



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

www.ontswcd.com

480 North Main Street, Canandaigua, New York 14424

Telephone (585) 396-1450 Fax (585) 396-1305

Agenda

Wednesday August 21st, 2019 @ 5:00pm

DISTRICT BOARD MEETING

CORNELL COOPERATIVE EXTENSION CENTER

CALL TO ORDER REGULAR MEETING (open to the public)

PLEDGE OF ALLEGIANCE: (Sam)

July 17th, 2019 MEETING MINUTES

BILLS FOR APPROVAL (to include add on bills)

TREASURER'S REPORT

PRIVILEGE OF THE FLOOR (Limit to 3 minutes per person)

USDA REPORTS: Joann Rogers, FSA; Shannon Bozeat, NRCS

STAFF REPORT: Tucker

CORRESPONDENCE

GENERAL BUSINESS

Grant and Project Updates

Vehicle Update

Staff Training: Conservation Skills Workshop, Accounting School

Healthcare options for 2020

ADJOURNMENT

******* Next Meeting Wednesday September 18th, 2019 at 5:00 p.m. *******

PUBLIC IS WELCOME!

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
JULY 17, 2019
MINUTES**

PRESENT:

DIRECTORS: Jim Peck, Ken Livermore, Ed Jackson, Amanda Button, Mark Venuti

Absent: Rich Russell, Sam Casella

STAFF: Megan Webster, Diana Thorn, George Barden, Tyler Ohle

USDA/FSA: None

NRCS: Shannon Bozeat

CALL TO ORDER REGULAR MEETING

Vice-Chairman Livermore called the regular meeting to order at 5:01 pm and Amanda Button led the pledge to the flag.

MINUTES

Vice-Chairman Livermore asked for any comments, changes, or corrections to the minutes. The following motion was offered:

Motion that the minutes of June 19, 2019 be accepted as submitted.

Motion made by Ed Jackson, seconded by Mark Venuti

All yes, carried.

Resolution #20190717-01

BILLS

Motion to approve Abstract #7 in the amount of \$74,460.17

Motion made by, Jim Peck seconded by Amanda Button

Ed Jackson asked about the bill from Ontario County regarding internet access/services. Megan reported that to date she has received no additional information from the County.

The bills were available for Board review.

All yes, carried.

Resolution #20190717-02

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for June 30, 2019. Megan has reviewed and signed off on payrolls # 13 and #14, the June bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully. A spreadsheet was provided that shows the bills that appear in the Abstract listed with more detail and in their current status. The Ontario Wayne Stormwater Coalition bill has been approved by the Coalition, and the Honeoye Lake Watershed Task Force bill has been approved by the Task Force.

Diana reported that she is currently working with Accountant Tom Lauffer to schedule the mini-procedural audit approved at the June meeting.

Discussion was had about contributing to the National Association of Conservation Districts. This was tabled until Chairman Casella can join the conversation.

A spreadsheet with proposed budget amendments was passed around. These amendments to various budget expenditure lines are necessary because expenses either have or will exceed the allocations in those lines.

Motion to approve the Treasurer's Report and June Financial Statements (See attached)

Motion made by Amanda Button seconded by Mark Venuti

All yes, carried.

Resolution #20190717-03

Motion to approve budget amendments as presented in the attached spreadsheet

Motion made by Ed Jackson seconded by Mark Venuti

All yes, carried.

Resolution #20190717-04

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed asked about July 5th. Tyler, Tucker and Diana were working.
2. Ed complimented the newsletter.
3. Ed congratulated Diana for taking on the role of Fleet Manager.

USDA REPORT

Joann was unable to provide a report.

NRCS

Shannon provided the following report:

- **EQIP**
 - 2020 EQIP Application cutoff date is July 19nd, 2019. Currently have:
 - 1 Forestry
 - 1 Waste Storage
 - 1 High Tunnel
 - 1 Wildlife Habitat
 - 1 Soil Health
 - 1 Grazing
 - Deferred applications from 2019
 - 3 High Tunnels
 - 1 Waste Storage
 - 2019 funded applications for Ontario
 - 2 Forestry \$87,132.00 (55 acres)
 - 6 High Tunnels \$45,300.00
 - 2 Livestock Waste \$826,362.00
 - 1 Soil Health \$102,767.00

- 1 Soil Erosion \$148,092.00
- 1 Habitat Plan \$4,438.00
- Payment processed for:
 - 2.5 acres Forestry in April
 - 150 acres reduce tillage in July
 - 1 High Tunnel
 - 1 Waste Storage

- **CSP**

- Ontario has 11 Contracts expiring at the end of 2019. Since This these contracts have renewed once they would have to submit a new application of they wanted another contract.
- 3 application for CSP GCI (Grassland Conservation Initiative)
- No new applications were received for 2019 Round funding (program is very different from before)

- **Food Security Act Determinations**

- Since January: 68 Wetland determinations and 57 Highly erodible land determinations have been received from FSA
 - 44 wetland determinations have been answered and all 57 HEL have been completed.
 - 3 Potential Violations have been issued a 569 and site visits will be completed in August to determine if it truly is a violation.

Reminder—new & improved drainage systems and breaking new ground for crops (i.e. clearing woody vegetation or planting into a long-term sod requires AD-1026 to be completed with FSA staff for NRCS assessment.

Thank you.

Additionally, Shannon sent the 2019 Civil Rights Training information. Board members were asked to sign off that they read and understood the information.

STAFF REPORT

George Barden and Tyler Ohle

Megan introduced Tyler Ohle to the Board. Tyler is the new Watershed Inspector and he has been with the District for about a month. He is currently training with George and will take over when George retires August 23, 2019. George reported that Tyler is doing very well. George stated that he is pleased with the way things are going. Tyler also reported that he feels things are going great and he is very excited to be here.

George made arrangements with the New York Onsite Treatment Network (OTN) Board to allow him to train and certify Tyler before he retires so that Tyler will have OTN certification.

CORRESPONDENCE

The correspondence was going around during the meeting.

GENERAL BUSINESS

District Manager Report - July 2019 Board Meeting

The County Appropriation request has been submitted; no feedback to date on our request.

Megan and Tucker attended the dedication ceremony at Brock Acres for their transfer of PDR.

Grant and Project Updates

NYS Grown & Certified-Final Report has been submitted to NYS AG & Markets and site visit has been completed for Red Jacket Orchards. The District will be returning the remaining funds to the State.

CAFO: DeBoovers are currently receiving quotes for work. Megan attended Town of Geneva Planning Board Meeting Tuesday night and project was approved.

Reedland is done. NRCS has paid. We are waiting for cancelled checks and receipts. Once the paperwork is in order we will begin close out.

AgNPS Round 23: Lightland Farms is in the procurement stage and intends to begin construction in the next few months.

AgNPS Round 24: Erosion and Sediment Control Projects - Project with Catalpa Farms is near completion with three others intended for Fall 2019 installation.

AgNPS Round 25: Tucker has been working on applications for two possible projects: (1) Will-O-Crest and EL-VI Farms and (2) Heifer Haven Farm for manure storages. Projects are all enhancements to manure storages.

GLRI: Mazzola project is complete; payment is based on NRCS rates contracted "by unit" for GLRI projects: 75' of WASCORB Berm and 75' of underground outlet, and 40 sq. ft. of lined outlet.

Motion to approve payment to Mazzola for \$3,025.00 pending engineering approval.

Motion made by Ed Jackson, seconded by Amanda Button

All yes, carried.

Resolution #20190717-05

WQIP Round 15: Sandy Bottom Shoreline Stabilization Project. Quarterly reports have been submitted to NYS DEC. Permit was received from NYS DEC; Town of Richmond plans on installing Fall 2019.

Motion to pay LaBella \$2,988.76 for engineering services. (Will be reimbursed by NYS Sea Grant)

Motion made by Ed Jackson, seconded by Amanda Button

All yes, carried.

Resolution #20190717-06

WQIP Round 16 Applications: Potential projects are as follows:

- Town of Geneva- Seneca Lake Watershed Stormwater Mitigation Project
- Town of Geneva- Seneca Lake Watershed Stormwater Retention Planning Grant
- Ontario County/Town of Canadice Curtis Rd- Road-bank Stabilization Project

NYS Parks: We will not move forward with the NYS Parks application for Harriet Hollister State Recreation Area as adequate materials were not provided from Parks to move forward at this time.

Procurement Policy Update: A revised copy was sent out. We have tried to streamline the policy to make it clearer. The update to this policy requires us to place an advertisement in the newspaper to give contractors the opportunity to get on our updated contractor list. This list will be used when requests for bids are sent electronically.

Motion to approve updated Procurement Policy with the corrections to the numbers in the chart.

Motion made by Mark Venuti, seconded by Ed Jackson

All yes, carried.

Resolution #20190717-07

Vehicle Update: Dodge Ram has been delivered and Diana has arranged plates and insurance. Ford F-150 is now ready for auction.

Motion to approve payment for cleaning/preparing vehicle for auction and to have Auctions International sell vehicle.

Motion made by Ed Jackson, seconded by Amanda Button

All yes, carried.

Resolution #20190717-08

Materials:

HLWTF Rain barrel workshop materials (8/8/19) – \$650.00. The Task Force will be paying the District for the program and participants will be paying for the barrels so we will recoup these costs.

Motion made to purchase and pay for the required supplies for the Honeoye Rain Barrel Workshop not to exceed \$650.

Motion made by Ed Jackson, seconded by Amanda Button

All yes, carried.

Resolution #20190717-09

WI Program: The new Watershed Inspector needs a metal detector and a flashlight.

Motion to purchase and pay for a metal detector and a flashlight.

Motion made by Amanda button, seconded by Ed Jackson

Ed Jackson commented that Yellow Stick makes a good metal detector.

All yes, carried.

Resolution #20190717-10

UPP Program: Megan attended Richmond Town Board meeting on July 9th as a change to the Town Code was on the agenda which would affect UPP. The Board held off discussion till the July 23rd Board “workshop” which Megan will attend.

Motion to approve addition of Design Review fee of \$100 to UP Program fee structure.

Motion made by Amanda Button, seconded by Mark Venuti

Ed Jackson asked who this fee will apply to and Megan responded that we would charge both private citizens and Towns. Towns will likely do a ‘pass through’ payment and charge the resident.

All yes, carried.

Resolution #20190717-11

Motion made to place and pay for an advertisement soliciting contractor contact information for a new Contractor List. Proof of Insurances will be required and contractors can get on and off the list at will. The District reserves the right to remove a contractor when necessary. Ad will be placed in the Daily Messenger and the Finger Lakes Times.

Motion made by Ed Jackson, seconded by Amanda Button

All yes, carried.

Resolution #20190717-12

Motion to approve purchase and payment of recognition material

Motion made by Jim Peck, seconded by Mark Venuti

All yes, carried.

Resolution #20190717-13

ADJOURNMENT

Motion to adjourn at 5:42pm.

Motion made by Mark Venuti, seconded by Jim Peck

All yes, carried.

Resolution #20190717-14

Diana Thorn, Secretary/Treasurer to the Board



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TREASURER'S REPORT DISTRICT BOARD MEETING

August 21, 2019

Megan has reviewed and signed off on Payrolls #15 - #16 as well as the July bank statements. All bank accounts are reconciled and reconciliation reports are available for your review.

Financial Information:

- Financial statements for July 2019 were included in the Board packet (*need approval*)
- For the month of July, the District Checking account had the following activity:
 - Starting Bank Balance: \$190,360.33
 - Deposits of: \$547,632.78
 - Expenditures of: \$82,564.28
 - Ending Bank Balance: \$655,428.83

QuickBooks ending balance is \$650,102.54

The following transactions are outstanding:

Uncleared deposit - transfer from MS4 \$18.88

Uncleared checks (three totaling \$5,345.17)

\$2,891.89 check to NY Ag & Mkts returning funds from NY Grown & Cert grant

\$2,404.08 check to Chemung Canal Trust – credit card bill

\$49.20 check to The Hartford (disability insurance)

MS4 account ending bank balance \$74,096.23

Ending QuickBooks balance is \$74,077.35

Uncleared withdrawal – transfer \$18.88 to District Checking

All other month end bank balances match the QuickBooks balances.

General Updates:

- Does the Board want to make a contribution to the National Association of Conservation Districts? *Tabled from July*
- I am signed up for Advanced Accounting School with the Office of State Comptroller September 4-6.
- Tom Lauffer was here for a preliminary meeting regarding the mini procedural audit. Changes to the Treasurer's Report to give you a clearer understanding of the account balances are seen above. I have uploaded the documentation he requested to review to his firm's portal, and I am waiting for a response.
- Internal Board Audit – normally in August?
- I have added the 2018 actual information to the 2020 draft budget spreadsheet as requested. The spreadsheet can be accessed on the board member's page of the website.