

# *Jefferson County Soil and Water Conservation District*

*Board of Directors Meeting – Monday, December 15, 2025*

Directors present at the District Office, 25451 State Route 12, Watertown, NY: Tom Boxberger, Jim Nabywaniec, Dick Campany, Dan McBride, and Mike Kiechle. Others: Justin Bach, Executive Director; Katie Spaulding, Office Manager; Sarah Trick, ERS; George Birth, ERE; Sam Anderson, Forester; and Isaac Matlock with CCE. Absent: Jason Bast and Chuck Eastman.

Following the Jefferson County Forest Recreation presentation by Sam Anderson, Secretary Kiechle called the meeting to order at 5:34 PM. ***Director Boxberger moved to approve the November meeting minutes; seconded by Director Campany. Unanimous vote - carried.***

## **I REPORTS**

**Financial:** November financial reports were reviewed; claims and bank statements were available. There are no open invoices currently. ***Director Campany moved to approve the financial reports and to sign the Itemized Disbursements Report of \$368,822.05; seconded by Director Boxberger. Unanimous vote - carried.***

### **Cooperating Agencies:**

**SWCC** – Ryan Cunningham’s written report was provided to board members.

**NYACD** – Legislative Days are scheduled for February 9 & 10, 2026, in which the Environmental Protection Fund budget will be discussed. NYACD Board meeting is scheduled for December 17, 2025, at 7:00 PM via Zoom.

**CCE** – Isaac: The Tri-County Crop Congress is scheduled for January 29, 2026; registration is encouraged. There is an Advanced Hoof Health Program being offered on January 16, 2026. There are pesticide certification programs being offered in December and January. CCE has applied for research projects for sheep, alfalfa stands, and calf health.

No reports for: FSA, NRCS, JCADC

### **Director Reports:**

**Nabywaniec:** Justin and Katie met with Jefferson County Administrator and legislators last month. Meeting went well and their time and discussion was much appreciated.

**Kiechle:** Attended Farm Bureau State Annual Meeting at Turning Stone.

**Bach:** The Nature Conservancy (TNC): Mowing reimbursement checks have been issued to all but one landowner. We received the third quarter payment from TNC. Having a forester on staff now, we’ll be able to complete the planting plans ourselves next year.

AEM 18 projects for the manure storage and bridge have been closed out, with all construction and payments completed. There is still additional AEM work being done to support other counties, which include CNMP and design work. This will be completed by the end of the year.

CRF 8 Equipment total payout for 2025 was \$273,892.90. There have been 2 grants submitted for CRF 9 for cover crops and tree planting. We are waiting for the contract for AgNPS30, and it will likely be a 2027 construction season. It is anticipated that AgNPS31 release date will be in January, in which we’re expecting 6-8 applications.

## **Staff Reports:**

**Trick:** Applied for 4 Ecosystem-Based Management (EBM) grants; 2 projects in total, through the stream-based stabilization grants. Met with NYS DEC to discuss the Sandy Creek 9 Element (9E) Plan to ensure everyone is on the same page. Received the modeling report on Friday, and the next step will be to hold a public outreach meeting. Will be participating in the Jefferson County Stormwater Coalition and Black River Coalition meetings this week. Continuing to work on the sampling for our upcoming 2026 Stony Creek sampling effort for the Quality Assurance Program Plan (QAPP).

**Anderson:** Completed trail re-con. Currently working on marking a job in Spencer Edgar Witchley for next summer. Snowmobile trails have been cleaned up and opened. White ash sales for the county for 2025 are just over \$270,000.

**Birth:** Will be making another trip out to St. Lawrence next week and the project being overseen will be completed. Currently focusing on AgNPS30 designs, then designs for AgNPS31.

## **II CORRESPONDENCE**

- A. Washington Park, 29 & 31 Extension\*
- B. FLOWPA 2025-26 Contract\*
- C. White Ash\*
- D. EPF Letter of Appreciation\*
- E. NYS DEC\* (2)
- F. JC Clerk's Office\*
- G. Landowner Reimbursement Request Forms\*
- H. NYS Dept. of Labor (UIB)

*\*Outgoing*

## **III OLD BUSINESS**

- A. Slack Lot – No update.
- B. CRF 8 Tree Plantings – *Director Boxberger moved to approve using Williams Forestry & Associates for CRF 8 tree plantings; seconded by Director Campany. Unanimous vote – carried.*

## **IV NEW BUSINESS**

- A. Cyber Security: *Director Boxberger moved to approve an agreement for cyber security up to \$2,500 annually; seconded by Director Nabywaniec. Unanimous vote – carried.*
- B. Liability Insurance: There has been a 4% inflationary increase in the premium, with the addition of the new brush mower and change to the tractor's coverage. *Director Boxberger moved to renew our liability insurance with Eastern Shore Insurance Agency; seconded by Director Nabywaniec. Unanimous vote – carried.*
- C. ABS Agreement: *Director Campany moved to renew the services received through Advanced Business Systems (ABS) for IT and copier services; seconded by Director McBride. Unanimous vote – carried.*
- D. Payroll Services: *Director Boxberger moved to approve the proposed agreement with Complete Payroll for payroll services; seconded by Director McBride. Unanimous vote – carried.*
- E. Archives: Records to be archived were presented for disposal. *Director Boxberger moved to authorize the disposal of documents in accordance with the NYS Records and Retention Schedule; seconded*

*by Director Campany. Unanimous vote – carried.*

**F. Letters of Support**

Vermont Rivers and Roads Program: *Director Boxberger moved to approve signing and sending the letter of commitment in support of bringing the Vermont Rivers and Roads Program training model to New York State through the Ecosystems Base Management Stream Corridor Management Pilot Program; seconded by Director Nabywaniec. Unanimous vote – carried.*

Save The River's "Floating Classroom" Grant Proposal: *Director McBride moved to approve signing and sending the letter of support for Save The River's 2026 Floating Classroom Program; seconded by Director Boxberger. Unanimous vote – carried.*

**G. 2026 BOD Meeting Date/Time:** Unless necessary changes are needed due to holidays or other conflicts, *Director Boxberger moved to change the 2026 Board of Directors Meeting date and time to the third Wednesday of every month, at 5:30 PM; seconded by Director McBride. Unanimous vote – carried.*

Meeting adjourned at 6:41 PM.

Next meeting: Wednesday, January 21, 2026, at 5:30 PM.

A brief staff presentation may be provided at 5:15 PM.

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Director

Date

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Director

Date