

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
August 18th, 2016**

Meeting was called to order at 7:36 a.m. By Chairman Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, David Holland: SWCD – David Reckahn, Lois Sayward, Tiffany Pinheiro, Laura Benedict: NRCS – Sarah Trumbull

Excused: Karl teRiele, Ed Gardner

MOTION to accept the July 21st, 2016 minutes was made by Holland, seconded by Blades, and carried.

Correspondence – Dave passed around 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 August update was made by Blades, seconded by Holland, and carried.

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

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

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

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 4)

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

OLD BUSINESS

- **FISH STOCKING** – Dave is still looking into the fish stocking program for the district. Chairman Morrow suggested he contact the county fish hatchery.
- **2015 AUDIT** – Dave Blades has completed the 2015 Essex SWCD audit. Karl teRiele will need to complete before the end of the year.
- **TECHNICIAN EXAM** – The Civil Service Technician exam will be given September 10th. Laura Benedict will be taking the exam. It may take months for the results of the exam.

NEW BUSINESS

- **AEM YEAR 12 CONTRACT** – The Agriculture Environmental Management Year 12 contract in the amount of \$50,000.00 needs to be approved, signed and notarized along with a voucher for a 25% advance, and a workers compensation, disability and certificate of liability insurance. **MOTION** to approve signing the AEM Year 12 contract in the amount of \$50,000.00 was made by Holland, seconded by Blades and carried.
- **DEC WQIP BOQUET RIVER STREAM CONTRACT** – Essex County SWCD has received the DEC WQIP Boquet River Stream contract C305199 in the amount of \$255,000.00. This grant will include five projects in the Boquet. \$30,000.00 is included for staff time. **MOTION** to approve signing the DEC WQIP Boquet River Stream contract C305199 in the amount of \$255,000.00 was made by Blades, seconded by Holland, and carried.
- **2017 APO** – The 2017 Annual Plan of Work will be e-mailed to the board and Bob Brower prior to the September meeting for approval. It will then be forwarded to the state.

- **2017 ESSEX COUNTY SWCD FUNDING REQUEST** – The 2017 Essex County SWCD funding request was mailed out to the board to review prior to the meeting, with an explanation of changes. An increase in state funding will support hiring an additional full-time technician. Essex County SWCD requested \$111,233.00 in funding from Essex County. We have not asked for an increase since 2013, since we are utilizing other grant funds to offset cost increases. **MOTION** to approve the 2017 Essex County SWCD funding request in the amount of \$111,233.00 and submit to Essex County, was made by Holland, seconded by Blades, and carried.
- **NYACD ANNUAL MEETING OCTOBER 18TH – 20TH** - The New York Association of Conservation Districts annual meeting will be held October 18th – 20th in Syracuse. Essex SWCD staff and directors are invited to attend. The agenda was sent out for the Directors to review. The Directors can vote at this meeting. The \$1,500.00 dues we pay allow voting privileges. This meeting also counts toward Performance Measures.
- **PERFORMANCE MEASURES REVIEW** – The new review policy for Performances Measures was discussed. In order to receive the increased funding from the state, it is very important all Performance Measures are met through board activity, reporting and outreach, funding and partnerships, and state conservation programs.
- **MCKENZIE BROOK BIDS** – Dave solicited and reviewed bids from contractors, held a pre-bid meeting at the McKenzie Brook site in Port Henry, and recommended the low bidder to the board. The funding for this stream bank stabilization project is from the Lake Champlain Basin Program. Five bids were received for the project:
 - Moon Hill Logging: Paul Cutting - \$9,200.00
 - Brookfield Excavation: Mike Christian 11,850.00
 - Ward Logging: Mike Ward 14,500.00
 - John W. Sheehan and Sons, Inc. 9,600.00
 - Steven E. Fuller Excavating, Inc. 29,500.00

MOTION to approve Moon Hill Logging – Paul Cutting’s bid of \$9,200.00 was made by Holland, seconded by Blades, and carried.

- **BOQUET RIVER CLOSE OUT** – The original Boquet River Stream Restoration project was planned for a site on the main branch of the river between Wadhams and Willsboro. During the spring runoff and ice out on the river in 2016 the property was heavily damaged again and the landowner was concerned that the design and funds were not adequate, and decided to withdraw from the project. There was another project on the Boquet already identified for funding under another grant that was approved to replace our original project. The new project was on the north branch of the river with much better aquatic habitat to enhance. The project was completed within the budget provided with the landowner donating some of the materials used for the project. This project is also being funded through the Lake Champlain Basin Program.
- **STREAM TRAINING CLOSE OUT** – The LCBP Essex County SWCD/Washington County SWCD stream training grants must be closed out by September 1st. The three day training and project was held in Granville. There will be new basin program grants coming out by the end of the month to apply for.

DISTRICT TREASURER

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

COOPERATING AGENCIES

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

NYSSWCC Report – (Appendix 7)

OTHER

- Dave reported that while the Ford truck was parked on the road during the fair, the mirror was hit. A hitch ball was also missing at that time. He will remove the hitch ball from the vehicle from now on to avoid theft.
- The Forestry UTV has arrived and is outside if the board would like to look at it.
- Dave also wanted to remind the board the CWICNY project tour will be held September 15th in Granville. The invitation letter and form will be e-mailed to the board.

Next Meeting – September 15 th at 7:30 a.m.

Meeting adjourned at 8:02 a.m.

- Attachments:
- Appendix 1 – Secretary Update (Lois)
 - Appendix 2 – District Manager Update (Dave)
 - 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
 - Appendix 8 – McKenzie Brook bids

Submitted by:



Lois Sayward
Secretary to the Board