

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
May 19, 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: Vice-Chairman Ken Livermore (in-person), Ed Jackson (in-person), Jim Peck (remotely), Rich Russell (in-person), Amanda Button (remotely), Mark Venuti (in-person)

STAFF: Tad Gerace, Megan Webster, Diana Thorn (all in-person)

USDA/FSA: Joann Rogers (remotely)

NRCS: None/Report via email

ABSENT: Chairman Sam Casella

CALL TO ORDER REGULAR MEETING

Vice-Chairman Livermore called the regular meeting to order at 5:00pm 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 April 21, 2021 be accepted as submitted.

Motion made by Rich Russell, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20210519-01

BILLS

Motion to approve Abstract #5 in the amount of \$57,380.40

Motion made by Ed Jackson, seconded by Rich Russell.

Ken Livermore reviewed and signed the bills earlier today.

All in favor, motion approved.

Resolution #20210519-02

TREASURER'S REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for April 30, 2021. Megan has reviewed and signed off on payrolls #9 and #10, the April bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through April 30th. 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 Special Projects Certificate of Deposit matured and was rolled over per your Resolution #20200617-03. It matured with \$101,025.66

Diana reported that Intuit has discontinued our current version of QuickBooks. They will not support it after May 31st. This means that we will no longer have access to support and they will no longer supply any security or bug fixes. She also stated that we need to consider that QuickBooks Pro (the product we have now) has a hard limit of 14,500 names. Names are things like customers, vendors, and employees. We are already at 11,000. Once the 14,500 limit is reached, you are no longer able to use the data file. There is no fix or work around for this and old data cannot be deleted. Diana shared that Intuit has a product called QuickBooks Enterprise that allows up to 1,000,000 names. It is more expensive because it is a yearly subscription product. On the plus side, it will be continually supported and updated, and we won't run out of names. Enterprise offers more options with memorized transactions and reporting. There are several SWCDs in New York that already use QuickBooks Enterprise.

A quote was provided: \$1,275 per year. Currently there is a discount on the first year if we sign-up by May 21st. With the discount, the first year would be \$892.50 then we would pay \$1,275 the second year and beyond.

Motion to approve upgrading to QuickBooks Enterprise.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20210519-03

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

Motion made by Ed Jackson, seconded by Mark Venuti.

Ed asked about the \$1,951 reimbursement from the County. Diana reported that this was a final reimbursement for a WRC Nutrient Management Grant.

All in favor, motion approved.

Resolution #20210519-04

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed thanked Megan for the updated District Directory information.
2. Ed asked if the deep cleaning of our office space promised by CCE occurred. Megan replied that the bugs were removed from our light fixtures but cleaning continues to be an issue. Megan is in regular contact with CCE but the situation has not improved.
3. Ed asked how the planning for Empire Farm Days is going. Megan reported that planning is going well. The posters were printed and laminated. They look good and are ready for the display. She also reported that we have been reimbursed for that expense.

Rich Russell:

1. Rich reported that representatives from the County Planning Department are working with CCE to review the results of previous building studies that CCE has had done. Once County Planning reviews and makes recommendations, the information will be forwarded to

an architect/engineer for further recommendations. This could take up to a year. Megan reported that she continues to work with the County to review our options for office space.

2. Rich initiated a discussion regarding concerns raised by the City of Canandaigua Tree Board in conjunction with the Town of Canandaigua and CCE regarding the Spotted Lantern Fly and the Tree of Heaven on the property. Megan reported that Tad will be flagging Tree of Heaven species on the property, and he has offered assistance with removal and replanting. Ultimately, it is up to CCE as the property owner to make the decision on removal.

USDA

Report provided by Joann Rogers via email

- **Coronavirus Food Assistance Program (CFAP):** CFAP 2 signup was 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. It has been announced that the Soil Rental Rates (SRR) will be updated.
- **CROP reporting:** the office will be sending out crop reporting appointment cards for the upcoming 07/15/2021 deadline date for most crops, such as hay, corn, soybeans and most vegetables.
- **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> Please report any weather related incidents to the FSA office.
- **County Committee: Local Administrative Area (LAA) 1: Bristol-Richmond-Canadice, East and West Bloomfield, Naples-south Bristol and Canandaigua is up for elections this year. The nomination period runs from 06/15/2021 to 08/02/2021.**
- **Farm Program Loans: Farm Storage Facility Loans-FSFL (interest rate ranges from 0.375% to 1.750%); the FSFL has a variety of loan options from bulk tanks, hay barns, grain bins/driers, telehandlers 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, June 22nd, 2021 at 9AM. These meetings are open to the public BUT will need to call in advance for meeting details.

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.

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. To make an in-person appointment, call FSA at 585-394-0525 ext. 2. NOTE: this is subject to change and is a very fluid situation with the COVID-19 virus.

JOB OPENING: Ontario County Farm Program is looking for a Full-time Permanent County Program Technician to join our team. Apply at www.USAJobs.gov by the closing date of 05/28/2021.

NRCS

Report provided by Dan Weykman via email

Please let me know what sorts of information you would like for NRCS to provide each month (or in other avenues, if applicable). Comments/Suggestions appreciated on how I can work more closely with SWCD to collaborate on our shared goals.

- **EQIP**
 - Feb-May: ~\$33547 in payments processed for:
 - Forest Stand Improvement
 - Cover Crop (after spring biomass check)
 - Brush Management
 - Round 1 Preapprovals:
 - All Cropland Applications: ~\$199054
 - High Tunnels
 - Residue Management
 - Cover Crops
 - Pollinator Habitat
 - Farmstead Applications (manure storage)
 - \$1.13M requested
 - **NONE** preapproved in first run through
 - Could happen as contracts are written and funding refined
 - Accepting applications at any time.
 - 2021—Field work underway: diversions, wascobs, livestock pipelines, high tunnels, forestry work
- **AMA**
 - New Urban Initiative,
 - Had a brief, FY2021, Round 2 signup
 - 1 completed application—High Tunnel
 - Good chance of selection
 - FY2022. Summer 2021 planning; Outreach ideas welcomed.
- **CSP**
 - “Classic” CSP:
 - Currently working on FY21 applications (10 received):
 - All Cropland: Dairy, Cash Crop, Xmas trees
- **Program Info:** I have been providing website to customers. Please feel free to share: <https://www.nrcs.usda.gov/wps/portal/nrcs/main/ny/programs/farmbill/>
- **Food Security Act Determinations**
 - On-site determinations have resumed; ~10 so far (potential violations included). More coming, 1026s coming regularly from FSA

**Reminder—AD-1026 to be completed with FSA staff for NRCS assessment

Megan called attention to the section of the report that details that no NRCS funding has been provided to manure storage projects. At this time, Landmark has not received NRCS funding assistance for the CAFO manure storage project we have holding for them. A decision will need to be made soon regarding this project. Dan will keep the District up to date on NRCS funding and Megan will work with Landmark to get a decision regarding the grant project.

STAFF REPORT

Tad Gerace, Conservation District Technician

Tad thanked the Board for the opportunity to speak.

Tad reported that UPP inspections are busy and don't seem to be slowing down. Tad stated that the COVID19 changes were handled and he is able to continue to do his work.

Tad reported that tree sales were high this year. There was a nationwide shortage of trees and we had to order trees from Michigan in addition to our locally sourced trees. We also had to put some orders on hold until next year, or refund orders when we were not able to find the species needed to fill the orders. Tad reported that there were two orders for which we had no trees – those people were given the option to wait for next year or to get a refund. At this point, we owe 4 people about 80 trees going into next year's sale. Next year he will order a bit more in the beginning in the hopes that we would have overstocks to sell.

Tad reported that the bird houses that he built are sold out. We continue to look for a new source for the bird houses.

On behalf of the Board, Ken thanked Tad for his work.

CORRESPONDENCE

Correspondence was shared via email.

GENERAL BUSINESS

Megan Webster, District Manager Report

COVID Update:

An updated COVID19 Plan of Operations was distributed to Board members via email. The changes reflect updated guidance from the CDC and the State regarding fully vaccinated individuals no longer needing to mask.

Motion to approve the latest updates to the COVID19 Plan of Operations.

Motion made by Rich Russell, seconded by Ed Jackson.

Megan reported that fully vaccinated staff will be given the option to mask at their discretion. All staff will mask when property owners/partners/customers ask them to. She also stated that CCE plans to open the building to the public in June. A plastic shield (plexiglass type material) will be installed over the top portion of the dutch door that opens to our area. The public will not be allowed into staff areas.

Megan reported that staff are transitioning back to full time work in the office with the option to work remotely in certain circumstances with prior approval from the District Manager.

All in favor, motion approved.

Resolution #20210519-05

Jim Peck left the meeting at 5:31pm.

Motion to approve the purchase of the plastic shield for the dutch door at the District Manager's discretion.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved. (Jim Peck not present)

Resolution #20210519-06

Grants & Projects

AgNPS:

AgNPS Rd 23:

Half Dutch – construction is moving forward. The contractors are on the land as the weather permits.

AgNPS Rd 24:

Fessner's project has been re-surveyed and should begin construction after planting is completed.

AgNPS Rd 25:

Will-O-Crest and ELVI Farms have both been procured, and construction is planned for summer 2021. Alleghany Construction will be the contractor for both projects. The Town of Manchester Code Enforcement Officer, Steve DeHond, contacted the office regarding community concern over the storage at Will-O-Crest. Staff will attend a May Town Board meeting regarding the project. Staff will be present to answer questions regarding the process and how installation of this BMP helps reduce trucking and how it allows the farmer to spread manure at optimal times. Due to the location and setback requirements, the County Planning Board will also be reviewing the project before it heads to the Town ZBA meeting in July.

AgNPS Rd 27:

The staff is working on resubmitting proposals from Round 26 but as individual projects this time. Additionally, the District was recently contacted by Crystal Creek Organics regarding a possible submission for this round of funding. Final project determinations and resolutions will be presented for consideration at the June Board meeting.

FLX EBM:

Rockefeller erosion and sediment control project is nearing completion. The County will be hydroseeding the area. At this time, we are waiting for the financial information and P.E. approval of the as-built plans. We will be ready to reimburse once we have this paperwork in hand.

Motion to approve payment to Rockefellers for this grant not to exceed the contracted amount of \$9,375.00.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved. (Jim Peck not present)

Resolution #20210519-07

FOLLOWPA:

Rockefeller project on County Rd 18 is nearing completion. We are waiting on final paperwork and P.E. approval of the as-built plans. This contract is with Eugene Zimmerman for construction work and Wilson Engineering for the engineering work. For this FOLLOWPA project, the District pays the contractor and the engineer, and the County reimburses the District.

Motion to approve payment to Eugene Zimmerman not to exceed \$5,500.00 and to Wilson Engineering not to exceed \$500.00 per the contract.

Motion made by Mark Venuti, seconded by Ed Jackson.

All in favor, motion approved. (Jim Peck not present)

Resolution #20210519-08

Base AEM Yr 16:

The Aberdeen project will be closed out with our AEA in the next few weeks. Copper Creek construction should begin shortly.

Base AEM Yr 17:

Currently the staff is working to get implementation projects together for Year 17. We will submit these in the fall. The Base AEM rate will increase from \$44/hour to \$48/hour in Year 17.

WQIP:

The Consolidated Funding Application which includes the WQIP program has been released. We are currently working with the Town of Canadice on a roadside stabilization grant for submission. This submission will be brought to the next meeting for approval.

Time sheet:

Bergmann has received the executed contract and will begin the timesheet program upgrade when their scheduling allows.

Tire Recycling w/ County:

The May 15th event in the Town of South Bristol was successful with approximately 104 people and three towns recycling 870 tires. The next event is in the Town of Geneva on August 8th.

NYSDEC 4 Hour Course:

The District held a NYSDEC 4Hr course on May 6th. We had 9 participants for the in-person class held in an indoor/outdoor venue at the Victor Municipal Park. Tyler presented a portion of the course as part of the "Train the Trainer" program with NYSDEC that allows Tyler to be a certified trainer. We hope to hold another event in the fall.

Survey work:

Megan, Katie, and Alaina conducted a stream survey of the Honeoye Outlet for the Town of Richmond. Survey data was sent to the Town and to the Town's engineering firm for review and further action. A full profile was done north of the 20A bridge, and a centerline survey was done south of the bridge due to equipment limitations. The Town of Richmond was billed and has paid for this service.

In the future the District would benefit from new survey equipment as our current equipment has limitations including limited satellite signal. Tucker is currently researching new survey equipment and we will bring this to a future meeting. We also need waders for staff.

Town of Geneva / QWIK:

Seneca-Keuka Watershed Partnership Newsletter: We currently have a contract with the Town of Geneva to provide Alaina's assistance with the Seneca Keuka Watershed Partnership newsletter that is part of their 9E plan. Due to funding issues, we are now looking into establishing a contract with QWIK to replace the Town of Geneva contract for the 5 remaining quarterly newsletters.

Upcoming events:

A rain barrel workshop with CLWA is scheduled for June 23rd at Outhouse Park in Canandaigua.

Motion to approve purchase of rain barrel supplies not to exceed \$600.00.

Motion made by Ed Jackson, seconded by Rich Russell.

All in favor, motion approved. *(Jim Peck not present)*

Resolution #20210519-09

HLWTF:

Honeoye Lake Watershed Task Force has asked that Alaina modify the Stormwater Toolkit created but Livingston County for Honeoye Lake. In order to do this, she may need the In Design software program. If necessary, HLWTF will reimburse the cost of the program.

Motion to approve purchase of the In Design software program to be reimbursed by HLWTF.

Motion made by Ed Jackson, seconded by Amanda Button.

All in favor, motion approved. *(Jim Peck not present)*

Resolution #20210519-10

WI program:

The WI office is in need of a new printer. Megan will obtain approval from the Commission and this expenditure will be reimbursed in next year's refund of prior year's expenses.

Motion to approve purchase of a new printer for the WI office.

Motion made by Rich Russell, seconded by Amanda Button.

All in favor, motion approved. *(Jim Peck not present)*

Resolution #20210519-11

2021 Part B Project - Drone:

Katie has been researching drone training courses. A full-day course would be approximately \$600 per person. Katie has also been coordinating with other Districts on drone technology to determine which drone best fits our needs. We will plan to purchase a drone after completing the drone training course where we may be able to test fly a few different drones.

Motion to approve the full day drone training course for Katie and Megan, and the purchase of a drone with a total cost not to exceed \$6,000.

Motion made by Mark Venuti, seconded by Rich Russell.

All in favor, motion approved. *(Jim Peck not present)*

Resolution #20210519-12

New sick leave policy:

At the last meeting, the Board approved an updated sick leave policy for staff. We need to establish the dedicated fund to pay any future sick time buy-outs as staff members retire.

Motion to approve the establishment of a dedicated fund to pay sick leave buyouts per the new sick leave policy. The initial fund is to be established at \$40,000 with a future budget line to add to this amount as the District's financial situation allows.

Motion made Amanda Button, seconded by Rich Russell.

All in favor, motion approved. (Jim Peck not present)

Resolution #20210519-13

Envirothon:

On May 5th the regional Envirothon was held. This was a collaboration of Wayne, Ontario, Seneca and Yates County SWCDs. There were 9 teams competing. It went very well. Megan will forward the video of the results to the Board. Megan will be a judge for the State Envirothon on May 26th and 27th.

GLRI:

Hayton – The design has been finished and they are moving towards construction. Livingston County was involved with the design process, but the bulk of the project will be in Ontario County.

ADJOURNMENT

Motion to adjourn at 5:58pm.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20210519-14

Diana Thorn, Secretary/Treasurer to the Board