

NCSWCD Board of Directors Meeting

**Working Together for Healthy Soils and Clean Water**

June 22, 2018  
Nassau Hall First Floor  
1864 Muttontown Road  
Syosset, NY 11791

**NOTES:** *Action Items are Italicized and Bold in Red. Motions are Italicized and Bold in Green.*

**ATTENDEES:** Pat Aitken, Reese Michaels, Tara Schneider-Moran, Eric Swenson, Kevin Braun, Maryann Webb, Trish Manzi, Mary Flanagan, David Ganim, Sergiy Grim  
Guests: Jim Kloos, Intern from Town of Oyster Bay, Chris Mayer, Town of Oyster Bay; Chris Landi, NCSWCD Intern; Meagan Fastuca, Town of North Hempstead

Not Present: Dan Fucci

Meeting was called to order at 10:05, and quorum was determined

**Treasurer's Report:**

The County has approved the IMA for the District. Mary is preparing vouchers for payment from the County, and will submit them when Dan indicates that the Contract has been approved. The District is anticipating a payment of \$115,000 from the County. The reports have been revised to show the P&L compared to last year's P&L. The District had a Soil and Water training and received income from it. Part C expense: An expenditure for an oyster sorter will be discussed under new business. Part B money has almost all been spent.

Mary discussed the Chart of Accounts, which as currently shown is not necessarily clear, but is set up in accordance with the State format. In the future, Mary will generate a separate report for the board which will be clearer and easier to read, while still preparing the reports in the State format. Trish, Mary and Eric have been discussing simplifying the reporting, and will meet quarterly in the future to provide additional oversight on District finances.

*Kevin made a motion to accept the Treasurer's report, Pat seconded, all approved.*

**Contract:**

Dan Fucci notified the District that the Contract was approved by the Legislature. Vouchers for payment will be submitted after a certified copy of the contract is received by the District.

**Minutes Review:**

Eric had comments and corrections on the minutes of the May 18 meeting.

*Kevin made a motion to accept the minutes of the May 18 meeting as revised, Eric seconded, all approved.*

During the course of minutes review, there was a discussion regarding the Employee Handbook. Chris Landi, the District intern, has HR experience and is examining the Handbook for possible revisions and

updates which would be adhere to NY State standards. Kevin stated that in the past, any revisions were made by the Board, however, Pat pointed out that having a revision prepared by a person with HR experience might be advantageous, and that any revisions to the Handbook would be approved by the Board.

David has uploaded District documents to a google drive. More documents will be uploaded to this Drive so the board will be able to access them readily.

**Revenue:**

The most recent Soil and Erosion training had 36 people, which is slightly less than anticipated. There is interest in the October training which is tentatively set for October 2. Corey will do the training. Sergiy has reduced the cost of the food for the meeting so there is an increase in the profit for the trainings. Eric and Reese both attended the training and said that Corey did an exemplary job. David and Sergiy have made the process of checking and receiving certificates very smooth and efficient.

Trish said that having Mary in the office at regular hours is a huge assistance in efficiency and smooth running of the office.

**Part B Money:**

Supplies for the bird banding program at Tackapausha have been ordered. The banding is scheduled to be done on Friday mornings at 5:30 am, weather permitting. Trish invited all board members to participate.

Black Skimmer Project - The bander is arriving Tuesday, and Tara is hoping to start banding on Thursday the 28<sup>th</sup>. The banding will go on seven days a week until July 7. Participants will meet at the Town of Hempstead facility at 6:00 am in order to set up.

**Part C Money:**

Trish is working with the North Shore Land Alliance on procurement for clearing in the Humes Property and assisting in managing Mile a Minute weed. A management program for invasive species may be needed.

Trish met with Tara regarding the sustainable garden at Clean Energy Park.

Trish Met with NOBBA to discuss the oyster sorter. Tara has been providing assistance with her knowledge from the Town of Hempstead program. NOBBA has selected a sorter with a higher cost than originally authorized. The board had allocated \$12,500 for the purchase, but the sorter selected is \$13,000. Eric said he wanted to be clear that the District will own the sorter and will be able to loan the sorter to NOBBA or another Town that may need to use it. NOBBA will be responsible for any repair, and the sorter can be stored at the dock in Oyster Bay. Eric said that an agreement between the District and the Town will be drawn up and signed. Tara said that if necessary, she could probably store the sorter at her facility.

Eric made a motion to approve the additional expenditure of \$500 from the Part C funding, Pat seconded, all approved.

As part of the discussion regarding expenditures of Part B and Part C money, it was felt that clearer and more simplified reporting may be needed for each project. Mary said that she will develop a report that will show more clearly the allocations, including revenue and staff time, and will present that to the board.

Serge reported that the District has outreached to over 20,000 people; his goal is to reach 30,000 people by the end of the year. David and Sergiy were featured on Fios and other news sources for their work with the water chestnut pull in Mill Pond. The next water chestnut pull is scheduled for July 13 in Massapequa Lake. The District wrote a grant to secure \$50,000 to purchase a harvester to assist in pond maintenance.

Serge has reactivated the District Instagram page, and the Facebook page is much more active. Serge has done a good job of capturing activities with pictures and publicizing.

The District performed a very quick turnaround with the raingarden at Sagamore Hill. Dave and Serge calculated that 1.8 millions of gallons of water flow through the culvert. They worked with the staff at Sagamore Hill to install the raingarden, and have a maintenance agreement that the District will maintain the garden once every three months, and will continue to work with the staff at Sagamore for upkeep of the garden. This was an important outreach for the District, as it is highly visible both to local and national visitors. Pat expressed that the staff at Sagamore were very grateful for the quick response of the District, and that potential partnerships could come from this. Serge will develop an informative brochure to be placed at Sagamore Hill.

#### **Performance Measures:**

- Trish said that board members will need to have a conservation district law training and she will ask Jennifer Clifford to make a presentation in September or October. She would like to have new board members approved by the legislature before Jennifer comes down.
- There will be a LICAP meeting on June 28. A recommendation was made that Nassau and Suffolk conservation districts be on the board of LICAP. Suffolk has approved that legislation.
- Pat mentioned a Land Use meeting “Existing Land Use/Land Available for Development and Theoretical Residential Buildout” in Suffolk County that will take place on July 31 in Hauppauge.
- A Releaf meeting will be held June 28 at 10:00 am in the Town of Hempstead offices in Lido Beach.

Achieving performance measures is an important objective for the District to ensure it receives funding from the State.

#### **New Business:**

##### **District Staffing Needs:**

It is felt that perhaps additional part time help for field work could be considered. \$22,000 was set aside for staff as part of Southern Pine Beetle Grant. Approval was given to the District to apply for \$75,000 for an urban forestry grant, which Trish feels may be an overreach at this time, given the current staffing and the backlog in funding from the County. Eric said he feels that he would like to have a meeting to review the grants, funding, etc. to assure that budget is in place before hiring any additional staff. Eric, Tara, David had reviewed grants, state aid, and projections, but Dan had not wanted to take actions until the Contract was in place.

Envirothon: The District received a bill from Conservation District Employee Association for the NY State Envirothon Association. Mary found no record of prior payments. Kevin thought the bill may have been received because a team was sent this year. Trish asked to table the discussion until she has the opportunity to discuss the Envirothon with Corey.

Black Skimmer Project: There was a misunderstanding in who the responsible party was for purchase of the color bands to be used in this project. The cost of the bands is an additional \$95. *Kevin made a motion to expend no more than \$100 to purchase the bands, Reese seconded, all approved.*

Chris Landi, who will be interning for the District, introduced himself to the board. He has an undergraduate degree in psychology from Cobleskill and is seeking a master's in psychology at Brooklyn. Tara thanked him for this willingness to work with the District.

Kevin made a motion to adjourn, Pat seconded, all approved. Meeting adjourned at 11:34.