

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
August 20th, 2020**

Meeting was called to order at 7:30 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members – Ike Tyler, Dave Blades, Ben Leerkes, Jim Monty;
SWCD - Alice Halloran, Lois Sayward, Olivia Dickenson, Daniel Berheide, Harleigh Green

Excused: Anna Reynolds

MOTION to accept the July 16th, 2020 minutes was made by Leerkes, seconded by Blades, and carried.

Correspondence - The National Association of Conservation Districts will be holding the Envirothon in New York State in 2024. Several local Essex County schools attend the local Envirothon. A \$3,000.00 suggested donation was requested from Essex County SWCD. This can be discussed at a later date.

Chairman's Update - No update.

Secretary Update (Lois) - was reviewed by the Board (Appendix 1)
MOTION to accept the August update was made by Blades, seconded by Leerkes, and carried.

District Manager Update (Alice) - was reviewed by the Board (Appendix 2)
MOTION to accept the August update was made by Blades, seconded by Leerkes, and carried.

Technician Update (Olivia) - was reviewed by the Board (Appendix 3)
MOTION to accept the August update was made by Leerkes, seconded by Blades, and carried.

Technician Update (Daniel) - was reviewed by the Board (Appendix 4)
MOTION to accept the August update was made by Leerkes, seconded by Blades, and carried.

OLD BUSINESS

- **Tire Drive at Jay Highway Garage** - The free tire drive held at the Town of Jay highway garage was successful. A farmer only tire drive has been set up for September 29th at the Essex County Fairgrounds. Essex County farmers will be allowed to bring up to 50 tires each, and must sign up and schedule a time slot prior to arrival.
- **2021 Budget** - The Essex County 2021 Budget Request for Proposal was e-mailed to the Board prior to the meeting for review. The total budget proposal went from \$420,233.00 in 2020 to \$397,367.00 in 2021 due mainly to one less employee. An increase of \$20,000.00 was included in the request from the county due to rising employee benefit costs, less grant funding for staff, workshops, and program income due to Covid-19. We have also been advised to expect a 20% decrease in state funding. Jim and Ike said the county is recommending departments also reduce their budgets by 20% at this time. We have not asked for an increase from the county in many years. The preliminary budget can be submitted and adjusted accordingly, since this is a very difficult budget year for all.

- **Truck Bids - (Appendix 8)** The District received one truck bid the first time they put it out, and three bids the second time though the OGS state site. Alice would like permission to go out to bid again and add more information to the specs. The board would also like the local dealers be notified it will be going back out to bid. **MOTION** to update the specs and put the truck out to bid was made by Monty, seconded by Leerkes, and carried.
- **Boquet River Stream Restoration Bids** - One of the stream restoration projects should be able to go out to bid in the fall.
- **Daniel's Computer** – Daniel received some quotes for a new computer which were sent to the board prior to the meeting for review. Jim would like Daniel to go out to the county and see if they could help him with the specs to get what he needs through the state contract, and send quotes out to the board before the next meeting.
- **Intern** – Alice requested permission to keep Harleigh Greene, on the payroll through the end of September. **MOTION** to allow Harleigh to work through the end of September was made by Monty, seconded by Leerkes, and carried.

NEW BUSINESS

- **District Credit Card** – Lois would like permission to pay the credit card when it comes in to avoid late fees. **MOTION** to pay the credit card prior to the meeting after e-mailing a copy of the bill for the board to review was made by Blades, seconded by Monty, and carried.
- **4-Hour Erosion Sediment Control Test for Daniel and Olivia** - Alice would like permission for Daniel and Olivia to pay \$150.00 for the 4-Hour Erosion and Sediment Control test that is coming up at the end of September. This would allow them to instruct the 4-Hour ESC contractor workshops. Alice is certified, but would like back-up if she is not available. The contractors who attend the workshop have to pay a \$75.00 fee. Daniel and Olivia have both taken the course. **MOTION** to approve payment of \$150.00 each for Daniel and Olivia to take the 4-Hour ESC test was made by Monty, seconded by Blades, and carried.
- **Plastic Baler** - Alice would like to have a separate equipment rental agreement for the plastic baler not to include a charge to encourage farmers to recycle the plastic. The certificate of insurance and deposit would remain the same as the other equipment. Jim would like Alice to see what the market is.
- **Farmer Tire Drive** - Discussed earlier in the meeting.
- **Conservation Skills 2020** - Conservation Skills 2020 will be offering virtual workshops this year with one day visiting a project. The cost is \$10.00 to attend. **MOTION** made by Leerkes to allow Alice, Olivia, and Daniel to attend the workshops and approve the \$30.00 registration fee, seconded by Monty, and approved.
- **No-Till Drill** - Essex County farmers have been using a no-till drill Clinton County SWCD owns. Essex County SWCD has been transporting the drill around the county. Alice would like to purchase a smaller one for Essex County SWCD, since it takes a lot of time and effort from the district. Jim would like the farmer to pick the equipment up themselves, and not have the district spending their time transporting it. The board would like more research on a drill, quotes, and a policy for use.

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 Monty, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)
MOTION to accept the August bills for approval, and pay as such was made by Monty, seconded by Blades, and carried.

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC – (Appendix 7)

OTHER

Full and by Farm Bid – (Appendix 9) One bid and an e-mail from the farmer stating he had solicited other bids is attached. **MOTION** to approve Pribble Excavating LLC bid in the amount of \$55,400.00 for Full and by Farm’s watering system was made by Monty, seconded by Leerkes, and approved.

Ben Wever Fence Bid - (Appendix 10) One bid was received for the Ben Wever AEM Fence Installation project. Jim would like to see the quote broke down more - materials, labor hours, etc. The bid received was from Champlain Valley Property Services, LLC was in the amount of \$19,200.00. **MOTION** to approve Champlain Valley Property Service LLC’s bid to install fence at Ben Wever Farm was made by Monty, seconded by Leerkes, and carried.

Jim would like to see a bid policy to be approved by the board handed out listing what we would like to see in a bid, since we have received incomplete bids before.

Next Meeting – September 17th, 2020 @ 7:30 a.m. at the Westport Town Hall

MOTION to adjourn the meeting at 8:35 a.m. was made Blades, seconded by Leerkes, and carried.

- Attachments:
- Appendix 1 - Secretary Update (Lois)
 - Appendix 2 - District Manager Update (Alice)
 - Appendix 3 - Technician Update (Olivia)
 - Appendix 4 - Technician Update (Daniel)
 - Appendix 5 - Financial Report
 - Appendix 6 - Bills
 - Appendix 7 - NYSSWCC
 - Appendix 8 - Truck Bids
 - Appendix 9 - Full and by Farm bid
 - Appendix 10 – Ben Wever Fence bid

Submitted by:

Lois Sayward
Secretary to the Board