

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
June 21<sup>st</sup>, 2018**

Meeting was called to order at 7:30 a.m. by Chairman Morrow.

Attendance: Board members – Gerald Morrow, David Holland, Dave Blades, Ike Tyler, SWCD – Dave Reckahn, Lois Sayward, Alice Halloran, Amy Calkins; NRCS: Tricia LaValley

Absent: Karl teRiele

**MOTION** to accept the May 17<sup>th</sup>, 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 June update was made by Tyler, seconded by Holland, and carried.

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

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

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

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

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

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

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

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

**OLD BUSINESS**

- **Summer Interns** – Kurt and Olivia are working, and doing a good job. Olivia has started working on the roadside assessments. Owen Pierce will be starting to work on the Lake Champlain Basin Program Education grant. He will be working at the Essex County summer youth programs. The grant may have to be extended through 2019, since money should be left.
- **Air conditioners** – Dave e-mailed Chris Garrow and Seth Celotti regarding the power requirements. Seth said he would contact Dave Decker to come out and look at the offices, and he hasn't heard anything back from him. Chairman Morrow asked Dave to get the information back before the next meeting. The copier does not work when it is hot and humid. Purchasing the air conditioners had been approved at the last meeting pending the power requirements are approved.
- **Building** – The old mill building would be available for rent for \$1,000.00 a month plus utilities. The building will be for sale. Upgrades need to be made to the building before it can be rented.
- **Civil Service Exams** – The District Manager and Technician exams will be given in March of 2019. Provisional hiring can be made prior to the exams. Dave is thinking of moving his retirement date up to the end of September, but will be available until the end of October.

- **Plastic Baler** – Dave contacted the farmer who has had our plastic baler, and needs to return it. Dave will send another e-mail to him asking for permission to pick it up, and copy the board with a date to return it. Chairman Morrow will discuss the situation with Dan Manning on Monday.
- **WQIP – old** – Working on permits for the various projects, and materials for the Fish and Game Club. There is \$30,000.00 in staff time.
- **WQIP – new** – Green Infrastructure grant money will be used to do work on the fairgrounds to address some of the runoff problems after a rain storm. An excavator will have to be rented for the project. Dave would like to rent an excavator from Taylor Rental in Plattsburgh at a cost of \$3,200.00 per month. **MOTION** to rent an excavator for a month at \$3,200.00 to be paid from DEC WQIP Green Infrastructure grant funds or Part C funds was made by Blades, seconded by Holland, and carried.
- **Climate Resilient Funding** – Round 3 Plan of Work has been completed and submitted to the state for approval. The district may receive two more grants from this round. CRF Round 2 is moving forward. Designs are complete. An engineer was hired from Australia for this project. Dave would like permission for the board to approve payment of an engineering bill prior to the next meeting contingent upon paid receipts. **MOTION** to approve payment upon paid receipts of engineering bill prior to the next board meeting was made by Tyler, seconded by Holland, and approved.
- **AgNps**
  - Round 20 15-1 – One more farm project needs to be completed with paid invoices to close out.
  - Round 20 15-2 – Dave hopes to have everything in to Brian Steinmuller before the next board meeting to close out this grant.
  - Round 22 – Engineering approval from NRCS and documentation of payments need to be made to close out this grant.
  - Round 24 – The applications are due August 20<sup>th</sup>. The district would like to put in three applications.

### **NEW BUSINESS**

- **Void Check** – Lois would like permission to void a check to Andy Vaughn dated 8/17/17 in the amount of \$28.00 for stakes. Dave spoke to Mr. Vaughn, and he did not wish to be paid. **MOTION** to void check to Andy Vaughn in the amount of \$28.00 was made by Holland, seconded by Tyler and carried. Chairman Morrow would like Essex SWCD to send him a thank you note for his kindness.
- **Disposition of Records** – Lois Sayward, Records Management Officer would like permission to dispose of records according to the New York State Archives Retention/Disposition Requirements Schedule M1-1. **MOTION** to dispose of vouchers, invoices, receipts, deposits slips, cancelled checks, bank statements, check registers, and financial reports through fiscal year 2011 according to New York State Archives Retention/Disposition Requirements Schedule M1-1 was made by Holland, seconded by Blades, and carried.
- **2017 Audit** – Dave Blades and Karl teRiele will need to set a date to audit the 2017 financial records.

- **Director Training** – A training topic and a date need to be set for the Directors. Ike has completed the District Law training. Brian Steinmuller’s replacement will be made soon, and could possibly do the training following a meeting.
- **4-Hour ESC-** August 3<sup>rd</sup>, 8 a.m. – 12 p.m. will be the next 4-Hour Erosion Sediment Control workshop held at the Fairgrounds. Dave would like the Essex SWCD employees to continue with the required CPESC training to continue these workshops.
- **Hydroseeder** – We had some problems with the Hydroseeder, but it is now working good. It has been getting a lot of use and may need to be upgraded eventually. The SWCD staff, state, towns, Village of Saranac Lake have all been using the hydroseeder for various projects.
- **Tire Collection** – There is an area in Syracuse to drop off the tires in the trailer. There is room in the trailer to fill it with more tires. Dave asked the board how they would like the balance of the trailer filled up. There is a list at the office Dave could call and not open it up to the public at this time, since we don’t have space to store them with the fair coming up. It was agreed, people on the list would be contacted to fill it up.
- **Wright Express** – Due to the increase in gas prices and the many vehicles out pulling equipment, meetings, etc., our limit was almost met. **MOTION** to increase the Wright Express gas card limit to \$1,500.00 was made by Blades, seconded by Holland, and carried.

**DISTRICT TREASURER**

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

**COOPERATING AGENCIES**

NRCS Report – Tricia LaValley was present to give a report.

NYSSWCC – (Appendix 8)

**OTHER**

Dave discussed renting an excavator using Part C funds if necessary for the Schroon DOS grant. A large excavator would be needed at a cost of \$12,000.00 to \$15,000.00. He will follow up and get back to the board.

**Executive Session**

**MOTION** to move into Executive Session at 8:15 was made by Tyler, seconded by Holland, and carried.

**MOTION** to move out of Executive Session at 8:28 was made by Holland, seconded by Blades, and carried. No minutes or resolutions were taken. Personnel was discussed.

**Next Meeting – July 19<sup>th</sup>, @ 7:30 a.m.**

The meeting was adjourned at 8:32 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 – NRCS

Submitted by:

Lois Sayward  
Secretary to the Board