

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

February 15th, 2018

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

Attendance: Board members – Gerald Morrow, Dave Blades, Karl teRiele, Ike Tyler, David Holland;
SWCD – Dave Reckahn, Lois Sayward, Laura Benedict, Alice Halloran, Amy Calkins

MOTION to accept the January 18th, 2018 minutes was made by Blades, seconded by Holland, and carried.

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

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

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

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

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

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

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

Conservation Technician Update (Amy) was reviewed by the Board (Appendix 5)

MOTION to accept the February update was made by Tyler, seconded by Holland, and carried.

OLD BUSINESS

- **DIRECTOR ATTENDANCE POLICY** – The Director Attendance Policy was updated and sent out to the board members to review before the meeting. **MOTION** to approve the amended Director Attendance Policy was made by teRiele, seconded by Holland, and carried.
- **AEM CONTRACT** – Rich Redman has been contracting with the district to do AEM work. The work will be reimbursable from the AEM program. A contract was mailed out before the meeting to review. **MOTION** to approve the AEM contract agreement with Rich Redman at a rate of \$35.00 per hour was made by teRiele, seconded by Tyler, and approved.
- **STATE SALARY LISTING** – The State Soil and Water Salary listing of neighboring counties was sent out to the directors to review prior to the meeting. A lengthy discussion followed. Dave has ordered the District Technician exam through the county, and also the District Manager exam. Amy will need to take the Technician exam. Laura and Alice have already taken the Technician exam and could take the District Manager exam. Dave is planning on retiring in October and wanted to have the test ordered to fill his position. Two interns will be hired with the possibility of one remaining on if a position becomes available. No action was taken until further discussion on having a hiring policy put in place.

- **TRUCK BID** – The 2015 Ford F250 truck was advertised on Auctions International. The high bid came in at \$19,300.00 (Appendix 9). The board felt it was a good bid. **MOTION** to accept the \$19,300.00 bid from Auctions International was made by Holland, seconded by Tyler and approved.
- **CHEVY TRUCK** – A discussion was held on whether to sell the 2008 Chevy Silverado or keep it to use this summer with the extra staff. The board will plan on using the truck this summer and advertising for surplus in the fall.
- **AG NPS** – The next round of AgNPS funding will come out in March. The district is working on closing out Round 20 15-1 and Round 20 15-2 soon. The remaining funds for Round 22 will hopefully come soon and will also be able to closed out.
- **MARCH MEETING DATE** – The Essex County SWCD March meeting date will be March 22nd. It will be a week later than the usual date, since some of the Essex SWCD staff will be attending the Symposium in Syracuse.
- **ANNUAL REPORTS** – All of the state annual reports were completed and uploaded to Sharepoint with the exception of the Treasurer’s report, which was e-mailed to the state committee, comptroller’s office, and mailed to the Essex County Treasurer.
- **LEGISLATIVE DAYS** – Some members of the Essex County SWCD staff will be attending Legislative Days in Albany March 6th for the day. If any members of the board would like to ride down for the day, it would count towards a 2018 Performance Measures meeting.
- **CRF GRANTS** – Dave would like permission to submit three Climate Resilient grants; Equipment for soil health, Full & By Farm for ponds, and Juniper Hill Farm for planting perennials and irrigation. **MOTION** to apply for a Climate Resilient Grant for soil health in an amount up to \$150,000.00 was made by Blades, seconded by Holland, and carried. **MOTION** to apply for a grant for a pond for Full & By Farm in an amount not to exceed \$150,000.00 was made by Tyler, seconded by Blades, and carried. **MOTION** to apply for a grant for Juniper Hill Farm in an amount not to exceed \$200,000.00 for planting perennials and irrigation was made by teRiele, seconded by Holland, and carried.
- **DEC WQIP GREEN INFRASTRUCTURE** – The Green Infrastructure grant in the amount of \$59,000.00 will be reported on Grants Gateway. The plan of work, insurance certificates, budget, etc. are now being uploaded to the site.
- **LOGO** – The final logo was passed around to look at it. There were a couple of minor color changes made. Laura was not at the last meeting and wanted to make sure everything was final t before ordering through Loreman’s.

NEW BUSINESS

- **ORDER SWCD CLOTHING WITH NEW LOGO** – The staff would like clothing with the new logo to wear to meetings, out in the field, etc. The board would like a proposal of the cost and what clothing will be purchased before placing an order.
- **CDEA SERVICE GIFT AND ENVIROTHON** – Laura would like permission to order a service gift for the Conservation District Employees Association not to exceed \$70.00, and an Envirothon plaque not to exceed \$100.00. The cost of both items will be reimbursed to the district. **MOTION** to purchase a CDEA service gift award for up to \$70.00 and a plaque for the regional Envirothon for up to \$100.00 was made by Blades, seconded by Tyler, and carried.

- **CWICNY RRAMP** – Applications are out for the highway departments to apply for up to \$7,500.00 in funding for erosion control projects in the Champlain basin. Not all towns in the county will qualify.
- **SUMMER INTERNS** – Applications are due March 1st to apply for a summer intern position with the district. There is funding available for two interns.
- **HABS SUMMIT** – A HABS summit will be held in Ticonderoga at the Best Western for the public March 20th from 6:00-8:00, and 8:00-4:30 for district staff. This meeting has been approved to count towards director training. Lois will send out a reminder before the meeting.
- **NYACD DUES** – Essex County SWCD annual dues are \$1,500.00. They were approved to be paid at this meeting. Dave felt the dues were well worth it, since the district has received more funding as a result of membership.

DISTRICT TREASURER

- A. Financial report was presented to the Directors (Appendix 6)
MOTION by to accept the February report as presented by Blades, seconded by Holland, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 7)
MOTION by teRiele to accept the February bills for approval, and pay as such, seconded by Holland, and carried.

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC Report – (Appendix 8)

OTHER

Next Meeting – March 22nd, 2018 @ 7:30 a.m.

The meeting was adjourned at 8:12 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 – Conservation Technician Update (Amy)
Appendix 6 – Treasurer’s Report
Appendix 7 – Bills for Approval
Appendix 8 – NYSSWCC Report
Appendix 9 – Truck bid

Submitted by:

Lois Sayward
Secretary to the Board