



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT
www.ontswcd.com

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

Agenda

Wednesday July 17th, 2019 @ 5:00pm
DISTRICT BOARD MEETING
CORNELL COOPERATIVE EXTENSION CENTER

CALL TO ORDER REGULAR MEETING (open to the public)

PLEDGE OF ALLEGIANCE: (Amanda)

JUNE 19th, 2019 MEETING MINUTES

BILLS FOR APPROVAL (including any bills received after the publishing of this agenda)

TREASURER'S REPORT

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

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

STAFF REPORT: George and Tyler

CORRESPONDENCE

GENERAL BUSINESS

Grant and Project Updates

Procurement Policy

UPP Program - Design Review Fee

Vehicle Update

ADJOURNMENT

***** Next Meeting Wednesday August 21st, 2019 at 5:00 p.m. *****

PUBLIC IS WELCOME!

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 19, 2019
MINUTES**

PRESENT:

DIRECTORS: Rich Russell, Jim Peck, Ken Livermore, Ed Jackson

Arrived late: Sam Casella, Amanda Button

Absent: Mark Venuti

STAFF: Megan Webster, Diana Thorn,

USDA: Joann Rogers

NRCS: None

CALL TO ORDER REGULAR MEETING

Vice-Chairman Livermore called the regular meeting to order at 5:01 pm and Jim Peck 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 May 15, 2019 be accepted as submitted.

Motion made by Ed Jackson, seconded by Jim Peck

All yes, carried. (S. Casella and A. Button not present yet)

Resolution #20190619-01

Special Meeting May 29, 2019

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

Motion that the minutes of Special Meeting May 29, 2019 be accepted as submitted.

Motion made by Ed Jackson, seconded by Jim Peck

All yes, carried. (S. Casella and A. Button not present yet)

Resolution #20190619-02

BILLS

Motion to approve Abstract #6 in the amount of \$49,621.41

Motion made by, Ed Jackson seconded by Rich Russell

The bills were available for Board review.

All yes, carried. (A. Button not present yet)

Resolution #20190619-03

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for May 31, 2019. Megan has reviewed and signed off on payrolls # 11 and #12, the May 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 in their current status. All Ontario Wayne Stormwater Coalition

bills are approved by the Coalition and the Honeoye Lake Watershed Task Force bill is approved by the Task Force.

Discussion was had regarding beginning the procedure of numbering each motion made at the District Board meetings. Diana will begin including motion numbers with tonight's minutes.

Diana reported that all three vendors responded to the request for quotes for the mini-procedural audit. Tom Lauffer from Raymond Wager CPA/Mengel, Metzger Barr & Co. was the lowest at "fees not to exceed \$1,950".

Motion to engage with Tom Lauffer for the mini – procedural audit with fees not to exceed \$1,950.

Motion made by Rich Russell , seconded by Amanda Button

All yes, carried.

Resolution #20190619-04

Diana also reported that she passed the exam to become a Notary Public and has submitted her application to the Department of State. She would like authorization to purchase and pay for a stamp (cost not to exceed \$50).

Motion to approve the purchase of a Notary Public stamp for Diana not to exceed \$50.

Motion made by Rich Russell, seconded by Ken Livermore

All yes, carried.

Resolution #20190619-05

Motion to approve the Treasurer's Report which includes the financial statements for May 2019. (See attached item # 1)

Motion made by Ken Livermore, seconded by Amanda Button

All yes, carried.

Resolution #20190619-06

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed complimented Katie on her radio interview and asked about the interview with the Democrat and Chronicle. Megan explained that the article will be printed as soon as they are able.
2. The \$19,600 for the Chevy Colorado was good.
3. Ed reported that he has visited the new website and thinks it looks nice.
4. He verified that the work on Mill Creek is done.
5. Ed commented that the information in the Septic Inspections document is helpful.

USDA REPORT

Joann reported that Shannon is at a training.

Joann provided the following report:

FSA programs recap :

- **Dairy Margin Coverage (DMC) Program:** The DMC program replaces the Margin Protection Program (MPP); signup started on June 17, 2019 and continues until Sept. 20, 2019; There is a DMC tool for dairy producers to use for 2019 coverage options: <https://www.fsa.usda.gov/programs-and-services/farm-bill/farm-safety-net/dairy-programs/dmc-decision-tool/index>; there are known payments for Jan., Feb., March and April 2019 and these are retroactive and estimated to be paid sometime in July if the dairy is enrolled.
- Safety net program, **Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Programs:** is to be administered around September 2019. There are some farms with history of grass, idle or mxfg-igs from 01/01/2009 to 12/31/2017 that will not be eligible for 2019 to 2023 ARCPLC contracts but may be eligible for an NRCS program.
- **Conservation Reserve Program (CRP):** Continuous CRP signup reopened on 06/03/2019; see CRP news release: https://www.fsa.usda.gov/state-offices/New-York/news-releases/2019/stnr_ny_20190515?utm_medium=email&utm_source=govdelivery
- **Farm Loan Programs:** producers interested in lending opportunities should contact the FSA office, have a variety of loans, terms and limits.
- **CROP REPORTING FOR 2019:** deadline for most spring crops is July 15th; several producers have reported prevented planting acres due to the cold, wet planting conditions. Please contact the FSA office for an appointment to timely crop report.
- **Non-insured Assistance Program (NAP) 2019:** those with coverage need to timely report any adverse weather-related losses.
- **Resource for farmers:** www.farmers.gov and www.fsa.usda.gov
Learn more about what the U.S Department of Agriculture (USDA) has to offer to farmers, ranchers, private foresters and agriculture producers by visiting the farmers.gov website.

County Committee meeting: next meeting is scheduled for Tuesday, July 16th, 2019 at 9AM. These meetings are open to the public. Local Administrative Area (LAA) 2: Victor-Farmington, Manchester and Phelps is up for election this year and nomination forms are available.

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 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 at 585-394-0525 ext. 2. In addition to myself are Program Technicians: Abbey Allison and Courtney Long with a new PT, Mollie starting on 06/24.

Thank you for your time.

NRCS

No report provided.

STAFF REPORT

Alaina's presentation was re-scheduled to a future meeting. The slide show she prepared is attached.

Alaina is working on a June newsletter which will come out soon.

CORRESPONDENCE

The correspondence was going around during the meeting.

GENERAL BUSINESS

District Manager Report - June 2019 Board Meeting

Congratulations to Diana for passing her Notary exam! Civil Service results are in and Megan passed the District Manager exam and Katie and Tucker passed the Senior Conservation District Technician exam. Congrats to all! Tyler will take the Watershed Inspector exam when it is offered next year.

Grant and Project Updates

Water Resources Council Grants: (1) Rain Barrel and (2) Rain Garden workshops have been conducted and final reports will be submitted for approval and reimbursement at the July 12th meeting. (3) The OWTSIT upgrade to track onsite treatment systems in the Canandaigua Lake Watershed has been completed by Fred Pieper. It took longer than expected due to network issues but the new update is installed and working well. The total bill was for \$900. WRC will provide \$750 in reimbursement and the Watershed Commission will cover the additional \$150 charge.

Motion to pay the invoice from Fred Pieper for \$900.

Motion made by Ed Jackson, seconded by Rich Russell

All yes, carried.

Resolution #20190619-07

CAFO - DeBoover: Met with DeBoovers, NRCS and the engineer to review the project and next steps. Jess Engineering is providing bid packages and DeBoovers are soliciting quotes. We will have a pre-construction meeting in upcoming weeks. Submitted voucher for 65% of BMP costs in anticipation of imminent project start.

AgNPS Round 23: Lightland Farms is in the procurement stage and intends to begin construction in the next few months. Submitted voucher for 65% of BMP costs in anticipation of imminent project start. Half Dutch has received additional funding through NRCS for their storage project but construction will likely be in 2020.

AgNPS Round 24: We have just received the contract for the Mud Creek Erosion Control Project. As farms intend to begin construction this summer, the initial 25% and 65% of BMP costs have been vouchered for.

AgNPS Round 25: The District intends to submit two applications: (1) Will-O-Crest and EL-VI Farms, and (2) Heifer Haven Farm, all for manure storages.

Motion to approve Resolutions authorizing the participation by Ontario County SWCD in AgNPS Program Round 25.

Motion made by Amanda Button, Seconded by Ken Livermore

All yes, carried.

EBM Erosion and Sediment Control Implementation Grants: Congratulations to the team- we just received word we were funded for the three projects submitted in the Finger Lakes Watershed. NYS has not released official word yet so we will hold off on any press release. All farms are in the Canandaigua Lake Watershed:

Bay Farm: 6,750.00

Green View Farm: \$9,625.00

Rockefeller Farm: \$10,000

GLRI: Mazzola project is complete and undergoing final stabilization. Engineering approval is needed before payment can be made.

Mill Creek Streambank Stabilization Project: Project construction has been completed and the County is following up with hydroseeding for stabilization this week. In total, 8 instream structures were added along with approximately 650 ft of streambank stabilizing toe wood. Funding was provided in full by USFWS.

WQIP Round 12: Enhancement work of "rock and roll" structures has been completed by J.B.'s Excavating Service. We will be working with DEC and TNC to update signage, do final monitoring/reporting and close out of the grant.

Motion to approve payment to JB's Excavating for \$19,500 for enhancement work at Honeoye Inlet Restoration Project.

Motion made by Amanda Button, Seconded by Ken Livermore

All yes, carried.

Resolution #20190619-09

WQIP Round 15: Sandy Bottom Shoreline Stabilization Project. Final design has been received from LaBella and contract is in the final stages of processing with NYS through Grants Gateway. We are still waiting to hear from NYS DEC on permit submitted 3 months ago. Town of Richmond is installing and construction should begin as soon as permits are issued.

WQIP Round 16 Applications (due at the end of July): Potential projects are as follows:
Town of Geneva- Stormwater Retention Projects to Improve Water Quality of Seneca Lake Watershed
Ontario County/Town of Canadice- Drainage Improvements in Honeoye Lake Watershed
NYS Parks & Recreation- Protection of Riparian Corridors in the Honeoye Lake Watershed

Watershed Inspection Program: Welcome to Tyler Ohle, who started work 6/17/19. George's retirement date is set as August 22nd 2019. George will be using up accumulated annual leave by taking a few days per week beginning in July.

Managers Meeting Update: Rich Russell and Megan attended the Managers Meeting in Batavia on June 7th. Updates to Part C funding and changes to the Base AEM program were reviewed. Round 16 will run January 1, 2020 through December 31, 2021. \$100,000 will be available for project implementation. Districts will have to determine internally how projects are ranked for funding. The action plan for Year 16 is due November 1, 2019, which must outline which projects will be included (\$50K max per farm). Staff will review potential projects and bring to a future Board meeting.

Policy Updates: A number of policy updates were reviewed by the Policy Committee and updated policies for Online Banking, Claims Auditor, Internal Controls, and Fund Balance were distributed to Board members.

Motion to approve updated internal controls policy, online banking policy, fund balance policy, and claims auditor policy, appointing Ken Livermore as the Claims auditor and Rich Russell as alternate.

Motion made by Jim Peck, Seconded by Rich Russell

All yes, carried.

Resolution #20190619-10

The Committee continues to review the procurement policy and a draft with proposed revisions should be available for the next meeting.

UPP Program: It has been brought to the District's attention that the Town of Richmond is considering a change to Town Code removing language listing the District as sole provider of inspections and allowing for "a licensed professional" to perform inspections as well. The Town has not approached the District with any concerns or information regarding this change. We have been contacted by a realtor for more information regarding which Towns list the District as sole provider.

Tad has been extremely busy with requests for septic inspections. 70 to date in 2019 compared to 161 total for last year (2014- 79 per year). He is currently approximately 4 weeks out with scheduling with 23 inspections scheduled and 11 pending. We understand that this can be an issue with closing dates and are working to accommodate those in need by trying to fit inspections in where possible under these conditions (including double and triple booking). In addition to the actual inspections, Tad is responsible for writing the reports, scheduling inspections, and dealing with an overwhelming number of phone calls. When possible and appropriate, Tad has been able to work overtime hours to complete reports and return calls. Tad and I have discussed how we might best deal with the current workload and there isn't an easy/timely solution for dealing with the large number of inspection requests.

This also leads to the concern that Tad has 26 days of annual leave that based on his current workload, he would be unable to take. Discussion was had regarding how to compensate Tad for unused annual leave if he is unable to use these days (at least 16) before his anniversary date of October 7th.

Discussion was had regarding the UPP program workload and possible short term solutions.

Motion to approve a payment to Tad Gerace for 10 days of accumulated annual leave on a one-time basis due to an unforeseen combination of special circumstances making it impossible for this employee to use his accumulated annual leave time before his anniversary date without causing undo disruption to the District's regular operating services due to the excessive workload currently being experienced with the District being the sole provider of septic inspections for multiple municipalities.

Motion made by Rich Russell, Seconded by Amanda Button

All yes, carried.

Resolution #20190619-11

Purchasing:

Vehicle Maintenance (in the future this will be added to the organizational meeting list of pre-approvals)

Oil changes, wash/vacuum etc. as needed

Motion to approve a new policy that staff needs to maintain the District vehicles including washing and vacuuming as necessary or at a minimum of twice per year including payment of related incidental costs.

Motion made by Amanda Button, seconded by Ken Livermore

All yes, carried.

Resolution #20190619-12

Stools for the meeting area

Motion to approve purchase and payment of two stools for the meeting area.

Motion made by Rich Russell, Seconded by Amanda Button

All yes, carried.

Resolution #20190619-13

Dye for Septic Inspection Programs (cost to be shared between District and Watershed Inspection program)

Motion to approve purchase and payment of dye for septic inspections.

Motion made by Rich Russell, Seconded by Amanda Button

All yes, carried.

Resolution #20190619-14

- First Aid materials (Ivy Rest, Band aids, hand sanitizer, anti-bacterial creams, cortisone, Clorox wipes etc.) (cost to be shared between District and Watershed Inspection program)
- Gear for Tyler (boots, safety vest, hard hat, gloves, logo wear) to be billed to Watershed Inspection Program.

Motion to approve purchase and payment of the above listed items.

Motion made by Rich Russell, Seconded by Amanda Button

All yes, carried.

Resolution #20190619-15

Trainings/Workshops:

- Wetlands training in Greenwich, July 24-26th. Katie and Tucker: Free 3 day training but need to provide lodging and meals.
- Finger Lakes HABs Symposium, July 31st- Megan, Katie, and Tyler: \$20 per person

Motion to approve attendance at the above mentioned trainings/workshops including payment of related employee travel expenses and registration fees.

Motion made by Rich Russell, Seconded by Amanda Button

All yes, carried.

Resolution #20190619-16

Amanda Button left the meeting at 6:30pm.

Discussion was had regarding the draft 2020 OCSWCD budget. The Board advised Megan to request an increase in the County Appropriation to off- set expenses incurred by the District's work on multiple County programs (Septic Replacement Fund administration, Tire Recycling Programs administration, stream bank stabilization technical assistance etc.). Megan, Mark and Rich will meet with the County to discuss the 2020 budget further.

Motion to enter Executive Session at 6:45pm to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons.

Motion made by Ken Livermore, Seconded by Ed Jackson

All yes, carried.

Resolution #20190619-17

Motion to exit Executive Session at 6:47pm.

Motion made by Ken Livermore, Seconded by Jim Peck

All yes, carried.

Resolution #20190619-18

Motion to approve the promotional title change of Tucker Kautz to the position of Senior Conservation District Technician following his achieving a passing score and reachable position on the recent Civil Service promotional test.

Motion made by Ken Livermore, Seconded by Ed Jackson

All yes, carried.

Resolution #20190619-19

ADJOURNMENT

Motion to adjourn at 6:49pm.

Motion made by Rich Russell, seconded by Ken Livermore

All yes, carried.

Resolution #20190619-20

Diana Thorn, Secretary/Treasurer to the Board



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TREASURER'S REPORT DISTRICT BOARD MEETING

July 17, 2019

Megan has reviewed and signed off on Payrolls #13 - #14 as well as the June bank statements. All bank accounts are reconciled and reconciliation reports are available for your review.

Financial Information:

- Financial statements for June 2019 were included in the Board packet - *need approval*
- For the month of June, the District Checking account had the following activity:
 - Starting Balance: \$207,964.87
 - Deposits of: \$72,968.43
 - Expenditures of: \$90,572.97
 - Ending Balance: \$190,360.33

General Updates:

- Budget amendments are needed.
- I am working with Tom Lauffer to schedule the mini-procedural audit.
- Does the Board want to make a contribution to the National Association of Conservation Districts?