

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
July 20th, 2017**

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

Attendance: Board members – Gerald Morrow, Dave Blades, David Holland, Karl teRiele, SWCD – David Reckahn, Lois Sayward, Laura Benedict, Alice Halloran, Carson Blades

Excused: Ed Gardner

MOTION to accept the June 15th, 2017 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 introduced Carson Blades, Summer Intern to the Board. Chairman Morrow commented on how much he enjoyed the Mangers Meeting held June 29th in Raybrook. He enjoyed the interaction with the various districts, and reports of their projects and funding sources. He was sorry Bob Brower wasn’t there to wish him a Happy Retirement. Brian Steinmuller will be filling in for Bob.

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

MOTION to accept the July update was made by teRiele, seconded by Holland, and carried.

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

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

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

MOTION to accept the July update was made by Holland, seconded by teRiele, and carried.

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

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

OLD BUSINESS

- **COMPUTER UPGRADES** – Robert Gregory, Essex County Network Technician, recommended purchasing a new router, switch, 8 outlet surge protector, and 2 outlet surge protector for the copier for approximately \$250.00. He also recommended the district purchase a backup solution such as Carbonite for \$270.00 per year. **MOTION** to purchase the upgrades and the backup system was made by Blades, seconded by Holland, and carried.
- **MANAGERS MEETING** – Chairman Morrow, Lois and Laura attended the Mangers Meeting June 29th in Raybrook. Updates on Part A, B, and C funding were discussed, along with how the districts were using their funding. A round table discussion was held on the various, projects, grants, and obstacles the districts were encountering.

NEW BUSINESS

- **2018 ANNUAL PLAN OF WORK** - The district staff will be working on the 2018 APO soon, and will submit to the board, along with Brian Steinmuller to review.

- **BUDGET** – It is budget time, and salary increases were discussed in order to adjust social security, retirement, etc. **MOTION** to increase all Essex County SWCD employee salaries 3% for 2018 was made by Blades, seconded by Holland, and approved.
- **RCPD UPDATE** – Dave reported Rich Redman was helping Alice with the South Lake farm applications and plans. September 15th is the deadline towards projects. \$6,723.00 in staff time was submitted for reimbursement this quarter. Dave reported there is an abundance of money to be spent in staff time before 2019 to do the programs.
- **NYACD ANNUAL MEETING** – The NYACD Annual Meeting will be held October 17th thru 19th in Cazenovia at the Hampton Inn. The meeting offers good training sessions for the directors, and counts towards a performance measure meeting. Registration information and training topics will be coming soon.
- **CD** – As discussed earlier in the year, when the last CD came due, the balance of \$3,851.00 due to the equipment fund would be deposited, and the remainder plus the interest would go into the general fund. This would keep the three dedicated funds separate in their own money market accounts earning interest. **MOTION** to move \$3,385.00 to the Equipment Dedicated Fund, and the balance of \$7,520.35 plus interest to the General Fund was made by teRiele, seconded by Holland, and carried.
- **TRUCK BIDS** – Bids were sent out to replace the old truck, to be paid for from the Equipment Fund. The bids will come in on Monday. The brakes went out on the old truck in the meantime. Dave would like to get the truck fixed. Chairman Morrow asked Dave to send the bids out to the board when they come in, along with the amount in the Equipment Fund for the purchase. He would also like a price on what it will cost for brakes on the old truck. Chairman Morrow would also like Dave to check with Linda Wolf, Essex County Purchasing to see what the bids would be if we piggybacked on the county.
- **ESSEX FARM BIDS** – Dave reported Essex Farms was having trouble getting bids for the Round 22 AgNPS grant because of the time of the year. The farmer only received one bid for each project, but he documented that. Dave said he talked to the state, and they said that as long as everything was documented there shouldn't be a problem. Essex Farms received the following project bids: (Appendix 8) One bid from Flat & Vertical Concrete for \$128,000.00 for a 300 x 70 Barn Foundation, one bid from P.H. Gucker, Inc. for \$80,100.00 for excavation sitework for a new compost facility barn, and one bid from Gigous Construction for \$240,000.00 for a compost barn. Chairman Morrow said that if the state was alright with it, since that was where the grant money was coming from, and that it wasn't the fault of the farmer or Essex SWCD they could only receive one bid, he asked the board what they would like to do. **MOTION** to move forward and accept the bid from Flat & Vertical Concrete to \$128,000.00, P.H. Gucker - \$80,100.00, and Gigous Construction for \$240,000.00 was made by Holland, seconded by teRiele, and carried.
- **EQUIPMENT RENTAL** – Dave reported the new post pounder was working well, and the district equipment was being used frequently. The fee of \$20.00 per day for the equipment, with the exception of the 5' Dew Drop Drill of \$50.00 per day was discussed. Some landowners were keeping the equipment for long periods of time due to different reasons. It was suggested the fee should be increased to make sure the equipment gets used and returned in a timely manner. **MOTION** to increase all equipment use to \$20.00 per day, with the exception of the 5' Dew Drop Drill at \$50.00 per day was made by Holland, seconded by Blades, and carried.
- **FAIR** – The August Essex SWCD board meeting will be during the Essex County Fair. The board agreed it was early enough in the morning, they would keep the date. Essex County SWCD will set up a booth to promote the district. There are still pens and magnets left to hand

out. Dave said there will be a parade on opening night, and would like to have the staff and directors participate.

- **INSURANCE** – The Board would like to keep the District Insurance with the Rink Partridge Agency, Inc. this year.
- **LCBP FARM GRANTS** – The district received a couple of small grants from the Lake Champlain Basin Program they are working with landowners on.

DISTRICT TREASURER

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

COOPERATING AGENCIES

NRCS Report – Sarah Trumbull was not present to give a report.

NYSSWCC Report – (Appendix 7)

OTHER

Dave reminded the board Ag Days would be held July 31st after the Essex County Ways and Means Meeting. Essex County SWCD will bring the AEM display, and other farmer related materials.

Dave would like permission to send in the registration form to the Adirondack Lakes Association Symposium in the amount of \$50.00. **MOTION** giving permission for Essex County SWCD to register for the Adirondack Lakes Alliance Symposium held Friday, August 11th at Paul Smith's College and pay the registration fee of \$50.00 was made by Holland, seconded by teRiele, and carried.

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

The meeting was adjourned at 7:58 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 – Treasurer's Report
Appendix 6 – Bills for Approval
Appendix 7 – NYSSWCC Report
Appendix 8 – Essex Farm bids

Submitted by:

Lois Sayward
Secretary to the Board

