

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
August 16, 2023
Minutes

Meeting held at the Cornell Cooperative Extension (District Office)

PRESENT:

DIRECTORS: Chairman Sam Casella, Vice Chairman Jim Malji, Ken Livermore, Ed Jackson, Mark Venuti (4:38pm), Amanda Amadon (4:39pm),

ABSENT: Rich Russell

STAFF: Megan Webster, Diana Thorn, Alaina Robarge

USDA

FSA: Joann Rogers

NRCS: None

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 4:30pm and Jim led the pledge to the flag.

MINUTES

Chairman Casella asked for any comments, changes, or corrections to the minutes from both July 12th and from July 24th. The following motion was offered:

Motion that the minutes of July 12, 2023 and of July 24, 2023 be accepted as submitted.

Motion made by Ken Livermore, seconded by Jim Malji.

Ed shared that he was on a septic inspection with Tyler recently and that Tyler did a very good job. He asked how Tyler is doing following up on the violations he mentioned and Megan shared that Tyler is working through the issues.

All in favor, motion approved. (Amanda Amadon and Mark Venuti not present yet)

Resolution #20230816-01

BILLS

A spreadsheet was provided that shows the bills that appear in the Abstract listed with more detail and in their current status.

Motion to approve the bills as submitted and Abstract #8 in the amount of \$68,600.60.

Motion made by Ken Livermore, seconded by Jim Malji.

Ken Livermore reviewed and signed the bills earlier today.

All in favor, motion approved. (Amanda Amadon and Mark Venuti not present yet)

Resolution #20230816-02

TREASURER'S REPORT

Diana reviewed her Treasurer's Report with the Board, which includes the financial statements for July 31, 2023. Megan has reviewed and signed payroll #14, #15, and #16; the July bank statements; and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through July 31st.

Mark Venuti arrived at 4:38pm

Amanda Amadon arrived at 4:39pm

Diana shared that the Budget Committee would like the Board to consider putting additional money from the District Savings account into a short-term high yield Certificate of Deposit. Discussion was had and the following motion was put forth:

Motion to approve the transfer of \$100,000.00 from the District Savings account to a new short-term high yield certificate of deposit account with Canandaigua National Bank, the length determined by the best interest rate available. Additionally, Megan and Diana are authorized to roll this certificate of deposit at maturity for the best interest rate available at that time.

Motion made by Ken Livermore, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20230816-03

Diana shared that the Budget Committee would like the Board to consider creating a policy that calls for a financial statements audit when there is a change at the Treasurer or Manager position, and/or every five years, whichever occurs first. Discussion was had and the following motion was put forth:

Motion to approve a new District policy that calls for, at a minimum, an external audit of financial statements any time that there is a change at the District Manager or District Treasurer positions and/or every five years, whichever occurs first.

Motion made by Ken Livermore, seconded by Jim Malyj.

All in favor, motion approved.

Resolution #20230816-04

Megan shared with the Board that SWCC is considering potential changes to the Performance Measures for State Aid to Districts. She has distributed the SWCC memo to Board members for review and comment.

Motion to approve a budget amendment moving \$879 from the Office Supplies line to the Office Equipment line to cover the cost of the new computers approved in Resolution #20230419-10, Resolution #20230712-04, and Resolution #20230712-07.

Motion made by Ed Jackson, seconded by Amanda Amadon.

All in favor, motion approved.

Resolution #20230816-05

Motion to approve the Treasurer's Report and the July financial statements.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20230816-06

PRIVILEGE OF THE FLOOR

Ed Jackson

1. Ed asked about the NYACD Emergency Response Checklist specifically in regards to the recent flooding in Canandaigua. Megan stated that we do not have an emergency response checklist as we usually do not take the role of first responders. Our role is to be available to municipalities as a resource for future mitigation after the fact.
2. Ed remarked positively regarding the Summer Newsletter.
3. Ed shared that he thought the recent submissions to the County's Key Events were very good.
4. Ed shared that he is pleased to see Alaina working with Elementary School aged students.
5. Ed commented on Tucker's recent remarks regarding the difficulties related to the grant application deadlines this year. Megan reported that the District has been very vocal to the SWCC and they are aware of the issues.
6. Ed shared that he was recently on Canadice Hill Rd. Megan confirmed that that project is part of WQIP Round 17. Canadice Hill Rd was recently finished, Cratsley Hill Rd was done last year, and the remaining piece on Jersey Hill Rd will be completed this fall.

FSA

Joann Rogers

Joann thanked the District for signing their recent contract.

County Committee (COC): The next COC meeting is on Tuesday, 08/22/2023 at 9AM; current County Committee members are: **Billy Rockefeller, Kelley Jensen and Frank Fessner**, if interested in attending the COC meeting please contact the office at 585-394-0525 ext. 2.

County Committee (COC) Elections: Local Administrative Area (LAA) 3, which includes the towns of Geneva-Seneca, Gorham and Hopewell is up for elections this year. Ballots will be mailed out to eligible voters around 11/06/2023.

Farm Program Loans:

- **Farm Storage Facility Loans (FSFL):** interest rates range from 3.875% to 4.375% for terms from 3 years to 12 years; the FSFL program has a variety of loan options from bulk tanks, hay barns, grain bins/dryers, telehandlers and storage coolers just to name a few; [farm storage facility loan programs fact sheet July 2022.pdf \(usda.gov\)](#)
- **Market Assistance Loans (MAL's)** are short-term commodity loans with interest rate of 6.375% for grain stored in bins. [mal ldp fact sheet.pdf \(usda.gov\)](#)

Farm Loan: has a variety of loans available and funding is still available. Peter Stoepp, Farm Loan Officer; Abbey Combs, Farm Loan Officer; and Kim Weykman, Program Technician. Denise Buisch assist with new farm loan inquiries and can be reached by email at denise.buisch@usda.gov or by telephone at 315-946-9912 ext. 112.

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

2024 Noninsured Crop Disaster Assistance Program (NAP) is underway for garlic 09/01/23, value loss type crops, Christmas trees and floriculture 09/30/23 and grasses, mixed forage, clover types of hay 09/30/2023. [Noninsured Crop Disaster Assistance Program \(NAP\) \(usda.gov\)](#)

Continuous Conservation Reserve Program (CRP): this program assists with environmentally sensitive land devoted to certain conservation practices; generally dealing with water quality. [crp-continuous-enrollment-period-factsheet.pdf \(usda.gov\)](#)

Reminder to complete the AD-1026 form PRIOR to any clearing or tiling projects.

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, Alexis McDougal and Sarah Potter.

Please call FSA at 585-394-0525 ext. 2 for information on any FSA programs or to learn more about FSA, we encourage participation from all types and sizes of farm operations, whether you are an Urban or Rural producer/farmer.

NRCS

None

STAFF REPORT

Alaina Robarge

Alaina shared the following update on things she has been working on this year:

Recent Outreach and Education

- A Water Workshop for Real Estate Professionals
- Soil Health & Nutrient Management Workshop at Ontario Produce Auction
 - Plan for last week of February 2024 Soil Health Workshop at Ontario Produce Auction or Benton Firehouse
- FLCC Conservation and Horticulture Career and Internship Expo/Career Fair
 - Helped give keynote speech/welcome; had table with Megan on SWCD careers
- Outdoor Education Field Days in Seneca County; organized by Seneca County CCE, Seneca SWCD asked me to do this
- Plant Science Activity with 4H Group learning about future ag careers
- Midlakes High School, Presentation on SWCD/Projects/Environmental Science Topics with 2 classes
- Casella Waste Management Scholarship Committee organized by Ontario County CCE
- Marcus Whitman Comstock Ponds with 7th Graders, Macroinvertebrate lesson
- Marcus Whitman 5th Graders at Lincoln Hill Farms, Tree Ring Activity
- Onanda Field Days run by CLWA, Macroinvertebrates in Stream, Canandaigua 3rd graders Presented at PEQ in June
- CLWA Annual Meeting, OCCSWCD table at Lincoln Hill Farms, (Megan and Alaina)
- NY Kitchen's Youth Summit; Panel discussion/questions; high school kids; partnered with Jacob Maslyn from CCE to have a calf for the students and Monroe Tractor brought equipment
- Bloomfield Library Strawberry Activity; story time and then talked about strawberry plants, farming, etc.
- Walworth/Ginegaw Park Farmers' Market for OWSC; watershed model and handouts
- South Bristol Tire Recycling- 750 tires recycled
- Presentation on Soil at Trademarks Flower Farm Workshop for beginning flower farmers
- "Ag Day" at the Ontario County Fair; table at Wolcott Park
- Table at Lincoln Hill Farms for "Gorham Green Days"
- Bloomfield Public Library with Watershed Model
- High Acres Landfill for their Zero Waste Event; Watershed Model and OWSC Table
- Rain Barrel Workshop with CLWA at Naples Brewing Company, 20 Barrels, ~35 people

- Rain Barrel Workshop for OWSC at Victor Municipal Park; ~50 people, 38 barrels sold at event, ~5 sold after event
- Ontario County SWCD Quarterly Newsletter
 - We have 3 sponsors
 - Next newsletter is in October
- Contributes to Ontario County's Key Events
- Manages Facebook account with Tucker, Katie and Megan
- Manages the Ontario County SWCD website: www.ontswcd.com

Ontario-Wayne Stormwater Coalition

- Pollution Prevention/Good Housekeeping/IDDE Winter training- pre-recorded and in-person
- Posters for different businesses in MS4 communities
- Rack card for Leaves
- Managing website (www.owsc.org) and Facebook
- Outreach materials: coloring books, chip clips, dog bags, etc.

2023 Western Finger Lakes Regional Envirothon

- 7 teams
- Event at FLCC with help from FLCC's Muller Field Station Staff
- Wegmans provided \$150 for food and snacks

Conservation Field Days

- Plan for 2-day event September 27 & 28
- 6th graders in Ontario County

Water Quality Symposium

- Helped teach the Educator's Forum

Honeye Lake Watershed Task Force

- Continuing to update website: www.honeyelakewatershed.org
- Helped with updating brochures
- Winter 2023 Newsletter in March

NYS Fair/Empire Farm Days

- Helping with state fair promotional item ordering, planning, clean-up, etc.
- We decided not to attend EFD this year
 - Plan is for the winter farm show at the fair grounds

On behalf of the Board, Chairman Casella thanked Alaina for her hard work.

CORRESPONDENCE

Correspondence was going around the room.

GENERAL BUSINESS

Megan Webster, District Manager Report

Motion to authorize the expenditure of up to \$100.00 for a silent auction item for the upcoming NYACD Annual Meeting.

Motion made by Ed Jackson, seconded by Amanda Amadon.

All in favor, motion approved.

Resolution #20230816-07

Ontario County Budget Request

Megan shared that the District is asking the County for a \$75,000.00 increase for 2024 in addition to the 5% that was recommended by County Administration. The District has not received an increase in County funding in many years. Megan and Diana attended the recent PEQ meeting and the increased amount passed PEQ. Megan will continue to work with the County and keep the Board updated as the budget season progresses.

State Aid to Districts

Megan reported that SWCC is proposing changes to the Performance Measures that Districts need to meet in order to qualify for this funding. She forwarded an email with the complete details and opportunities to comment to the Board just before this meeting. Megan reported that as a District we continue to meet and exceed the measures but that we will need to be aware of any changes that are enacted. Megan encouraged Board members to review the proposed changes and offer any comments/concerns. Megan also shared that the tentative numbers are showing that the District will receive an increase in Part C funding in 2024. As we go through the budget cycle, she would like the Board to consider setting aside \$10,000.00 from Part C for implementation projects.

Timesheet Program

Megan shared that we need an update to the time sheet program to add the new employee and to update some aspects of the program. Bergmann has submitted a quote for \$1,610.00 to do this work.

Motion to approve contracting with Bergmann for up to \$1,610.00 to update the Timesheet Program.

Motion made by Ken Livermore, seconded by Amanda Amadon.

All in favor, motion approved.

Resolution #20230816-08

Bergmann also quoted \$6,400.00 for 40 hours per year of ongoing maintenance for the Timesheet Program and \$11,580.00 for upgrades to the OWT/SIT program. These will be considered in the future.

New Conservation District Technician

Jennifer May will start on August 28th. She will attend the Conservation Skills Workshop for Base AEM training in September.

Soil Health Workshop

Staff are working on plans for the 2024 Soil Health Workshop. This will be in partnership with CLWA and Yates County SWCD. Venues currently being considered are the Ontario Produce Auction or the Benton Firehall.

Grants & Projects Updates

Base AEM Year 17

The project at the Canandaigua Stockyard is still planned for this fall. The project engineer should be working on the design now.

AgNPS Round 27

The project at Reifstecks was completed but subsequently damaged by the weather. They are working to re-seed the area. Yates County is handling the financials for this grant.

Ag NPS Round 28

The contracts have been received and we have vouchered for the initial funds. The pre-construction meeting was held recently at Tamberlanes and construction has since begun. The J Minns project is in the procurement phase and construction should happen this fall based on contractor availability.

NYS Grown and Certified Rd 3

The contracts have been received and we have vouchered for the initial funds. These projects are in the engineering phase at this time.

CRF Round 6

We are still waiting for the contract from NYS Ag & Markets. The project is progressing. The liner is installed and the cover is nearing completion.

CRF Round 7

Three applications were submitted.

A spreadsheet is attached that shows the 13 grants that have been submitted in the last 6 months. District employees have been very busy and their work is greatly appreciated.

WQIP Round 17

The work on Canadice Hill Rd has been completed. The work on Jersey Hill Rd is expected to begin shortly. The Town of Canadice has the materials for the project already and will be submitting the paperwork soon.

Motion to approve reimbursing the Town of Canadice for the purchase of Flexamat materials per the WQIP Round 17 grant contract not to exceed \$40,698.28.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.
Resolution #20230816-09

WQIP Round 19

Three grant applications were submitted for this round.

DEC Finger Lakes Watershed Grant

An application was submitted.

GLRI HWA

Megan reported that the work at Briggs Gully is complete. We will be submitting an interim report soon.

Regenerate NY

The Baker Family project has been funded. Katie is working with the Baker Family, DEC, and a private forester to implement the project. Katie is also working on a second application for a property outside of the County, our District would be paid to administer the grant if it is awarded.

FLOWPA

The Fiscal Year 2021-2022 Allocation was \$20,000.00. So far we have paid out \$11,875.63 for the Whitney Rd project at Hemdale Farms and we paid an additional \$3,697.25 for a project on East Lake Rd in the Town of Richmond. We have \$4,427.12 remaining from this fiscal year.

The Fiscal Year 2022-2023 Allocation was \$20,000 and we have \$7,500 committed to the project on Armstrong Rd which is in the design phase with construction anticipated based on weather and contractor availability. We also allocated \$5,000 to the Castle Creek project that is under construction right now but we are working with the County to determine which Fiscal Year this project will fall under. FLOWPA funds are also earmarked for part of the Naples Creek project if needed.

Megan and Tucker recently met with the Town of Canandaigua and a property owner on Wells Curtis Rd regarding a significant drainage issue. The District would like to allocate FLOWPA funds to purchase rock for stabilization to assist the Town and reduce major erosion happening from a change in upstream drainage. This funding could potentially come from the remainders of either (or both) FY 2021-2022 or 2022-2023. Megan will continue to work with the County to allocate the FLOWPA funds in the most effective way possible.

Megan shared with the Board that having a set amount of Part C money set aside for implementation would help with projects that come up like the Wells Curtis Rd project when we have already allocated FLOWPA funds to other projects.

Tire Recycling

The event in the Town of South Bristol on July 22nd went well. About 750 tires were recycled. The last residential tire recycling event for 2023 will be at the Town of Gorham highway facility on September 9th. Registration will open on August 21st.

Tucker met with homeowners at Hamilton Point on Honeoye Lake to consider options for improving drainage and reducing flooding through the area.

Megan, Tad, and Tyler presented on septic inspection programs at a recent meeting of Yates and Ontario Counties Code Enforcement Officers. Following the meeting, the Town of Farmington approached Megan about the UPP. Megan will present to the Town Board on September 12th.

Megan will attend a planning meeting for a possible Eastern Finger Lakes Coalition. The group will consider forming a coalition and applying for DEC funds for projects. The meeting will be at Cayuga County SWCD on August 17th.

Upcoming Events

- 08/23/2023 Livingston County Watershed Education Center Program- "Property Owner's Guide to Increasing Resiliency to Flooding, Erosion & Ice Jams" – Megan
- 9/3.2023 Macedon Heritage Festival (OWSC) – Alaina
- 9/9/2023 Tire Recycling- Town of Gorham
- 9/9-9/10/2023 Macedon Lumberjack Festival (OWSC) – Alaina
- 9/12/2023 Town of Farmington presentation on septic inspection program – Megan
- 9/16/2023 Climb Aboard Victor (OWSC) – Alaina
- 9/18-21/2023: Conservation Skills Workshop in Auburn, NY.

Ed asked Megan about the Leadership Institute she attended in July. Megan reported that it was very beneficial and she highly recommends it for others.

Ed asked about the Canandaigua Outlet clean out. Megan reported that she and Katie still hope to fly the drone over the area in September to gather information and then make a plan for any maintenance work that is needed.

Next meeting: September 20, 2023

ADJOURNMENT

Motion to adjourn at 5:58pm.

Motion made by Amanda Amadon, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20230816-10

Diana Thorr, Secretary-Treasurer to the Board

Grant Applications		Total Grant Dollars	State/Fed Award	Status
Great Lakes Sediment and Nutrient Reduction F	Finger Lakes Sediment and Nutrient Reduction Project	\$ 650,400.00	\$ 300,000.00	
NFWF Sustain our Great Lakes 2023	Lake Ontario Basin Regenerative Agriculture Implementation Project	\$ 400,000.00	\$ 200,000.00	Funded
AgNPS Round 29	Fa-Ba Farm Waste Storage Project	\$ 443,952.00	\$ 227,376.00	
AgNPS Round 29	Northern Watersheds Structural Erosion Control Project	\$ 106,450.00	\$ 83,300.00	
NYS DEC FLX Watershed Grants Round 1	Castle Creek Water Management Project	\$ 72,500.00	\$ 50,000.00	
CRF Round 7	Hilton Farm Separation, Cover and Flare Project	\$ 1,241,065.00	\$ 934,115.00	
CRF Round 7	Lawnhurst High Efficiency Waste Transfer	\$ 317,065.00	\$ 167,115.00	
CRF Round 7	Duncan Retention and Irrigation Project	\$ 279,215.00	\$ 147,390.00	
WQIP Round 19	Ontario County Roadside Stabilization Program	\$ 425,000.00	\$ 340,000.00	
WQIP Round 19	Wilson Creek Culvert Repair Project	\$ 966,000.00	\$ 500,000.00	
WQIP Round 19	Naples Creek Aquatic Connectivity Project	\$ 70,000.00	\$ 50,000.00	
Regenerate NY	BFLP Regenerate NY Project	\$ 100,000.00	\$ 80,000.00	Funded
Embrace A Stream	Naples Creek Aquatic Connectivity		\$ 10,000.00	
		\$ 5,071,647.00	\$ 3,089,296.00	