



# ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT  
[www.ontswcd.com](http://www.ontswcd.com)

480 North Main Street, Canandaigua, New York 14424  
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## Agenda

Wednesday, November 17, 2021 @ 4:00pm  
DISTRICT BOARD MEETING

CALL TO ORDER REGULAR MEETING (open to the public)

PLEDGE OF ALLEGIANCE: Ed

MEETING MINUTES: October 27, 2021

BILLS FOR APPROVAL (to include add on bills)

TREASURER'S REPORT

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

USDA REPORTS: Joann Rogers, FSA; Dan Weykman, NRCS

CORRESPONDENCE

GENERAL BUSINESS

Timesheet/Employee Handbook Update

Grant and Project Updates

Upcoming Events

ADJOURNMENT

\*\*\*\*\* Next Meeting Wednesday December 15, 2021 at 4:00 p.m. \*\*\*\*\*

PUBLIC IS WELCOME!

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**October 27, 2021**  
**Minutes**

**\*\*\*Meeting held in-person at the Cornell Cooperative Extension (District Office) and remote via  
Go to Meeting\*\*\***

**PRESENT:**

**DIRECTORS:** Vice Chairman Ken Livermore (in-person), Rich Russell (in-person), Mark Venuti (remote), Ed Jackson (in-person), Jim Peck (remote), Amanda Amadon (remote), Chairman Casella (in-person)

**STAFF:** Megan Webster (remote), Diana Thorn (in-person)

**USDA/FSA:** Joann Rogers (in-person)

**NRCS:** Dan Weykman (remote)

**ABSENT:** None

**CALL TO ORDER REGULAR MEETING**

Chairman Casella called the regular meeting to order at 4:00pm 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 September 15, 2021 be accepted as submitted.**

**Motion made by Ken Livermore, seconded by Rich Russell.**

**All in favor, motion approved. (Mark Venuti not present yet)**

*Resolution #20211027-01*

**BILLS**

**Motion to approve Abstract #10 in the amount of \$111,655.14**

**Motion made by Ken Livermore, seconded by Ed Jackson.**

**Ken Livermore reviewed and signed the bills earlier today.**

**All in favor, motion approved. (Mark Venuti not present yet)**

*Resolution #20211027-02*

**TREASURER'S REPORT**

Diana reviewed her treasurer's report with the Board, which includes the financial statements for September 30, 2021. Megan has reviewed and signed off on payrolls #20, #21, and #22, the September bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through September 30<sup>th</sup>. A spreadsheet was provided that shows the bills

that appear in the Abstract listed with more detail and in their current status. There is one Honeoye Lake Watershed Task Force bill this month.

Diana reported that the District Savings Certificate of Deposit matured and was rolled over per your resolution #20200617-03. It matured with \$101,043.94.

**Motion to approve the treasurer's report and September financial statements.**

**Motion made by Ken Livermore, seconded by Ed Jackson.**

**All in favor, motion approved. (Mark Venuti not present yet)**

*Resolution #20211027-03*

**PRIVILEGE OF THE FLOOR**

**Ed Jackson:**

1. Ed asked for clarification about the upcoming DEC 4 Hour courses. Megan shared that we have a private class scheduled in November for a company new to West Bloomfield, and a public session scheduled for Dec. 2<sup>nd</sup>.
2. Ed stated that he saw good reports in Key Events – including the one that appeared today.
3. Ed asked if we have had any interest in the Dec. 9<sup>th</sup> Realtor Workshop yet? Megan said that we have interest but that we don't have anyone registered yet.
4. Ed mentioned the American Farmland Trust article about Tucker. Ed stated that he thought it was a very good article.
5. Ed stated that he is glad to see advertising in the newsletter.
6. Ed stated that he saw OCSWCD mentioned in the SWCC annual report.
7. Ed attended the NYACD Annual Meeting and stated that he thought Chairman Casella did "a really good job" chairing the meeting.

**Chairman Casella:**

1. Chairman Casella thanked Ed for attending the NYACD event and for his comments. Chairman Casella reported that he was re-elected as President of NYACD and that it was a very good meeting.

*Mark Venuti joined the meeting at 4:08pm.*

**USDA/FSA**

*Joann Rogers*

- **Conservation Reserve Program (CRP):** There have been many updates to the conservation programs so have any interested participant contact the office. Several of the conservation practices are eligible under the continuous CRP.
- **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.
- **Fall Crop reporting:** small grains (wheat, rye, triticale) need to be reported by 11/15/2021 BUT if there are any prevented planted acres due to the weather please contact the FSA office by 10/25/2021.
- **County Committee:** members, Frank Fessner, William Rockefeller and Kelley Jensen next meeting is on Tuesday, October 26<sup>th</sup>, 2021; if interested in participating contact the office at 585-

394-0525 ext. 2 to make arrangements due to Covid. This year's election in in Local Administrative Area 1 (Bristol-Richmond-Canadice, East & West Bloomfield, Naples-South Bristol and Canandaigua: Frank Fessner and Seth Pritchard are on the ballots.

- Farm Program Loans: Farm Storage Facility Loans-FSFL (interest rate ranges from 0.375% to 1.500%); 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; Market Assistance Loans (MAL's) short-term commodity loans with interest rate of 1.125% for grain stored in bins. For details on the farm loans contact the FSA office.
- Farm Loan has a variety of loans available, and funding is still available.
- New Farmers fact sheet: how to get established with the Farm Service Agency (FSA)
- Grant: <https://www.ams.usda.gov/services/grants/prs> Pandemic Response and Safety Grants

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, Alexis McDougal and Sarah Potter.

We are open by appointment only, please 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, so please always call in advance.

## **NRCS**

*Dan Weykman*

- **EQIP**
  - 2021: Ten contracts obligated for \$604k
  - Field work continuing: high tunnels, forestry work, cover crops
  - 2022—Oct 1-Nov 1, 2021 signup, taking applications continuously; Currently approx.. 25 applications received so far.
  - Spending time now with 2022 applications field visits
    - High Tunnels
    - Cropland Erosion/Soil Health
    - Energy Improvements
    - Pollinator Habitat
    - Forestry
- **CSP**
  - Payments will be made soon for those electing for 2021 (some have option to defer to 2022)
  - 2021: Obligated 3 contracts for \$77000, 900+ acres

- 4 applications unfunded, deferred to 2022
    - 2022: no application deadline yet, will accept at any time
  - **AMA**
    - Nov 1 Deadline: accepting applications for 2022 for Urban Conservation Initiative (High Tunnels, grazing, pollinators, etc.)
  - **Staffing**
    - Soil Con hired in 2021, but placed in Wayne County instead
    - Jo Beth Bellanca, DC, will be on Detail next 4 months
      - Julie Miller, Yates Co. will be acting
  - **Food Security Act Determinations**
    - On-site determinations continue (potential violations included).
    - Backlogged as we shifted to program priorities last 3 months. Approx. 55 requests for Wetlands.
    - HELs mostly up to date
- \*\*Reminder—AD-1026 to be completed for cropland boundary change activity with FSA staff for NRCS assessment. Call with Questions.

## **CORRESPONDENCE**

Correspondence was going around the room and was also distributed electronically.

## **GENERAL BUSINESS**

*Megan Webster, District Manager Report*

### **COVID19 Update**

Megan shared with the Board that she is attending remotely while she waits for test results after being notified of a possible exposure. Staff currently has the ability to work remotely when needed, and we continue to monitor the situation and follow our established protocols.

### **Timesheet Program**

Megan reported that Bergmann has submitted the first draft of the new timesheet program and staff is currently reviewing it. Megan also stated that the Bergmann employee heading up our project is leaving the area. He wants to finish up the project before he leaves. We plan to have the program ready to start using by the end of this year.

The new timesheet program will function on a semi-monthly pay cycle rather than the bi-weekly pay cycle that we are on currently. This change will align employee pay with the operating budget. In the new system, pay-periods will always be the 26<sup>th</sup> of the month through the 10<sup>th</sup> of the month, and the 11<sup>th</sup> of the month through the 25<sup>th</sup> of the month. Paycheck dates will always be the 15<sup>th</sup> of the month and the 30<sup>th</sup> of the month (the 28<sup>th</sup> in February). Due to this change, we need to update the employee handbook. All mentions of bi-weekly pay need to be changed, and the formula for accruing comp time needs to be updated. Currently comp time is accrued at a rate of time and a half once the 40 hour work week is reached. In the new system, comp time will need to accrue at the time and a half rate once 8 hours in a work day is reached, because a given pay period may have more or less than 40 hours. Megan is working with the Policy Committee and will have draft language submitted to the full board before the next meeting.

### **Permit Assistance and Mapping**

Megan reported that we occasionally have people come to the office for assistance with non-agriculture related permits and mapping. As was previously discussed with the Board regarding mining permits, this can be very time consuming for staff. Megan is recommending that the Board consider adding permit assistance and mapping to the existing fee structure for mining permits (\$50/hour).

**Motion to approve adding permit assistance and mapping to the fee structure for mining permits with a rate of \$50 per hour.**

**Motion made by Ken Livermore, seconded by Amanda Amadon.**

**All in favor, motion approved.**

*Resolution #20211027-04*

### **Conservation Approval Authority**

Megan recommended that this item be tabled until the November meeting.

### **Annual Plan of Work**

Megan sent the draft annual plan of work electronically. Ed asked if Tyler should be added to the section that discusses Tad and Alaina working on materials for public outreach. Megan explained that there is no such activity planned for Tyler in 2022. Ed also submitted some spelling errors that will be fixed.

**Motion to approve the 2022 Annual Plan of Work.**

**Motion made by Ed Jackson, seconded by Amanda Amadon.**

**All in favor, motion approved.**

*Resolution #20211027-05*

### **Base AEM Year 17 Action Plan**

This plan is for 2 years, 2022 and 2023. Megan sent the draft electronically. Megan reminded the Board that we have until May 2022 to submit the AEM Implementation projects that will be included in Year 17.

**Motion to approve the Base AEM Year 17 Action Plan.**

**Motion made by Ken Livermore, seconded by Ed Jackson.**

**All in favor, motion approved.**

*Resolution #20211027-06*

### **Grants & Projects**

#### **SWCC:**

SWCC met and acted on our requests for extensions. Extensions were granted for Ag NPS Rd 23, CAFO Landmark, and Ag NPS Rd 24.

#### **Ag NPS Rd 24 Mud Creek Erosion Control Projects:**

Brock Acres has finished their project. While under construction, this project was washed out and the farm was very good about fixing any damage that occurred during the construction phase. Staff used the District's straw mulcher to assist with stabilization of this project.

**Motion to approve final payment to Brock Acres not to exceed \$26,790.00.**

**Motion made by Amanda Amadon, seconded by Jim Peck.**

**All in favor, motion approved.**

*Resolution #20211027-07*

Strykers / Kim Mar Farm has finished both of their projects.

**Motion to approve final payment to Strykers/KimMar Farm not to exceed \$25,702.50.**

**Motion made by Rich Russell, seconded by Amanda Amadon.**

**All in favor, motion approved.**

*Resolution #20211027-08*

F & W Farm is the last project in this round. They plan to start construction in the spring.

**GLRI:**

Hayton's project is completed. This is an assignment of payment project.

Rogers Farms is starting work and should be finished within a week. This project must closeout in 2021.

**Motion to approve final payment to Farrell Landscaping and Excavating, Inc. for \$25,500.00 on behalf of Hayton, and final payment to Rogers Farms for \$18,875.00 to closeout this GLRI grant.**

**Motion made by Ken Livermore, seconded by Ed Jackson.**

**All in favor, motion approved.**

*Resolution #20211027-09*

**FLLOWPA:**

The project at Fishers Park / Irondequoit Creek in the Town of Victor has been completed. We have submitted the request and have already received reimbursement from the County.

**FLX EBM Rd 2:**

We submitted 2 Erosion and Sediment Control projects for the next round of funding. We should hear by the end of the year if these projects are funded.

**2021 Part B Project:**

The drone is up and running. Katie and Megan have been using the drone to survey the Canandaigua Lake Outlet. The Town of Manchester has trees down impeding flow in the Outlet. Megan is working with the Town Supervisor on this issue. She is currently working to find a contractor to remove the trees.

**Motion to approve paying for removal of debris from the Canandaigua Lake Outlet per our procurement policy using funds from the Canandaigua Lake Outlet account setup for this purpose.**

**Motion made by Ken Livermore, seconded by Rich Russell.**

**All in favor, motion approved.**

*Resolution #20211027-010*

**Other:**

Megan recommends that the Board consider offering staff a boot allowance again this year.

**Motion to approve funding the purchase of boots for staff.**  
**Motion made by Ken Livermore, seconded by Amanda Amadon.**  
**All in favor, motion approved.**  
*Resolution #20211027-11*

Megan reported that she attended the NYACD meeting with Sam and Ed.

Megan reported that she presented at CCE's Beginning Farmer series.

Megan reported that she participated on an Environmental Careers panel at FLCC for students considering environmental jobs.

Megan reported that she is presenting to the Ontario County Board of Supervisors on Thursday, October 28<sup>th</sup>.

**Upcoming events:**

We have private and public DEC 4 hour courses scheduled for the end of this year and for next spring (1 private and 1 public this fall and 1 private and 1 public next spring are scheduled at this time.)

Realtor Workshop is scheduled for December 9<sup>th</sup>.

**Needs:**

Alaina is using CLWA's dip nets and the handles are broken. Megan is recommending that we purchase new handles and that we purchase dip nets for Alaina so that she doesn't have to borrow them. She is also recommending that we purchase additional water monitoring materials for our outreach program.

**Motion to approve funding the purchase of water monitoring materials including handles and dip nets not to exceed \$700.**

**Motion made by Ken Livermore, seconded by Mark Venuti.**

**All in favor, motion approved.**

*Resolution #20211027-12*

Tyler would like to purchase underground septic system and pipe locator equipment and components to use to locate system components on inspections.

**Motion to approve funding the purchase of septic system and pipe locator equipment and components not to exceed \$1,500.00.**

**Motion made by Ken Livermore, seconded by Mark Venuti.**

**All in favor, motion approved.**

*Resolution #20211027-13*

**OWTSIT Upgrade:**

Megan reported that we have secured funding for this project from FLOWPA and from Ontario County. The remaining costs will be split between the District and the Commission. The costs will also be split across 2021 and 2022.



**Motion to approve closing the District on Friday, November 26, 2021 and making it a holiday for staff.**

**Motion made by Rich Russell, seconded by Ed Jackson.**

**All in favor, motion approved.**

*Resolution #20211027-14*

**ADJOURNMENT**

**Motion to adjourn at 4:50pm.**

**Motion made by Ed Jackson, seconded by Rich Russell.**

**All in favor, motion approved.**

*Resolution #20211027-15*

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**Diana Thorn, Secretary/Treasurer to the Board**