

# *Jefferson County Soil and Water Conservation District*

*Board of Directors Meeting – Monday, January 13, 2025*

Directors present at the District office, 25451 State Route 12, Watertown, NY: Jason Bast, Tom Boxberger, Dick Campany, Chuck Eastman and Kiechle. Others: CNMP, Justin Bach; Forester, Jonathan Crast; Administrative Assistant, Rhonda Redder; Executive Director, Patricia Shulenburg; and ERS, Sarah Trick. Absent: Dan McBride and Jim Nabywaniec

Chairman Bast called the meeting to order at 5:35 pm after an overview of AEM 18 and changes anticipated for AEM 19 by Justin Bach. **Director Boxberger made a motion to approve the minutes of the December meeting. Motion seconded by Director Campany. Carried.**

## **I REPORTS**

**Financial:** December financial reports were reviewed along with the 2023-24 Profit & Loss Comparison and the 4<sup>th</sup> Quarter Grant Report; claims and bank statements were available. Open invoices total: 3722.84. **Director Campany moved to approve the financial reports and to sign the Itemized Disbursements Report of \$242,154.02; seconded by Director Boxberger. Carried.**

### **Cooperating Agencies:**

**SWCC – Ryan:** Written report was distributed.

**NYACD -** See correspondence

**FSA –** Ali Maher submitted a report as Acting County Executive Director; Mary Jane retired 12/31/2024.

**CCE, JCADC, NRCS:** No reports

### **Employee Reports:**

**Shulenburg:** Continuing with administrative training and learning QuickBooks. Reviewed upcoming meetings.

**Bach:** Focused on AgNPS grants; we will have resolutions next month for the grants we plan to submit after the designs are completed.

**Trick:** Closing out FLOWPA 2024. We will have another meeting with the County to assist with their stormwater needs. Helping with soil group worksheets and will be helping to write the AgNPS grants.

**Crast:** Continuing to oversee white ash harvesting as weather permits. Looking into becoming a SAF certified as a Forestry Technician. Working on planting plans for The Nature Conservancy; we have 4 this year that will need site prep and 2 more will be site prepped but planted by contractors. Conducting TNC site visits and helping with soil group worksheets.

## **II CORRESPONDENCE**

\*Outgoing

- A. NYS SWCC – CAFO Waste Storage
- B. WSB: ACH users
- C. Legislative appointment(2)\*
- D. DEC: Updated Article 24
- E. IRLC newsletter
- F. NYACD: Legislative Days

- G. Ag & Markets: Ag Districts
- H. IRS: Electronic filing
- I. National Grid: New electric meter installed
- J. County Treasurer: White ash harvest\*
- K. NYSLRS: Bach membership\*

## **III NEW BUSINESS**

- A. Gold Spike Trail Update: The trail will remain open through the winter for snowmobile riders and then close due to the landowner's plan to tap the trees in that area.
- B. The Nature Conservancy: Reviewed tree plantings plans. We requested \$2800 per acre to include 500

III NEW BUSINESS - Continued

- trees per acre, tubes, stakes and bird netting. **Director Boxberger moved to amend the agreement with The Nature Conservancy. Motion seconded by Director Kiechle. Carried.**
- C. Winona/Weston Corners: **Director Kiechle moved to enter into an agreement with the Rough Grouse Society to regenerate forestland in Winona and Weston Corners. Motion seconded by Director Eastman.** The efforts benefiting the grouse are practices identified in the forest management plan. **Carried.**
- D. Part B: **Boxberger moved to amend Part B 2025 changing the project from bridge construction to a tree planting which will stabilize a streambank in a high flood zone. Motion seconded by Director Campany. Carried.**
- E. Winch: **Director Kiechle moved to accept the Auctions International bids and approve the sale of the Wallenstein skidding winch to the highest bidder (\$4900.00). Motion seconded by Director Campany. Carried.**
- F. IT/Copier/Phone renewals: **Director Campany moved to renew the services received through Advanced Business Systems for IT (\$3630) Copier (\$2185.30) and Phone (switching to phone service through Zultys with a one-time set up fee of \$600). Motion seconded by Director Eastman. Carried.**
- G. Annual Audit: Directors Boxberger and Eastman volunteered to audit the 2024 financial documents.
- H. Soil Group Worksheets: The history and current policy were reviewed. **Director Boxberger moved to amend the current policy and decrease the rate from \$100 to \$50 for standard worksheets; and to refund the three landowners who have already paid \$100 in 2025. Motion seconded by Director Eastman. Carried.**
- I. Rates: Rates remain unchanged; however, a new equipment maintenance fee is recommended for services rendered outside Jefferson County. **Director Kiechle moved to approve the rates as presented, including adding equipment maintenance fees for services outside of Jefferson County, adjust the mileage to the current IRS rate, and amend the existing agreements with each SWCD to update these changes. Motion seconded by Director Eastman. Carried.**
- J. Renewal of policies: **Director Boxberger moved to approve the 1) existing policies: Accounts Receivable, Advance Expenditures, Advance Payment Request for State Grants, Availability Period, Board of Directors Responsibilities and Attendance, Best Value, Breach Notification, Complaints, Credit Card, Employee Training and Development, Ethics, FOIL, Grant Application, Harassment Prevention, Investment, Mileage, Procurement, Soil Group Worksheets, Transfer of Grant Funds; 2) no changes to the meeting date/time and 3) maintain Watertown Daily Times as the official newspaper. Motion seconded by Director Campany. Carried.**
- K. Officers: Patricia began to preside over the meeting at 6:45 pm. **Chair Bast moved to maintain the current slate of officers. Motion seconded by Director Boxberger. Carried.** Chair Bast continued to preside over the meeting at 6:47 pm.
- L. Truck: Previously approved \$75,000; however, the XL is higher than anticipated and includes a plow so we can sell the F350 with the plow intact. **Director Boxberger moved to approve the purchase of a 2024 Ford F350 XL for up to \$76,000 and to sell the 2019 Ford F350 through Auctions International with a minimum bid of \$35,000. Motion seconded by Director Campany. Carried.**
- M. Health Insurance: Existing and proposed rates with MVP and Excellus were compared. **Director Boxberger moved to renew the MVP Silver 3 policy effective April 1, 2025; motion seconded by Director Kiechle. Carried.**

Meeting adjourned at 6:52 pm. Next meeting: February 10, 2025, at 5:30 pm with a presentation by George Birth.

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Director

Date

Director

Date