

Jefferson County Soil and Water Conservation District

Board of Directors Meeting – Monday, June 22, 2026

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

Following the Stream Crossing presentation by George Birth, Director Kiechle called the meeting to order at 5:31 PM. **Director Boxberger moved to approve the May meeting minutes; seconded by Director Company. Unanimous vote - carried.**

I REPORTS

Financial:

May financial reports were reviewed; claims and bank statements were available. Open invoices total: \$30,403.15. **Director Company moved to approve the financial reports and to sign the Itemized Disbursements Report of \$71,006.38; seconded by Director Nabywaniec. Unanimous vote - carried.**

Cooperating Agencies:

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

NYACD – June Directors Report was made available for review.

CCE – Isaac provided flyers for upcoming events: Pasture Walk (July 27th), Exploring Agritourism (August 12th), and Game of Logging (September 17-18).

No reports for: FSA, JCADC, NRCS

Director Reports:

Boxberger: NYS Tug Hill Commission is hosting a free webinar on data centers, June 25, 2026, 6:00-7:30 PM. The registration deadline is June 23rd.

Kiechle: There are more trees/stakes down at the Indian River tree planting site. SWCD staff will fix these after the 4th of July, once the field has been mowed.

Bach: The tree plantings with The Nature Conservancy (TNC) are all done and went well. Williams Forestry and Associates were a great crew to work with. The first mow for TNC is done, and landowners have been paid. The second mow will be between late August and early September; and Sam will complete survivability checks then as well. We are working with TNC to update the landowner agreements, along with updating the SWCD-TNC contract, which will be up for renewal in November.

Sarah has been working through the mapping grant and will get it submitted to NYS DEC as soon as possible. Sarah and George have been meeting with MS4s to gauge workload for bids. All the work may not be completed by the end of the year, but we will be actively working through it. It was a great turnout for the Rain Barrel Workshop earlier this month, and 45 participants received rain barrels.

We are still waiting for the final closeout payment for AEM 18, but NYS is still in the blackout period. Will be working on the Tier 3 plans for AEM 19 and aiming to complete 2 CNMPs this summer. CRF 8 Equipment payments will be made this fall. CRF 8 Tree Planting was a success, utilizing Williams Forestry and Associates. They will be paid once the final invoice has been received. Drone footage was taken during the planting process, and a presentation is in the works.

Joe at Oswego County SWCD is working on creating an MOU for him to provide forestry-related services and training to assist Sam.

Staff Reports:

Trick: Presented at the Indian River Lakes Conservancy Water Quality Conference on septic systems, attended strategic planning for the Black River Water Coalition, and continues to complete water sampling twice a month. Continue to meet with MS4s for mapping and working on the grant through the state website. Will be attending the Nature-Based Shoreline Management Workshop tomorrow evening at the Lyme Free Library. Plans to attend the Water Chestnut Pull on July 22nd and the Adirondack Waterfest on July 24th.

The FLOWPA 2026-2027 projected budget was reviewed and will be submitted by July 24, 2026, deadline. Board approval will be obtained once the contract is received.

Anderson: Has finished up marking SEW and will ask Joe from Oswego County to look things over. Have been walking trails, recording what is needed, and checking in on active harvests. Visited Camp Wabasso with Isaac (CCE) last week to provide some forestry guidance. Totman Gulf is ready for harvest, and the logger will be in tomorrow to review/sign the contract. Tri-State is still finishing up at Weston Corners. Presented on the tree planting programs at the Black River Watershed Conference earlier this month. Signed up with SnapShot NY for one trail camera and will check the SD card every 2 weeks for footage; which will help track wildlife populations. Has been in contact with a potential donor of 2-4 cedar log style benches to the county trails; sites to be determined.

Birth: Had been busy out in the field with site prep for the tree plantings but is now back in the office working on MS4s and 8 designs. 3 are already in a good spot, and 5 will be AEM 19 projects.

II CORRESPONDENCE

**Outgoing*

- A. John Allen Sanitation Service
- B. Town of Watertown Ambulance Service
- C. IRLC: Celebration of the Lakes

III OLD BUSINESS

- A. Slack Lot – No update.
- B. Driveway – No update.
- C. Internships – Lucas is doing well and seems to be enjoying the diversity of the work. Hazel will start on Wednesday with the *Laborer* title. We anticipate utilizing her experience and skills in heavy equipment on the county forest, mowing, and fixing trails.

IV NEW BUSINESS

- A. BOCES Agreement: ***Director Boxberger moved to renew the service agreement with Jeff-Lewis BOCES to provide the 4-Hour Erosion & Sediment Control Training at a reduced rate for senior students enrolled in appropriate trades; seconded by Director Nabywaniec. Unanimous vote –***

carried.

- B. Oneida County Agreement: ***Director Nabywaniec moved to renew the agreement with Oneida County SWCD, with a 1-year term, for engineering services provided by Don Lynch, PE; seconded by Director Campany. Unanimous vote – carried.***

- C. TNC Deposits: ***Director Boxberger moved to approve opening a non-interest-bearing account with Watertown Savings Bank to hold the escrow funds for landowner deposits for The Nature Conservancy tree planting programs, and to return payments upon project completion; seconded by Director Nabywaniec. Unanimous vote – carried.***

- D. Towing Mileage: Due to the District only having 2 vehicles, staff may utilize their personal vehicle more often during the busier months. Although it’s a last resort, this may include the need to tow a trailer with their personal vehicle. For mileage reimbursement purposes, ***Director Boxberger moved to approve an adjusted mileage rate of 1.5 times the standard IRS reimbursement rate when staff tow with their personal vehicle; seconded by Director Campany. Unanimous vote – carried.***

- E. Security/Fire System: Estimated costs for a new security/fire system were reviewed, along with the information provided by Jefferson County’s Safety and Security Supervisor per code enforcement guidelines. ***Director Boxberger moved to approve the purchase and installation of a new security/fire system up to \$6,000, in addition to ongoing monitoring up to \$100/month; seconded by Director Campany. Unanimous vote – carried.***

- F. Heavy Equipment Training: ***Director Boxberger moved to approve the implementation of the ‘Heavy Equipment Training Handbook’ and ‘Heavy Equipment Operating Training Record’ for all employees, and to be updated when deemed appropriate; seconded by Director Nabywaniec. Unanimous vote – carried.***

- G. NYACD Membership Dues: ***Director Boxberger moved to opt out of paying NYACD membership dues for 2026, and it will be revisited again next year; seconded by Director Nabywaniec. Unanimous vote – carried.***

Meeting adjourned at 6:42 PM.

Next meeting: Monday, July 27, 2026, at 5:30 PM. A brief staff presentation may be provided at 5:15 PM.

Director

Date

Director

Date