

# ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS

March 21st, 2024

## DISTRICT BUSINESS

Meeting was called to order by Vice Chairman Monty in the Westport Town Hall at 7:52 a.m.

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

**MOTION** to accept the February 15th, 2024 minutes was made by Leerkes, seconded by Reynolds, and carried.

**Correspondence** – Alice let the Board know that Matt Simpson, Assemblyman will be coming for a farm tour on April 30<sup>th</sup>. She also let the Board know that we were awarded a WQIP award of \$150,000.00 for hydro seeding supplies for Clinton and Essex Counties, we received Part A and Part C funding, the AEM Round 18 Contract was signed, she will be putting bids out on behalf of Juniper Hill for their projects and we will be participating on April 13<sup>th</sup> in a Champlain Valley Trails tree planting event along the Boquet River.

**Chairman's Update** – No report.

**Farm Bureau Update**- Ben reported that they will be having a meeting this evening, March 21st.

## Monthly Updates

**Secretary Update** was reviewed by the Board. (Appendix 1)

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

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

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

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

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

**Technician Update (Meagan)** – was reviewed by the Board (Appendix 4)

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

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

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

## OLD BUSINESS

- **Ethics Disclosure Forms**- Renee passed forms around and the Board except for Mike Davis completed them.
- **Interns**- A **MOTION** was made by Reynolds, seconded by Leerkes, and carried to hire Marta Estrada and Emily Pinheiro at \$15.00 per hour as summer interns.
- **AEM Farm Participation**- The Board approved planning work with the Lewis Family Farm as a participant of the AEM Program.

## NEW BUSINESS

- **April Board Meeting Location** – A **MOTION** was made by Monty, seconded by Leerkes, and carried to hold the April 18<sup>th</sup>, 2024 Board Meeting at the DPW Building at 8053 US Route 9, Elizabethtown, NY 12932.

- **Source Water Buffer Program Grant-** Alice let the Board know she notified the State that the landowner backed out of the project.
- **AEM 17-** A closeout check was written for \$68,445.79 for technical assistance leaving a zero balance and the account will be renamed AEM Round 18.
- **Leopold Award-** A **MOTION** was made by Monty, seconded by Leerkes, and carried to approve the nomination of Ben Weaver Farm be submitted for AEM Leopold Conservation award, applications are due by May 15<sup>th</sup>.
- **Copier and Two Oldest Laptop Computers –** A **MOTION** was made by Monty, seconded by Reynolds, and carried to surplus the Konica Minolta Bizhub C3351, and the two oldest DELL laptop computers.
- **Job Approval Authority-** A **RESOLUTION** was made by Reynolds, seconded by Leerkes, and carried to recognize that Alice Halloran and Daniel Berheide have the authority to sign off on practices that don't require a CCA or engineer. (Alice is a CCA and can also sign off)
- **Upcoming Events-** A discussion was had about putting forth some expenses for the Silvopasture event on May 4<sup>th</sup> and two GOL classes to be held this year, which will be paid for with Part C funds and registration funds.
- **New Vehicle-** A **MOTION** was made by Reynolds, seconded by Leerkes, and carried to put a bid out for a new District vehicle to replace the Ford Escape when the time is appropriate.
- **Microsoft Office Licenses-** Alice let the Board know that there would be some additional expense of approximately \$ 572.00 to purchase 2 licenses for newest computers.
- **Annual Training with Ryan-** A discussion was had about doing some Board training with Ryan in May, the Board agreed that the May Board Meeting would be a good time and Alice will reach out to Ryan to schedule training and the topic.
- **Internal Audit-** Jim and Ben will be performing an internal audit after the April Board meeting of the 2023 financial activities.
- **April 8<sup>th</sup> Solar Eclipse-** A **MOTION** was made by Leerkes, seconded by Monty, and carried to give employees a half day of work so they are able to observe this event.
- **Irrigation Grant-** A **MOTION** was made by Leerkes, seconded by Monty, and carried to approve reimbursement of \$31,321.00 for invoices submitted to date by Juniper Hill for their irrigation project.

### **District Treasurer**

A. A financial report was presented to the Directors, (Appendix 6). A **MOTION** was made by Leerkes to accept the February report as presented, seconded by Reynolds, and carried.

B. Bills due for payment in the amount of \$13,072.33 were presented to the Board for approval, (Appendix 7). A **MOTION** was made by Monty to accept and pay the March bills for approval, and pay as such, seconded by Leerkes, and carried.

### **COOPERATING AGENCIES**

NRCS – Allie was present to give report.

NYSSWCC – No report.

NYACD- No report.

**Other Business**

With no further business and/or discussion to come before the Board a **MOTION** to adjourn the meeting at 8:52 a.m. was made by Leerkes, seconded by Monty, and carried.

**Next Meeting – Thursday, April 18th, 2024 at 7:45 a.m. at the Lewis DPW Building.**

Attachments:   Appendix 1 - Secretary Update (Renee)  
                  Appendix 2 - District Manager Update (Alice)  
                  Appendix 3 –Technician Update (Daniel)  
                  Appendix 4 - Technician Update (Meagan)  
                  Appendix 5 - Technician Update (Thomas)  
                  Appendix 6 - Financial Report  
                  Appendix 7- Bills

Submitted by:

Renee Clark, Secretary to the Board

