

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
February 16th, 2023**

Meeting was called to order at 7:51 a.m. by Chairman Tyler at the Westport Town Hall.

Attendance: Board members – Chairman Ike Tyler, Anna Reynolds, Ben Leerkes, Jim Monty, Mike Davis; SWCD - Alice Halloran, Renee Clark, Daniel Berheide, Thomas Firkins, Paige Lamb; NRCS- Allie Holmes

MOTION to accept the January 20th Organizational Meeting minutes was made by Reynolds, seconded by Monty, and carried.

Correspondence – Alice passed around NYACD Schedule, and draft of Lake Champlain Implementation Plan. Changes are due by March 17th.

Chairman’s Update - No update.

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

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

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

MOTION to accept the February update was made by Monty, seconded by Reynolds, and carried.

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

MOTION to accept the February update was made by Reynolds, seconded by Davis, and carried.

Technician Update (Thomas) – was reviewed by the Board (Appendix 5)

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

OLD BUSINESS

- **SWCD POLICIES** - Alice made changes previously discussed in Januarys meeting. **MOTION** to approve Credit Card policy (Appendix 6) was made by Monty, seconded by Leerkes, and carried. **MOTION** to approve Financial policy (Appendix 7) was made by Davis, seconded by Leerkes, and carried. **MOTION** to approve Procurement policy (Appendix 8) was made by Reynolds, seconded by Monty, and carried. Personnel policy was tabled until next month.
- **ANNUAL STATE REPORTS** – 7 Reports were submitted to the state. The office staff worked together to complete the forms.
- **MARCH BOARD MEETING** –The date will be March 30th, 2023. Some bills will need to be paid before meeting an email will be sent out to board members for approval of bills prior to meeting.

- **INTERNS**- Olivia Sayre will be hired back at \$16.00 Hr. **MOTION** to approve was made by Tyler, seconded by Leerkes, and carried.
- **2018 DODGE RAM**-The County will give SWCD a check and the title will be signed over, this will complete the sale.
- **NYCLASS**– Will be added to SWCD Investment policy. **MOTION** to approve was made by Monty, seconded by Leerkes, and carried. The application will be completed with Renee as key contact and Tyler as additional contact. A recommendation email will be sent to board on which accounts and amounts to be transferred to NYCLASS for approval.

NEW BUSINESS

- **NYACD** – The annual membership dues will be paid. **MOTION** to approve was made by Leerkes, seconded by Davis, and carried. Monty would like to request a representative from NYACD be present at a future meeting.
- **2020 DODGE**– **Motion** to declare truck surplus was made by Leerkes, seconded by Davis, and carried. It will be offered to the Towns for \$36,000.00 before it goes on Auction site.
- **CWICNY**-**Motion** to pay dues to be a member was made by Tyler, seconded by Monty and moved by Leerkes.
- **BUDGET TRANSFER**-A budget transfer for \$12,209 to Equipment fund for truck purchase from Part C. **Motion** to approve was made by Monty, seconded by Leerkes and carried.

OTHER

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 9) **MOTION** by to accept the February report as presented was made by Leerkes, seconded by Monty, and carried.
- B. Bills due for payment were presented to the Board for approval. (Appendix 10) **MOTION** to accept the February bills for approval, and pay as such was made by Leerkes, seconded by Monty, and carried.

COOPERATING AGENCIES

NRCS Report – Allie Holmes was present to give a report.

NYSSWCC - (Appendix 11)

FSA-Program Updates(Appendix12)

MOTION to adjourn the meeting at 9:18 a.m. was made by Monty, seconded by Reynolds, and carried.

**Next regularly scheduled meeting - Thursday, March 30th, 2022 @ 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 (Paige)
Appendix 5-Technician Update(Thomas)
Appendix 6-Credit Card Policy
Appendix 7-Financial Policy
Appendix 8-Procurement Policy
Appendix 9 - Financial Report
Appendix 10 - Bills
Appendix 11 - NYSSWCC Report
Appendix 12- FSA Report

Submitted by:

Renee Clark
Secretary to the Board