

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
January 17th, 2019**

DISTRICT BUSINESS

Meeting was called to order at 7:28 a.m. by Chairman Gerald Morrow.

Attendance: Board members – Gerald Morrow, David Blades, Ike Tyler, Anna Reynolds; SWCD – Alice Halloran, Lois Sayward, Amy Calkins, Olivia Dickenson; NRCS – Tricia LaValley; Guest – Phil Siarkowski, David Holland

Absent – Karl teRiele

MOTION to accept the December 20th, 2018 minutes was made by Tyler seconded by Blades, and carried.

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

Chairman’s Update – Chairman Morrow presented David Holland with a plaque on behalf of the Essex County Board of Supervisors. Chairman Morrow offered the Resolution, with a unanimous second, and was adopted in the Essex County Board of Supervisors minutes. The Resolution thanked David for his dedicated service as an Essex County SWCD Director for more than fifteen years. David was an excellent board member and believed in the mission of the Essex County SWCD. David was respected and will be missed by Essex County SWCD. Anna Reynolds will fill David’s vacancy on the Board.

2019 Elections and Appointments

Election of Officers

Currently: Chairman - Gerald Morrow
Vice Chairman - vacant

MOTION made by Reynolds, seconded by Blades to appoint Gerald Morrow as Chairman and Ike Tyler as Vice Chairman for 2019, and carried.

MOTION by Blades to make the following appointments for 2019, seconded by Tyler, and carried.

Appointments

Secretary to the Board/Records Management Officer	Lois Sayward
Treasurer	Lois Sayward
RC&D Council	
Representative	Alice Halloran
Alternate Representative	Olivia Dickenson
Directors to audit 2018 financial records	David Blades & Karl teRiele
DEC Region 5 Fish & Wildlife Mgmt. Board Rep	Alice Halloran
Official bank	Champlain National & TD Bank
Official newspaper	The Sun
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Alice Halloran
Alternate Representative	Amy Calkins

Annual review of SWCD’s investment, procurement, financial, dispute resolution, directors meeting attendance, receipts, FOIL, sexual harassment, and credit card policies

MOTION by Tyler to approve the SWCD’s investment, procurement, financial, dispute resolution, directors meeting attendance, receipts, FOIL, sexual harassment, and credit card policies, seconded by Reynolds, and carried.

2019 mileage reimbursement for District business

The current Federal IRS rate of 58 cents per mile has been set for 2019 mileage reimbursement for district business.

2019 Salaries:

District Manager - \$51,500.00
Secretary - \$31,936.27
Technician (Amy) - \$26,522.50
Technician (Olivia) - \$25,750.00
New Technician - \$25,000.00

MOTION made by Tyler to approve the 2019 salaries with the 3% increase, seconded by Reynolds, and carried.

Monthly Updates

Secretary Update was reviewed by the Board. (Appendix 1)

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

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

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

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

MOTION to accept the January update was made by Blades, seconded by Reynolds, carried.

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

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

OLD BUSINESS

- **Water Quality Symposium** – Staff attending the 2019 Symposium will have to register and send in payment by February 1st.
- **Truck Bid** – The highest bidder Auctions International received was \$2,950.00 for the 2006 Chevrolet Silverado. It was higher than the previous bid that went out. **MOTION** to accept the \$2,950.00 bid from Auctions International was made by Blades, seconded by Tyler, and carried.
- **Technician** – The Board interviewed four candidates for the Technician position. One interview was a phone interview. The number one choice would not be able to accept the position for the salary offered. **MOTION** to have Alice contact the three potential candidates in the order directed was made by Tyler, seconded by Reynolds, and carried. Alice will get back to the board with the results.
- **Ag Nps** – The plan of work has been submitted for the two new CRF grants the district received.
- **Legislative Days** – Some of the staff from Essex SWCD will be attending Legislative Days in Albany. If any directors would like to attend, please let us know as soon as possible.

NEW BUSINESS

- **DIRECTOR TRAINING** – A director training will need to be completed this year to satisfy the Performance Measures requirement to receive state aid. Alice will try to set one up soon, and also notices of meetings directors can attend will be sent out as they become available.
- **ANNUAL STATE REPORTS** – The annual state reports are due February 15th. The staff is working on completing them.
- **ESSEX COUNTY CONTRACT** – **MOTION** to sign the Essex County Contract in the amount of \$111,233.00 was made by Tyler, seconded by Blades, and carried.
- **Interns** – The district would like to start looking for seasonal interns to assist with projects. **MOTION** to hire two interns at \$12.00 per hour was made by Blades, seconded by Tyler, and carried.
- **CRF3 – pay for sytems separately** – The farmer for one of the new CRF3 grants would like to pay for two systems separately. Ryan Cunningham said it would be a good idea to have a policy addressing the issue. **MOTION** to allow the land owner for this grant to pay for the systems separately was made by Tyler, seconded by Reynolds, and carried.
- **CRF3 – Open new checking account** – The district has received 25% advance \$25,875.00 for the CRF3 Boquet Mountain grant. **MOTION** to open a CRF3 Boquet Mountain grant checking account with the 25% deposit of \$25,875.00 was made by Tyler, seconded by Blades, and carried.

District Treasurer

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

COOPERATING AGENCIES

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

NYSSWCC – (Appendix 8)

Other Business

With no further business and/or discussion to come before the Board, the meeting was adjourned at 8:10 a.m. The February meeting has been changed to February 14th from February 21st, since two board members would not have been able to make it the 21st.

Next Meeting – Thursday, February 14th, 2018 at 7:30 a.m.

Attachments: Appendix 1 - Secretary Update
Appendix 2 - District Manager Update
Appendix 3 - Conservation Technician update
Appendix 4 - Conservation Technician update
Appendix 5 - Treasurer's Report
Appendix 6 - Bills for approval
Appendix 7 - NRCS
Appendix 8 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

