

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
August 17<sup>th</sup>, 2017**

Meeting was called to order at 7:25 a.m. by Chairman Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, Ed Gardner, David Holland, Karl teRiele, SWCD – Lois Sayward and Alice Halloran. Dave Reckahn was unable to attend, but called in to the meeting.

**MOTION** to accept the July 20th, 2017 minutes was made by Blades, seconded by Holland, and carried.

**Correspondence** – Annual NYACD meeting information was passed around.

**Chairman's Update** – Chairman Morrow did not have an update. Chairman Morrow moved to the budget. The 2018 budget was sent to the Directors to review before the meeting. **MOTION** to approve the 2018 Essex County SWCD Budget Request in the amount of \$111,233.00 was made by teRiele, seconded by Holland, and carried. The budget amount requested from the county has not increased since 2013.

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

**MOTION** to accept the August update was made by Holland, seconded by teRiele, and carried.

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

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

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

**MOTION** to accept the August update was made by teRiele, seconded by Gardner, and carried.

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

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

**OLD BUSINESS**

- **PERFORMANCE MEASURE MEETING** – The Water Quality Coordinating Committee Tour will be held September 19<sup>th</sup> from 9 a.m. to 12. They will meet at the Willsboro Visitors Center at 9:00 and visit three water quality improvement projects in Willsboro and Essex. Lunch will be provided. Lois will send out a reminder notice to the board. This will count as a Performance Measure meeting for Directors.
- **AWARD TRUCK BID** – Two truck bids were received in accordance with the state contract bidding process. (Appendix 8).
  - Central Chrysler Dodge - \$25,559.40
  - Webster Ford Inc. - \$30,162.50Both bids met the specs. **MOTION** to award the 2017 1500 Tradesman Quad Cab 4X4 truck bid to the lowest bidder Central Chrysler Dodge in the amount of \$25,559.40 was made by Blades, seconded by Holland, and carried.
- **ROUND 20 15-2 FENCE BID** – Three fencing bids were solicited for the Auch Round 20 15-2 project. (Appendix 9)

- Bill Van Stockum - \$9,960.00
- Homestead Fencing - \$10,960.00
- Mark Walker – no bid submitted

**MOTION** to award the Fence Bid to the lowest bidder Bill Van Stockum in the amount of \$9,960.00 was made by Gardner, seconded by teRiele, and carried.

- **AG DISTRICT** – The Department of Agriculture and Markets has 30-60 days to review the proposed Agriculture District. They would like to set up two meetings with the Supervisors, Essex County Soil and Water District, Essex County Planning Department and Cooperative Extension to address changes, and decide which agency will take the lead in the future.
- **TECHNICIAN** – The Technician position will be tabled until the next meeting when Dave will be back to discuss where we are going with this position.
- **DEC WQIP UPDATE** – Two new grants were submitted. One was for Schroon Lake restoration, and the other for green infrastructure.
- **PETRO DAM** – Notification was received the final payment request in the amount of \$35,413.56 was approved, and the funds would be deposited in the district account soon. Payment to the county would be made when the funds are received.
- **ESSEX FARM PROJECT** – The Essex Farm project is moving along well. They may be pouring concrete today. The structure will be going up soon.
- **FORESTRY UPDATE** – The Town of Westport forest management plan is 75% complete. Working with the Town of North Hudson with the DEC to work on a forest management to fit with the conservation easement.

### NEW BUSINESS

- **2018 ANNUAL PLAN OF WORK** - The district staff will be working on the 2018 APO soon, and will submit to the board, along with Brian Steinmuller to review.
- **DIVISION V LUNCHEON** – The Annual Division V luncheon meeting will be held October 25<sup>th</sup> at the Essex County SWCD conference room. This meeting will count towards a Directors Performance Measures meeting. Laura would like permission to spend up to \$300.00 to be reimbursed by the NYACD employee’s association to buy food and beverages for the luncheon. **MOTION** for the Essex SWCD to purchase food and beverages not to exceed \$300.00 for the annual luncheon was made by Blades, seconded by Holland, and carried.
- **LOGGING WORKSHOP** – Laura would like permission to hold a low impact logging workshop at the Essex County Fairgrounds using the new log arch. Dave suggested having it scheduled September 16<sup>th</sup> the day of the Harvest Festival to have a captive audience. There will be no charge for the workshop. The log arch will be added to the insurance equipment list, and the board would like Lois to check with the insurance company regarding liability coverage before adding it to the equipment rental list. The board wants to make sure the insurance agent understands it is not just the Soil and Water employees using the equipment, and the district has the needed coverage to protect the district from any liability that may be incurred. **MOTION** to allow Laura to schedule a low impact logging workshop using the new log arch was made by teRiele, seconded by Holland, and carried.

- **COMPUTER AND SOFTWARE** – Laura would like permission to purchase a new computer not to exceed \$2,000.00. The board would like to have quotes to review before the next meeting before approving the purchase.

### **DISTRICT TREASURER**

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

### **COOPERATING AGENCIES**

NRCS Report – Sarah Trumbull was not present to give a report.

NYSSWCC Report – (Appendix 7)

### **OTHER**

**Next Meeting – September 21<sup>st</sup>, @ 7:30 a.m.**

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

Attachments: Appendix 1 – Secretary Update (Lois)  
Appendix 2 – District Manager Update (Dave)  
Appendix 3 – Conservation Technician Update (Laura)  
Appendix 4 – Conservation Technician Update (Alice)  
Appendix 5 – Treasurer’s Report  
Appendix 6 – Bills for Approval  
Appendix 7 – NYSSWCC Report  
Appendix 8 - Truck Bids  
Appendix 9 - Fence Bids (Round 20 15-2)

Submitted by:

Lois Sayward  
Secretary to the Board

