



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 December 18th, 2019 @ 5:00pm

DISTRICT BOARD MEETING

CORNELL COOPERATIVE EXTENSION CENTER

CALL TO ORDER REGULAR MEETING (open to the public)

PLEDGE OF ALLEGIANCE: (Rich)

November 20th, 2019 MEETING MINUTES

CORRESPONDENCE

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

SWCC REPORT: P.J. Emerick, NYS Ag & Markets

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

Enter executive session (F) to discuss matters leading to the medical, financial, credit or employment history of a particular person or matters leading to the promotion of a particular person.

2020 BUDGET FINAL APPROVAL

APPROVAL OF BILLS (to include add on bills)

TREASURER'S REPORT

GENERAL BUSINESS

Grant and Project Updates

Sick Leave Policy

Update to NYSDEC General Permit

Genesee River Watershed Coalition Update

Trainings

Phones

ADJOURNMENT

***** Next Meeting Wednesday January 15th, 2019 at 5:00 p.m. *****

PUBLIC IS WELCOME!

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
November 20, 2019
Minutes

PRESENT:

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

STAFF: Megan Webster, Diana Thorn

USDA/FSA: None

NRCS: Loren Muldowney

ABSENT: Rich Russell

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 5:00 pm and Ed led the pledge to the flag.

MINUTES

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

Motion that the minutes of October 16, 2019 be accepted as submitted.

Motion made by Ed Jackson, seconded by Mark Venuti

All yes, carried.

Resolution #20191120-01

NRCS

Loren Muldowney, Assistant State Conservationist for Field Operations West Area, NRCS

Loren discussed the national template for MOA between NCRS and conservation districts. Chairman Casella asked that Loren comment on differences between the existing agreement and this new template. Loren explained that changes were made to make the language more inclusive across the country. Mark clarified that we currently have a signed agreement with NRCS. Discussion was had about the wording in the agreement that requires Districts to convene working groups. It was pointed out that the document also states that NRCS will do this if a District is unable or unwilling. Chairman Casella asked that we be provided with the State Conservationist's comments and responses to questions regarding this document. Issue tabled until a future meeting.

BILLS

Motion to amend budget moving \$300 from Website Expenses to Soil Health Workshop.

Motion made by Mark Venuti, seconded by Ed Jackson.

All yes, carried.

Resolution #20191120-02

Motion to approve Abstract #11 in the amount of \$97,974.65

Motion made by Amanda Button, seconded by Mark Venuti.

The bills were available for Board review.

All yes, carried.

Resolution #20191120-03

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for October 31, 2019. Megan has reviewed and signed off on payrolls #22 and #23, the October bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through October 31st. 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 bills have not been approved by the Coalition. Those bills will be set aside pending Coalition approval at their December meeting. The Honeoye Lake Watershed Task Force bills have been approved by the Task Force.

Diana explained the recommendation from the auditor that we set up a cash box for Ag Values so that we can make change for people. We will also do this for the tree sale. The Board agreed.

The Board discussed the 2020 contribution to Health Savings Accounts for staff that have medical insurance through the District. It was agreed to make the contribution equivalent to the deductible. Megan and Diana will review the draft 2020 budget and get it to the Budget committee in early December. The finalized document will be sent to the board prior to the December meeting for review and approval.

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

Motion made by Ken Livermore, seconded by Amanda Button

All yes, carried.

Resolution #20191120-04

CORRESPONDENCE

The correspondence was going around during the meeting.

GENERAL BUSINESS

Grant and Project Updates – Action Items :

2019 Part B Funding: CAFO Tire Recycling Program. Three farms have submitted for reimbursement. Related vouchers were approved with the bills earlier. Will-O-Crest for \$1,000.00, Willow Bend Farms for \$755.30, and Pedersen Farm for \$46.90. More farms are working on getting their tires to Seneca Meadows. We will continue to work with the County and continue this program as long as funds are available.

WQIP 12 Inlet: Signage design and construction required for the project.

WQIP 15 Sandy Bottom Shoreline Restoration: Signage design and construction required for the project.

Motion to approve expenses related to the design and creation of signage for these two projects.

Motion made by Ed Jackson, seconded by Ken Livermore

All yes, Carried.

Resolution #20191120-05

WRC Grant Sandy Bottom Erosion Control Garden: We received a quote for \$400.00 for plant markers.

Motion to approve \$400 for plan markers for the Sandy Bottom Shoreline Stabilization project.

Motion made by Ed Jackson, seconded by Ken Livermore

All yes, Carried

Resolution #20191120-06

Canandaigua Lake Watershed Commission

The Commission supported consultant work if Tyler required additional support from George post- retirement. The Commission set the rate at \$50/hour. We had a situation arise recently where Tyler did need George to consult for 2 hours.

Motion to approve paying George Barden for consulting services related to the CLWC pending CLWC approval of same.

Motion made by Ken Livermore, seconded by Amanda Button

All yes, Carried.

Resolution #20191120-07

Trainings:

Approval for staff attendance of the Western NY Soil Health Alliance Conference

Motion to approve staff attendance and related costs.

Motion made by Ed Jackson, seconded by Amanda Button

All yes, Carried

Resolution #20191120-08

Needs:

Motion to approve purchase of a chair and to make necessary cell phone upgrades including protective case and accessories.

Motion made by Amanda Button, seconded by Ken Livermore

All yes, carried.

Resolution #20191120-09

District Signage: County DPW has offered to print signs or attach stickers to metal signs and install along County roads designating that you are entering Ontario County Soil and Water Conservation District. Additionally, 2020 is the District's 80th Anniversary. Please be thinking of ways that we can mark this anniversary.

Motion to approve purchase of materials necessary for County DPW to make and hang signs using funds from Special Projects.

Motion made by Amanda Button, seconded by Ken Livermore

All yes, carried.

Resolution #20191120-10

The Board would like to do a Christmas lunch again this year.

Christmas

Motion to approve closing the District office Tuesday, December 24th.

Motion made by Ken Livermore, seconded by Amanda Button

All yes, carried.

Resolution #20191120-11

Motion to approve closing the District office Tuesday, December 31st.

Motion made by Ken Livermore, seconded by Mark Venuti

All yes, carried.

Resolution #20191120-12

2020 Summer Intern The draft job description was distributed for review. Posting should begin by January 2020.

Motion to approve 2020 Summer Intern position.

Motion made by Ed Jackson, seconded by Jim Peck

All yes, Carried.

Resolution #20191120-13

Lease

Rental contract with CCE expires 12/31/2019- we will be entering a one year contract with Cornell for continued office rental for 2020. A 2% increase in rental rate has been added.

Motion to approve 2020 lease.

Motion made by Ed Jackson, seconded by Ken Livermore

All yes, Carried.

Resolution #20191120-14

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed asked about the HLWTF email distribution list. Megan will make arrangements to have Ed added to the list. Additionally, we are working on a new website for the Task Force.
2. Ed asked about the status of potential changes to the Town of Richmond's septic inspection requirements. Megan explained that the Town has tabled this issue at this time.
3. Ed asked for clarification on NYWEA – Megan explained that this is the New York Water Environment Association. This stormwater / wastewater treatment related conference was very good. They covered multiple changes to DEC permits (MS4 and General Construction) coming in January, as well as valuable green infrastructure practices information.
4. Ed commented that the Key Events submissions are excellent.
5. Ed questioned a typo in the State Committee meeting minutes regarding the Climate Resilient Farming Grant. Megan confirmed that \$1,000,000 was allocated for soil health track 3. This is an increase from previous years and it includes an education and outreach component.
6. Ed shared additional information from that packet including Yates County's presentation at the recent SWCC meeting.

Manager's Report November 2019

CAFO – DeBoover: Concrete installation is underway.

Ed Jackson left the meeting at 6:06pm

AgNPS Round 23: Installation of liner for Lightland Waste Storage has been completed. The final grading and concrete pour is underway.

AgNPS Round 24: Projects are moving forward. P.E. has signed off on Catalpa project and landowner is compiling financial materials. Additional projects may move forward, weather permitting. Designs are underway for spring 2020 implementation.

AgNPS Round 25: We were successful with two applications – Heifer Haven Waste Storage Project and Northern Watersheds Waste Management Project. Official award letters are in the mail and we will begin the Plans of Work shortly. We will begin working on Round 26 proposals, potentially due this spring. CRF Round 5 should also come out around the same time. We have CRF round 2 and 3 cover cropping projects ongoing. We may look at proposing additional cover cropping projects in the next CRF round as well depending on workload.

Chairman Casella left the meeting at 6:10pm. Vice Chair Ken Livermore presiding.

FLLOWPA Projects: Reed project has been completed and the District has processed reimbursements; waiting on cancelled checks to submit closeout package and reimbursement request to County. Davies project is complete, waiting on all bills/paperwork to come in before processing reimbursements. For 2020, we are looking at projects possibly covering streambank stabilization in the Town of Victor and Town of Geneva. We have also asked that funds be used for Hydroseeding to support the purchase of materials for municipalities to promote use of the machine. FLLOWPA could cover a portion of the cost. Would the District be willing to add additional funds from Part C and or Special Projects? Board would approve. We are still finalizing budgets for both projects and hydroseeding materials.

Jim Peck raised a concern that people are still digging holes for manure storage. He would like us to work on getting the word out to people about the programs available through SWCDs and NRCS. Megan responded by describing several ways that we are working to get the word out and also reported that Tom from Yates County is also helping with this.

Shed Update: Stone pad is complete, shed should be delivered December 19th. There was a delay in shed construction due to high demand.

Agreements for Services:

Working on updates for Agreement for Services for Town of Victor, City of Canandaigua, Seneca SWCD, OWSC.

Employee Reviews are scheduled for the first week in December. Megan's review is scheduled with the Personnel committee.

ADJOURNMENT

Motion to adjourn at 6:18pm.

Motion made by Mark Venuti, seconded by Jim Peck

All yes, carried. (Chairman Casella, Ed Jackson not present)

Resolution #20191120-15

Diana Thorn, Secretary/Treasurer to the Board