

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
March 17, 2021
Minutes

*****Meeting held in-person at the Cornell Cooperative Extension (District Office) and remotely via Go to Meeting due to concerns related to COVID-19*****

PRESENT:

DIRECTORS: Ken Livermore (in-person), Ed Jackson (in-person), Mark Venuti (remotely), Sam Casella (remotely), Amanda Button (remotely), Jim Peck (remotely), Rich Russell (in-person)

STAFF: Megan Webster, Diana Thorn (both in-person)

USDA/FSA: None

NRCS: None

ABSENT: None

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 5:00 pm and Rich 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 February 17, 2021 be accepted as submitted.

Motion made by Ken Livermore, seconded by Rich Russell.

All in favor, motion approved.

Resolution #20210317-01

BILLS

Motion to approve Abstract #3 in the amount of \$35,581.31

Motion made by Ken Livermore, seconded by Ed Jackson.

Ken Livermore reviewed and signed the bills earlier today.

All in favor, motion approved.

Resolution #20210317-02

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for February 28, 2021. Megan has reviewed and signed off on payrolls #5 and #6, the February bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through February 28th. A spreadsheet was provided that shows the bills that appear in the Abstract listed with more detail and in their current status. There are no Honeoye Lake Watershed Task Force bills this month.

Diana reported that the County Appropriation, NYS Parts A and C, and the WI program reimbursements including the 2020 Admin Fee have been received. Budgeted revenue is coming in

as expected or better. Diana shared that she will be changing the P & L report so that the WI Reimbursement is visible to board members. Megan shared that she is working with the Commission to make a change to the Admin Fee in 2022. Beginning in 2022 the Admin Fee will be 10% of the combined Full Time and Part Time programs with a minimum fee of \$10,000. This new fee structure will better compensate for the administration time put in by Megan and Diana. The Commission approves their budget at their July meeting.

Diana reported that the Special Projects Certificate of Deposit matured and was rolled over per your Resolution #20200617-03. It matured with \$100,992.00

Ed stated that he participated in the WQS Virtual Conference session on governmental accounting and he expressed thanks and kudos to Diana for all that she does for the District. Chairman Casella was also at that session and seconded Ed's comments.

Motion to approve the Treasurer's Report and February Financial Statements.

Motion made by Ken Livermore, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20210317-03

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed reported that the Town of Richmond has directed their Code Enforcement Officer to enforce the septic inspection requirements per the recently revised language in their local code.
2. Ed asked about the partnership to do outreach regarding the Gypsy Moth. Megan reported that this partnership is with CLWA. The District will help to promote the event.
3. Ed asked if it has been clarified if the new South Bristol local code requiring regular septic inspections for rental properties applies to all rental properties or just those in the watershed. Megan reported that we are still researching this but that it appears that it applies to all rental properties.
4. Ed asked about work on mining permits. Megan will discuss this in the General Business section later in the meeting.
5. Ed asked about a site visit to see a fertilizer dump site. Megan stated that this will also be covered later in the meeting.
6. Ed asked that the Town of Richmond be placed on the list for possible residential tire recycling events in 2022. Megan stated that the County is aware that Richmond would like to host an event.
7. Ed asked if we had heard whether or not there will be a State Fair this year. Megan reported that Alaina is participating on the State Fair committee but we have no word yet on whether or not the event will take place.
8. Ed asked for an update on the blue bird boxes. Megan reported that several volunteers cut and drilled the wood, and now Tad is putting the boxes together as he has time.
9. Ed commended Alaina for another great submission to Key Events.
10. Ed said "Kudos to those volunteering at the County Vaccination Clinics".

USDA

Report provided by Joann Rogers via email

- **Coronavirus Food Assistance Program (CFAP):** CFAP activities continued to be suspended during the transition between Administrations, to include statutory provisions included in the Consolidated Appropriations Act, 2021. Stay tuned as soon as FSA is provided guidance on administering this we will share.
- **ARC/PLC (Agricultural Risk Coverage-ARC/Price Loss Coverage-PLC):** safety net program enrollment ended on 03/15/2021 with over 670 contracts signed up.
- **Conservation Reserve Program (CRP):** General CRP signup and CRP grassland sign up deadlines have been extended.
- **Disaster programs:** FSA has a variety of weather related disaster programs; visit the website at: <https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index>
- **County Committee: outreach and informational information is available to anyone who is interested**
- **Farm Program Loans: Farm Storage Facility Loans-FSFL (interest rate ranges from 0.250% to 1.375% and Commodity loans (Market Assistance Loans for stored grain commodities) interest rate is 1.125%; the FSFL has a variety of loan options from bulk tanks, hay barns, grain bins/driers, storage coolers just to name a few.**
- **Farm Loan has a variety of loans available and funding is still available.**

County Committee meeting: next meeting is scheduled for Tuesday, March 23rd, 2021 at 9AM. These meetings are open to the public BUT will need to call in advance for meeting details, as the USDA-Canandaigua Service Center building is not open to the public but we are open for telephone appointments.

Farm Record updates: change in shares of members, change in members of entities, land changes, such as purchases, new leased ground or ground no longer being leases and any banking changes.

LAND CHANGES: please report As Soon As Possible (ASAP)

Reminder for any producer/landowner that is doing any improvements, drainage, clearing, tiling to any land to complete an AD-1026 request for NRCS to review PRIOR to the project.

Farm Loans: For specifics on any of the farm loan programs please contact the Farm Loan team at 585-394-0525 ext. 2. Karen Rugenstein, Farm Loan Manager, Peter Stoep, Farm Loan Officers, Abbey Allison, Farm Loan Officer Trainee and Kim Weykman, Program Technician.

Please feel free to refer any inquiries on any FSA programs or what programs we have to offer by contacting our office. In addition to myself there are Program Technicians: Courtney Kautz, Chelsea Jones and Alexis McDougal. The FSA office is open by **TELEPHONE APPOINTMENTS** only, CALL the office

NRCS

Report submitted by Dan Weykman via email

- **Conservation Stewardship Program (CSP):** just announced a signup deadline of March 31st. This is for a 5 year contract to improve the benchmark level of conservation by adopting new enhancement activities.
- **EQIP applications:** approval for 2021 funding was expected but now delayed until possibly April.

- A new EQIP/CSP Hybrid program will be rolled out this fiscal year. I just heard about this today, details forthcoming.

CORRESPONDENCE

Correspondence was shared via email.

GENERAL BUSINESS

Megan Webster, District Manager Report

Megan began by congratulating Alaina Robarge for winning the Division II Merit Award at the recent CDEA banquet. This is a well-deserved award for Alaina.

Megan reported to the Board that the District received \$112,874.08 in NYS Part C funds. These funds are awarded to districts for meeting all performance measures in the prior year. Thank you to board members that participated in various events to help us meet all of the measures.

COVID19 Response Update

The NYS Public Employers Health Emergency Plan draft was submitted to all board members for review.

Motion that the NYS Public Employers Health Emergency Plan be accepted as submitted.

Motion made by Ken Livermore, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20210317-04

Several staff members are helping out at the County's vaccination clinics.

All staff are now eligible for the COVID19 vaccination. A majority of the staff have received the first dose. Going forward, we will continue to follow CDC guidelines. We will continue with masks until the majority of the staff are fully vaccinated at which point we will reassess. Once the majority of staff are fully vaccinated we will begin transitioning back into the office three days a week. Megan will continue to keep the board updated on plans as they develop.

The Board expressed agreement with Megan's plan.

Grant and Project Updates

The District has the opportunity to participate in a GLRI grant submission focused on agronomic practices in the Seneca Keuka Watershed. The work would be similar to what we are currently doing in the Genesee River Watershed with practices based on NRCS approved rates. We would partner with neighboring SWCDs and with SWIO. Ian Smith (SWIO) will write the actual grant.

Motion to approve a letter of support regarding OCSWCD's participation in this grant process.

Motion made by Ed Jackson, seconded by Rich Russell.

All in favor, motion approved.

Resolution #20210317-05

A representative of the Dairy Association (Beth Myers) is nominating Hemdale Farms for the Northeast Dairy Sustainability Award.

Motion to approve a letter supporting the nomination of Hemdale Farms for the Northeast Dairy Sustainability Award.

Motion made by Rich Russell, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20210317-06

AEM/Leopold Award 2021

The District approached Lawnhurst Farms and the Jensen family regarding this award. While they are very deserving of this award, they do not feel that they have adequate time currently to dedicate to the submission due to a large project that the farm is currently undertaking. Completion of this project will strengthen their already strong application. We will plan to nominate them in 2022.

AgNPS Round 23

Half Dutch is still under construction. This project is moving along.

AgNPS Round 25

Heifer Haven's project construction is underway and Katie has been providing the bi-weekly SWPPP inspections for the farm.

AgNPS Round 26

The State released the ranked list and unfortunately, we did not receive funding for our submission. We will contact the farms regarding possible resubmission in the future.

CRF Rounds 2&3

Both of these grants have been closed out and they have been submitted to the State for reimbursement.

CRF Round 5

We are starting on the Plan of Work for Fruition Seeds.

FLX-EBM

Katie and Tucker have been meeting with Rockefellers regarding the project design and the contractor selection. Rockefellers will be working with Zimmerman Construction on the project.

Fertilizer Stockpiles

Based on a recent concern over the placement of stockpiled chicken manure brought in from out of state to be used as fertilizer, Ontario and Yates County's SWCDs have created an outreach flyer on Managing Temporary Manure Stockpiles. The flyer was reviewed by NYS DEC and one of the main manure distributors to the Mennonite community. We will be distributing the flyer through a variety of sources and we would like to have it published in the Flame. We have funding through the Ontario County AEB for nutrient management that will cover the cost.

Motion to approve publishing the Managing Temporary Manure Stockpiles flyer in The Flame.

Motion made by Ed Jackson, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20210317-07

CNMP

Tucker has been working with Randall Weaver on his CNMP. Currently the farm is AEM Tier 3B and he plans to reach CAFO status in the near future. Tucker spoke with Greg Albrecht (SWCC) and Greg indicated that the correct process would be to transition the existing small farm AEM 3B to meet his future goal for animal numbers. (He is currently at 235 head of beef cattle and plans to max out at 350 head.) The farm is already assessed using AEM Tier 2 and 3 and Randall is actively working with JESS Engineering to have all farmstead BMPs completed. We continue to follow the District CNMP policy for this work.

Motion to approve Tucker Kautz continuing to work with Randall Weaver on the CNMP for this farm as it moves to CAFO status.

Motion made by Ed Jackson, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20210317-08

FOLLOWPA

District staff met with representatives of the Town of Victor to discuss the Fishers Park streambank stabilization project. Three contractor estimates were received by the Town. The submissions were discussed and the Town has chosen JB Excavating who submitted the lowest bid. We will be partnering with USFWS on the project for technical services. This project will be run through the District similar to how the Naples Creek project was handled. It is a reimbursement program so the District will pay the contractor and then be reimbursed by the County.

Motion to approve entering into contract with and paying JB Excavating Services \$14,900.00 for the work on the Fishers Park Streambank Stabilization Project per the bid.

Motion made by Ken Livermore, seconded by Rich Russell.

Resolution #20210317-09

District staff continues to work with Rockefellers on the project on County Road 18. Rockefellers has chosen to work with Zimmerman Construction on this project. Their bid was under \$20,000 so we can move forward. There will also be engineering costs associated with this project. Again, FOLLOWPA is a reimbursement based program so the District will pay out and then be reimbursed by the County.

Motion to approve entering into contract with and paying Zimmerman Construction and Jeff Wilson Engineering for a total project cost not to exceed \$6,000.

Motion made by Ed Jackson, seconded by Rich Russell.

All in favor, motion approved.

Resolution #20210317-10

Policy Update

Changes to the sick leave policy to transition the policy from 40 hours per year to an accrual based process were reviewed. Under the proposed changes, full time staff will accrue 4 hours of sick leave per pay period (part time staff accrue 2 hours). Staff are allowed to accrue up to 165 days (82.5 for part time) and 30 days (15 days for part time) will be paid out at retirement for employees who have worked a minimum of 10 years for the District. No accrued sick leave is paid out at separation from the District for reasons other than retirement.

Motion to approve updated sick leave policy.

Motion made by Ed Jackson, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20210317-11

District Vehicle

The 2017 Chevy Silverado (SW3 – Tad’s truck) is due to be replaced this year. Bids were requested for the smaller Chevy Colorado as the smaller truck is more appropriate for accessing driveways and back roads.

Bids were received from:

Hoselton Chevrolet \$25,169.85

Cappellino Chevrolet \$25,717.46

Motion to approve purchase of the 2021 Chevy Colorado per the lowest bid submitted by Hoselton Chevrolet and to do a budget amendment moving \$169.85 from the Office Furniture line to the Vehicle line.

Motion made by Ken Livermore, seconded by Amanda Button

All in favor, motion approved.

Resolution #20210317-12

OWTSIT Upgrade

We have been working with Fred Pieper to install OWTSIT for UPP. We now have the opportunity to upgrade both UPP and the Watershed Inspection program systems to ArcGIS 10.8.1. This Board previously allocated \$300 for this work (Resolution #20200819-12), which has not been spent. Additionally, CLWC has approved sharing the cost for this upgrade.

Motion to approve up to \$500 for the upgrade of OWTSIT to ArcGIS 10.8.1.

Motion made by Ken Livermore, seconded by Amanda Button

All in favor, motion approved.

Resolution #20210317-13

Time Sheet Program

Our existing time sheet program was developed by a staff member in the County IT department. This person is retiring and the County has informed us that they will no longer be supporting the program. The County has also said that they will turn the code and ownership of the program over to us. The County has identified a vendor (Bergman Associates) that can assist us with getting the time sheet program rewritten in more modern code and updated to fix several bugs.

The Board supported reaching out to Bergman to get a quote for this work.

Residential Tire Recycling – County program

The first of three tire recycling events will be held March 27th from 1-4pm in the Town of Victor. The other two events have been scheduled (one in the Town of South Bristol and one in the Town of Geneva). Outreach information has been provided to the County and all local municipalities. The District is registering people for the Victor event.

NYSDEC 4 Hour Course

The District hosted a virtual NYS DEC 4hr Erosion and Sediment Control course on March 4th. We had 38 participants (generating \$3,800 in revenue) and the course went well. We are looking forward to hosting an outdoor, socially distanced, in-person course in May.

WQS Review

Seven staff members participated in the recent virtual Water Quality Symposium. Staff submitted written session summaries that have been forwarded to Directors electronically. Everyone is hopeful that this will be an in person event in 2022. Diana was recognized for her work on the Clerks track planning committee.

DEC Mining Permits

The District is approached on occasion to assist with DEC mining permits. This work can take time and we currently do not charge for this service. Neighboring County SWCDs charge a flat rate fee of \$100-\$500 depending on the district. Discussion was had and it was decided that any requests for assistance with DEC mining permits should be shared with Megan and an estimate of how much time is needed to do the permit will be developed. A proposal should then be provided to the mining company.

Motion to approve a fee structure of \$50 per hour for assistance with DEC mining permits.

Motion made by Ken Livermore, seconded by Jim Peck

All in favor, motion approved.

Resolution #20210317-14

Training

Monroe County SWCD is hosting a stormwater training that will be beneficial for Katie, Tyler, and Megan. Staff members will apply for Frank Bratt Memorial Scholarship funds in the next round.

Motion to approve Katie, Tyler, and Megan attending the Monroe County stormwater training including related fees.

Motion made by Ed Jackson, seconded by Ken Livermore

All in favor, motion approved.

Resolution #20210317-15

Needs

- Bags, flags, and totes the for tree sale
- Computer speakers
- New computer for the jump desk
- Annual logo gear for staff

Motion to approve the above listed needs.

Motion made by Ken Livermore, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20210317-16

Chairman Casella reported that he will be participating in NACD virtual legislative sessions as a representative of NYACD. He will be meeting with Senator Gillibrand.

ADJOURNMENT

Motion to adjourn at 6:02 pm.

Motion made by Jim Peck, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20210317-17

Diana Thorn, Secretary/Treasurer to the Board