

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
May 21st, 2020**

Meeting was called to order at 9:08 a.m. by Vice-Chairman Monty. Due to the Coronavirus pandemic, the meeting was held via telephone conference.

Attendance: Board members – Ike Tyler, Dave Blades, Anna Reynolds, Ben Leerkes, Jim Monty; SWCD - Alice Halloran, Lois Sayward, Olivia Dickenson; NYSSWCC – Ryan Cunningham; NRCS – Allison Holmes

MOTION to accept the April 16th, 2020 minutes was made by Blades, seconded by Leerkes, and carried.

Correspondence – A New York Association of Conservation Districts update, and an award letter from the Lake Champlain Basin Program in the amount of \$150,000.00 for a Port Henry Stream Study was sent out prior to the meeting to review.

Chairman’s Update – No report.

Secretary Update (Lois) – was reviewed by the Board ([Appendix 1](#))

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

District Manager Update (Alice) was reviewed by the Board ([Appendix 2](#))

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

Technician Update (Olivia) was reviewed by the Board ([Appendix 3](#))

MOTION to accept the May update was made by Reynolds, seconded by Leerkes, and carried.

Technician Update (Daniel) – was reviewed by the Board ([Appendix 4](#))

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

OLD BUSINESS

- **AEM Implementation Bids** – Three new bids were solicited after each contractor got a set of the plans engineered by Mark Buckley. The two contractors that submitted bids previously and a new contractor submitted bids. The following bids were submitted:
 - Pribble Excavating - \$28,200.00 ([Appendix 5](#))
 - Champlain Valley Property Services, LLC. - \$27,900.00 ([Appendix 6](#))
 - Brookfield Excavation - \$29,155.00 ([Appendix 7](#))A discussion was held on the third bid that came in with no details. Jim said the district needs to be more specific when soliciting bids. Exactly what is being done for each part of the project should be reflected in the bid. The board agreed with Jim. The engineer recommended the district go with the low bidder. **MOTION** to approve Champlain Valley Property Services, LLC. bid in the amount of \$27,900.00 was made by Monty, seconded by Reynolds, and carried. Alice will try to get a format together for future bid proposals.
- **Intern** – Harleigh Green is available and willing to work, but Alice was unsure of how it would work with the pandemic. Ryan suggested Alice check with other districts who are hiring interns about how their plans of operation will work and how they are managing it. The New York Forward

website gives guidance towards work plans. Alice would like the intern to assist with hydroseeding and grant implementation. The hydroseeder is currently broke, and some training would need to be given prior to working. **MOTION** to approve hiring Harleigh Green at \$12.00 per hour for a minimum of 20 hours per week, and a maximum of 40 depending on work schedule was made by Tyler, seconded by Monty, and carried.

NEW BUSINESS

- **AEM Checking Account** – **MOTION** to approve opening a new AEM checking account in the amount of \$55,831.25 when the funding is received was made by Reynolds, seconded by Monty, and approved.
- **Bids for Essex Farm** – Three quotes for a piece of equipment and information on the equipment were sent out prior to the meeting to review. The CRF4 Cover Crop Grant will pay \$10,000.00 reimbursement towards the purchase of the equipment. The quotes received were:
 - Roc Rents - \$18,500.00 (Appendix 8)
 - Dragoon’s Farm Equipment, Inc. - \$21,500.00 (Appendix 9)
 - Tri City Truck & Equipment, Inc. - \$21,100.00 (Appendix 10)**MOTION** to approve Roc Rents bid of \$18,500.00 was made by Blades, seconded by Monty, and approved.
- **High Efficiency Agricultural Irrigation Water System Resolution** – **MOTION** to apply for Implementation of High Efficiency Agricultural Irrigation Water Systems on behalf of the farmer was made by Reynolds, seconded by Leerkes, and carried.
- **AgNps Round 26 Resolution** – **MOTION** to apply for Round 26 AgNPS grant for a farm in Crown Point was made by Blades, seconded by Reynolds, and carried.
- **Tin Pan Alley RFP** – Prior to the meeting the Tin Pan Alley Green Infrastructure Feasibility Study request for quotes was sent out to review. This grant will be administered through Essex County SWCD. The contract from the grant has not been received yet. Alice looks forward to receiving feedback from the board prior to receiving the contract for approval.
- **Covid-19 Safety Plan/Contract Workers** – The Essex County SWCD Covid-19 Safety Plan was distributed to the board to review and signed by the employees. Alice questioned if contract workers should sign the contract. The board agreed they would abide by the Covid-19 Safety Plan.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 11)
MOTION by to accept the May report as presented was made by Monty, seconded by Reynolds, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 12)
MOTION by Blades to accept the May bills for approval, and pay as such, seconded by Monty, and carried.

OTHER-

COOPERATING AGENCIES

NRCS Report – Allie gave a report.

NYSSWCC – (Appendix 13) – Ryan sent in a written report and also gave an update.

OTHER

Next Meeting – June 18th, 2020 @ ????

MOTION to adjourn the meeting at 9:40 a.m. was made by Monty, seconded by Blades, and carried.

Attachments: Appendix 1 - Secretary Updates (Lois)
Appendix 2 - District Manager Updates (Alice)
Appendix 3 - Technician Updates (Olivia)
Appendix 4 - Technician Update (Daniel)
Appendix 5 - Pribble Excavating bid
Appendix 6 - Champlain Valley Property Services, LLC. bid
Appendix 7- Brookfield Excavation bid
Appendix 8 - Roc Rents bid
Appendix 9 - Dragoon's Farm Equipment, Inc. bid
Appendix 10 - Tri-City Truck & Equipment, Inc.
Appendix 11 - Financial Report
Appendix 12 - Bills
Appendix 13 - NYSSWCC – Ryan offered to help Alice with the format for bids.

Submitted by:

Lois Sayward
Secretary to the Board