

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
June 17th, 2021**

Meeting was called to order at 7:35 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members - Ike Tyler, Dave Blades, Ben Leerkes, Anna Reynolds, Jim Monty;
SWCD - Alice Halloran, Lois Sayward, Daniel Berheide, Joe Braun, Harleigh Green, Brandon Russell.

MOTION to accept the May 20th, 2021 minutes was made by Leerkes, seconded by Monty, and carried.

Correspondence – NYACD letter.

Chairman’s Update – No update.

Secretary Update (Lois) - was reviewed by the Board (Appendix 1)

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

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

MOTION to accept the June update was made by Blades, seconded by Leerkes, and carried.

Technician Update (Daniel) – was reviewed by the Board (Appendix 3)

MOTION to accept the June update was made by Blades, seconded by Leerkes, and carried.

Technician Update (Joe) - was reviewed by the Board (Appendix 4)

MOTION to accept the June was made by Leerkes, seconded by Blades, and carried.

OLD BUSINESS

- **NYACD Region 5 Representative** – The Board would like to invite Frank Thomas of Warren County to come to Essex County to meet the board before approving him as NYACD Region 5 representative.
- **Linda Gilliland Fencing Bid** – Linda Gilliland’s fencing bid increased in price from \$19,200.00 to \$20,200.00 from last year due to the cost of supplies. Linda Gilliland went out to bid again receiving only one bid from Mark Walker in the amount of \$20,200.00. Linda Gilliland completed the procurement certification stating she could only get one bid. **MOTION** to approve Mark Walkers Fencing bid in the amount of \$20,200.00 was made by Leerkes, seconded by Monty, and carried. (Appendix 5).
- **Shaun Gilliland Covered Barnyard Bid** – (Appendix 6) Mark Buckley changed bid specs and wants to review. It will need a 10” wall. **MOTION** to approve Flat and Vertical’s bid with 10” wall and Eagle Associates of Cazenovia, LLC’s bid in the amount of \$54,864.00 was made by Monty, seconded by Leerkes, and carried. The amount for the Flat and Verticle bid could not be included until the bid is revised to reflect a 10” wall.
- **Ag Building** – Essex County SWCD will draft a letter and send to the board to discuss at the July meeting addressing a formal plan for Essex County SWCD’s housing needs. Once the letter is reviewed and approved, it will be sent to Dan Palmer and the Board of Supervisors.

- **Envirothon Invoice** – A \$3,000.00 invoice was presented for the 2024 National Conservation Foundation. Alice feels it is a good program and should be budgeted for. **MOTION** to budget for the 2024 NCF Envirothon Event was made by Monty, seconded by Leerkes, and carried.

NEW BUSINESS

- **Personnel Policy** – The Personnel Policy along with a few suggestions Jim made was sent out to review prior to the meeting. Jim would like to see daily logs filled out for all district vehicles and turned in monthly to the District Office Manager to review. Salary versus hourly positions were discussed along with overtime eligibility. No decisions were made.
- **CRF#5 Contract Approval** - The contract was sent to the board prior to the meeting to review. **MOTION** to approve the CRF#5 ECHO Farm (Klepetar) contract in the amount of \$38,100.00 was made by Blades, seconded by Reynolds, and carried.
- **CRF#5 Contract Approval** – The contract was sent to the board prior to the meeting to review. **MOTION** to approve the CRF#5 Shaun Gilliland contract in the amount of \$21,030.00 was made by Monty, seconded by Leerkes, and approved.
- **Round 26 AgNPS Contract Approval** – The board received the contract to review prior to the meeting. **MOTION** to approve the AgNPS Round 26 Essex Farm (Kimball) contract in the amount of \$100,425.00 was made by Blades, seconded by Leerkes, and carried.
- **AgNPS Round 27 Grant Applications** – **MOTION** to put in AgNPS Round 27 grant applications in for five farms was made by Leerkes, seconded by Reynolds, and carried.
- **AgNPS Round 27 Rubric** – A rubric to rank farms for submittal in the Round 27 AgNPS grants was sent out to review before the meeting. **MOTION** to approve the rubric for ranking AgNPS Round 27 project practices was made by Leerkes, seconded by Reynolds, and carried.
- **Clinton County AgNPS Application** – Clinton County SWCD is applying for a Round 27 AgNPS grant to construct a satellite waste storage in Essex County, and is requesting a letter of support for this project. Ben briefly explained how this system would work, and how this project would be a benefit to the farm, community and environment. **MOTION** to send a letter of support to Clinton County SWCD to be included in their Round 27 AgNPS application for waste storage was made by Leerkes, seconded by Reynolds, and carried.
- **Forestry Intern** – Forestry intern #1 didn't come in May as planned. The second intern is scheduled to start in August.
- **Essex County SWCD Procurement Policy** – The state policy has changed. Essex County SWCD will continue to follow the state procurement policy.
- **AgNPS Round 24 Reber Rock Extension** - **MOTION** to approve a one-year extension for the AgNPS Round 24 Reber Rock grant was made by Leerkes, seconded by Reynolds, and carried.
- **Contract with Essex County SWCD and Essex County** – The contract between Essex County SWCD and Essex County lending the money for the DEC WQIP Boquet Elizabethtown project in the amount of up to \$250,000.00 was sent out for review. Essex County SWCD will repay the funds as soon as reimbursed from the NYS DEC. **MOTION** to approve signing the contract with Essex County was made by Leerkes, seconded by Blades, and carried.

- **Upper Hudson \$4,500.00 9-element** – More points are earned for grant applications in the Upper Hudson Watershed if it has a 9-element plan. They are requesting \$1,500.00 a year for three years from Essex SWCD. **MOTION** to approve budgeting \$1,500.00 a year for three years for the Upper Hudson 9-element plan was made by Leerkes, seconded by Blades, and carried.
- **Juneteenth Holiday** – The new Juneteenth State Holiday was discussed. Some government offices are observing this holiday while others aren't. Unions would have to negotiate in their contract, while non-union employers would have to include in their personnel policies. Essex SWCD will not observe Juneteenth as a holiday this year.

OTHER

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 7) **MOTION** by to accept the June report as presented was made by Leerkes, seconded by Monty, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 8) **MOTION** to accept the June bills for approval, and pay as such was made by Monty, seconded by Leerkes, and carried.

COOPERATING AGENCIES

NRCS Report – No report.

NYSSWCC – (Appendix 9)

The meeting was adjourned at 8:40 a.m.

Next Meeting – July 15th, 2021 @ 7:30 a.m.

- Attachments:
- Appendix 1 - Secretary Update (Lois)
 - Appendix 2 - District Manager Update (Alice)
 - Appendix 3 - Technician Update (Daniel)
 - Appendix 4 - Technician Update (Joe)
 - Appendix 5 - Linda Gilliland Fencing Bid
 - Appendix 6 - Shaun Gilliland Covered Barnyard Bid
 - Appendix 7 - Financial Report
 - Appendix 8 - Bills
 - Appendix 9 - NYSSWCC

Submitted by:

Lois Sayward
Secretary to the Board

