

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
January 16th, 2020**

DISTRICT BUSINESS

Meeting was called to order at 7:38 a.m. by Vice Chairman Ike Tyler.

Attendance: Board members – Ike Tyler, David Blades, Anna Reynolds, Jim Monty;
SWCD – Lois Sayward, Alice Halloran, Olivia Dickenson

Excused: Ben Leerkes

MOTION to accept the December 19th, 2019 minutes was made by Blades, seconded by Reynolds, and carried.

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

Vice Chairman's Update – Ike welcomed Jim to the Board.

2020 Elections and Appointments

Election of Officers

Currently: Chairman - Vacant
Vice Chairman – Ike Tyler

MOTION made by Monty to appoint Ike Tyler as Chairman, seconded by Blades, and carried. **MOTION** to appoint Jim Monty as Vice Chairman, seconded by Tyler, and carried.

MOTION made by Monty to make the following appointments for 2020, seconded by Reynolds, 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 2020 financial records	David Blades and Ben Leerkes
Official bank	Champlain National Bank
Official newspaper	The Sun
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Alice Halloran
Alternate Representative	Olivia Dickenson
Upper Hudson	
Representative	Olivia Dickenson
Alternate Representative	Alice Halloran

Annual review of SWCD's investment, procurement, financial, dispute resolution, director meeting attendance, receipts, FOIL, sexual harassment and credit card policies. Jim Monty offered to reach out to Dan Manning to see if the sexual harassment training would need to be given annually.

MOTION made by Blades to approve the SWCD's investment, procurement, financial, dispute resolution, director meeting attendance, receipts, FOIL, sexual harassment, and credit card policies, seconded by Monty, and carried.

MILEAGE REIMBURSEMENT - The current Federal IRS rate of 57.5 cents per mile has been set for 2020 mileage reimbursement for district business. **MOTION** made by Monty to allow 57.5 cents mileage reimbursement for District business, seconded by Reynolds, and carried.

2020 Salaries:

District Manager (Alice) - \$53,045.00

Secretary (Lois) - \$32,894.36

Technician (Olivia) - \$30,900.00

Technician (Daniel) - \$25,750.00

MOTION made by Monty to approve the 2020 salaries with the 3% increase included in the 2020 budget, seconded by Blades, 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 Monty, and carried.

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

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

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

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

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

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

OLD BUSINESS

- **WATER QUALITY SYMPOSIUM** – **MOTION** to approve all Essex SWCD employees permission to attend the Water Quality Symposium and all pertinent costs incurred was made by Monty, seconded by Reynolds, and carried.
- **DIRECTOR** – Ben Leerkes will need to be reappointed to a three-year term from the Essex County Board of Supervisors upon recommendation from the Essex County Farm Bureau. Ben had filled Karl teRiele's vacancy which expired 12/31/2019.
- **LEGISLATIVE DAYS** – Discussed earlier in the meeting. Ben, Alice and Lois were signed up to attend. Lois will get the information to Jim who expressed interest in going.

NEW BUSINESS

- **DIRECTOR TRAINING** – A director training will need to be completed this year. Jim Monty will need District Law Training. A training will be given after a board meeting when all directors are present.
- **ANNUAL STATE REPORTS** – The annual state reports are due February 15th. The staff is working on completing them.
- **2020 TREE AND SHRUB PROGRAM** – The 2020 tree and shrub program will be held April 24th in Floral Hall. Spread the word to all you think may be interested. Forms are available on the Essex SWCD website, county website, e-mail lists, and mailed to all who request.
- **NYACD INVOICE** – The New York State Association of Conservation District's invoice in the amount of \$1,500.00 was presented for payment. A discussion was held on what this invoice would include. Directors could vote on legislation pending they attend the annual meeting. Jim felt someone should go if we pay it. More information will be found out on the benefits of membership before the next meeting.
- **CERTIFIED INTERPRETIVE HOST TRAINING** – The Ausable River Association is putting together a training for agencies that run outreach educational programs. The cost is \$65.00 for the training. **MOTION** to approve payment for one district employee to attend the training at a cost of \$65.00 was made by Monty, seconded by Reynolds, and carried.
- **INTERNS**- Alice would like to hire two seasonal interns. A discussion was held on district salaries. The beginning Technician rate is not much higher than the intern rate. The board would like to review the salary structure. Lois will send a copy of the 2020 budget submitted to the county. The budget included five full time employees when submitted. After Amy Calkins left, and her position was not filled. **MOTION** to hire two interns at \$12.00 per hour contingent upon funding was made by Blades, seconded by Monty, and carried.
- **SALARIES** – Discussed above.

- **FARMLAND PROTECTION BOARD** – Alice believes someone from the Soil and Water District should be represented on the board. Jerry Morrow previously served on the board. Anna is on the board through her position at Community Resources. Jim will check with Shaun Gilliland, Chairman of the Board of Supervisor on the appointment.
- **EROSION SEDIMENT CONTROL TRAINING** – Alice would like permission for Daniel to obtain the erosion sediment control training needed to present the 4-Hour ESC training course to contractors. The cost is \$100.00 to apply and \$150.00 to take the test. **MOTION** to approve Daniel applying for and taking the 4-Hour Erosion Sediment Control trainer exam was made by Monty, seconded by Reynolds, and carried.
- Alice mentioned there is an old DEC WQIP grant the district would like to close. We would need to borrow money from the county and pay back when received from the DEC too complete the project. Alice talked to Dan Palmer and Mike Mascarenas about the temporary loan. The district has done this in the past with grants to large to facilitate with district funds. There may be contracts coming, and Alice wanted the board to be aware.

District Treasurer

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

COOPERATING AGENCIES

NRCS – No report.

NYSSWCC – (Appendix 7)

Other Business

Ike would like to put a system in place to contact the board and employees should a storm develop, and the roads are hazardous.

With no further business and/or discussion to come before the Board, the meeting was adjourned at 8:33 a.m.

Next Meeting – Thursday, February 20th, 2020 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 - NYSSWCC

Submitted by:

Lois Sayward
 Secretary to the Board

