

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
August 15th, 2019**

Meeting was called to order at 7:33 a.m. by Chairman Gerald Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, Ike Tyler, Anna Reynolds and Ben Leerkes; SWCD – Alice Halloran, Lois Sayward, Daniel Berheide; NRCS - Tricia LaValley

MOTION to accept the July 18th, 2019 minutes was made by Blades, seconded by Tyler, and carried.

Correspondence – Alice passed around some correspondence from Farm Bureau and the NYACD for the directors to review.

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

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

MOTION to accept the August update was made by Blades, seconded by Tyler, and carried.

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

MOTION to accept the August update was made by Reynolds, seconded by Tyler, and carried.

Technician Update (Amy) – No report.

Technician Update (Olivia) was reviewed by the Board (Appendix 3)

MOTION to accept the August update was made by Reynolds, seconded by Tyler, and carried.

Technician Update (Daniel) – was reviewed by the Board (Appendix 4)

MOTION to accept the August update was made by Reynolds, seconded by Tyler, and carried.

OLD BUSINESS

- **Rogue** – A discussion was held on whether to trade the Rogue in or go out to bid. The state advised us to go out to bid for our new vehicle and surplus the Rogue. By allowing 50% reimbursement from the state through Part A (Eligible Expenditures) and the revenue from the Rogue, it would be beneficial for the district to do financially. **MOTION** to surplus the Rogue and advertise it through Auctions International, and to go out to bid for the compact SUV through the OGS state mini-bid and advertise through other media was made by Leerkes, seconded by Tyler, and carried. A previous motion to purchase the Chevrolet Equinox and surplus the Rogue was removed from the table, since the amount of the purchase exceeded our procurement policy.
- **2020 Budget** – The 2020 Essex County Request for Proposal was sent to the Directors prior to the meeting to review. The amount requested from Essex County has remained at \$111,233.00. **MOTION** to approve submitting the 2020 Essex County Request for Proposal was made by Blades, seconded by Leerkes, and carried.
- **NYACD Meeting** – Ike will decide within the next week or two if he will attend the annual meeting October 22nd – 24th in Cazenovia.

NEW BUSINESS

- **NRCS Civil Rights Review** – A Civil Rights Review questionnaire was sent to the Directors to review. A District employee as well as a Board Member will need to be interviewed by NRCS. Anna volunteered to participate as a Board Member following the meeting. Alice will be interviewed as the District employee. This is part of a Quality Assurance Review conducted by NRCS.
- **Post Pounder Rental** – A municipality recently requested use of the post pounder next month. It was discussed whether or not we should charge a municipality for use of our equipment. **MOTION** not to charge all municipalities for use of all district equipment was made by Leerkes, seconded by Tyler, and carried.
- **Conservation Skills** – The Fall Conservation District Technician training will take place in Cortland September 23rd – 26th. Alice feels there are trainings that would be beneficial for the staff to attend. The cost for registration is \$30.00 per employee, but lodging and meals are not included. **MOTION** made by Tyler to approve all expenses for the district employees who attend the Conservation Skills training, seconded by Reynolds, and carried.
- **New Computer** – A new computer was included in the 2019 budget. The district has been trying to replace a computer each year to keep up with having the equipment up to date. **MOTION** to approve purchasing a new computer and software not to exceed \$1,500.00 was made by Tyler, seconded by Leerkes, and carried.
- **Open New Checking Account** – The 25% advance for the AgNps Round 25 Ben Wever Farm has been electronically deposited into the general fund. **MOTION** to open a separate checking account with the \$19,000.00 advance for AgNps Round 25 Ben Wever Farm was made by Blades, seconded by Reynolds, and carried.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 5)
MOTION by to accept the August report as presented was made by Blades, seconded by Reynolds, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)
MOTION by Tyler to accept the August bills for approval, and pay as such, seconded by Blades, and carried.

COOPERATING AGENCIES

NRCS Report – (Appendix 7) Tricia LaValley was present to give her report.

NYSSWCC – (Appendix 8)

OTHER

Next Meeting – September 19th, 2019 @ 7:30 a.m.

The meeting was adjourned at 7:55 a.m.

Attachments: Appendix 1 - Secretary Updates (Lois)
Appendix 2 – District Manager Updates (Alice)
Appendix 3 – Technician Updates (Olivia)
Appendix 4 – Technician Update (Daniel)
Appendix 5 – Financial Reports
Appendix 6 – Bills for Approval
Appendix 7 – NRCS Report
Appendix 8 – NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board