

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
April 28th, 2016**

Meeting was called to order at 7:30 a.m. By Chairman Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, David Holland, Karl teRiele, Ed Gardner; SWCD – David Reckahn, Lois Sayward, Tiffany Pinheiro, Laura Benedict; NRCS – Sarah Trumbull.

MOTION to accept the March 24th, 2016 minutes was made by Blades, seconded by Holland, and carried.

Correspondence – Dave passed around some correspondence for the directors to review.

Chairman's Update – Chairman Morrow did not have an update.

Secretary Update – was reviewed by the Board (Appendix 1)

MOTION to accept the April update was made by Blades, seconded by Holland, and carried.

District Manager Update was reviewed by the Board (Appendix 2)

MOTION to accept the April update was made by Holland, seconded by Gardner, and carried.

Conservation Technician Update (Tiffany) was reviewed by the Board (Appendix 3)

MOTION to accept the April update was made by Holland, seconded by Gardner, and carried.

Conservation Technician Update (Laura) was reviewed by the Board (Appendix 4)

MOTION to accept the April update was made by Blades, seconded by Holland, and carried.

OLD BUSINESS

- **FORESTRY** – Dave looked at the Kawasaki three seater UTV for \$12,252.90 and the John Deere two seater for \$13,895.70. The two were comparable machines with three year warranties. Karl questioned why Champlain Valley Equipment didn't submit a bid. Dave thought the county had sent them a bid notice. The notice was also posted on the county website. Cab, heater and tracks were listed as separate options. **MOTION** to purchase the John Deere UTV with options for a price of \$23,224.72 to be paid out of the Essex County Forestry account was made by Gardner, seconded by Holland, and carried. Dave had two quotes for trailers. One was \$3,100.00 and the other was \$3,350.00. One was a painted black metal, and the other was galvanized steel. Dave preferred the galvanized steel. **MOTION** to purchase the galvanized steel trailer for \$3,100.00 from the Essex County Forestry account was made by Holland, seconded by Gardner, and carried. This recommendation will be sent on to the DPW committee.

Greg Atkins timber sale is complete. Dave will meet with Greg tomorrow to review. Greg would like Essex County SWCD to look at a timber tract for him. He will reimburse us for our time. Dave wanted to bring it before the board, since he did the last two timber sales for us. The board all agreed Greg Atkins went through the bidding process, and it was a good thing to bring up before the board so they would be aware of it.

Essex SWCD will be doing Game of Logging during the fair this year. Dave would like to have Essex SWCD sponsor Chad Vogel to come in with his horses for \$300.00 for one day. This would promote the Forestry management practices we are doing. The wood could be used for the buildings. **MOTION** to sponsor Chad Vogel for one day at the fair at a rate of \$300.00 was made by Holland, seconded by Gardner, and carried.

- **AUDIT** – Dave Blades and Karl teRiele will schedule an audit of the 2015 books. This needs to be done annually as part of the Performance Measure requirements.

- **TREE & SHRUB SALE** – The tree and shrub sale went well this year. There weren't many extra trees. The extra trees will be used for community projects.
- **SEDIMENT BASINS, HYDROMULCH** – The sediment basins purchased from Cayuga County SWCD for \$15,000.00 will be reimbursed from the Clinton County WQIP grant. A hydromulch order will be purchased with Franklin County SWCD taking half, and the other half to be split with Essex County SWCD and Clinton County SWCD. The cost for Essex County SWCD should be around \$3,100.00 also to be reimbursed from the Clinton County WQIP grant.

NEW BUSINESS

- **NO TILL DRILL – MATERIALS FOR TI WQIP** - Essex SWCD was hoping to get money towards a small no till drill from the Lake Champlain Basin Program. The no till drill will cost approximately \$7,000.00. Since funding for the drill won't be awarded from the Basin Program, Dave suggested receiving Part A or Part C state funding to get some of the cost reimbursed. A charge per acre or hour could be charged for the use. The purchase of a small no till drill will be tabled. Materials to be purchased for Ticonderoga WQIP grant will be tabled until the next meeting.
- **EQUIPMENT RENTAL DEPOSIT** – Small farmers and homeowners have been interested in the use of the equipment available, but can't provide a certificate of insurance. Dave proposed a \$300.00 refundable deposit upon return of the equipment in good shape, and a small fee of \$20.00 for use for repairs. Karl suggested a simple contract including the above should be signed by Essex SWCD and the landowner. **MOTION** to approve the signing of a contract stating a \$300.00 refundable deposit and a \$20.00 charge for the use of equipment was made by Blades, seconded by teRiele, and carried. A copy of the landowner/Essex SWCD District contract will be sent out to board members for approval.
- **TEE SHIRTS FOR STAFF** – The Essex SWCD staff and interns will need new tee shirts for the summer season. When working in the field, it is nice to have the name of the district and logo on the shirt. **MOTION** to purchase two tee shirts each for the district employees was made by Blades, seconded by Holland, and carried.
- **WQCC MEETING MAY 17TH** – The Water Quality Coordinating Committee meeting scheduled for May 17th from 9:00 – 11:00 will count towards Performance Measures. There will also be Manager's meeting held June 6th in Raybrook that would also count. Lois will send out a reminder closer to the date. Three meetings per year must be attended to receive the credit.
- **COMPUTERS** – Tiffany and Laura's laptop computers are getting old, and Dave would like to think about replacing them. **MOTION** to purchase one new laptop computer for up to \$500.00 was made by Holland, seconded by teRiele, and carried.
- **TOWN OF WESTPORT FORESTRY BID** – Essex County SWCD submitted a Forestry bid to the Town of Westport. The bids were opened and reviewed, but were not awarded. The proposal looked good. Dave will notify the board when he hears who gets the bid.
- **FIELD EQUIPMENT** – Dave would like to purchase a measuring wheel and a laser to be used in the field. The measuring wheel would cost approximately \$100.00 and the laser would cost about \$1,000.00. **MOTION** to purchase a laser and a measuring wheel to be used in the field was made by Holland, seconded by Blades, and carried.
- **OTHER** – Essex SWCD would like permission to submit a conservation innovation grant. **MOTION** allowing Essex SWCD to submit a conservation innovation grant was made by teRiele, seconded by Gardner, and carried.

Tiffany would like permission to attend week long leadership training at the Ranger School. The cost is \$500.00 if Tiffany gets accepted into the training workshop. The class size is limited. **MOTION** allowing Tiffany to attend the workshop at a cost of \$500.00 to include the course, room and board, and meals was made by teRiele, seconded by Holland, and carried.

Dave received a price of \$26,000.00 on a Ford Escape from Franklin County. He has been looking at prices for a couple of months. A new Ford Escape with all of the extras on it should cost under \$30,000.00. **MOTION** to purchase a Ford Escape at a cost not to exceed \$30,000.00 was made by Gardner, seconded by Holland, and carried.

DISTRICT TREASURER

- A. Financial report was presented to the Directors (Appendix 5)
MOTION by Blades to accept the April report as presented, seconded by Holland, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)
MOTION by teRiele to accept the April bills for approval, and pay as such seconded by Gardner and Holland, and carried.

COOPERATING AGENCIES

NRCS Report – Sarah Trumbull was present to give a report.

NYSSWCC Report - (Appendix 7)

OTHER

Next Meeting – May 19th, at 7:30 a.m.

Meeting adjourned at 8:25 a.m.

Attachments: Appendix 1 – Secretary Update
Appendix 2 – District Manager Update
Appendix 3 – Conservation Technician Update (Tiffany)
Appendix 4 – Conservation Technician Update (Laura)
Appendix 5 – Treasurer’s Report
Appendix 6 – Bills for Approval
Appendix 7 – NYSSWCC Report – Bob Brower

Submitted by:

Lois Sayward
Secretary to the Board

