

**ESSEX COUNTY SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES
October 18th, 2023**

Meeting was called to order at 7:49 a.m. by Chairman Tyler at the Public Safety Building in Lewis, NY.

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

MOTION to accept the September 21st 2023 Regular Board of Directors Meeting Minutes was made by Leerkes, seconded by Davis, and carried.

Correspondence - Alice passed around correspondence from the Farm Bureau and NACD.

Chairman’s Update - No update.

Farm Bureau Update - No update.

Grange Update - No update at this time. Alice will check into a state grange office and find out where the local office is located.

Farmland Protection Board Update - No update.

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

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

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

MOTION to accept the October update was made by Davis, seconded by Monty, and carried.

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

MOTION to accept the October update was made by Leerkes, seconded by Monty, and carried.

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

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

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

MOTION to accept the October update was made by Monty, seconded by Davis, and carried.

OLD BUSINESS

- **Internal Audit** – Jim and Ben will be performing an internal audit after the meeting.
- **2024 Budget**- No update at the County level.

NEW BUSINESS

- **AEM Round 18-** A **MOTION** was made by Monty, seconded by Davis, and carried to approve and submit the AEM 18 Action Plan (Appendix 10) for \$401,250.00 to the state.
- **Annual Plan of Work for 2024-** A **MOTION** was made by Leerkes, seconded by Reynolds, and carried to approve the annual APOW (Appendix 11).
- **Part B Project Approval-**A **MOTION** was made by Leerkes, seconded by Davis, and carried to approve the maximum request of \$6,000.00 for Essex Hydroseeding Program.
- **No-Till Drill-**A discussion was had about the fee charged for rental of our drill. Our no-till isn't being used and Alice would like to change the fee to make it more usable for farmers planting cover crops. A flat rate fee will be discussed at the next meeting.
- **AEM Round 17 and LCBP Agrichemical Storage-** The Board was informed of the payout reimbursement checks for Wollecru (\$15,275.96) and North Country Creamery (\$12,576.02) and SWCD for technical assistance (\$65,000.00).

OTHER

- **QuickBooks Consultant-**Renee asked the Board for approval to have Donald Moore, CPA from Plattsburgh to come into office and help clean up some QuickBooks accounting issues. The Board agreed to 1 initial visit and then to discuss his recommendation for further visits.
- **Executive Session-** A **MOTION** was made at 8:31 to move into executive session by Monty, seconded by Davis, and carried to discuss personnel information with Alice. A **MOTION** to move out of executive session was made at 8:47 by Monty, and seconded by Leerkes, and carried.

DISTRICT TREASURER

- A. Financial reports were presented to the Directors (Appendix 6) **MOTION** by to accept the September report as presented was made by Monty, seconded by Reynolds, and carried.
- B. Bills due for payment in the amount of \$111,986.63 were presented to the Board for approval. **MOTION** to accept the October 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 a verbal report.

NYSSWCC – Ryan Cunningham sent September report (Appendix 8)

NYACD-Blanche Hurlbutt sent September report (Appendix 9)

MOTION to adjourn the meeting at 8:48 a.m. was made by Leerkes, seconded by Davis, and carried.

Next regularly scheduled meeting – November 16th 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- NYACD Report
Appendix 10-AEM Round 18 Action Plan
Appendix 11-Annual Plan of Work 2024

Submitted by:

Renee Clark, Secretary to the Board