

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
August 17th, 2023**

Meeting was called to order at 7:48 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members – Chairman Ike Tyler, Ben Leerkes, Jim Monty, Mike Davis (Anna Reynolds, was excused); SWCD - Alice Halloran, Renee Clark; NRCS- Allie Holmes; NYSSWCC-Ryan Cunningham.

MOTION to accept the July 20th, 2023 Regular Board of Directors Meeting Minutes was made by Leerkes, seconded by Tyler, and carried.

Correspondence - Alice let the Board know that we received a thank you letter from Minerva Youth Program. The staff went to Minerva to do some youth education. The letter stated everyone enjoyed the day while learning cool things.

Chairman's Update - No update.

Secretary Update (Renee) - was reviewed by the Board (Appendix 1)

MOTION to accept the August update was made by Leerkes, seconded by Davis, and carried.

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

MOTION to accept the August update was made by Leerkes, seconded by Davis, and carried.

Technician Update (Daniel)- was reviewed by the Board (Appendix 3)

MOTION to accept the August update was made by Leerkes, seconded by Davis, and carried.

Technician Update (Thomas) - was reviewed by the Board (Appendix 4)

MOTION to accept the August update was made by Davis, seconded by Leerkes, and carried.

Technician Update (Meagan) - was reviewed by the Board (Appendix 5)

MOTION to accept the August update was made by Davis, seconded by Leerkes, and carried.

OLD BUSINESS

- **Audit Quotes**– We received a quote from Luke Malecki, which is the firm that the county contracts to do their audits. Ryan will forward an example of a RFP another county used to get audit quotes and he will also send contact information for audit companies.
- **Budget**- Alice presented the Board with a draft of the 2024 budget proposal. It was discussed if the new budget would allow a new vehicle. The Board would like to consider an electric vehicle as a replacement for the 2022 Ford Escape. The Board would also like a copy to review of the guidelines for Part A incentives.
- **NEACD/NYACD**-The Northeast Regional Conference will be held in Maine 9/17-9/20, 2023 Alice will be attending this conference with the CDEA. The NYACD annual meeting and training

will be held in Penn Yan 10/24-10/26, 2023. Alice and Renee would like to attend. The Board approved sending out payment of \$1,008.00 for registrations plus any travel expenses.

NEW BUSINESS

- **Con Skills-** The CDEA is holding the 2023 Conservation Skills Workshop September 18th thru 21st, 2023 in Auburn, NY. Our 3 Technicians would like to attend, the cost would be \$580.00 per person plus travel and meals. A **MOTION** was made by Davis, seconded by Leerkes, and carried to approve payment of \$1,740.00 plus any travel expenses for all 3 Technicians to attend.
- **General Fund Money Transfer-** The Board gave Renee permission to perform an internal transfer of funds from the General fund into the NYCLASS Money Market Fund.
- **Project Fund-**It was discussed that a separate class list will be set up for each project and the funding will continue to come out of the general account.
- **NYS Deferred Compensation-** A **MOTION** was made by Monty, seconded by Tyler, and carried to offer all employees of Essex SWCD to participate in NYS Deferred Compensation a 457B plan. No employer match will be given at this time.
- **Round 28 Essex Runoff-**A **RESOLUTION** was made by Leerkes, seconded by Davis, and carried to open a new Bank Account for this Agnon Source Project.
- **Budget Amendment-** A **MOTION** was made by Leerkes, seconded by Davis, and carried to amend the expense line 405 District Tree Program by \$1,608.00 making the total budget \$11,608.00 transferring the \$1,608.00 from Revenue line 2160F Tree and Shrub making total income \$11,608.00.
- **CWICNY Representative-**A **MOTION** was made by Tyler, seconded by Leerkes, and carried to make Meagan Goff the CWICNY Alternate Representative for Essex SWCD.
- **Executive Session-** The Board went into executive session at 8:52 am to discuss personnel budget changes by a **MOTION** made by Davis, seconded by Leerkes, and carried. A **MOTION** to come out of executive session was made by Davis, seconded by Leerkes, and carried at 9:07 Am.
- **2024 Draft Budget-** A **MOTION** to approve a 2024 draft budget (Appendix 9) for submission to the County was made by Monty, seconded by Leerkes, and carried.

OTHER

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 6)
MOTION by to accept the July report as presented was made by Leerkes, seconded by Davis, and carried.
- B. Bills due for payment in the amount of \$46,708.68 were presented to the Board for approval.
MOTION to accept the August bills for approval, and pay as such was made by Leerkes, seconded by Davis, and carried. (Appendix 7)

COOPERATING AGENCIES

NRCS Report – Allie Holmes was present to give report.

NYSSWCC – Ryan Cunningham was present to give report

MOTION to adjourn the meeting at 9:17a.m. was made by Leerkes, seconded by Monty, and carried.

Next regularly scheduled meeting – September 21st 2023 @ 7:45 a.m. at the Westport Town Hall

Attachments: Appendix 1 - Secretary Update (Renee)
Appendix 2 - District Manager Update (Alice)
Appendix 3 –Technician Update (Daniel)
Appendix 4 - Technician Update (Thomas)
Appendix 5 –Technician Update (Meagan)
Appendix 6 - Financial Report
Appendix 7 -Bills
Appendix 8-NYSSWCC Report
Appendix 9- 2024 Draft budget to the County

Submitted by:

Renee Clark, Secretary to the Board