



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

www.ontswcd.com

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

Agenda

Wednesday, October 16, 2019 @ 5:00pm

DISTRICT BOARD MEETING

CORNELL COOPERATIVE EXTENSION CENTER

CALL TO ORDER REGULAR MEETING (open to the public)

PLEDGE OF ALLEGIANCE: (Mark)

MEETING MINUTES - September 21, 2019

STAFF REPORT: Katie

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

BILLS FOR APPROVAL (to include add on bills)

TREASURER'S REPORT

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

CORRESPONDENCE

GENERAL BUSINESS

Annual Plan of Work

Base AEM Program

Grant and Project Updates

Storage Shed

District Signage

ADJOURNMENT

***** Next Meeting Wednesday November 20, 2019 at 5:00 p.m. *****

PUBLIC IS WELCOME!

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
September 18, 2019
Minutes

PRESENT:

DIRECTORS: Jim Peck, Ken Livermore, Ed Jackson, Rich Russell, Mark Venuti (arrived 5:05), Sam Casella, Amanda Button (arrived 5:08)

STAFF: Megan Webster, Diana Thorn, Alaina Robarge

USDA/FSA: None

NRCS: None (report provided via email)

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 5:01 pm and Ken 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 August 21, 2019 be accepted as submitted.

Motion made by Ken Livermore, seconded by Ed Jackson.

Ed clarified the date of the watershed inspector civil service test – Megan reported it is scheduled for October 19th.

Ed asked Megan for follow up information regarding the residency requirement for the Farm Bureau representative on the Board. Megan reported that NYS Ag & Markets confirmed that the Farm Bureau representative must live or own property in the County.

All yes, carried. (Mark Venuti and Amanda Button not yet present)

Resolution #20190918-01

BILLS

Motion to approve Abstract #9 in the amount of \$130,527.44

Motion made by Ken Livermore, seconded by Ed Jackson.

The bills were available for Board review.

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

Resolution #20190918-02

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for August 31, 2019. Megan has reviewed and signed off on payrolls # 18 and #19, the August bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through August 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 been approved by the Coalition and the Honeoye Lake Watershed Task Force bills have been approved by the Task Force.

Diana reported that accounting school was very beneficial. Two important take-aways include: 1. Another internal control that we could add to safeguard cash receipts would be to have another staff member verify the

bank deposit before it goes to the bank. Megan will help Diana identify staff members willing to volunteer to help with this. 2. Diana is working with the credit card company to change the current billing cycle to better match the Board meeting schedule. This change will help insure that the credit card bill does not need to be paid prior to audit by the Board.

Diana also reported that the Board Audit committee met and that the audit went well.

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

Motion made by Rich Russell, seconded by Amanda Button

All yes, carried.

Resolution #20190918-03

PRIVILEGE OF THE FLOOR

Ed Jackson:

1. Ed asked for clarification on the Brock Acres project. Megan explained that the project is to install a grass waterway and it crosses from the farm's land to that of a family member. They are working out the details.
2. Ed asked for an explanation of the Soil Your Undies challenge. Megan explained that this is something Alaina and Katie brought back from the State Fair. We have multiple pairs of plain men's cotton briefs buried in a variety of soils around the County. The microbial activity in the soil will determine how the undies break down. We will dig them up after 45 days and use the remains as a display at the Soil Health Workshop in March.
3. Ed asked about changes to the Waters of the US rule. Megan explained that things are back to the way they used to be, a change was not implemented.
4. Ed asked if any contractors had responded to the advertisement about OCSWCD building a list of contractors. Megan reported that we have had no response and that we will continue to get contact information from contractors as we work with them.
5. Ed reported that he had read Genesee County SWCD's newsletter and noticed that they had more advertisers. Alaina will continue to work on increasing the number of advertisers for our newsletter.

Jim Peck

1. Jim reported that he is still a resident of Ontario County and therefore will continue on the Board. He will keep the Board apprised of any changes.

USDA REPORT

No report provided.

NRCS

Shannon provided the following report via email:

- **EQIP**
 - Applications for 2020 are:
 - 1 Grazing
 - 1 Forestry
 - 1 Wildlife habitat

- 1 Soil Health (cover Crops)
 - 4 High Tunnels
 - 2 Waste Storage
 - Payment processed for:
 - 49 acres of Cover Crops
 - 1 High Tunnel
- **CSP**
 - 2 application for CSP GCI (Grassland Conservation Initiative) have been obligated
 - Land control has been verified for 17 contracts and documentation for FY19 has started to come in.
 - **Food Security Act Determinations**
 - Since August 21st, 2019: 1 Wetland determinations and 1 Highly erodible land determinations have been received from FSA
 - 4 wetland determinations have been answered and 2 HEL have been completed.
 - On-sight investigations have been completed for 8 sights that were cleared prior to submitting the AD1026 to FSA.

Reminder—new & improved drainage systems and breaking new ground for crops (i.e. clearing woody vegetation or planting into a long-term sod requires AD-1026 to be completed with FSA staff for NRCS assessment.

Thank you.

STAFF REPORT

Alaina Robarge Conservation District Educator

Alaina presented a synopsis of some of what she has been working on this year.

- Envirothon - A joint effort with Seneca and Yates Counties SWCDs. High school students compete in teams. There were 10 teams this year. They take 5 exams and do an oral presentation. Volunteers score these. The event takes place at FLCC. The students also get a tour of FLCC and a demonstration by the Woodsmen program. Marcus Whitman had the winning team this year. Alaina coordinated the event and secured donations from Wegman's (\$100 for snacks and drinks) and Nalgene (water bottles for the winners). Megan helped with scoring, Tucker helped with the current issues in agriculture exam, and Katie served as a volunteer for the event.
- Stormwater outreach – Alaina has presented 5 rain barrel workshops throughout the County and has one more scheduled. She also presented on rain gardens and coordinated the purchase and give away of rain garden seed packets through a Water Resource Council Grant.
- Ontario Wayne Stormwater Coalition – Alaina does presentations, outreach events, and school events to share information about stormwater management. She attends their meetings and sits on several committees. She was also involved with their partnership with Causewave to do a public survey and develop a program and communications plan for the Coalition.
- Website redesign – Alaina worked with the County and re-designed the District's website.
- CAFO Tire Recycling – Alaina is working with 17 CAFOs and Seneca Meadows to coordinate a tire recycling program this fall. Farms will be reimbursed up to \$1,000 with funds from the Ag Enhancement Board, Ontario County, and our Part B monies.

Mark Venuti exited the meeting at 5:34pm

- NYS Fair – Alaina is on the state wide committee for this event and she worked at the fair several days this year.
- Newsletter – Alaina publishes the District’s newsletter quarterly. The next issue will be published tomorrow.
- Conservation Field Days - Alaina coordinates this two day event at the 4H camp in conjunction with the Cornell Cooperative Extension. 6th graders from across the county come to the event to learn about various conservation topics.

Rich Russell:

Consider having information about the Casella scholarship at Envirothon.
Please verify that the Board of Supervisors is on the newsletter distribution list.

Chairman Casella:

Thank you to Alaina, she is doing a great job and clearly enjoys what she does.

CORRESPONDENCE

The correspondence was going around during the meeting.

GENERAL BUSINESS

District Manager Report – September 2019 Board Meeting

Ontario County Appropriation for 2020:

The District’s proposed budget request has been approved. In addition, partner agencies were given a 1% increase. The increase in funding to cover the Septic Replacement Program is contingent on the continuation of the program.

Policy Updates:

Proposed amendments to the Employee Handbook and the Credit Card Policy as well as a new Returned Check Policy were distributed to the Board following a recent Policy Committee meeting.

1) Employee Handbook

805 Medical Insurance

~~**Health Cost Assistance**— The District will annually provide \$1,000.00 to each employee, which will be reflected as a temporary increase to normal salary. This is intended to help offset the ever rising cost of insurance premiums.~~

~~**Health Savings Acct**— The HSA contribution from the District will be prorated by month for a new employee; beginning January 1 of the following year, the employee will receive the full amount of the contribution less the 25% from the employee as a payroll deduction.~~

Health Savings Account

The District will make an annual contribution to a Health Savings Account (HSA) in January of each year with the intention of assisting employees with the costs associated with high deductible health insurance plans. The District Board will determine the amount based on the plans offered. The HSA contribution from the District will be prorated by month for a new employee.

2) Returned Check Policy

Returned checks WILL NOT be resubmitted and will incur a \$30 fee followed by the need for a cash or certified check/money order payment. One attempt will be made to reach the customer by telephone and by letter will be made one attempt will be made by certified mail / return receipt requested. When possible goods/services/reports will be held until acceptable payment is received.

3) Credit Card Policy

The District is exempt from sales tax. Therefore, **DO NOT** pay sales tax on purchases made with the Purchasing Card where possible.

- ❖ Cardholders are responsible for informing vendors that the District is exempt from sales tax. Use the District's Exempt Organization Certification in conjunction with credit card purchases. When using your card in person, if a vendor will not process the transaction as tax exempt do not complete the transaction where possible. If you are assessed sales tax on phone, Internet or mail orders the tax is to be adjusted on your statement before processing for approvals.

I understand that the policies and procedures related to the Procurement Card Program may be updated or changed at any time. The Senior District Manager and/or Clerk/Treasurer will notify me of these changes. I agree to and will be responsible for the execution of any program changes.

Motion to approve changes to policies as submitted.

Motion made by Jim Peck, seconded by Ken Livermore.

All yes, carried. (Mark Venuti not present)

Resolution #20190918- 04

Grant and Project Updates

WQIP Round 15: Sandy Bottom Shoreline Restoration Project should begin construction by the beginning of October. As part of the project, native plants will be installed along the shoreline with WRC funding.

Motion to approve purchase of native plants to be reimbursed by WRC grant up to \$1,684.00.

Motion made by Rich Russell, seconded by Amanda Button.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-05

CAFO:

DeBoover- Construction has begun on DeBoover Waste Storage.

Reedland Farms- The District was served a Property Execution for Kent Ridley Excavation by the Ontario County Sheriff's Office. This amount owed to Kistner Concrete Products Inc. is not part of the CAFO Waste Storage project undertaken with Reedland Farms. Reedland Farms requested an assignment of payment to Kent Ridley Excavation and Montemorano Bros., Inc. Based on payment to Kent Ridley Excavation, we would be required to pay \$12,602.73 to the Ontario County Sheriff's Office, the remaining funds of \$19,550.77 to Kent Ridley Excavation, and \$29,046.50 to Montemorano Bros., Inc. NYS Ag & Markets Senior Attorney Sarah Hall has concluded that we may make these payments and Meghan Maslyn, Asst. County Attorney, has also approved these payments.

Motion to approve payments to Ontario County Sheriff's Office (\$12,602.73), to Kent Ridley Excavation (\$19,550.77) and to Montemorano Bros., Inc. (\$29,046.50).

Motion made by Ken Livermore, seconded by Ed Jackson.

Amanda Button asked if this will finish the Reedland Farms CAFO Waste Storage Project. Megan reported that NYS Ag & Markets feels that we have all of the paperwork in order, so yes, we should be able to close this project out once these final checks have cleared at the bank.

All yes, carried. (Mark Venuti not present)

AgNPS Round 23: Construction has begun on Lightland Waste Storage.

AgNPS Round 24: Catalpa Farms has completed their erosion and sediment control project and we are awaiting P.E. sign off on the project. Bills from this project should be ready for your October meeting. The remaining farms for this project expect to begin work either this fall or next spring.

FLLOWPA Projects: Davies and Reed projects are both in the procurement stage and should begin construction in October 2019.

2019 Part B Funding: CAFO Tire Recycling Program is underway with one farm delivering tires to Seneca Meadows so far. (Payment to that farm was included in the bills approved earlier). The loads were mixed and dirty so a higher rate had to be charged. The farm was aware of the state of tires and chose to pay the higher rate. ONTSWCD reimburses a maximum of \$1,000 per farm for the recycling.

2020 Part B Funding: For 2020 Part B project, we would like to focus on Healthy Onsite Wastewater Treatment + Healthy Lawns= Healthy Lakes. This will involve community outreach events, door hangers with messaging on BMPs for lawn and septic care, and septic tank markers. We will be partnering where possible to deliver the message and looking for other funding opportunities.

Motion to approve 2020 Part B Financial Assistance Request.

Motion made by Ed Jackson, seconded by Ken Livermore.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-07

Shed Update: Storage Shed area has been cleared by CCE. Ontario County DPW will lay the gravel pad at the end of September or beginning of October. Delivery of the Woodtex shed will take 4-6 weeks after purchase.

Motion to approve to purchase 12x16 Woodtex shed up to \$6,000 for storage purposes. Funds are allocated in the 2019 budget.

Motion made by Jim Peck, seconded by Ken Livermore.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-08

Ag Plastic Recycling: Program will be held in mid-October. Ontario County is sending out a postcard reminder for the program.

General Permit Update: Our General Permit issued by NYS DEC expires December 31, 2019. We have submitted a request for renewal (with minor modifications) to NYS DEC and now await feedback.

Ontario-Wayne Stormwater Coalition: The three Agreement for Services contracts with OWSC will expire December 31, 2019. A simplified contract has been proposed that combines Administration, Technical Assistance, Secretary/Treasurer services, and Outreach Education services to the Coalition. The Ontario County ADA has reviewed the updated document and provided feedback and the proposed agreement has been submitted to the Coalition Chair.

Rain Barrel Workshop: The Town of Naples has requested the District hold a Rain Barrel Workshop in Fall 2019.

Motion to approve purchase of rain barrel materials for the upcoming workshop.

Motion made by Ed Jackson, seconded by Amanda Button.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-09

Staff:

Probationary periods for District Manager and Senior District Technician have been met.

Motion to approve confirmation of permanent employment for these two employees.

Motion made by Ed Jackson, seconded by Jim Peck.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-10

Trainings:

Staff will be attending various classes offered at the Conservation Skills Workshop next week.

Sexual Harassment Training: The staff has undergone training for 2019. The question has been raised to NYACD that because Board of Directors have the responsibility to deal with sexual harassment claims that they also should undergo yearly training. Some Board members have undergone training already this year. Megan will send links to online videos that provide a portion of the training and will follow up with County HR on possible interactive portions of the training. If Board members have attended training this year, please let Megan know so she can record it in Director's Training Plans.

Needs:

Motion to approve purchase of grabber, camera w/ lanyard, cover for truck for Watershed Inspection Program.

Motion made by Ed Jackson, seconded by Amanda Button.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-11

Motion to approve Chairman Casella's attendance and travel to NYACD Annual Meeting.

Motion made by Amanda Button, seconded by Ed Jackson.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-12

Motion to approve purchase of raffle item for NYACD Annual Meeting.

Motion made by Jim Peck, seconded by Amanda Button.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-13

Motion to approve purchase of \$150 advertisement for NYACD Annual Meeting program.

Motion made by Rich Russell, seconded by Ken Livermore.

All yes, carried. (Mark Venuti not present)

Resolution #20190918-14

Chairman Casella commented that the send-off for George Barden was very nice and that George seemed to appreciate it. He also reported that he has learned through NYACD that many districts have difficulty

recruiting technicians when they are needed. He is working with NYACD to develop a way to have a table at career fairs at statewide colleges/universities that have environmental science type programs.

Jim Peck reminded all that Fun on the Farm is Saturday, September 21st. Megan reported that she and Alaina will have the watershed model there on Friday and Diana will be staffing the OCSWCD table on Saturday.

ADJOURNMENT

Motion to adjourn at 6:19pm.

Motion made by Jim Peck, seconded by Rich Russell

All yes, carried. (Mark Venuti not present)

Resolution #20190918-15

Diana Thorn, Secretary/Treasurer to the Board