

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
October 27th, 2016**

Meeting was called to order at 7:25 a.m. By Chairman Morrow.

Attendance: Board members – Gerald Morrow, Dave Blades, Karl teRiele, Ed Gardner: SWCD – David Reckahn, Lois Sayward, Tiffany Pinheiro, Laura Benedict; NRCS Sarah Trumbull

Excused: David Holland

MOTION to accept the September 15th, 2016 minutes was made by Blades, seconded by Gardner, 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 October update was made by Blades, seconded by teRiele, and carried.

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

MOTION to accept the October update was made by teRiele, seconded by Gardner, and carried.

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

MOTION to accept the October update was made by Blades, seconded by teRiele, and carried.

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

MOTION to accept the October update was made by teRiele, seconded by Gardner, and carried.

OLD BUSINESS

- **NYACD EMPLOYEES CONFERENCE** – Lois attended the New York Association of Conservation Districts Employees Conference in Syracuse October 18th – 20th. Workshops included were: Labor Laws, Personnel files, QuickBooks, and Human Resources.
- **AUDIT** – Karl will complete the 2015 audit after the meeting today. Dave Blades has already audited the 2015 records.
- **BUDGET** – Chairman Morrow reported they are still working on the county budget. He has not heard anything regarding Essex County Soil and Water Conservation District's funding request.

NEW BUSINESS

- **DIVISION V MEETING** – The annual Division V meeting will be held 10:00 a.m. November 30th at the Ag, Youth, and Natural Resources building in Westport. The presentation will start at 10:00 followed by lunch. All staff and directors are invited to attend. Chairman Morrow said he plans on attending. Reservations can be made up to a couple of days before the meeting to allow for food preparation.
- **FOOD FOR DIVISION MEETING** – The Employees Association has approved up to \$300.00 to purchase food for the Annual Division V Meeting. The money must be spent before receipts can be submitted for reimbursement. **MOTION** allowing Laura permission to purchase up to \$300.00 for food and supplies for the Division V meeting November 30th was made by teRiele, seconded by Gardner, and carried.

- **DEC WQIP BOQUET ACCOUNT** – The signed contract for the DEC WQIP Boquet River grant has been received. \$63,750.00 (25% down payment) has been deposited into the General Fund. A separate account must be opened for this grant. **MOTION** to open a DEC WQIP Boquet checking account with \$63,750.00 down payment from the DEC was made by Blades, seconded by teRiele, and carried.
- **APPROVAL TO APPLY FOR LAKE CHAMPLAIN BASIN GRANTS** – Essex County SWCD requests permission to apply for the following Lake Champlain Basin Grants: Pollution Prevention and Habitat. Conservation - Penfield Pond, Crown Point/Ticonderoga County Forest and Westport Hoisington Brook. Organizational – Water Quality Coordinating Committee, Education/Soil Sleuths. **MOTION** to approve Essex County SWCD applying for the above listed grants from the Lake Champlain Basin Grants was made by Gardner, seconded by teRiele, and carried.
- **CLIMATE RESILIENCY FARMING** – Essex SWCD would like permission to apply for a Climate Resiliency Farming Grant/Interlace Agroforest Farm. **MOTION** to apply for a Climate Resilience Farming Interlace Agroforestry Farm Grant was made by Blades, seconded by teRiele, and carried.
- **PART B APPROVAL** – Dave would like approval to use the NYS Agriculture and Markets Part B money for Forestry Plans. The \$6,000.00 could be used for a project or staff time. **MOTION** to approve the \$6,000.00 Part B money to update Forestry Plans was made by teRiele, seconded by Gardner, and approved.

DISTRICT TREASURER

- A. Financial report was presented to the Directors (Appendix 5)
MOTION by to accept the October report as presented by Blades, seconded by Gardner , and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 6)
MOTION by teRiele, to accept the October bills for approval, and pay as such seconded by Blades, and carried.

COOPERATING AGENCIES

NRCS Report – Sarah was present to update the board. Dave thanked Sarah for helping Tiffany with the Sugar House Creamery project.
NYSSWCC Report – (Appendix 7)

OTHER

A discussion was held regarding the bidding process. Dave Reckahn stated Bob Brower said we could follow the Essex SWCD procurement policy in regard to hiring contractors. Chairman Morrow said we should follow the NYS Procurement Policy. All insurance forms should be available when the sealed bid is placed, and the bid should state the time and place the bids will be opened, so the contractors can be available when they are opened. Ed Gardner said the county helped him with the procedures for going out to bid for the town. Chairman Morrow said to check with the county with questions.

Next Meeting – NOVEMBER 17th , at 7:30 a.m.

MOTON to adjourn the meeting at 7:55 was made by Gardner, seconded by Blades, and carried.

Attachments: Appendix 1 – Secretary Update (Lois)
Appendix 2 – District Manager Update (Dave)
Appendix 3 – Conservation Technician Update (Tiffany)
Appendix 4 – Conservation Technician Update (Laura)
Appendix 5 – Treasurer’s Report
Appendix 6 – Bills for Approval
Appendix 7 – NYSSWCC Report

Submitted by:

Lois Sayward

Lois Sayward
Secretary to the Board