



Hamilton County Soil and Water Conservation District

103 County View Drive • PO Box 166 • Lake Pleasant NY 12108

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hamcoswcd.org

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Working to manage and promote the wise use of natural resources in Hamilton County since 1965.

**Board of Directors Meeting Minutes
January 7, 2025**

Hamilton County SWCD office: 103 County View Drive, Lake Pleasant NY 12108

Inlet Highway Department: 65 Limekiln Lake Rd, Inlet, NY 13360

Zoom

Board of Directors

Victoria Buyce, Chairperson
John M. Stortecky, Vice Chairperson
Beth Hunt, Town Supervisor - Zoom
Betsy Bain, Town Supervisor

Partners

Ryan Cunningham, Associate Environmental Analyst, Soil and Water Conservation Committee

District Staff

Caitlin Stewart, District Manager
Leonard Croote, District Technician
Katie Whitkovits, District Technician
Marjorie Remias, Secretary to the Board

Absent

Shawn Hansen, Member-at-Large
Katherine Girard, District Conservationist, Natural Resources and Conservation Service
Blanche Hurlbutt, Executive Director, New York Association of Conservation Districts

- I. Call to order and Pledge of Allegiance** – Buyce called the meeting to order at 9:31 a.m. Pledge of Allegiance conducted.
- II. Roll call** – Buyce conducted roll call.
- III. Reading and approval of the December 11, 2024, meeting minutes** – The minutes were provided in advance of the meeting.
 - **A motion was made by Bain, seconded by J.M. Stortecky to approve the December 11, 2024, meeting minutes. All in favor, motion carried.**
- IV. Treasurer’s Report** – Remias distributed the Treasurer’s Report and December expenses for Board review and approval for payment.

Balance	11/30/24	289,114.04
Receipts		23,915.97
Disbursements		123,795.58
Balance	12/31/24	189,234.43

- **A motion was made by J.M. Stortecky, seconded by Buyce to accept the Treasurer’s report, and approve the bills to be paid. All in favor, motion carried.**

- V. **2025 Organizational Items** – Stewart sent the 2025 Organizational Items in advance of the meeting for board review. The Organizational Items are appended to the minutes.
- **A motion was made by Buyce, seconded by J.M. Stortecky to approve the 2025 Organizational Items. All in favor, motion carried.**
- VI. **2024 Risk Management Plan** - Stewart sent the 2024 Risk Management Plan in advance of the meeting for board review. The Risk Management Plan is appended to the minutes.
- **A motion was made by Buyce, seconded by J.M. Stortecky to approve the 2024 Risk Management Plan. All in favor, motion carried.**
- VII. **Water Quality Symposium registration** – Stewart reported that the 2025 Water Quality Symposium will be held March 11 – 14 at the Hyatt Regency Rochester. The New York State Conservation District Employees’ Association is graciously offering a \$2,500 voucher per District for registration. The full conference fee is \$570 for all classes, meals, and a single room, and registration is due January 31. Stewart disseminated the registration packet and encouraged Directors to attend. Money has been allocated in the 2025 budget for staff and Director training.
- **A motion was made by J.M. Stortecky, seconded by Hunt to approve the 2025 Water Quality Symposium registration fee for any staff and Directors who wish to attend. All in favor, motion carried.**
- VIII. **NYACD Legislative Day – March 3 – 4, 2025** – Stewart reported that the New York Association of Conservation District’s Legislative Day appointments will be held Tuesday, March 5, 2024, and disseminated the registration packet. On Monday, March 4, 2024, NYACD will hold a legislative briefing with snacks at the Hampton Inn. The hotel room rate is \$125. Stewart requested meetings with Senators Pete Harckham, Rachael May, and Mark Walczyk, and Assemblymembers Deborah J. Glick, Robert Smullen, and Joe Angelino, local representatives or members on the standing committee of Environmental Conservation. Stewart reported that she did not respond to NYACD’s request for District projects for the 2025 Legislative Booklet. She has offered to review and requested multiple times that the booklet be edited for spelling, grammar, and punctuation. Last year, the photos that Stewart submitted were grainy, oddly sized, out of order, and captions were omitted. Stewart will make copies of the District’s 2024 Annual Report and infographic for distribution instead.
- **A motion was made by J.M. Stortecky, seconded by Buyce to permit District Manager Caitlin Stewart, Technician Katie WhitKovits, and any Directors to attend 2025 New York Association of Conservation Districts Legislative Day, and make hotel reservations in the amount of \$375.00. All voted in favor, motion carried.**

District Technician WhitKovits joined the meeting at 9:55 a.m.

IX. Seasonal Technician – Stewart mentioned FLOWPA funds can cover the expense of hiring a Seasonal Technician to assist with summer programs including lake monitoring, hydroseeding, and invasive species. She would like to proceed with hiring.

- **A motion was made by J.M. Stortecky, seconded by Buyce to permit District Manager Caitlin Stewart to hire a Seasonal Technician for the 2025 summer/fall season using FLOWPA funds at \$18.00 to \$19.50/ hour, commensurate with experience. All in favor, motion carried.**

X. District Law presentation - Cunningham presented District Law training to Directors and staff.

XI. District activities

a. 2024 Year in Review video – Stewart reported that she did not finish the video but will show it next month.

b. 2023 4th Quarter Annual Plan of Work – Stewart disseminated and reviewed the APOW, and both distributed and emailed copies to the Directors. She commended both Directors and staff for work accomplished in 2024.

c. 2025 insurance review - Stewart reviewed the Trident Insurance renewal and reported that the renewal premium is coming in at \$8,417.66.

d. Sediment and Erosion Control Program – Croote reported that there is little happening this time of year. Buyce requested an update on the Hamilton County Courthouse Complex Green Infrastructure Feasibility Study. Croote reported that we have received the Grant and are waiting for DEC to execute the contract before implementation can begin.

e. DEC WQIP grant – Hamilton County Roadside Stabilization and Erosion Prevention Program – Stewart reported that the entire team contributed to the District's first ever New York State Department of Environmental Conservation Water Quality Improvement Project Program grant. She is thrilled to report that the District received \$148,970.00 for the Hamilton County Roadside Stabilization and Erosion Prevention Program. This is a 3-year contract and Stewart will begin completing the necessary paperwork. Croote and WhitKovits will work with highway departments to determine priority roadsides for stabilization during the 2025 construction season. Best management practices will include hydroseeding, check dams, and green armor to stabilize roadsides and ditches to prevent erosion. Stewart thanked the Warren County SWCD team for their assistance with navigating the grant application process.

f. Adirondack Tree and Shrub Sale – Croote reported that trees have been ordered, and order forms will be ready soon.

g. Caring Through Conservation Mini-Grant Program – WhitKovits reported that we have closed out all the grants for 2024 and are working on updating the application for the 2025 program.

h. Agricultural Environmental Management – Stewart reported that WhitKovits and Croote will attend an AEM Strategy 2026-2030 Regional Meeting hosted by the New York State Soil and Water Conservation Committee's Ryan Cunningham on January 16 in Ray Brook.

i. Invasive Species Program – Stewart reported that she and WhitKovits scheduled invasive insect forest surveys targeting hemlock woolly adelgid for later this winter.

j. Conservation Education Program – Stewart reported that starting today, WhitKovits is hosting Conservation Field Day essay and poster contest awards ceremonies for 5th and 6th graders. She has also begun work on the 2025 Hamilton County Envirothon that will be held May 1, including team registration, and invitations to presenters and dignitaries.

k. Lake Monitoring Program – Stewart reported that WhitKovits contacted Paul Smith's Adirondack Watershed Institute requesting an update on when she can expect to receive the 2024 sampling data.

l. Septic System Replacement Fund – We are awaiting approval of a resolution by the Hamilton County Board of Supervisors to add an additional question to the form. Pending approval, the District team will proceed with Round 4 and contact eligible landowners.

m. Hamilton County Hazard Mitigation Plan Update – Stewart reported that she has not received any updates on the Hazard Mitigation Grant Program Planning Sub application for the Hamilton County Hazard Mitigation Plan 26 Update.

n. Watershed partnership update

- **FLLOWPA** – Remias and Stewart finalized and submitted the closeout for FY2022-2023. Stewart and WhitKovits will attend Legislative Day in February.
- **Upper Hudson River Watershed Coalition** – As President, Stewart prepared the Annual Report and disseminated copies to the Directors. She updated the Bylaws for spelling, grammar, punctuation, and formatting, and proposed adding director performance measures such as hosting a meeting, organizing a tour, applying for or administering a grant, writing a publication, or serving as an officer in order for Districts to maintain their right to vote, stay active, and share responsibilities. Stewart attended the Warren County SWCD's year end meeting, provided an update on behalf of the Coalition, and shared the final report. The new website is now live and will be reviewed at the January meeting.
- **St. Lawrence River Watershed Project** – As President, Stewart canceled the January, February, and March meetings due to scheduling conflicts. The next meeting will be held April 1.

- **Mohawk River Watershed Coalition** – As President, Stewart is preparing for the January 13 meeting. She intends to step down as President and is also seeking a secretary. Paperwork continues for the Mohawk River Watershed Coalition Capacity contract with DEC in the amount of \$1,500,000.00.
- **Black River Watershed** – Stewart reported that WhitKovits attended the January meeting, is serving as Secretary, and took meeting minutes. The Coalition reviewed and adopted bylaws. President Nichelle Swisher provided a presentation to the SWCC and sought support, which was provided. Planning has begun for the 2025 Black River Watershed Conference. Hamilton County is planning to present on the green infrastructure project in the Town of Inlet.

l. Logo – Aubrey Zegstroof is working on the set up to export the logo into black and white and is also working on color variations.

m. Other – None.

n. Directors' comments - None

XII. Staff reports – Stewart disseminated and emailed copies of the staff reports.

XIII. Partner reports

a. New York State Soil and Water Conservation Committee report – appended to minutes.

b. District Conservationist's report – No report provided.

c. New York Association of Conservation Districts – appended to minutes.

XIV. Correspondence – None.

XV. Next meeting: February 4, 2025, 9:30 a.m., Hamilton County SWCD office, Inlet Highway Department, and Zoom

XVI. Adjournment

- **A motion was made by Buyce, seconded by Hunt to adjourn the meeting at 11:01 a.m. All in favor, carried.**

Respectfully Submitted



Marjorie Remias
Secretary to the Board/Treasurer

**District Manager's report
Submitted by Caitlin Stewart**

- **Administration**
 - Putting the finishing touches on the District's 2024 Annual Report
 - 2024 Year in Review video
 - 2024 Annual Accomplishments presentation and erosion field trip video for the Hamilton County Board of Supervisors meeting on December 19
 - 2025 Organizational Items
 - 2024 Risk Assessment
 - 2024 Quarter 4 Annual Plan of Work
 - New logo – provided feedback
 - Staff meetings
 - Tracked performance measures that ensure our District receives state aid funding
 - Reviewed the 2024 and 2025 budget with Marj
 - Board meeting preparation
 - Assisted Tim Ellifritz with computer maintenance and updates
 - Website updates
 - Social media posts

- **Technical Assistance**
 - Participation in Outdoor Skills Day
 - Adirondack Climate Outreach and Resilience Network – scheduling meeting with AWI to ensure Hamilton County's needs are represented in the project
 - NAACC training for MRWC
 - Virtual option for attending the January UHRC meeting

- **Hamilton County Hazard Mitigation Plan**
 - Reviewed grant announcements

- **Septic System Replacement Fund**
 - Responded to 1 landowner inquiry
 - Drafted resolution for County's consideration that would add an income question to the application form

- **Invasive Species**
 - Scheduled winter forest pest surveys targeting Hemlock Woolly Adelgid

- **Watershed Coalitions**
 - **FLLOWPA** – Marj and I finalized and submitted the closeout for FY2022-2023. I replied to Kristy's call for Legislative Day volunteers.

 - **Upper Hudson River Watershed Coalition** – As President, I prepared the Annual Report, reviewed and updated the Bylaws for spelling, grammar, punctuation, and formatting, and proposed adding director performance measures such as hosting a meeting, organizing a tour, applying for or administering a

grant, writing a publication, or serving as an officer in order for Districts to maintain their right to vote, stay active, and share responsibilities. Attended the Warren County SWCD's year end meeting, provided an update on behalf of the Coalition, and shared the final report.

- **St. Lawrence River Watershed Project** – As President, I canceled the January, February, and March meetings due to scheduling conflicts. The next meeting will be held April 1.
- **Mohawk River Watershed Coalition** – As President, I am preparing for the January 13 meeting. I intend to step down from President and is also seeking a Secretary. Paperwork continues for the Mohawk River Watershed Coalition Capacity contract with DEC in the amount of \$1,500,000.00.
- **Black River Watershed** – Katie and I brainstormed topics for the 2025 Black River Watershed Conference.
- **New York State Conservation District Employees Association**
 - Preparing for the January CDEA meeting
 - Preliminary 2025 CDEA budget work
 - Continued research and sought District feedback on hiring a lobbyist and attorney
 - December CDEA Newsletter is hot off the press, and back issues are available at <https://www.nyscdea.com/>
 - Attended following meetings and provided updates to ensure CDEA's support of and contribution to the 4-Way Partnership and beyond:
 - SWCC December meeting. Thank you CDEA Division I Representative Rebecca Campbell for attending the December meeting on my behalf!
 - NYACD December meeting
 - 4-Way Partnership meeting
 - Invasive Species Advisory Committee and Invasive Species Council meeting, serving as Secretary
 - Reviewed and commented on Event Coordinator RFP
 - Delegated coordination of CDEA feedback on DEC's bond act draft guidelines for infrastructure projects that protect drinking water from HABs to Jennifer Kelly for upcoming January State Programs Advisory Committee meeting
 - Compiled a list of SWCDs who are experiencing challenges with NRCS Cultural Resource Reviews to State Conservationist Blake Glover
 - Compiled a list of SWCDs who are experiencing recruitment and retention challenges due to NYS Retirement Tier 5 and 6 parameters to NYACD Executive Director Blanche Hurlbutt
 - Information requests: insurance stipend, NRCS cultural resources review, retirement system reform, Water Quality Symposium

**District Technician's report
Submitted by Lenny Croote**

General

Researched and Ordered GNSS Receiver
Vehicle and equipment maintenance
Hope Pit Survey
Practiced with the new GNSS Receiver
Trail Maintenance
2025 Tree and Shrub Program
Research Trash Pumps
Culvert Prices for Uncas Road Culvert Replacement
Design for East Canada Culvert Replacement
Worked with FSA with Emergency Forest Restoration Program
Attend a dam removal workshop

**District Technician's report
Submitted by Katie WhitKovits**

- Caring Through Conservation Mini Grant
 - All final reports have been received and reviewed
 - Total funds paid: \$8,899.65 of the \$10,000 allocated
 - We were able to fund 6 mini grant projects this year
 - Town of Hope couldn't complete their project in time but will reapply for funding again in the Spring. If their project had been completed, we would have spent the entire \$10,000 budgeted
- 45th Annual Lynn Glausha Conservation Field Day
 - Vicki graded essays and posters with me!
 - I am scheduling award ceremonies with each of the 4 schools
- Lake Monitoring
 - All field and YSI data have been downloaded and I am working on organizing everything for reports and the 2024 Master Data spreadsheet
 - Picked up winterized boat
- Administrative Conference 11/18
 - Attended Logging and Tracking Grants and Conscious Leadership classes

Other

- Tried 3 GPS units on 2 site visits w/Lenny
- Civil Service
 - Organized statewide review material and division 5 review session
 - Took exam 12/7
- Black River Watershed Coalition meeting 11/7
 - I was appointed secretary for the coalition
 - We are working on by-laws and mission statement

- Attended Reconnecting Waterways workshop in VT with Lenny
 - Geomorphology, site assessment and field data collection, dam removal & culvert design demystified, construction process & methods for dam removals & culvert replacements, and elements of site restoration in barrier removal design
- Presented on The Great Migration to 43 Northville 7th graders on 11/22
- Attended DEC Forestry webinar 11/14
- Attended Mohawk River Watershed project brainstorming meeting with DEC and USGS

**New York State Soil & Water Conservation Committee
Region 4 Report – January 2025**

Submitted by: Ryan Cunningham – Region 4 Associate Environmental Analyst

NYS SWCC News

2024 State Aid to Districts – DUE 2/15: All 2024 annual reporting documents (State Aid, Treasurers Report, Annual Report, etc.) are now available on the SWCC SharePoint <https://nysemail.sharepoint.com>, under Resources for Districts – State Aid to Districts. All reports are due to the State Committee by February 15, 2025. Please contact ben.luskin@agriculture.ny.gov or your Regional AEA with any questions. If you have questions on the Treasurer’s Report, it is suggested to contact OSC representative directly. This link (<http://www.osc.state.ny.us/localgov/contact.htm>) will provide regional contact information.

SWCC State Programs Advisory Committee (SPAC) Meeting: The next SWCC SPAC meeting will take place Wednesday, **January 8th, 2025, from 9:30AM to 12:00PM**. Virtual and in-person (NYS Fairgrounds and SWCC Albany Office) attendance options are available. Agenda topics include NYS Soil Health Benchmarks; AEM 19 Program Development and; CRF Round 9 Updates. To join via Webex, please visit: <https://meetny-gov.webex.com/meetny-gov/j.php?MTID=m21d74ba61af885baca8819112ea2dbe0>

AEM Strategy 2026-2030 Regional Meetings: REMINDER to register for your chosen meeting location by January 7th, 2025! Please sign-up utilizing this link: https://docs.google.com/forms/d/e/1FAIpQLSeTQ1uihwQPwhMNlXnWmpDZ0PWarbrpZel8oQme_tDdig54yg/viewform?usp=sharing.

- **Region 1 - Jan 13th:** WNY, Genesee County Building #2, 3837 West Main Street Road, Batavia, NY – 10AM-2PM
- **Region 2 - Jan 14th:** Central NY, Cortland SWCD Office, 100 Grange Pl., #205, Cortland, NY – 10AM-2PM
- **Region 3 - Jan 15th:** Eastern NY, Montgomery County Emergency Services 200 Clark Dr, Fultonville, NY – 10AM-2PM
- **Region 4 - Jan 16th:** Northern NY, Adirondack Park Agency office, 1133 NYS Route 86, Ray Brook, NY – 10AM-2PM
- **Region 5 - Jan 17th:** Southeast NY, Dutchess SWCD Office, 2715 Route 44, Suite 3, Millbrook, NY – 10AM-2PM

Claim for Payment Black Out Period Approaching: We are approaching the “Blackout Period” for Fiscal Year 2024-2025. The “Blackout Period” is the time of year (starting April 1st,

2025, lasting until June/July 2025) when payments for programs supported by the Environmental Protection Fund (AGNPS, CRF, EBM, AEM) cannot be processed due to end of the year reporting/accounting. We encourage Districts to consider what projects may be implemented in 2025 and what projects are eligible for advances or reimbursements. If you will need to request a 25% Advance, 65% BMP Implementation Payment, Subsequent/Interim Payment, or Final Payment prior to the start of the black out period, please email the CFP packet to the appropriate State Committee program manager, regional coordinator and Maureen Irish by **Friday, February 21st, 2025. Please remember to only submit claims for payment for contracts that have been fully executed.** Questions can be directed to your Regional Coordinator or appropriate Program Manager.

Round 30 Agricultural Non-Point Source Program: The SWCC has made a total of \$25 million available for Round 30 competitive projects through the State Fiscal Year 2023-2024 budget. \$14 million will be sourced from the Environmental Protection Fund and \$11 million will be sourced from the Clean Water, Clean Air, Green Jobs Environmental Bond Act. The RFP and associated documents are now available on the SWCC SharePoint and are available on the Department of Ag and Markets website, <https://agriculture.ny.gov/rfp-0323-agricultural-nonpoint-source-pollution-abatement-and-control-program>. An AgNPS R30 RFP webinar for Districts has been scheduled for December 19th, 1:00 – 2:30PM. Questions regarding the RFP must be submitted in writing to jason.kokkinos@agriculture.ny.gov by **January 10th, 2024**. Applications must be submitted through the NYS SWCC SharePoint website by **4:30 PM February 24, 2025**.

January SWCC Meeting: The next SWCC meeting will take place Tuesday, January 21st, at 10AM. Further details and an agenda for the January meeting will be sent out shortly. Each meeting agenda provides an opportunity for Conservation Districts to provide reports, updates, or feedback to the SWCC. **Reminder – participation at a SWCC meeting is eligible toward PM1, Part C of State Aid to Districts.**

CRF Round 8 Plans of Work: Please submit plans of work for projects awarded through Round 8 to your Regional AEA for review and approval when they are ready. Submitting this information as soon as possible can help to expedite the contracting process.

Other Events

NACD 2025 Annual Meeting: Registration for The National Association of Conservation Districts' (NACD) 79th Annual Meeting is now open! The 2025 Annual Meeting will take place in Salt Lake City, Utah, from **February 8th – 12th, 2025**. To learn more and to register, please visit: <https://www.nacdnet.org/news-and-events/annual-meeting/>

2025 Water Quality Symposium: The New York State Conservation District Employees' Association and Soil and Water Conservation Committee are thrilled to announce the 2025 Water Quality Symposium in Rochester, NY. **March 11th – 14th, 2025**. Please save the dates. Registration information will be available from CDEA shortly.

Other Funding

Five Star and Urban Waters Restoration Program 2025 Request for Proposals: The National Fish and Wildlife Foundation and partners are requesting proposals for the 2025. This program seeks to develop community capacity to sustain local natural resources by providing financial assistance to diverse local partnerships focused on improving water quality, watersheds and the species and habitats they support. Full proposals are **due by January 22nd, 2025**. To learn more about the grant program and the application guidelines, please go here, <https://www.nfwf.org/programs/five-star-and-urban-waters-restoration-grant-program/five-star-and-urban-waters>.

DEC Announces \$15 Million in New Grant Funding for Community Reforestation: NYS DEC has made \$15 million available through the new Community Reforestation (CoRe) Grant Program to expand, restore, and create urban forested natural areas. Eligible CoRe projects include planting trees, preparing sites, and removing competing or invasive vegetation interfering with tree seedling growth, and/or protecting new plantings from deer browse. Grant applications will be accepted until **2 p.m. on March 12, 2025**. Applications must be submitted through the SFS Grants Management System (SFS). DEC will host a webinar on **Thursday, January 9th, 2025, from 10AM to 12PM**. Link to register for the webinar can be found here: <https://dec.ny.gov/nature/forests-trees/urban-and-community-forestry/urban-and-community-forestry-grants>



**New York Association of Conservation Districts
c/o Steuben County SWCD
415 W. Morris Street
Bath, NY 14810**

January 6, 2025

Dear Directors:

HAPPY NEW YEAR!!! Hoping you had a nice Christmas and New Year's Day.

2025 NACD NE/NYACD Event: At our last NYACD meeting we discussed the need for committee members to help with this event. We will start having monthly committee meetings by zoom this month. We will need folks for funding/sponsorship, training, tours, etc. Scott Ryan and I will be meeting with the hotel on the 14th of January to review our needs to host the event.

The dates have been set for Sunday, September 21-24, 2025. It will be at the DoubleTree Hilton, East Syracuse, NY. This event will be full of training sessions, annual meetings, and so much more. Our committee will be meeting Thursday, December 19th after the monthly NYACD meeting at 7:00 pm.

2025 Legislative Days: Legislative Days will be Monday, March 3rd, and Tuesday, March 4th, 2025. The 2025 Legislative Booklet will be off to the printers next week once proofing is complete. We had twenty-eight (28) districts that provided complete projects. Once the proofing and printing is complete, I will forward each district a copy of the booklet and will send to all the state Legislators. Starting to collaborate with Legislators to get on their schedule for Tuesday, March 4th. So far, I have been able to make appointments with seventeen (17) Senators and twenty-six (26) Assemblymembers. The next few weeks I will be making more appointments. At this date I have four (4) districts signed up with the registration deadline set for next Tuesday, January 14th.

I reached out to Farm Bureau, and they will add anyone attending to their lunch box orders for around \$20.00, so I updated the registration form and resent it out today. This was so nice for the Farm Bureau to do this for us, and it will save attendees from having to find a place to eat.

Great Lakes Commission: In the next couple of weeks, I will be attending a zoom meeting with the GLC committee. More to report in next month's letter.

NACD Annual Event: The NACD annual event is in Salt Lake City, Utah, February 8-12, 2025. Sam and I will be attending this event and will share what we learn at the NYACD February meeting. This is a good event for district directors and staff to attend. There will be much to learn and to share from other states and at the federal level.

Sincerely,

Blanche

Mrs. Blanche L. Hurlbutt,
NYACD Executive Director

**HAMILTON COUNTY SOIL & WATER CONSERVATION DISTRICT
ORGANIZATIONAL ITEMS
2025 DESIGNATION OF:**

- A. Official Bank and Newspaper: That NBT Bank, Speculator is the official bank of the District, and the Hamilton County Express is the official newspaper of the District.
- B. That the treasurer be authorized to pay the following for the calendar year 2025:
1. Salaries
 2. Social Security contributions
 3. Medicare contributions
 4. Health insurance premiums and health insurance stipends
 5. New York State Retirement contribution
 6. New York State Deferred Compensation contribution
 7. New York State Income Tax
 8. Federal Withholding Tax
 9. Telephone bills
 10. Fuel charge payments for District vehicles (payable to the county)
 11. Straw bale bills from William Lee
 12. Automobile insurance premium
 13. Liability insurance premium
 14. Workman's Compensation payment premium
 15. Payment for Blanket Bond
 16. Reimbursements for Director's travel
 17. Reimbursement for Director's stipend (optional)
 18. Public Officials Liability insurance premium
 19. Standard mileage rate: 70 cents per mile, or most current IRS Mileage Rate
 20. In the event of a canceled board meeting, all bills as pre-approved by the Directors
 21. Registration fees for the Conservation Skills Workshop, Administrative Conference, Managers' Meetings, Water Quality Symposium, and New York Association of Conservation Districts Annual Meeting
- C. Board of Directors meetings shall be the first Tuesday of the month at 9:30 a.m. unless otherwise rescheduled.
- D. Board meetings shall be hosted in hybrid format in person at the District office, Inlet Highway Department, and remotely via videoconference unless otherwise stated.
- E. That employees be authorized to spend up to \$300 (\$500 emergency) without prior approval of the Board. Such expenditures would still need Board approval for payment.
- F. Authorization for the District to transfer funds between District accounts.

- G. Authorization to keep on hand petty cash of \$100 (\$50 for General and \$50 for WRB accounts).
- H. Designation of the following:
 - Chairperson – Victoria Buyce
 - Vice Chairperson – John M. Stortecky
 - Treasurer - Marjorie Remias
 - Secretary – Marjorie Remias
- I. Check Signing Authorization and alternate – Caitlin Stewart or Victoria Buyce (alternate).
- J. Contact directory for Directors, staff, and partners.
- K. Any District Board member may audit the Secretary to the Board’s annual books.
- L. Personnel Committee – Vicki Buyce, Betsy Bain, and John M. Stortecky.

The 2025 Organizational Designations were reviewed and established at the January 7, 2025 Board of Directors meeting. A copy is attached to the January minutes.

**Hamilton County Soil & Water Conservation District
Risk Management Plan**

**List approved by the Hamilton County SWCD Board of Directors on 5/2/2000
YEAR 2024**

Objective: To minimize or eliminate potential risk

Category	Action	Who	When	Status	Comments
Management	Follow District Law.	Staff and Directors	On-going	X	
	District purchases insurance for indemnify employees.	Clerk	Annually	X	
	Update and follow office policies.	Staff	Ongoing	X	
	All District programs will be approved by Board of Directors.	Directors	Ongoing	X	
	Purchases will be bought according to procurement policy.	Staff	Ongoing	X	
	Update job descriptions and review as needed.	Manager	Annually	X	
	Complete performance appraisals for all employees.	Manager and Directors	Annually	X	
	Develop training and certification plans for staff and Directors.	Manager	Annually	X	
	Complete annual sexual harassment prevention training.	Staff	Annually	X	
	Keep accurate records, books and minutes.	Clerk	Ongoing	X	
Personnel	Update resolution book as needed.	Clerk	Ongoing	X	
	Conduct yearly audit of financial records.	Clerk / Directors	Annually	X	
	Review and adjust budget.	Manager and Clerk	Ongoing	X	
	Complete annual report for the New York State Comptroller	Staff	January	X	
	Complete audit and Control Report for the New York State Soil and Water Conservation Committee.	Clerk	January	X	
	Complete state aid reporting and the Treasurer's Report for the New York State Soil and Water Conservation Committee.	Manager and Clerk	February	X	
	Maintain health insurance for District staff.	Clerk	Ongoing	X	
	Maintain security bond for District staff.	Manager	Annually	X	
	Maintain liability, fire, and theft insurance on equipment and building contents.	Manager	Annually	X	
	Maintain proper vehicle insurance.	Staff	Ongoing	X	
Vehicle	All NYS laws will be followed by operators of District vehicles.	Staff	Ongoing	X	
	NYS inspection will be completed each year.	Staff	Annually	X	
	Vehicles will be serviced on a regular basis.	Staff	Ongoing	X	
	Employees are encouraged to take first aid, CPR, boater safety, and defensive driving courses.	Staff	Ongoing	X	
Safety	Ensure that staff receive training on the proper use of all equipment to be used on District projects.	Manager	Ongoing	X	
	Ensure that staff have access to and wear necessary personal protective equipment while on project sites and performing field work.	Manager	Ongoing	X	
	All conservation applications will be completed under guidance of the Natural Resources Conservation Service. Standards and specs will be followed and documented by proper design procedures.	Staff	Ongoing	X	
Implementation	Obtain all necessary permits before construction begins.	Staff	Ongoing	X	