

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
March 22, 2018**

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

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

Excused: Dave Blades and Karl teRiele

MOTION to accept the February 15th, 2018 minutes was made by Holland, seconded by Tyler, 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 March update was made by Holland, seconded by Tyler, and carried.

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

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

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

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

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

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

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

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

OLD BUSINESS

- **LEGISLATIVE DAYS** – Dave and Alice attended Legislative Days in Albany March 6th. They did not meet with Dan Stec or Betty Little, but did see Billy Jones from our region. The meetings went well.
- **HAB’S SUMMIT** – Dave and Amy attended the HAB’s summit meeting March 20th at the Best Western in Ticonderoga. The Department of Ag and Markets attended, but the Governor did not make it. Ike Tyler also attended. This meeting has been approved by the state to count towards a Performance Measures meeting. Ike has received the District Law training, and has attended his Performance Measures meeting. This will complete his director requirements for the year.
- **SUMMER INTERNS** – Seven applications were received for the summer intern positions. Four responded with interest in the position. Dave handed out the applications for the directors to review. The board wanted Dave’s opinion on the applicants. Dave recommended going with someone with GIS experience, since Laura will be leaving the district. \$11.00 per hour for a graduate from college, and \$12.00 per hour with work experience was discussed as compensation. **MOTION** to go with Dave’s recommendations for the interns with compensation of \$11.00 per hour for a college

graduate, and \$12.00 per hour with work experience was made by Tyler, seconded by Holland, and carried. Laura would like permission to advertise for a summer intern for the LCBP Education Grant (Wacky Water 3). **MOTION** to advertise for applications for the LCBP Education grant was made by Holland, seconded by Tyler, and carried.

- **AgNPS** – The district is working on closing out Round 20 and Round 22 grants.
- **SALARIES** – This discussion will take place at the end of the meeting in executive session.
- **RRAMP** – CWICNY RRAMP grant applications will be handed out to the towns that qualify to apply for up to \$7,500.00. The district will help with filling out and reviewing the applications.
- **SCHROON RIVER PROJECT** – The Schroon river project is almost complete. Essex County SWCD has received all of their funding from the project. Project match can still be submitted.
- **E-WASTE** – Essex County SWCD offered the county help with e-waste days. The county did not seem interested in help at this time.
- **CRF GRANTS** – The district applied for four Climate Resilient grants. There will be more competition for this round. Awarding of the grants will be released soon.
- **AEM FUNDING** – The AEM funding received from the Department of Ag and Markets can be increased from \$50,000.00 to \$65,000.00 starting in May upon compliance with the requirements.
- **CLOTHING** – The district employees would like to have clothing with the new Essex County SWCD logo to wear to meetings, events, etc. **MOTION** made by Tyler allowing each employee an allowance of up to \$100.00 to purchase clothing with the new Essex County SWCD logo, seconded by Holland, and carried.
- **LCBP GRANTS** – Dave signed a letter of support for two agricultural basin program grants. \$15,000.00 is available for up to five applicants for fencing, and \$5,000.00 for cover crops. **MOTION** to apply for the two basin program grants was made by Tyler, seconded by Holland, and carried.

NEW BUSINESS

- **PERFORMANCE MEASURES AWARD** – The district has completed all of the requirements in 2017 to receive the Performance Measures Award in the amount of \$87,882.23.
- **COPIER** – Proposals were received for a new copier from Usherwood, Symquest, and Lawson (Appendix 8). They all varied a little with or without a service contract, stand, toner, copies, service, etc. The board had received the proposal prior to the meeting to review to help make their decision. **MOTION** to purchase the copier from Symquest at a cost of \$2,381.64 was made by Holland, seconded by Tyler, and carried. A \$500.00 service contract which included toner would remain the same for five years.
- **QUICKBOOKS 2018** – Every three years Lois needs to upgrade her Quickbooks software in order to get the latest payroll and program updates. **MOTION** approving upgrading to Quickbooks 2018 was made by Tyler, seconded by Holland, and carried.
- **TREE AND SHRUB PROGRAM** – The orders are coming in early this year. Many large orders have been received. Dave will plan on going out to western New York to pick them up.

DISTRICT TREASURER

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

COOPERATING AGENCIES

NRCS Report – Trish LaValley was present to give a report. She plans on having more of a presence in Essex County.

NYSSWCC – No report this month.

OTHER

Executive Session

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

MOTION to come out of Executive Session at 8:35 was made by Tyler, seconded by Holland, and carried. No minutes or resolutions were taken. Move back into full board meeting. **MOTION** to amend the resolution hiring the interns at \$11.00 and \$12.00 per hour previously in the meeting was amended to hiring both interns at \$12.00 per hour was made by Holland, seconded by Tyler, and carried. **MOTION** to table the discussion to increase salaries until a full board was present was made by Tyler, seconded by Holland, and carried.

Next Meeting – April 26th, 2018 @ 7:30 a.m.

The meeting was adjourned at 8:40 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 – Copier proposals

Submitted by:

Lois Sayward
Secretary to the Board

