



# ONTARIO COUNTY

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

480 North Main Street, Canandaigua, New York 14424  
Telephone (585) 396-1450 Fax (585) 396-1305

**Agenda**  
**Wednesday, February 17, 2021 @ 5:00pm**  
**DISTRICT BOARD MEETING**

(Due to COVID-19 restrictions, the District Board meeting will be open to the public via web meeting/call-in. Instructions are posted on our website [www.ontswcd.com](http://www.ontswcd.com) and in print at the District Office) Further information is available on our website.

**CALL TO ORDER REGULAR MEETING (open to the public)**

**PLEDGE OF ALLEGIANCE: (Ken)**

**MEETING MINUTES: January 20, 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**

**SWCC TRAINING: P.J. Emerick, NYS Ag & Markets**

**CORRESPONDENCE**

**GENERAL BUSINESS**

Emergency Planning and COVID-19 Update

Grant and Project Updates

Sexual Harassment Prevention Training

Invasive Species: Hemlock Woolly Adelgid Update

4 hr NYSDEC Erosion & Sediment Control Course

**ADJOURNMENT**

**\*\*\*\*\* Next Meeting Wednesday, March 17, 2021 at 5:00 p.m. \*\*\*\*\***

**PUBLIC IS WELCOME!**



# ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

[www.ontswcd.com](http://www.ontswcd.com)

480 North Main Street, Canandaigua, New York 14424

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

## DISTRICT BOARD MEETING

Wednesday, February 17, 2021 @ 5:00pm

Due to COVID -19 restrictions, the District Board meeting will be open to the public via web meeting/call-in. Log in/Call in instructions below.

Further information is available on our website.

ONTSWCD Board Meeting - February 17th

Wed, Feb 17, 2021 5:00 PM - 7:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/395950357>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122

- One-touch: <tel:+16467493122,,395950357#>

Access Code: 395-950-357

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/395950357>

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**January 20, 2021**  
**Minutes**

**\*\*\*Meeting held via Go to Meeting conference call due to concerns related to COVID-19\*\*\***

**PRESENT:**

**DIRECTORS:** Ken Livermore, Ed Jackson, Mark Venuti, Sam Casella, Amanda Button

**STAFF:** Megan Webster, Diana Thorn

**USDA/FSA:** None

**NRCS:** Dan Weykman

**ABSENT:** Jim Peck, Rich Russell

**CALL TO ORDER ORGANIZATIONAL MEETING**

Chairman Casella called the organizational meeting to order at 5:03pm.

- **Election of Officers (Chair and Vice Chair)**

Chairman Casella called for nominations for Chair and Vice Chair. Ed Jackson nominated Sam Casella and Ken Livermore respectively. No other nominations were made.

**Motion to approve Sam Casella as Chairman and Ken Livermore as Vice Chairman.**

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

**All in favor, motion approved.**

*Resolution #20210120ORG-01*

- **Appointments (Secretary/Treasurer – Diana)**

**Motion to approve the appointment of Diana Thorn to the Secretary/Treasurer position.**

**Motion made by Ed Jackson, seconded by Mark Venuti.**

**All in favor, motion approved.**

*Resolution #20210120ORG-02*

- **Policy Review**
- **Committee Assignments**
- **Official Depository**
- **Official Newspaper**
- **Operating Expenses Approval Prior to Board Audit**
- **Number of Meetings, Dates and Times**

**Motion made as a block: Motion to approve polices as they are; approve committee membership per attached sheet; name Canandaigua National Bank as depository; name Daily Messenger newspaper of record; approve payment of certain operating expenses (employee benefits, employee cell phones, insurance, payroll and payroll processing) per budget prior to board audit as has been done in the past; approve the meeting schedule of 12 meetings, the third Wednesday of the month at 5pm.**

**Made by Ed Jackson, seconded by Mark Venuti.**

**All in favor, motion approved.**

*Resolution #20210120ORG-03*

**ADJOURNMENT OF ORGANIZATIONAL MEETING**  
**Motion to adjourn organizational meeting at 5:08pm.**  
**Made by Ed Jackson, seconded by Ken Livermore.**  
**All in favor, motion approved.**  
*Resolution #20210120ORG-04*

### **CALL TO ORDER REGULAR MEETING**

Chairman Casella called the regular meeting to order at 5:08 pm and 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 December 16, 2020 be accepted as submitted.**

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

**All in favor, motion approved.**

*Resolution #20210120-01*

### **BILLS**

**Motion to approve Abstract #1 in the amount of \$113,407.71**

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

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

**All in favor, motion approved.**

*Resolution #20210120-02*

### **TREASURER REPORT**

Diana reviewed her treasurer's report with the Board, which includes the financial statements for December 31, 2020. Megan has reviewed and signed off on payrolls #26, #1, and #2, the December bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through December 31<sup>st</sup>. A spreadsheet was provided that shows the bills that appear in the Abstract listed with more detail and in their current status. There are no Ontario Wayne Stormwater Coalition bills or Honeoye Lake Watershed Task Force bills this month.

The Special Projects Certificate of Deposit matured and was rolled over per your Resolution #20200617-03. It matured with \$100,957.23.

Diana reported that she is working on transitioning from 2020 to 2021. She also stated that she and Megan are working on the 2020 annual reports and they are almost finished. Diana reported that there is a webinar being presented by the Office of the State Comptroller specific to the Annual Report of the Treasurer on the 26<sup>th</sup>. Diana and Megan will attend that webinar and make any necessary changes to our report before submitting it.

Diana reported that she is working with the District's Accountant and they are considering making a change to how she does the bookkeeping for the Ontario Wayne Stormwater Coalition. This change

would involve opening a checking account for the Coalition. Once the new account is open, Diana could create a separate company in QuickBooks to record Coalition financial activity. This would be a more transparent way to keep the information. Currently the Coalition accounts are sub accounts of the District.

**Motion to approve opening a checking account for the Ontario Wayne Stormwater Coalition.  
Motion made by Ken Livermore, seconded by Ed Jackson.**

**All in favor, motion approved.**

*Resolution #20210120-03*

**Motion to approve the Treasurer's Report and December Financial Statements.**

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

**All in favor, motion approved.**

*Resolution #20210120-04*

## **PRIVILEGE OF THE FLOOR**

**Ed Jackson:**

1. Ed asked if the District is involved in the Honeoye Lake Aeration project. Megan explained that this is an Ontario County Planning Department managed project with the Honeoye Lake Watershed Task Force. The District is involved in a peripheral way.
2. Ed asked about the Public Employers Emergency Plan. Megan explained that she will talk about this in her report.
3. Ed called attention to several aspects of the newsletters of other District's. Megan reported that our District Newsletter will be coming out soon with our annual report data in an info graphic format.
4. Ed pointed out that other Districts include fruit trees in their tree and shrub sales. Megan reported that we choose not to do that because of our permit with NYS Department of Ag and Markets.
5. Ed reported that he noticed that Suffolk County has a vendor for farm tire recycling. Megan reported that she has looked into several vendors further away from us and the hauling costs become cost prohibitive. She also stated that this is a topic to be discussed at the Water Quality Symposium in March. She will report back.
6. Ed did some research regarding septic inspections since the changes were made to the code in the Town of Richmond. He found that since the Town made the change to allow others besides the District to do their septic inspections, the number of inspection reports filed has dropped drastically. Megan commented that it appears things are falling through the cracks and it will have a negative impact on water quality. Ed reported that he has shared his findings and concerns with Town representatives.
7. Ed shared that the Town of West Bloomfield sent a letter on their letterhead to local Realtors. The letter clearly states their requirements for OCSWCD septic inspections for deed transfers. Megan expressed appreciation that they clearly stated their requirements.

## **USDA**

*No report*

## NRCS

Report presented by Dan Weykman

\*\*\*Please let me know what sorts of information you would like for NRCS to provide each month (or in other avenues, if applicable). Comments/Suggestions appreciated on how I can work more closely with SWCD to collaborate on our shared goals.\*\*\*

- **EQIP**

- ~\$7140 in payments processed for:
  - Cover Crop
- Currently NY potentially has more \$\$ to offer a Round 2 in FY 2021, stay tuned; already have a handful of applicants
- Meeting with all FY2021 applicants continues; to develop conservation plans and rankings. Anticipate preapprovals in March and contracts written in March/April
- 3 current applications for Waste Storage that are working with SWCD

- **AMA**

- New Urban Initiative, FY2022. Summer 2021 planning; Outreach ideas welcomed. "Urban" is misleading, population centers identified throughout the county. Focus on small backyard or community operations in towns/cities

- **CSP**

- No approved renewals this FY.
- "Classic" CSP: FY2021 signup deadline approximately March/April. Applications can be taken at anytime
- Forestry applications have been successful while Ag land not as much as in past years, but still potential.

- **Program Info:** I have been providing website to customers. Please feel free to share: <https://www.nrcs.usda.gov/wps/portal/nrcs/main/ny/programs/farmland/>

- **Food Security Act Determinations**

- December 2020: Slowly working through the backlog. No longer on hold due to finalized new CFR rule. Winter is good time to make requests so projects are ready to go in spring. Drainage, ditch cleaning, clearing, etc.

\*\*Reminder—AD-1026 to be completed with FSA staff for NRCS assessment.

- **New Staff:** Jeremy Paris on board 1/4/21 as Civil Engineering Tech for the West Area. Supervised from Batavia, located in Canandaigua.

Thank you.

---

## CORRESPONDENCE

Correspondence was shared via email.

Megan stated that NYACD information is coming. Unfortunately, our submission was not included in the NYACD report. Megan will participate in the virtual legislative days and provide our information.

## **GENERAL BUSINESS**

*Megan Webster, District Manager Report*

Welcome back to Katie, who is now back in the office full-time.

### **COVID 19 Plan of Operation**

Public agencies are required to have a NYS Public Employers Emergency Plan by April 2021. Megan attended a webinar that reviewed the required content and she is working to put together a plan for the District. Most of the components have been covered through our COVID-19 plan of operations, although this new plan is for general emergency planning.

### **Annual Reports**

Staff has been working on annual reporting to the State Soil & Water Conservation Committee. Reports are nearing completion. Megan and Diana will be attending a webinar next Tuesday with NYS OSC and will be confirming if changes are required to our Annual Report of the Treasurer.

### **Grant and Project Updates**

The bi-annually updated Grants Spreadsheet was uploaded to the website.

#### **FLX EBM**

Projects at Bay Farms and Green View Farms have been completed and we are waiting on final paperwork for payments. The Rockefeller project is planned for Spring 2021 installation along with a FLOWPA funded project for Rockefellers in the same area. The design layout is currently being finalized with Tucker and Katie.

#### **AgNPS Round 23**

Lightland Farm has completed their manure storage project and it has been approved by their P.E..

**Motion to approve final payout of \$154,111.09 to Lightland Farm.**

**Motion made by Ed Jackson, seconded by Mark Venuti.**

**All in favor, motion approved.**

*Resolution #20210120-05*

Half Dutch is currently under construction. We hope to close this grant by the end of 2021.

#### **AgNPS Round 25**

Megan and Tucker attended a pre-construction meeting with Heifer Haven on Tuesday to finalize procurement and discuss construction sequence of events. The farm has requested that Megan or Katie perform the required SWPPP inspections. This project will cause greater than 5 acres disturbance at a time so twice weekly inspections will be required. Megan will review the grant and assess whether or not these hours can be covered with grant funds.

#### **CRF Round 3**

Approval for Year 3 cover crop payments as follows:

Goodman	\$5,307.00
Smith	\$5,307.00
Blowers	\$5,200.86
Hemdale	\$21,228.00

**Motion to approve the CRF Rd 3 Year 3 payouts.**

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

**All in favor, motion approved.**

*Resolution #20210120-06*

### **GLRI Projects**

Megan, Tucker, and Katie met with NYS DEC on the wetland delineation issue involving the Roger's project. We should be set to move forward with this project now as there is a clear understanding that the wetland zone will indeed be shifted and the project will be designed with the new delineation. The farm will pay for the required permit.

### **Interseeding**

The District is currently working with Penn State University, Cornell University and other project partners on a Northeast SARE Interseeding Project. Staff will be working with local farms on interseeding trials as funding allows.

### **WRC**

The District received \$3,000 in funding through the Ontario County Water Resources Council for our joint hydroseeding project with Ontario County Department of Public Works. The District will use Special Projects funds to match these funds (Resolution # 20201118-06). Additionally, we are looking into the possibility of using FLOWPA funds as match.

### **FLOWPA**

Megan and Katie are working with the Town of Victor using FLOWPA funds on a streambank stabilization project at Fishers Park.

### **Canandaigua Lake Watershed Inspection Program**

Jamie and Alaina have been working on rack cards for the Watershed Inspection Program. The Commission has approved the purchase of these cards.

**Motion to approve the purchase of Watershed Inspection Program rack cards not to exceed \$300.**

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

**All in favor, motion approved.**

*Resolution #20210120-07*

### **Genesee River Watershed Coalition of Conservation Districts**

The GRWC has not met this year to elect the Board. Currently, Megan serves as Vice-Chair and previous resolutions have indicated that.

**Motion to approve a resolution to have Megan serve as Vice Chair and serve as a voting member of the Genesee River Watershed Coalition of Conservation Districts.**

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

**All in favor, motion approved.**

*Resolution #20210120-08*

### **NYSDEC 4 Hour Course**

Due to COVID 19 concerns, the District has not held a recent NYS DEC 4 hour Erosion and Sediment Control training course. Based on feedback and support from NYS DEC and Warren County SWCD, the District will offer a virtual 4-hour course on March 4<sup>th</sup>. For this, the GotoMeeting subscription was upgraded to allow for co-hosting and additional meeting participants, but due to a sale, the new cost



was less than the original subscription. An in-person course is planned for May, when an outside venue can be used.

### **Training**

As part of our 2021 Part B project, Megan and Katie would like to take a practical course on drone operation.

**Motion to approve practical drone training for Megan and Katie.**

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

**All in favor, motion approved.**

*Resolution #20210120-09*

The Board will need to have required training at the February meeting. Megan will send out a list of possible topics via e-mail. Please respond with your choice for a training topic. Also, the Sexual Harassment Prevention Training Q&A and discussion session will take place at the February meeting.

The required Conflict of Interest form will be distributed to Board members when it is received from the County. Please let Megan know when the form is submitted.

### **Needs**

**Motion to pre-approve payment of all annual staff certifications/professional memberships for 2021 (examples include but are not limited to: CPESC, CCA, NYSE&SCC).**

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

**All in favor, motion approved.**

*Resolution #20210120-10*

**Motion to approve payment for staff to attend the 2021 Water Quality Symposium, which will be held virtually this year (\$50 per person).**

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

**All in favor, motion approved.**

*Resolution #20210120-11*

### **ADJOURNMENT**

**Motion to adjourn at 5:58pm.**

**Motion made by Mark Venuti, seconded by Ed Jackson.**

**All in favor, motion approved.**

*Resolution #20210120-12*

---

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



United States Department of Agriculture  
Farm Service Agency



## Resources for Urban Farmers in NYS Webinar Set for January 27th

USDA Farm Service Agency sent this bulletin at 01/19/2021 02:57 PM EST

January 2021



Farm Service Agency Electronic News Service

# BULLETIN

*GovDelivery*

### Technical and Financial Resources for Urban Farmers in New York State Webinar Set for January 27th

A webinar on the Technical and Financial Resources for Urban Farmers in New York State is set for Wednesday, January 27<sup>th</sup>. This webinar is being presented by a group of agencies that serve urban farmers including the U.S. Department of Agriculture's (USDA) Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA), the New York State Department of Agriculture and Markets and Cornell Cooperative Extension. Speakers will include the New York State Commissioner of Agriculture, Richard Ball, NRCS State Conservationist, Blake Glover, and Urban Farmer, Karen Washington.

The event will take place Wednesday, January 27<sup>th</sup> from 10:00 am to 11:30 am, with individual break-out rooms with each organization afterwards. This webinar is free however pre-registration is required for this event, please do so at: <https://www.eventbrite.com/e/technical-and-financial-resources-for-urban-farmers-in-nys-tickets-135351129873>

This webinar will introduce you to urban agriculture field staff from a variety of organizations that provide direct support for urban farmers and community gardeners. Urban farmers will also share their experience working with these field staff and ways to participate in the programs and services offered by each organization.

Persons with disabilities who require accommodations to participate in this meeting should contact Lynnette Wright at (315) 477-6309 or Federal Relay Service at 1-800-877-8339, by January 25, 2021.

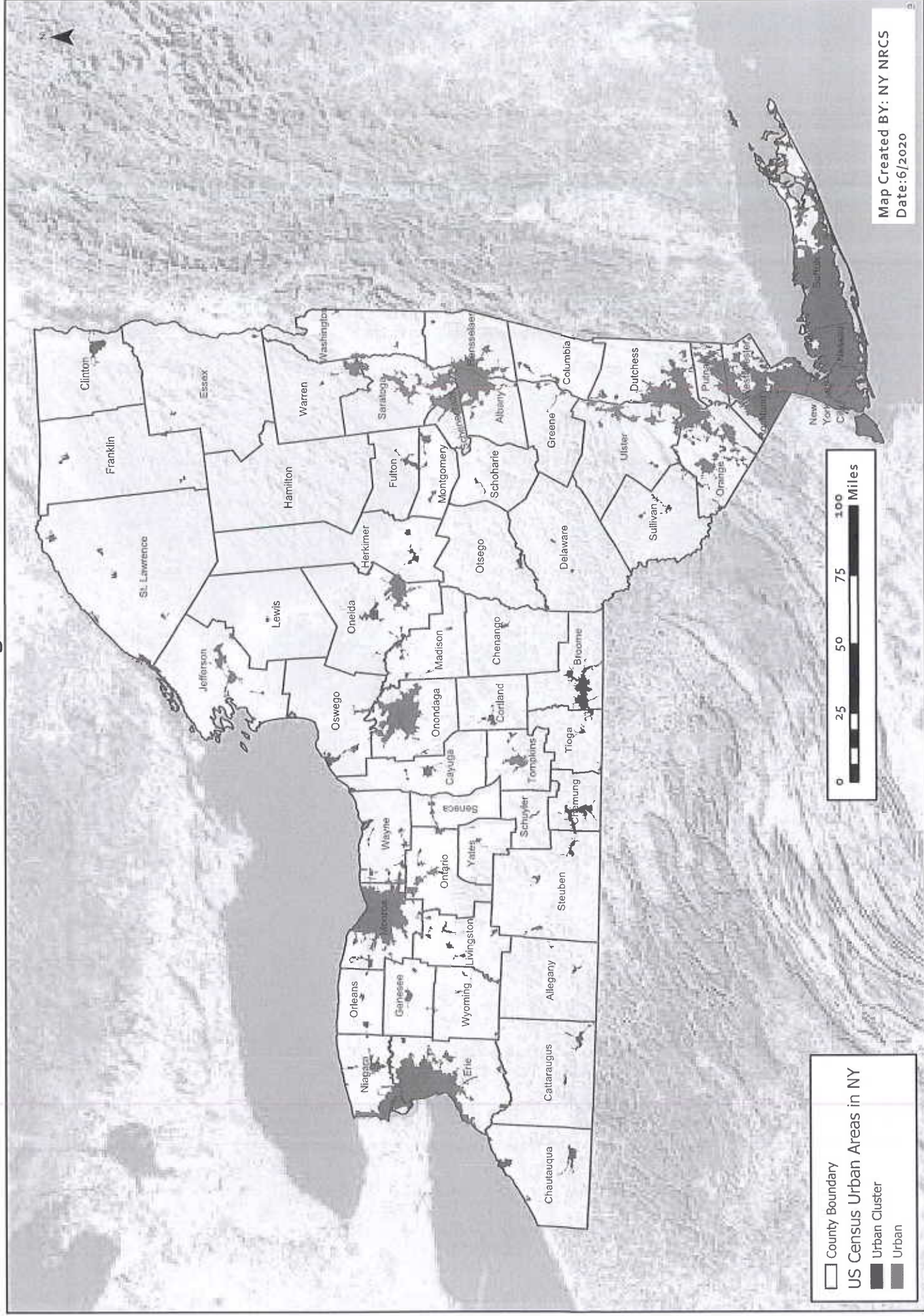


United States  
Department of Agriculture

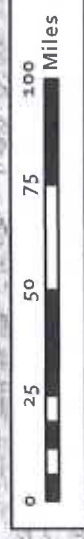
AMA 2021

NY Urban Agriculture Areas

Natural Resources  
Conservation Service



- County Boundary
- US Census Urban Areas in NY
  - Urban Cluster
  - Urban



Map Created BY: NY NRCS  
Date:6/2020