

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
May 18th, 2017**

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

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

Excused: Karl teRiele and Ed Gardner

MOTION to accept the April 20th, 2017 minutes was made by Blades, seconded by Holland, and carried.

Correspondence – Dave R. passed around tick training information for staff he received at the highway meeting.

Chairman's Update – Chairman Morrow thanked Laura and Alice for attending the Essex County Department of Public Works meeting earlier in the week and doing an excellent job presenting the Essex County SWCD monthly report.

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

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

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

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

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

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

OLD BUSINESS

- **SUMMER INTERN POSITIONS** – A discussion was held on the employment applications received. It was decided one of the positions would receive \$12.00 per hour, since the applicant had an Aquatic Ecology Degree, and GIS experience. The other Summer Intern position would receive \$10.00 per hour, since the applicant was attending high school. **MOTION** to hire Amy Calkins as a Summer Intern at \$12.00 an hour for three months and no benefits was made by Holland, seconded by Blades, and carried. **MOTION** to hire Carson Blades as a Summer Intern at \$10.00 per hour with no benefits was made by Chairman Morrow, and seconded by Holland. Blades abstained.
- **DIRECTOR TRAINING** – Dave would like to present Partners in Conservation Power Point for the next Director Training. This training has not been given to the board in a few years, and would be very informative. He will schedule the training following the board meeting in the near future. The New Employee Power Point given earlier in the year was questionable as counting towards Performance Measures training.
- **CLIMATE RESILIENT GRANT PLAN OF WORK** – Laura has been working on the Plan of Work for the project, and has met with the landowner. Dave R. signed the Letter of Commitment

from the District. Financial and lease agreement concerns need to be resolved before moving forward.

- **PART B LETTER** – Essex County SWCD will receive \$6,000.00 Conservation Project Financial Assistance upon completing a successful Part B project. The Town of Crown Point will need to be reimbursed \$6,000.00 for expenses for the project. **MOTION** to pay the Town of Crown Point \$6,000.00 reimbursement for Part B project expenses at the next board meeting was made by Holland, seconded by Blades, and carried.
- **AG DISTRICT** – Dave updated the board on the status of the Essex County Ag District. The Public Hearing had been held, and Dave received a copy of the report from Anita Deming, and gave it to Dan Manning. Dave Blades questioned the criteria for being in an Ag District. Dave Reckahn said having decent soils, and having an agricultural practice can qualify for inclusion.
- **LAKE EVEREST UPDATE** – The Town will not be able to do the work by the end of June. Essex County SWCD is working with Essex County to finish the project.

NEW BUSINESS

- **CD'S** – It was discussed earlier in the year that when the Certificates of Deposit are due for renewal, separate dedicated funds will be opened for the Retiree Health Insurance/Retirement Payments, and the Building Storage Fund. **MOTION** to open a Building Storage Money Market Fund in the amount of \$10,000.00, and a Retiree Health Insurance/Retirement Payment Money Market Fund in the amount of \$25,000.00 upon renewal of the CD was made by Holland, seconded by Blades, and carried.
- **2016 AUDIT** – Dave Blades and Karl teRiele will schedule a date to audit the 2016 books for the district.
- **BOQUET DEC WQIP AGREEMENT** – Dave R. met with Evan Fitzgerald of Fitzgerald Environmental Associates, LLC. to go over an agreement for river restoration consulting services to move forward with a design for a project on Hurricane Mountain. Dave has signed the agreement, and wanted board approval to proceed. **MOTION** to approve the river restoration consulting agreement with Fitzgerald Environmental Associates, LLC. in an amount not to exceed \$5,240.00 was made by Blades, seconded by Holland, and carried.
- **MANAGER'S MEETING JUNE 29TH** – The next Manager's Meeting in our region will be held June 29th in Raybrook. This will be a luncheon meeting starting at 10:00 a.m. Tentative topics included are state aid, new office manual, Round 23 update, and CAFO manure storage. The meeting counts toward a Performance Measures Meeting for the Directors. A reminder will be sent out ahead of time for attendance.
- **WQCC MEETING JUNE 13TH** – The next Essex County Water Quality Coordinating Committee quarterly meeting will be held at 9:00 Tuesday, June 13th in Westport. This counts towards a Performance Measures Meeting for the Directors. A reminder will be sent out prior to the meeting.
- **PART C LETTER** - A letter from the New York State Soil and Water Conservation Committee Part C Performance Measures Financial Assistance Project Activity Clarification was distributed to the board prior to the meeting. The letter explains what projects and expenses Part C funding can be used for.

- **PART C FUNDING PURCHASES** – Dave went over a list of purchases he would like to use Part C funding for after approval from the state:

- Logging arch - \$2,000.00
- Pump for Hydroseeder - \$600.00
- Repairs to the post hole pounder (Essex County)
- Purchase new trailer mounted post pounder - \$15,000.00
- Purchase used sediment control curtain from Newcomb – 200’ - \$1,900.00

After a discussion of the purchases, the board wanted to see if they could get the sediment control curtain from Newcomb for up to \$1,500.00, since it was used. **MOTION** to purchase the logging arch - \$2,000.00, pump for hydroseeder - \$600.00, repairs to the post hole pounder (Essex County), new trailer mounted post pounder - \$15,000.00, and sediment control curtain from Newcomb (not to exceed \$1,500.00), was made by Blades, seconded by Holland, and carried.

DISTRICT TREASURER

- A. Financial report was presented to the Directors (Appendix 5)
MOTION by to accept the May 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 Holland to accept the May bills for approval, and pay as such, seconded by Blades, and carried.

COOPERATING AGENCIES

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

NYSSWCC Report – (Appendix 7)

OTHER

Next Meeting – June 15th, @ 7:30 a.m.

The meeting was adjourned at 8:10 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

Submitted by:

Lois Sayward
Secretary to the Board

