

**ESSEX COUNTY SOIL AND WATER
CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
January 18th, 2018**

DISTRICT BUSINESS

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

Attendance: Board members – Gerald Morrow, David Blades, Karl teRiele, David Holland, Ike Tyler;
SWCD – Lois Sayward, Alice Halloran, Amy Calkins, Dave Reckahn called in to the meeting.

MOTION to accept the December 21st, 2017 minutes was made by Blades, seconded by Holland, and carried.

Correspondence – There was no correspondence to be distributed.

Chairman's Update – Chairman Morrow commented on the excellent job Amy did with her report Tuesday at the DPW meeting. Chairman Morrow also introduced our newest board member Ike Tyler to all.

2018 Elections and Appointments

Election of Officers

Currently: Chairman - Gerald Morrow
Vice Chairman - David Holland

MOTION made by Holland for the Chairman and Vice Chairman to remain the same, seconded by teRiele, and carried.

MOTION by teRiele to make the following appointments for 2018, seconded by Holland, and carried.

Appointments

Secretary to the Board/Records Management Officer	Lois Sayward
Treasurer	Lois Sayward
RC&D Council	
Representative	Dave Reckahn
Alternate Representative	Alice Halloran
Directors to audit 2017 financial records	David Blades & Karl teRiele
DEC Region 5 Fish & Wildlife Mgmt. Board Rep	Dave Reckahn
Official bank	Champlain National & TD Bank
Official newspaper	The Sun, Press Republican
Champlain Watershed Improvement Coalition of NY (CWICNY)	
Representative	Dave Reckahn
Alternate Representative	Alice Halloran

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

Dave Blades would like to see the wording of the Director Attendance policy amended to reflect 70% meeting attendance is needed. The current policy reads a director would have to attend three consecutive meetings or at least 70% of the regular meetings. Chairman Morrow said the Essex County Board of Supervisors has the authority to appoint and remove members of the board. Lois will change the wording of the policy and send out to the board to review before the February meeting. Upon review of the policies, **MOTION** by teRiele to approve the SWCD's investment, procurement, financial, dispute resolution, receipts, FOIL and credit card policies, seconded by Holland, and carried. The Director Meeting Attendance policy will be reviewed at the next meeting.

2018 mileage reimbursement for District business

The current Federal IRS rate of 54.5 cents per mile has been set for 2018 mileage reimbursement for district business. **MOTION** by Holland to allow 54.5 cents mileage reimbursement for District business, seconded by teRiele, and carried.

2018 Salaries:

District Manager - \$62,830.00
Secretary - \$31,006.09
Technician (Laura) - \$30,900.00
Technician (Alice) - \$28,840.00
Technician (Amy) - \$25,750.00

MOTION made by Holland to approve the 2018 salaries with the 3% increase, 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 Holland, carried.

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

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

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

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

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

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

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

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

OLD BUSINESS

- **WATER QUALITY SYMPOSIUM** – Since most of the staff will be attending the Symposium in March, the date for the March meeting will need to be changed. Approval for the staff to attend the Symposium was made at the December meeting. The registration forms and check will be mailed out soon. The date for the March meeting will be set at the February meeting.
- **TRUCK BID** – The bid for the surplus truck should be in by the next meeting. Chairman Morrow would like to check and see if it can be advertised in the paper as well. The district should do all it can to get the best bid for the district.
- **CLIMATE RESILIENT GRANT**- There is interest in submitting a grant for soil health. More information will be given as it becomes available.
- **Ag Nps** – A check has been issued for Round 22, and should be closed out soon. The district is working with North Country Creamery, and looking for farmers to submit new grant applications.
- **LOGO** – The logo selection has been narrowed down, and passed around for the directors and staff to look at and vote on one. It will be discussed later in the meeting.
- **LEGISLATIVE DAYS** – The dates and information for Legislative Days was discussed at the last meeting. All directors and staff who plan on attending Legislative Days in Albany need to have their registration in by January 31st.

NEW BUSINESS

- **DIRECTOR TRAINING** – A director training will need to be completed this year. Ike Tyler will need District Law Training. Dave will schedule another training for the board during the year to complete the Performance Measures requirement.
- **ANNUAL STATE REPORTS** – The annual state reports are due February 15th. The staff is working on completing them.
- **BULK MAILING PERMIT** – The bulk mailing permit renewal for the district is coming up. A discussion was held on renewing the permit. Many agencies and non-profits are mailing information electronically to save time and money. **MOTION** not to renew the bulk mailing permit was made by Blades, seconded by Tyler, and carried. There will be a smaller mailing list put together to mail out the newsletter and annual reports. Copies will also be mailed out by request.
- **ESSEX COUNTY CONTRACT** – **MOTION** to sign the Essex County Contract in the amount of \$111,233.00 was made by Blades, seconded by Holland, and carried.

- **AEM CONTRACTOR AGREEMENT** – A contractor agreement between Essex County SWCD and Rich Redman is needed for reimbursement from the AEM program for work he is doing for the district. An agreement will be sent prior to the meeting for the directors to review and discuss at the February meeting.
- **COMPUTER FOR ALICE** – Alice's computer died and needs to be replaced. She contacted the Essex County IT Department for recommendations and prices to discuss with the board. Dave Blades thought the prices were high, and would like Alice to check with Amy Chapuk, Essex County Purchasing Agent. **MOTION** giving Alice permission to purchase a computer not to exceed \$1,500.00 was made by Tyler, seconded by Holland, and carried. Dave Blades abstained.

District Treasurer

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

COOPERATING AGENCIES

NRCS – No report.

NYSSWCC – (Appendix 8)

Other Business

After reviewing the choice of logos, the bottom logo received the most votes and was chosen as the new Essex County SWCD logo. **MOTION** to approve the new Essex County logo was made by Holland, seconded by teRiele, and carried.

Alice asked the board if they had received the state salary listing Dave received from Brian Steinmuller to review. Two board members received the listing, but the other members had not. Chairman Morrow did not receive the list, and would like it sent out to all to review for discussion.

With no further business and/or discussion to come before the Board, the meeting was adjourned at 8:10 a.m.

Next Meeting – Thursday, February 15th, 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 – Conservation Technician update
Appendix 6 - Treasurer's Report
Appendix 7 - Bills for approval
Appendix 8 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

