

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES**

December 20th, 2018

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

Attendance: Board members – Gerald Morrow, David Holland, Dave Blades, Ike Tyler, and Karl teRiele; SWCD – Alice Halloran, Lois Sayward, Amy Calkins, Olivia Dickenson, NRCS – Tricia LaValley; NYSSWCC – Ryan Cunningham

MOTION to accept the November 14th, 2018 minutes was made by Blades, seconded by Holland, and carried.

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

Chairman’s Update – Chairman Morrow reported Essex SWCD will be moving into the DPW Office in Lewis before the next meeting. The board meetings will be held upstairs in Chris Garrow’s office. Asbestos removal and electrical upgrades will be made to the current building. The building will be renovated, and hopefully Essex SWCD can return when completed. The Essex SWCD budget was passed with no problems. Essex SWCD has a good working relationship with the Essex County Supervisors and DPW Department.

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

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

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

MOTION to accept the December update was made by Tyler, seconded by teRiele, and carried.

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

MOTION to accept the December update was made by teRiele, seconded by Tyler, and carried.

Technician Update (Olivia) was reviewed by the Board (Appendix 4)

MOTION to accept the December update was made by Blades, seconded by teRiele and carried.

OLD BUSINESS

- **CRF 2 Update** – Alice reported they have encountered some problems with the project, but were working with Meghan, the contractor, and engineers to resolve.
- **Technician** – Five qualified applications had been received from the county. The board felt all five candidates should be interviewed. **MOTION** to set up interviews with all five applicants was made by Blades, seconded by Tyler, and carried. Interviews will be set up the second week in January starting at 9:00 a.m. Copies of the applications will be sent to the board, along with the dates the board is available to interview. The special board meeting needs to be advertised.
- **Office Move** – Discussed earlier in the meeting.
- **2019 Budget** – Discussed earlier in the meeting.
- **Board Member** – Chairman Morrow asked if anyone might know of someone who would be interested in becoming a board member to fill David Hollands vacancy at the end of the year. David Holland has been a very valuable member of the board. **MOTION** to offer a Resolution of

Appreciation at the Board of Supervisors meeting was made by Blades, unanimous second, and carried. Chairman Morrow asked if anyone had suggestions for filling the vacancy. Anna Reynolds name was mentioned as a possible candidate. Chairman Morrow will check with Anna to see if she would be interested in the position.

- **Chevrolet Truck** – The highest bid was \$2,650.00 which was considerably lower than the blue book value. The board would like to have it advertised on Auctions International for another month.
- **District Credit Card** – It is difficult to make purchases without a district credit card. Alice has offered to get one in the districts name using her information, and get the tax exemption. **MOTION** to allow Alice Halloran to get a Soil and Water District credit card with the district tax exemption status was made by teRiele, seconded by Tyler, and carried.

NEW BUSINESS

- **2017 Audit** – **MOTION** to approve the 2017 Essex SWCD financial audit was made by Holland, seconded by Tyler, and carried. (Appendix 9)
- **Amended Rental Agreement** – There were a couple of things added to the current agreement regarding lending out the equipment to others, and not making repairs to the equipment. The equipment must be dropped off when it can be inspected by a district employee. After a discussion there were other things the board would like to add. The equipment is put away for the winter, so we can continue to work on the wording of the agreement.
- **PO Box** – The Westport post office box rent will be paid for six months.
- **AgNps Round 24** – Two AgNPS Round 24 grant applications have been awarded. The contracts have not been received yet to be approved by the board.
- **Legislative Days** – Essex SWCD is planning on going March 5th to Legislative Days in Albany. Directors are invited to attend. Please let us know if you plan to attend. **MOTION** to approve payment of expenses for directors and staff was made by Holland, seconded by teRiele, and approved.
- **District Manager and Technician Exams** – The District Manager and Technician exams will be given March 16th. The qualifications are on the Essex County Personnel website.
- **Pay Year End Bills** – **MOTION** to pay the bills that come in before the end of the year was made by teRiele, seconded by Tyler, and carried.

DISTRICT TREASURER

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

COOPERATING AGENCIES

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

NYSSWCC – (Appendix 8) Ryan Cunningham was present to give his report.

OTHER

Director Training Power Point – Improving the Effectiveness of Claims Processing (internal controls) was presented to Karl teRiele following the meeting.

Next Meeting – January 17th, 2019 @ 7:30 a.m.

The meeting was adjourned at 8:00 a.m.

Attachments: Appendix 1 - Secretary Update (Lois)
 Appendix 2 – District Manager Update (Alice)
 Appendix 3 - Technician Update (Amy)
 Appendix 4 – Technician Update (Olivia)
 Appendix 5 - Treasurer’s Report
 Appendix 6 - Bills for Approval
 Appendix 7 – NRCS Report
 Appendix 8 – NYSSWCC Report
 Appendix 9 - Audit

Submitted by:

Lois Sayward
Secretary to the Board