier due to COVID-19.

Source Water Buffer Program: \$5 million available. bethanybzduch@agriculture.ny.gov Share Point:

NYS Archives & the Retention & Disposition Schedule for NY Local Government Records-LGS-1 consolidates and reviews all previous record retention policies and is required to be adopted by SWCD' by 1/1/21.

Other News/Events:

- Grant Writing Workshop-The Lake Champlain Basin Program (LCBP) hosted 2 grant writing workshops via Zoom

Other Webinar Training

- NYS Archives Managing Oversized Maps, Plans and Drawings Webinar 10/20 from 10-11:00 a.m.
- 2020 Northeast Regional Agri-business & CCSA Conference Webinar via digital webinar 12/1 -12/3, more info can be found at <https://www.nysaba.com/educational-meeting>

NYACD Annual Meeting annual training has been cancelled, however the annual meeting will be via Zoom on 10/21 at 6 PM

5. **Kristin (District Forester)**

AEM

- Working on Forest Conservation Plans – 7 completed since February 2020
- Setting up site visits to complete more inventories
- Meeting with more producers with maple operations interested in this program
- Assisting Clinton County SWCD with AEM Forestry

Meetings/Trainings/Events

- AEM Strategy Meeting
- CDEA
- CWICNY Meeting
- Invasive Species Webinars EAB Bio Control & Asian Jumping Worms webinars
- NYLT Webinars Forest Ecology & Silviculture & Wetlands in the Woods
- Urban Forestry Webinar-What's Eating my Trees?

Hydroseeders – lots of interest from towns and the public so far this summer

- Coordinating rentals & material pickup for private contractors
- Assisting with hydroseeding in the Town of Franklin

No-till – 140.5 acres planted so far this year & a few interested for the fall cover crop planting

Part B – 4 Forest Management Plans – All 4 inventories complete, 2 plans complete & signed by landowners

Part C - 2020 projects

- School Funding Program
 - Brushton – generator & tubing supplies for maple operation - complete
 - Chateaugay – raised bed gardens
 - Malone Central – Water Quality Data Collection Equipment
 - Saranac Lake – Farm to School Program Enhancements
 - Tupper Lake – Elementary Schoolwide Community Garden Project - complete
 - Wilder Farm – Virtual Tour (Switched project)
- EAB Monitoring and assessments - 9 sentinel trees: 3 Bombay, 2 Fort Covington, 3 Chateaugay & 1 Moira. 21 traps hung mainly in the Bombay, Moira & Fort Covington; additional traps hung in areas of ash decline across the county. Traps were checked 3 times with 4 positive locations found (1 in Bombay, 1 in Malone & 2 in Fort Covington), trap in Moira was not confirmed as EAB. Traps have been pulled. Planning is now beginning for 2021 monitoring & contacting landowners in affected areas

Sea Grant NAACC Grant 2019 – 332 assessments complete –final report submitted, waiting on final closeout
WQIP NAACC – plan of work submitted, waiting on contract (last DEC correspondence stated contracts have been approved by the Department of Budget)

WQIP Erosion Assessments – plan of work submitted, waiting on contract (last DEC correspondence stated contracts have been approved by the Department of Budget)

Allycia (District Technician):

AEM

- Tier 1: spoke with a producer who is looking over the over the info sheet and mailing in a Tier 1
- Tier 2 Site Visit: 1 site visit
- Tier 3a: working on wrapping up grazing plan
- Tier 5b: Due to AEM Funding, currently 1 grazing plan is being updated.
- AEM Yr. 16: nothing has changed
- AEM Strategy: 9/22 Zoom meeting went well with a good discussion prioritizing on HUC's and what to add to Strategy. Deadline for completion is December
- AEM Yr. 16 Grant:
 - 1 producer has started their project & is finishing up next spring/summer
 - 1 producer started & finished their project, going out to look over completed project and start closeout process
 - 2 producers still waiting to start
- Ag NPS Round 24: 1 producer has planted their cover crops for this year, will be checking next week and the other producer for this grant is hoping to plant next week or the following week.
- Ag NPS Round 26: Waiting for an official ranked list to be sent out

NYS Grown & Certified: Waiting on an official ranked list for grant

Invasive Species Monitoring: Towns completed are as follows: Tupper Lake, Saranac Lake, Brighton, Duane, Santa Clara, Waverly, Bangor, Bombay, Fort Covington, Dickinson, Brandon, Moira, and part of Hogansburg (remainder to be completed by the Town of Hogansburg). Towns partially finished include: Westville, Belmont and Malone.

Hydroseeding: Town of Franklin, Farm's VTA

Training/Workshop: Working on finishing course project for CAA for : Roof Runoff Structure, Stream & Culvert Design, Culvert Design using HY-8

Christopher (District Technician)

AEM

- Attended site visits and assisting with forest management activities,

Administration & Grants

- Town of Franklin culvert measurements for possible engineering for grant

Sea Grant NAACC

- Final report submitted, meeting with municipalities where culvert surveys are completed & discussing information that is in the report & priority areas for future grant applications.

WQIP NAACC

- Completed NAACC online training, prepping for fieldwork, still waiting for signed contract

WQIP Erosion Assessments

- Reviewing Erosion assessment information & erosion control practices, prepping for fieldwork, still waiting for signed contract.

Hydroseeding

- The Town of Franklin-6 days of hydroseeding along Fletcher Farm Road, Roseman Lane, Rock Street, Franklin Falls Hill, Plank Road, and Cold Brook Road.

Donna (Secretary to the Board).

- Weekly - Payroll and Deferred Compensation are submitted, Employee Timesheet worksheet
- Monthly Required Reports - NYS Taxes, NYS Retirement, Federal Taxes, mail notice of monthly board meeting, prepare minutes from last board meeting, post approved minutes on website, reconcile all bank accounts in Quickbooks, then scan all reconciliation and monthly Balance Sheet to the FC Treasurer, prepare reports/gather all necessary information needed for our next board meeting, take minutes/notes
- Quarterly Required Reports - NYS Quarterly Report, Federal Quarterly Report, Worker's Compensation Report,
- Yearly Requirements - Pay Disability Insurance, complete Excellus Annual Group Report, NYS Retirement Annual Invoice pd in December to obtain discount., January: Treasurer's Report, Hourly Report, W2's, W3's

- Continuously add/update customer addresses.
- Assist people who come into our office.
- Answer the main phone line assisting people to the best of my ability.
- Assist staff, when needed.
- Make regular bank deposits.
- Post all entries in Quickbooks.
- Update the Secretary Manual, as needed.

August 24th – September 28th (additionally done)

- Called Insurance Companies for Certificate of Liability Insurance for use of No-Till Drill
- Continuing to follow COVID guidelines & making entries in COVID-19 log book
- 2020 Summer Newsletter is almost complete
- Prepared a resolution for Board to adopt for NYS Records Retention Schedule LGS-1
- Prepared a Records Destruction Authorization Form
- The process of updating & organizing my filing cabinets is nearing completion with several records to be shredded in compliance to the new retention schedule & the authorization form needs to be signed.
- Lots of water questions & soil samples have been received

6. **District Managers Report: (Chastity)**

Agricultural Non-Point Source Grants

- Round 24, 16-1– Working on engineering plans, planning on construction this summer.
- Round 24, 16-2– Project has started! Looks great!
- Round 25, 16-3 – All set to go, need contract signatures from LO.
- Round 25, 16-1 – All set to go, need signatures from 1 LO, I have one done.
- Round 26 – 3 Hoping for ratings in September/have preliminary list.
 - Barnyard and Manure Storages in Dickinson,
 - Cover Crops,
 - Barnyard in North Bangor.

CAFO Manure Storage Grants Round 1 - CAFO 35 – Chateaugay, almost complete, 5 million gallons

CAFO Manure Storage Grants Round 3 - Round 3- All ready to go, waiting on construction.

WQIP Planning – Culvert Assessment & RRAMP (Kristin)-waiting on contracts from NYS DEC and they should be on grants gateway by the end of this month. Kristin is keeping track of these with the state.

CWICNY WQIP Grant: working w/CWICNY on grant for implementation of Non-Ag projects within Lake Champlain Basin in 5 counties. We are the grant administration & we just submitted another billing. We received our 2nd billing of \$56,009.46 and will be asking for approval to pay these funds at this meeting.

FCRTA- working on ATV easements/planning and we've found a way across RT 11. Dave marked them for NYSDOT to check sight line and DOT is still working on identifying these locations as potential crossings. We are still working on the GEIS & actually making headway.

SLRWP- progressing & we have a draft plan w/an implementation plan. Contract extended to March 2021 w/actual project completed by December 2020. 3rd & final public meeting was on Sept 16th via WEBEX and it went well with great feedback. Documents are under review & I am working on an amendment to utilize more match & also a 3rd billing.

FSCWSC Office is open, however USDA side (NRCS/FSA) are still under Phase 1, meeting by appointments only.

8 Year Review-FC Ag District – 1,874.36 acres to add in & 78.17 acres to opt out making 118,162.5 acres total added in the county (10% of the land in the county). Revised maps were sent out today, along with additional information.

Macomb's Dam-Chas discussed

Combined Salt/Sand Storage concerns-Chas discussed

7. **Correspondences**: Grassroots-September 2020 Edition

8. **New Business**:

- Chastity requested \$6,000 for 2021 Conservation Project Financial Assistance Request (Part B) Discussed and approved, 1st T. Derouche, 2nd P. Lauzon, all in favor, **carried**.
- Chastity requested the Board Members review the FCSW Chain Saw Safety Policy for discussion at our next board meeting

- Chastity requested \$200 for Kristin renewal membership to Society to American Foresters
Discussed and approved
1st R. Child, 2nd S. Gokey, all in favor, **carried**
- Chastity requested \$200 for 10 Certificate of Education Credit classes for Kristin & Chris
Discussed and approved
1st S. Gokey, 2nd E. Lockwood, all in favor, **carried**
- Donna requested \$19,922 to pay NYSLRS Annual Invoice
Discussed and approved
1st P. Lauzon, 2nd E. Lockwood, all in favor, **carried.**
- Donna requested approval to adopt a Retention and Disposition Schedule for New York Local Government Records LGS-1 -- FCSWCD policy per NYS Archives, which must be adopted by January 2021
Discussed and approved
1st S. Gokey, 2nd T. Derouchie all in favor, **carried.**

9. **Old Business:**

- Chastity requested \$600 for Hydroseeder sensor code issue repair
Discussed and approved as long as call is made to Syracuse Dealer for a 2nd opinion first.
1st P. Lauzon, 2nd T. Derouchie, all in favor, **carried**

10. Next meeting will be on **Monday, October 26, 2020 at 7:00 p.m.** in the AG Service Center, Malone, NY.

11. Meeting Adjourned at 8:15 p.m.

1st P. Lauzon, 2nd E. Lockwood, all in favor, **carried**

Respectfully submitted,

Donna Wright / Chastity Miller
Secretary / District Manager