

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
April 21, 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), Jim Peck (remotely), Rich Russell (in-person), Amanda Button (remotely) – *joined at 5:02pm*, Mark Venuti (remotely) – *joined at 5:04pm*, Sam Casella (remotely) – *joined at 5:34pm*

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

USDA/FSA: Joann Rogers (remotely)

NRCS: None/No Report

ABSENT: None

CALL TO ORDER REGULAR MEETING

Vice-Chairman Livermore called the regular meeting to order at 5:00 pm and Ed 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 March 17, 2021 be accepted as submitted.

Motion made by Ed Jackson, seconded by Rich Russell.

Ed asked for follow-up on the rental property septic inspection law in South Bristol. Megan reported that we have completed rental property inspections both inside and outside the watershed per their local law.

(Button, Venuti, and Casella not present yet)

All in favor, motion approved.

Resolution #20210421-01

BILLS

Motion to approve Abstract #4 in the amount of \$47,074.03

Motion made by Ed Jackson, seconded by Rich Russell.

Ken Livermore reviewed and signed the bills earlier today.

Ed asked if we calculate the true cost of the tree sale including staff time. Megan stated that the tree sale is a community service.

(Button, Venuti, and Casella not present yet)

All in favor, motion approved.

Resolution #20210421-02

Amanda Button joined the meeting remotely at 5:02pm.

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for March 31, 2021. Megan has reviewed and signed off on payrolls #7 and #8, the March bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through March 31st. 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 District Savings Certificate of Deposit matured and was rolled over per your Resolution #20200617-03. It matured with \$100,941.84

Diana reported that the lease on our existing copier has expired. For the last 5 years we have paid \$92.30 a month for the lease plus an average of \$30 for usage. Diana received a quote through the Toshiba sales person Ontario County used last fall to upgrade all of their copiers. The new quote is for the current model of our existing machine so it will operate the same way we are all used to and it provides all the services we need. The new quote is \$113.20 per month for the lease plus usage as we currently pay. This includes all service and supplies. It is an increase of \$20.90 per month. Megan and Diana recommend that we go ahead with this quote

Motion to approve signing the lease for a new copier as quoted at \$113.20/month for 60 months plus usage.

Motion made by Ed Jackson, seconded by Jim Peck.

(Venuti and Casella not present yet)

All in favor, motion approved.

Resolution #20210421-03

Mark Venuti joined the meeting remotely at 5:04pm.

Rich Russell commented "kudos to Diana" for working the County vaccination clinics.

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

Motion made by Ed Jackson, seconded by Jim Peck.

(Casella not present yet)

All in favor, motion approved.

Resolution #20210421-04

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed asked about Alaina's involvement with Empire Farm Days. Megan explained that Alaina, Katie, and Tucker are re-doing the tri-fold displays used at the event.
2. Ed reported that he saw a nice write up about Alaina in the CDEA newsletter.
3. Ed asked about the blue bird nesting box construction. Megan reported that the boxes are all complete. These hand crafted boxes were constructed by District Staff and volunteers using Larch wood. Megan stated that we hope to re-start a relationship with

Wayne Finger Lakes BOCES for nest box construction in the future. Rich Russell reported that he may have a contact if BOCES doesn't work out going forward.

4. Ed asked about the project at Haytons. Megan responded that she will cover that in her report.
5. Ed asked how many Ontario County schools are participating in the Envirothon. Megan responded that she will get that information and report back.
6. Ed asked to see a Canandaigua Lake Watershed rack card. Megan passed several around for the in-person attendees to see.
7. Ed asked for clarification on the jump desk. Megan explained that that is the term we use for the desk by the copier/printer. It is an extra desk and could be used by an intern/staff in the future.
8. Ed stated that the Mueller Field Station had a septic system installed several years ago. Megan explained that the new staff recently contacted us with general questions.
9. Ed said "Kudos" to Tad for accommodating a West Bloomfield resident that needed a septic inspection recently. Ed stated that Tad was able to schedule the inspection quickly, and that Tad did a great job explaining the issues with the system to the home owner.

USDA

Report provided by Joann Rogers via email

- **Coronavirus Food Assistance Program (CFAP):** CFAP 2 signup has reopened as of April 5, 2021. If anyone missed the signup last fall then you can file an application at this time. No deadline has been set at this time for applications. If you know of agricultural producers in your area that have not signed up for this assistance, please have them contact our office. More information about CFAP 2 can be found here: <https://www.farmers.gov/>
- **Conservation Reserve Program (CRP):** General CRP signup and CRP grassland sign up deadlines have been extended and a deadline has not been announced to date.
- **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 are available to anyone who is interested; Local Administrative Area (LAA) 1: Bristol-Richmond-Canadice, East and West Bloomfield, Naples-south Bristol and Canandaigua is up for elections this year.**
- **Farm Program Loans: Farm Storage Facility Loans-FSFL (interest rate ranges from 0.250% to 1.500% 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 and 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, April 27th, 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.

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.

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 Ontario County FSA is now open to limited visitors by appointment only. Farm Service Agency (FSA) and Natural Resources Conservation Service (NRCS) staff also continue to work with producers via phone, email, and other digital tools. To make an in-person appointment, call FSA at 585-394-0525 ext. 2. Facial coverings are required for all visitors while in the service. NOTE: this is subject to change and is a very fluid situation with the COVID-19 virus.

CORRESPONDENCE

Correspondence was shared via email.

GENERAL BUSINESS

Megan Webster, District Manager Report

On Tuesday, April 6th, the new County Administrator, Chris DeBolt came to the office to meet the staff and to review day to day operations, program goals, and future planning. The meeting was a great opportunity to highlight recent District projects and successes. We were also able to discuss some of the challenges we are currently facing.

COVID Update

Alaina, Diana, Katie, and Megan have been volunteering at the County's vaccine clinics as their schedules allow.

At this time most staff have been fully vaccinated and we will begin to transition back to working in the office. We will be reducing staff meetings to every other week effective immediately. The building will still be closed to the public per CCE policy. Staff will resume in-person meetings and travel while still following all NYS guidelines. Staff who have been fully vaccinated can travel together in the same vehicle.

Grants & Projects

AgNPS:

AgNPS Rd 23:

Half Dutch has been on a weather-related pause and will resume construction as conditions dry out a bit.

AgNPS Rd 25:

Heifer Haven continues on schedule with their manure storage construction. The liner should be installed in early May. Katie continues to do their required SWPP inspections.

Will-O-Crest has its final design and they are procuring bids. Their start date is dependent on contractor availability.

EI-VI has finished procurement and is looking at a summer start.

AgNPS Rd 27:

We are preparing submissions for Round 27 when it opens. We are contacting the three farms not funded through Round 26 regarding resubmittal of their projects. At least 2 of the 3 farms are interested in resubmitting as single applications. We believe the applications will be stronger independently.

FLX EBM:

Green's project is complete.

Bay's project is complete. We are waiting for PE approval before reimbursing.

Rockefeller's project should be installed in the near future.

FOLLOWPA:

The Rockefeller project on CR 18 (this is an assignment of payment project) is scheduled to begin construction shortly. It will be installed in tandem with the Middle Road project (FLX EBM).

Base AEM Yr 16:

An interim report has been submitted for costs accrued through March 31 2021. This report included our submission for funds for technical assistance earned by the District. These funds will be transferred to our checking account upon receipt.

The Base AEM Yr 16 Implementation Project at Aberdeen Farm is complete. We are just waiting on the proof of payment to the engineer.

Motion to approve payment up to \$13,500 to Aberdeen upon receipt of final paperwork.

Motion made by Rich Russell, seconded by Ed Jackson.

(Casella not present yet)

All in favor, motion approved.

Resolution #20210421-05

The projects at Copper Creek and Purdy's farm will be done in the fall.

Base AEM Yr 17:

Year 17 was discussed at the recent SWCC meeting. Plans will need to be submitted by November so we are working on the Implementation Funds plan for 2022-2023. We were notified that the Base AEM rate will be increasing to \$48/hour for this Year.

GLRI:

Hayton's - Tucker has been working on Hayton's Farm with Bob Stryker from Livingston County SWCD. A preconstruction meeting is scheduled for April 22nd and construction should begin soon. This is a large diversion project with design being finalized.

Roger's - Tucker has been working on the redesign. The 1026 was completed for Roger's farm and the wetland permit from DEC based on the modified design should be issued in the near future. Work is planned for autumn.

The interim report has been submitted to Genesee SWCD. The Schwanger project should be completed mid-summer.

Additional Updates**Conservation Kick:**

The Town of Geneva has been working with the Great Lakes Commission (GLC) on a project called Conservation Kick. The Town will be undertaking a pilot conservation project with a local farm to implement nutrient reducing practices in the Seneca Lake Watershed. The Town's Ag Enhancement Board reached out to the District for technical support and project recommendations. The District will coordinate the design, implementation and monitoring of the project, supported through the AEM program and a \$2,000 stipend paid by GLC.

OWTSIT Upgrade:

The OWTSIT program has been successfully installed on Jamie's computer and she will begin uploading UPP data after the tree sale. Tyler's computer still needs to be updated to ArcGIS 10.8.1. Sheri Norton from Ontario County IT has helped to put together an RFP for Bergmann to determine what a system redo will require for the database for long term Arc GIS compatibility as well as for merging the two databases. Megan will be continuing the discussion with Bergmann.

Time sheet program:

The current timesheet program used by the District is outdated and no longer supported by County IT. Megan has been reviewing options with other Districts and the County IT department. The County is unable to provide additional support and existing on-line timesheet programs do not meet the District's needs. At the County's suggestion, Bergmann was contacted to provide a proposal for upgrading the existing Visual FoxPro Timesheet software to a modern system (.NET, JavaScript HTML5 software stack). Bergmann provided a quote of \$12,600 for the work. All current timesheet data will be transferred over to the new system. This is important as all grant and AEM time is tracked through our current timesheet program.

Chairman Casella entered the meeting remotely at 5:34pm.

Discussion was had regarding revenue sources to cover the expense and possible budget amendments. The new system will be cloud based and written in code that is expected to be an industry standard for the foreseeable future. An Ontario County IT representative stated that it is a reasonable quote and a good solution.

Motion to approve contracting Bergmann for the timesheet program upgrade per their quote with a cost not to exceed \$12,600 including a budget amendment to increase the expenditure line "MISC, Other" by \$8,500 and increasing the Fund Balance allocation on the revenue side by \$8,500.

Motion made by Ed Jackson, seconded by Rich Russell.

All in favor, motion approved.

Resolution #20210421-06

Tire Recycling for Ontario County:

The March 27th tire event at the Town of Victor went well with approximately 82 participants recycling 802 tires. The next event will be May 15th with the Town of South Bristol.

NYSDEC 4 Hour Course:

The District will be holding an in-person class at the Victor Municipal Park in the Town of Victor on May 6th. This is an indoor-outdoor venue and all recommended COVID19 safety measures will be followed. Megan and Katie will present along with Tyler as part of the "Train the Trainer" requirements to allow Tyler to present the class in the future.

Tree and Shrub Sale:

The tree pick-up will take place this Friday and Saturday at the Ontario County Fairgrounds. Overall, sales were high this year and stock was difficult obtain. We had a few species that Tad was unable to source from Meadowview so we had to source trees from a vendor in Michigan. Despite this extra purchase, there are still several orders that we cannot fill this year. Additionally, there will be no overstock sales.

Motion to approve refunds to customers with unfulfilled orders.

Motion made by Ed Jackson, seconded by Rich Russell.

All in favor, motion approved.

Resolution #20210421-07

Survey work:

The Town of Richmond has asked for assistance with surveying the Honeoye Outlet area. The District provided a quote for services and has been asked to perform the work. Megan and Katie will survey as time and equipment allow and provide the information to the Town's engineering firm. The Town is aware that the District's equipment may not provide all of the elevation shots needed.

American Farmland Trust event:

American Farmland Trust will be holding a "Women for the Land Learning Circle" event this year and they have asked Megan to participate as a discussion leader. She will be attending the in-person event on May 4th and a virtual event on May 18th.

Training:

Alaina was awarded a Frank Bratt Scholarship for Project WET and PLT's Environmental Education Training courses. Congratulations to Alaina.

Motion to approve Alaina's training classes and supporting materials up to \$150.00

Motion made by Ed Jackson, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20210421-08

Needs:

We have been asked by the State Fair Committee to print and laminate posters for the State Fair. The Committee will reimburse the District for the cost of the printing and laminating.

Motion to pay for printing and laminating posters for the State Fair Committee up to \$150 which is to be reimbursed.

Motion made by Rich Russell, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20210421-09

Chairman Casella thanked Alaina, Diana, Katie and Megan for their work at the Ontario County Vaccination Clinics.

ADJOURNMENT

Motion to adjourn at 5:51 pm.

Motion made by Ed Jackson, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20210421-10

Diana Thorn, Secretary/Treasurer to the Board