

ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
December 20, 2023
Minutes

Meeting held at the Cornell Cooperative Extension (District Office)

PRESENT

DIRECTORS: Chairman Sam Casella, Vice Chairman Jim Malyj, Ken Livermore, Rich Russell, Mark Venuti, Ed Jackson, Amanda Amadon (arrived at 10:08)

ABSENT: None

STAFF: Megan Webster, Diana Thorn

USDA

FSA: Joann Rogers

NRCS: None

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 10:01am and Jim led the pledge to the flag.

MINUTES

Chairman Casella asked for any comments, changes, or corrections to the minutes from November 15, 2023. The following motion was offered:

Motion that the minutes of November 15, 2023 be accepted as submitted.

Motion made by Ken Livermore, seconded by Mark Venuti.

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

Resolution #20231220-01

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 #12 in the amount of \$128,643.67.

Motion made by Ken Livermore, seconded by Jim Malyj.

Ken Livermore reviewed and signed the bills earlier today.

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

Resolution #20231220-02

Motion to approve the additional bill submitted after the packet was distributed (Jennifer May \$17.91).

Motion made by Rich Russell, seconded by Ed Jackson.

Ken Livermore reviewed and signed the bill.

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

Resolution #20231220-03

TREASURER'S REPORT

Diana reviewed her Treasurer's Report with the Board, which includes the financial statements for November 30, 2023. Megan has reviewed and signed payrolls #23, #24, and #25; the November bank statements; and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through November 30th.

The 2024 proposed budget was presented.

Amanda Amadon arrived at 10:08am

Motion to approve the 2024 Budget presented as the County Budget.

Motion made by Ken Livermore, seconded by Mark Venuti.

All in favor, motion approved

Resolution #20231220-04

Motion to approve payment of 2024 Employer contributions to employee HSA accounts and general insurance premiums for 2024 after January 1, 2024 and before the next Board meeting.

Motion made by Amanda Amadon, seconded by Rich Russell.

All in favor, motion approved

Resolution #20231220-05

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

Motion made by Ken Livermore, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20231220-06

PRIVILEGE OF THE FLOOR

Rich Russell

1. Rich read a Resolution offered up by the Personnel Committee. (Resolution attached to minutes) This Employee Appreciation Resolution acknowledges the hard work and dedication of the staff and offers an additional paid day off before the end of December.

Motion to approve the Employee Appreciation Resolution as submitted.

Motion made by Rich Russell, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20231220-07

FSA

Joann Rogers

County Committee (COC): The next COC meeting is on Tuesday, 01/30/2024 at 9AM

County Committee (COC) Elections: Local Administrative Area (LAA) 3, which includes the towns of Geneva-Seneca, Gorham and Hopewell has re-elected Kelley Jensen and 1st alternate is James (Jim) Malyj; thanks to both for their willingness to serve.

Primary Secretarial Natural Disaster Designation: Ontario County for freeze/frost mid-May 2023; emergency loans available [Disaster Assistance Programs \(usda.gov\)](https://www.usda.gov/disaster-assistance)

Emergency Relief Program (ERP) 2022: provides financial assistance for agricultural producers impacted by wildfires, droughts, excessive moisture, hurricanes, winter storms and other eligible disasters occurring in calendar year 2022. [Emergency Relief Program \(usda.gov\)](https://www.usda.gov/emergency-relief-program)

Farm Program Loans:

- **Farm Storage Facility Loans (FSFL):** interest rates range from 4.625% to 4.750% 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 \(usda.gov\)](https://www.usda.gov/farm-storage-facility-loan-programs-fact-sheet-july-2022.pdf)
- **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 \(usda.gov\)](https://www.usda.gov/mal-ldp-fact-sheet.pdf)

Farm Loan: has a variety of loans available and funding is still available. Peter Stoep, Farm Loan Officer; Abbey Combs, Farm Loan Officer; and Kim Weykman, Program Technician. Denise Buisch assists 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.

Farm Bill: The 2018 Farm Bill that expired on 09/30/2023 has been extended for 1 year. With this extension the 2024 Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Election and Enrollment began on 12/18/2023 and continues through 03/15/2024.

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.

Happy holidays from all of us at the Ontario County Farm Service Agency (FSA).

NRCS

Dan Weykman sent this in email form:

We've had over 80 applications for EQIP and CSP across the 3 county Field Office team, with half of them right here in Ontario. High Tunnels, Forestry, Ag Waste, pollinators. A few contracts have been preapproved already for the expedited 'ACT-NOW' funding; these are high tunnels.

The District Conservationist position (which was held by Jo Beth Bellanca) has been posted and closed, with interviews and selections being made probably after January 1. Julie Miller is still Acting DC until February.

CORRESPONDENCE

Correspondence was shared digitally.

GENERAL BUSINESS

Megan Webster, District Manager Report

Employee Evaluations

All Employee Evaluation documentation was submitted to the Board. Megan thanked the Board on behalf of the staff for the Employee Appreciation Resolution.

CCE Lease

Megan shared that she has signed a one month extension to our existing lease. CCE of Ontario County has proposed a 4% increase each year for the next three year lease cycle. The OCSWCD Board discussed this and the following motion was offered:

Motion to authorize Megan to submit a letter to the CCE of Ontario County Board with a counter offer of 3% per year for the next three year lease cycle.

Motion made by Amanda Amadon, seconded by Jim Malyj.

All in favor, motion approved.

Resolution #20231220-08

SWCC Meeting

Megan reported that she was unable to attend yesterday's SWCC virtual meeting. The Committee was scheduled to discuss the modifications to the Performance Measures including the requirements for Director training. Megan will follow up and find out what modifications were approved. Please continue to let Megan know if you attend any trainings throughout the year so that she can add that to our Performance Measure data.

Another modification included adopting a data breach notification policy. Megan is working with County IT to get an example policy that will be presented for adoption at the January Board meeting.

Grants & Projects Updates

Base AEM Round 17

Staff are working on the final report for Round 17, compiling technical support time and completing the last implementation project at Canandaigua Livestock.

Motion to approve payment per the contract for work at the Canandaigua Stockyard not to exceed \$50,000.00.

Motion made by Jim Malyj, seconded by Amanda Amadon.

All in favor, motion approved.

Resolution #20231220-09

AgNPS Round 24

The pipe is onsite at F & W Farms and the contractor is scheduled for December 29th. We have already received 2 one year extensions for this grant. We may be able to apply for a shorter term extension if there is a delay with the work that is scheduled.

Motion to approve applying for an extension for AgNPS Round 24 if necessary.

Motion made by Amanda Amadon, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20231220-10

Ag NPS Round 25

The installation of the transfer line at Will-O-Crest is nearing completion. Our AEA, PJ Emerick was out and visited this and several other of our project sites.

Motion to approve reimbursement to Will-O-Crest for the installation of the transfer line per the grant contract not to exceed the remaining grant funds (\$293,706.04).

Motion made by Rich Russell, seconded by Amanda Amadon.

All in favor, motion approved.

Resolution #20231220-11

CRF Round 6

The Flare is installed and EL-VI is just finishing up with some of the technological aspects of the system.

Motion to approve payment to EL-VI Farms for the Manure and Agricultural Waste Treatment System not to exceed the contracted amount of \$410,000.00

Motion made by Amanda Amadon, seconded by Jim Malyj.

All in favor, motion approved.

Resolution #20231220-12

FLX Watershed Grant

The District was awarded \$50,000.00 for the Castle Creek Water Management Project. Additionally, we have applied for \$10,000.00 through the Seneca Pure Waters Sediment and Nutrient Reduction Program. Funds are also committed by the Town of Geneva and FLOWPA.

GLC Sediment and Nutrient Reduction Program 2023

At the November 15, 2023 Board meeting, you approved reimbursement to Bruce Reed for \$6,415.60 for an erosion and sediment control project at this farm. The land owner has asked us to consider an assignment of payment to one of the contractors.

Motion to approve the assignment of payment to Lance Yonge Grading, LLC for \$2,800.00 for the work on the Bruce Reed erosion and sediment control project.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20231220-13

WQIP Round 17

The final report and all closeout documentation have been submitted to DEC.

FLOWPA

The materials for the Wells Curtice Rd project have been staged. The Town of Canandaigua hopes to begin construction as soon as possible.

Regenerate NY – Baker

Work is nearing completion.

Motion to approve reimbursement to the Baker family for \$20,000.00 pending receipt of the final executed contract.

Motion made by Ed Jackson, seconded by Ken Livermore.

All in favor, motion approved.

Resolution #20231220-14

Trout Unlimited Embrace a Stream

The District was awarded an Embrace a Stream grant for aquatic connectivity work in Naples Creek. After the awards were announced Trout Unlimited held a contest for donors to show their support for local projects. Our project had widespread support and we won with both the most donors and for the most donations. This adds \$4,000 in donations and \$2,500 prize money to our award, bringing us to a total of \$16,635.00. We are very thankful. We are still waiting to hear about the WQIP Round 18 application we submitted for this project. Final work plans will be determined once we know the total amount of funds awarded for this project area.

General Updates

Septic System Replacement Fund Round 4

Funds for this round were recently announced. The County needs to accept the funding by January 26, 2024. The geographical area included in this round is expanded to include tributaries and Megan is working with County IT to create a map that represents the actual coverage area. Once the County has accepted the funds and the specific properties have been identified we can share the information with the public.

Instagram

The District now has an Instagram account for education and outreach. Please follow us if you use this social media platform.

NYACD Legislative Days

Megan shared the information digitally. Please let her know if you plan to attend.

Motion to approve travel expenses related to Megan's attendance at the 2024 NYACD Legislative Days event.

Motion made by Ed Jackson, seconded by Rich Russell.

All in favor, motion approved.

Resolution #20231220-15

Needs

Motion to approve purchase of education and outreach supplies (including but not limited to a prize wheel and stormwater model supplies) not to exceed \$150.00.

Motion made by Ken Livermore, seconded by Jim Malyj.

All in favor, motion approved.

Resolution #20231220-16

Motion to approve registration fees for staff to attend the Finger Lakes Institute's Research Conference.

Motion made by Ken Livermore, seconded by Ed Jackson.

All in favor, motion approved.

Resolution #20231220-17

Ed Jackson read a Resolution of Appreciation for Rich Russell (attached to these minutes) acknowledging Rich's years of dedicated and enthusiastic service to the District and expressing our sincere gratitude for his efforts and support over the years.

**Motion to approve the Resolution of Appreciation for Rich Russell.
Motion made by Ed Jackson, seconded by Amanda Amadon.
All in favor, motion approved.
*Resolution #20231220-18***

Next meeting: January 17, 2024

ADJOURNMENT

**Motion to adjourn at 11:02am.
Motion made by Rich Russell, seconded by Mark Venuti.
All in favor, motion approved.
*Resolution #20231220-19***

Diana Thorn, Secretary-Treasurer to the Board



ONTARIO COUNTY
SOIL & WATER CONSERVATION DISTRICT
www.ontswcd.com

EMPLOYEE APPRECIATION RESOLUTION

WHEREAS, The Ontario County Soil and Water Conservation District Board of Directors reviewed all 2023 Employee Evaluations; and

WHEREAS, The Ontario County Soil and Water Conservation District Board of Directors recognize that the OCSWCD employees utilize their extensive training, knowledge, experience, and common sense for the betterment of the Ontario County environment; now, therefore be it

RESOLVED, The Ontario County Soil & Water District Board of Directors desire to recognize this dedication and performance by providing each employee December 22, December 26 or December 29 as an additional paid day off in 2023.

Offered by Rich Russell, seconded by Ed Jackson

This Employee Appreciation Resolution was unanimously adopted by the Ontario County Soil & Water Conservation District Board of Directors on December 20, 2023.



ONTARIO COUNTY
SOIL & WATER CONSERVATION DISTRICT
www.ontswcd.com

RESOLUTION OF APPRECIATION

Rich Russell

WHEREAS, The Ontario County Soil & Water Conservation District has a properly constituted Board of Directors whose members exercise careful consideration of matters that affect the preservation of soil and water resources within Ontario County; and

WHEREAS, Rich Russell was appointed to the Ontario County Soil & Water Conservation District Board of Directors in January 2010, has capably represented the position of Legislative Member, has participated on multiple committees, and has served through December 2023; and

WHEREAS, Rich Russell has diligently served the Soil & Water Conservation District utilizing his extensive knowledge, experience, and common sense for the betterment of Ontario County; now therefore be it

RESOLVED, The Ontario County Soil & Water District Board of Directors recognizes the dedication and enthusiasm put forth by Rich Russell while carrying out his responsibilities with the unanimous approval of this Resolution of Appreciation.

This Resolution of Appreciation was unanimously adopted by the Ontario County Soil & Water Conservation District Board of Directors on December 20, 2023

Ontario County Soil & Water Revenue	Final Budget Jan-Dec 2023	Budget Jan-Dec 2024
2160 Revenue		
2160F District Tree & Shrub Prog.	7,600.00	9,100.00
2160G Fish Program	500.00	500.00
Subtotal	8,100.00	9,600.00
2401A Interest Earned		
Subtotal	770.00	2,370.00
2615 Sale of Equipment	15,000.00	15,000.00
2655D Sale of Supplies (flags/maps)	50.00	50.00
2701 Refund of Prior Year Exps	100,000.00	100,000.00
2770 Miscellaneous Revenue		
2770A Ag Value Assessments	4,000.00	4,000.00
2770B Program Fees		
Subtotal	79,300.00	78,300.00
2706 County Appropriations/Grants	201,948.00	281,597.00
WRC/AEB	4,000.00	3,000.00
Subtotal	205,948.00	284,597.00
3959 State Grants & Reimbursements		
Subtotal	261,000.00	346,000.00
FUND BALANCE	175,690.00	106,545.00
TOTAL	845,858.00	942,462.00
	Final Budget Jan-Dec 2023	Budget Jan-Dec 2024

Ontario County Soil and Water Expenditures	Final Budget Jan-Dec 2023	Budget Jan- Dec 2024
8730.1 Personnel Services		
Subtotal	464,710.00	494,112.00
8730.2 Equipment		
Subtotal	53,200.00	80,200.00
8730.4 Contractual		
.401 Other Contractual		
Grant Expenses		
Subtotal	22,000.00	25,000.00
.405 District Tree	11,082.00	10,000.00
.407 Fish Program	400.00	400.00
.413 Flags & Stakes	100.00	100.00
.430 Director Travel	1,000.00	1,000.00
.431 Employee's Travel	2,000.00	2,000.00
.440 Rent	16,598.00	17,100.00
Subtotal	31,180.00	30,600.00
.442 Phone		
Subtotal	4,900.00	5,000.00
.443 Office Supplies		
Subtotal	12,300.00	10,600.00
.444A Info & Education		
Subtotal	21,650.00	25,350.00
.450 Bond & Insurance	14,850.00	17,850.00
.460 Misc		
Subtotal	14,618.00	23,350.00
.461 Repairs - Vehicles & Field	1,500.00	1,500.00
.463 Gas & Oil	4,000.00	4,200.00
.464 Small Tools	100.00	100.00
.465 County IT service calls	7,400.00	7,400.00
Subtotal	13,000.00	13,000.00
.4 Subtotal	134,498.00	150,950.00
8730.8 Employee Benefits		
Subtotal	193,450.00	217,200.00
TOTAL	845,858.00	942,462.00
	Budget Jan-Dec 2023	Budget Jan-Dec 2024