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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

April 23rd, 2018

PRESENT:

Frank Thomas, Chairman	Jim Lieberum, DM
Ron Montesi, Vice Chairman	Rhonda L. Jarvis, OM
Craig Leggett, County Alternate	Robert Bombard, WRS
Tim Costello, Director	Dean Moore, Sr. DT
Tim Thomas, Director	Nick Rowell, NRS
	Maren Alexander, Intern

- 1) **Meeting was called to order:** Chairman Thomas convened the Director's meeting at 1:01pm.
- 2) **Approval of the previous SWCD meeting minutes: Motion:** by Leggett to approve the March 2018 minutes, 2nd by Costello, carried.
- 3) **Presenter:** Scott Fitscher- Civil Rights Training. This training is an annual reminder for all staff and board members. It was well presented. Fitscher also passed around the cooperators agreement between NRCS and the District for each board member to sign for 2018. **Motion:** by Costello to accept the agreement and for all to sign, 2nd by Thomas, carried. Moore also presented an Envirothon presentation of the past 24 Envirothon the District has hosted. This year is the 25th anniversary.
- 4) **Report of Officers:**
 - a) **Chairman Report:** Thomas mentioned to the county that the vacuum excavator is owned by them and it needs to be used for billable hours to receive final monies from the state. Thomas also mentioned Ron Montesi was at a 3 day conference for NYACD.
 - b) **Treasurer Report:** As far as the financial situation, the District has an estimated \$213,862.47; most of it is in grant money. Bills for payment for April totaled \$9,576.44 for operating budget, approval of February financial report 2018. **Motion: by Tim Thomas to approve all bills for payment for April, 2nd by Leggett, carried. Motion: by Costello to approve the financial report for March 2018, 2nd by Leggett, carried.**
 - c) **Correspondence:** 1. Thank you letters from NYSCDEA for Lieberum, Moore and Bombard for presenting at the WQ Symposium this year. 2. Article in the LGA. 3. Article in the Pearl of ESSLA. 4. An email from Dave Wick regarding the future of the Lake George Watershed Coalition, this organization will be coming to a close and dissolving. 5. Lieberum was ask

to present at the Celebration in the Lake George District 7210 Conference at the Sagamore Resort on 4/20-22, 2018, in Bolton Landing. Lieberum mentioned it was a great conference and well attended worth going to and was happy to have presented at it. 6. 2017 Annual Report from NACD.

5) **SWCD Business:**

- a) **2018-2019 EPF and Change to Part C**, Lieberum mentioned there has been addition funding in the EPF which makes potential funds for the District for next year.
- b) **MS4 reports and update's**, The MS4 updates for Town of Queensbury, village of LG, Town of LG and Warren County the MS4 Draft Annual report has finished and sent to the Municipalities for review and drafts will be posted for public comments on municipalities and District websites.
- c) **2017 Annual Report/Newsletter**, This 2017 annual report is generated in house from the staff. It has been completed and quotes went out for printing, Glens Falls Printing was lower quote and they did a great job. It will be mailed out in the next few weeks.
- d) **Insurance stipend review and discussion, Motion:** by Tim Thomas to change the Stipend amount for Insurance by outs to 20% of insurance cost to District so in this case it will reflect increases and decrease of insurance cost, 2nd by Costello, carried. **Motion:** by Thomas to pay increase to Moor's stipend for this year and Rowell's Stipend be prorated for this year he has stepped off the District's Insurance plan in April 2018, 2nd by Costello, carried.
- e) **Potential SWCD Audit**, Lieberum mentioned to the board if they are happy with the way the Audits are being conducted at the office. There is an internal one each year by the board and the County Treasurer goes over the books with Rhonda every year before she sends it the State Committee and the Comptroller's office. It every year the Auditor from the County calls Rhonda when they have questions with the financial report. Thomas mentioned to stick to what the District has been doing and Rhonda had talk to CPA Rhonda that deals with CWICNY financial books and she mentioned they stated the cost would be low and Frank requested her to see what it will be and get back to the board and to keep it under \$500 per year.
- f) **Upper Hudson River Watershed Roadside Erosion Assessment**, Lieberum passed this assessment around, so the board members could take a look at it and it has finally been completed,. This is a great asset for grant funding opportunities in the area for the District.
- g) **Pine View Cemetery Project**, Town of Queensbury highway crew will be repairing Stormwater problems at Pine View Cemetery few weeks from now Bombard has material ordered and when completed the District will be do some plantings. Then the project will be completed by the end of May.
- h) **Tree and Shrub Update**, the District has received 111 orders and this Friday is the pickup date, staff is working throughout the week to get the trees orders packed. There are some extra trees if anyone is interested in purchasing them.
- i) **I87 Planning Project, Stormwater Improvement**, There is a meeting next Thursday about potential Stormwater improvements sites for

infiltration projects off I87. Lieberum and/or Bombard will keep the board up to speed on what was discussed.

- j) **Scheduled Arbor Day Program**, The Arbor Day program is an added program for the schedule c monies that have been received from the state committee. This program has been finalized and a list of participants has been developed so far two libraries and two schools have taken advantage of this great program. (see Maren's Report)
- k) **Current Grant Project Updates**, The update on projects for the start up for the year are recorded in all of the staff reports.
- l) **Warren County Envirothon Update**, The Warren County Envirothon will be held May 5th this year down at the Warren County Hatchery as always so if anyone gets a chance stop down and see the students as they compete. Starts at 9 ends at 2:30 Lunch is at 11:30.
- m) **SWCD Board of Directors Reporting Info**, Lieberum mentioned there will be new line items on the agenda starting next month that will be discussed on the progress of them from next month forward. Conservation Education, Arbor Day and Dry Hydrants when need to be added.
- n) **Other**, 1. Tire Recycling program will be May 5th at the Warren County DWP grounds in Warrensburg from 8:30 to Noon. 2. On April 30th Lieberum has a Sky warn Training from 10-12 at the Warren County Human Resources building, if any board member would like to attend let Lieberum know. 3. Scott mentioned the Grace Family Farm, Warrensburg will be adding another High Tunnel to their farm and a conservation plan will be completed and brought to the board for approval when completed. +

6) **Other Agencies: Brian Stienmuller, NYS SWCC**

7) **District Staff Reports:**

- a) **James Lieberum, DM**, Lieberum's report was reviewed.
- b) **Bob Bombard, WRS**, Bombard's report was reviewed.
- c) **Dean Moore, Sr. DT**, Moore's report was reviewed.
- d) **Nick Rowell, NRS**, Rowell's report was reviewed.
- e) **Marne Alexander, Intern**, Alexander's report was reviewed.

8) **Adjournment: Motion: by Leggett to adjourn Directors meeting at 2:35p.m., 2nd Costello, carried.**

Respectfully submitted,

Rhonda L. Jarvis, Office Manager/ Treasurer
Date Approved: _____