



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

www.ontswcd.com

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

Agenda

Wednesday, September 18, 2019 @ 5:00pm

DISTRICT BOARD MEETING

CORNELL COOPERATIVE EXTENSION CENTER

CALL TO ORDER REGULAR MEETING (open to the public)

PLEDGE OF ALLEGIANCE: (Ken)

August 21st, 2019 MEETING MINUTES

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; Shannon Bozeat, NRCS

STAFF REPORT: Alaina

CORRESPONDENCE

GENERAL BUSINESS

Ontario County Appropriation 2020

Grant and Project Updates

Updates to Policies – Employee Handbook: Health Savings Account

Returned Check Policy

Credit Card Policy

Storage Shed

Training

NYACD Meeting-October 23-24th Cazenovia, NY

ADJOURNMENT

***** Next Meeting Wednesday October 16th, 2019 at 5:00 p.m. *****

PUBLIC IS WELCOME!

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 21, 2019
MINUTES**

PRESENT:

DIRECTORS: Jim Peck, Ken Livermore, Ed Jackson, Rich Russell, Mark Venuti, Sam Casella,
Amanda Button (5:07pm)

STAFF: Megan Webster, Diana Thorn, Tucker Kautz

USDA/FSA: Joann Rogers

NRCS: None (report provided via email)

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 5:05 pm and then 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 July 17, 2019 be accepted as submitted.

Motion made by Ken Livermore, seconded by Mark Venuti

All yes, carried.

Resolution #20190821-01

BILLS

Motion to approve Abstract #8 in the amount of \$70,301.16

Motion made by, Ken Livermore seconded by Ed Jackson

Ed Jackson asked about the bill from American Water Works. Megan explained that this is a membership for the Watershed Inspector that the Commission strongly recommended.

The bills were available for Board review.

All yes, carried.

Resolution #20190821-02

TREASURER REPORT

Diana reviewed her treasurer's report with the Board, which includes the financial statements for July 31, 2019. Megan has reviewed and signed off on payrolls # 15, #16 and #17, the July bank statements, and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through July 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 explained that the Accountant recommended that additional detail comparing the bank balances to the QuickBooks balances be included in the Treasurer's Report. Lastly, Diana asked that the Policy Committee convene to deal with 2 policy issues: 1. a small discrepancy was found in the Personnel policy and 2. a policy for checks that are returned for not sufficient funds (bounced checks) is needed.

Motion to approve the updates to the Cash Receipts/Cash Disbursements policy suggested by the Accountant.

Motion made by Ed Jackson seconded by Mark Venuti

All yes, carried.

Resolution #20190821-03

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

Motion made by Ed Jackson seconded by Rich Russell

All yes, carried.

Resolution #20190821-04

PRIVILEGE OF THE FLOOR

Rich Russell:

1. Rich reported that the County has updated the ipads given to County Supervisors. There are now used ipads available through County Surplus. He asked if any Directors would like an ipad to use at meetings rather than dealing with paper reports and documentation. Amanda expressed interest.

Motion to approve the purchase, at a reasonable price, of a surplus ipad from the County for Amanda.

Motion made by Ed Jackson seconded by Ken Livermore

All yes, carried.

Resolution #20190821-05

2. Rich brought a recent article about mega dairies to the attention of the board. He asked the Board how Directors should respond to such articles. It was decided that since the District is not regulatory, anyone inquiring should be directed to DEC.

Ed Jackson:

1. Ed mentioned that the sewer project is underway in Naples. Megan added that she and Tyler attended the ribbon cutting ceremony.
2. Ed asked who administers the septic replacement fund in Yates County. Megan said that that would be the County, or more specifically County Planning.
3. Ed asked if the fairgrounds display went well – Megan responded that it did.
4. Ed reported that Tad had worked with him to schedule a septic inspection. “Kudos to Tad”.
5. Ed asked if the rain barrel workshop in Honeoye went well – Megan said that it did.
6. Ed asked who is in charge when Megan is away. Megan responded that the staff is self-sufficient with their daily work and that Diana is able to contact Megan or Sam if something urgent arises.
7. Ed asked if Diana is signed up for the Advanced Accounting School and Megan confirmed that she is.
8. Ed commented about the article in the Daily Messenger about Tyler succeeding George.
9. Ed inquired about the posting for the Watershed Inspector test – Megan reported that Tyler will be taking the exam and that she isn't aware of anyone else doing so.
10. Ed asked about the Town of Canandaigua amending their onsite wastewater treatment law and Megan explained that they are making minor edits.
11. Ed asked about the chart Megan had sent out documenting how other districts in NYS handle workers comp insurance. Discussion ensued. Megan will ask Michele Smith in Ontario County Human Resources for a written explanation of our bill.
12. Ed asked about the resolution form Cortland County for the NYACD annual meeting and Sam explained the process. Ontario County has no resolutions at this time.

Jim Peck

1. Jim informed the Board that he has sold his house in Ontario County and is moving to Wayne County later this year. Megan will research residency requirements for the Farm Bureau representative on the Board.

USDA REPORT

Joann provided the following report:

FSA programs recap :

- **Dairy Margin Coverage (DMC) Program:** The DMC program replaces the Margin Protection Program (MPP); signup started on June 17, 2019 and continues until Sept. 20, 2019; There is a DMC tool for dairy producers to use for 2019 coverage options: <https://www.fsa.usda.gov/programs-and-services/farm-bill/farm-safety-net/dairy-programs/dmc-decision-tool/index>.
- Safety net program, **Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Programs:** is to be administered around September 2019.
- **Conservation Reserve Program (CRP):** Continuous CRP signup reopened on 06/03/2019; see CRP news release: https://www.fsa.usda.gov/state-offices/New-York/news-releases/2019/stnr_ny_20190515?utm_medium=email&utm_source=govdelivery
- **Farm Loan Programs:** producers interested in lending opportunities should contact the FSA office, have a variety of loans, terms and limits.
- **Non-insured Assistance Program (NAP) 2019:** those with coverage need to timely report any adverse weather-related losses. **2020 NAP sign up** is under way with flowers, Christmas trees (value loss type crops and garlic sign up by 09/01/2019; All grasses, mixed forages and small fall grains (rye) sign up for 2020 is by 09/30/2019.
- **2019 Market Facilitation Program (MFP):** trade related program sign up goes through 12/06/2019. Visit farmers.gov for specific program details
- **Resource for farmers:** www.farmers.gov and www.fsa.usda.gov
Learn more about what the U.S Department of Agriculture (USDA) has to offer to farmers, ranchers, private foresters and agriculture producers by visiting the farmers.gov website.

County Committee meeting: next meeting is scheduled for Tuesday, September 24th, 2019 at 9AM. These meetings are open to the public. Local Administrative Area (LAA) 2: Victor-Farmington, Manchester and Phelps is up for election this year and nominees Casey Spence of Outlet Acres LLC and William Rockefeller of Rockefeller Farms LLC will be on the ballot.

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

Reminder for any producer/landowner that is doing any improvements, drainage, clearing, tiling to any land to complete an AD-1026 request for NRCS to review PRIOR to the project.

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 and Kim Weykman, Program Technician. Abbey Allison will be joining the farm loan team as a Farm Loan Officer Trainee (FLOT) on 09/03/2019.

Tucker reported on changes to the AEM program. The State is moving the plan year from May to May to a January to December multi-year round format. Because of this change, there was a truncated program this year. The OCSWCD action plan for AEM Round 16 that starts in January 2020 is due in November. Tucker and Megan will work on the plan and hope to have it to the Board to review at the September meeting with approval needed at the October meeting.

Tucker also reported on a number of ongoing FLOWPA projects and an agriculture project dealing with water retention in Geneva.

CORRESPONDENCE

The correspondence was going around during the meeting.

GENERAL BUSINESS

District Manager Report – August 2019 Board Meeting

We have the 2020 information from Excellus Blue Cross/Blue Shield for the medical insurance benefit offered to staff. There is a 3% increase in premium this year. A document with 3 plan offerings was provided to the Board and it was agreed that all three plans should be offered to the staff and that our account representative should be brought in to review the information with the staff.

The County Appropriation request has been submitted; Feedback from Brian Young was that our County appropriation would remain flat for this year and funding to support the administration of the Septic System Replacement Program would come from Department of Public works- approx. \$5,000.00

Grant and Project Updates

NYS Grown & Certified- The cancelled check has been received and the project is now considered closed. Diana has transferred the remaining funds into District checking account.

CAFO: DeBoover-Tucker and Megan met with DeBoovers today to review bids received and go over the grant process again. A pre-construction meeting will be held with all parties in upcoming weeks and construction is imminent.

Reedland Farms: Project has been completed and we are working on final reimbursements. P.J. Emerick visited the site and reviewed current materials. Reedland Farms has asked that the Board consider doing an assignment of payment for this grant payout. Megan reported that she has worked extensively with the County Attorney, the NYS Ag and Markets program administrator, and our AEA PJ Emerick on this matter.

Motion to approve the assignment of payment to the engineer (Weiss), the concrete provider (Zimmerman) and Reedland Farms per the completed paperwork that has been approved.

Motion made by Ken Livermore seconded by Rich Russell

All yes, carried.

Resolution #20190821-06

CONTINGENT on the resolution of any legal matters AND the receipt of the correct paperwork: Motion to approve the assignment of payment to Kent Ridley and Montemarrano Brothers.

Motion made by Rich Russell seconded by Ed Jackson

All yes, carried.

Resolution #20190821-07

AgNPS Round 23: Lightland Farms is in the procurement stage and intends to begin construction in the next few months.

AgNPS Round 24: Project with Catalpa Farms is complete and other projects are moving forward.

AgNPS Round 25: Northern Watersheds Waste Storage and Heifer Haven Waste Storage projects were submitted.

WQIP Round 16 Applications submitted: Town of Geneva- Seneca Lake Watershed Stormwater Retention Planning Grant & Ontario County/Town of Canadice- Honeoye Lake Watershed Shoreline Stabilization Project. The other implementation project did not have sufficient requirements for submittal at this time.

Vehicle Update: Ford F-150 auction closed at \$15,800.

Motion to approve the acceptance of the \$15,800 bid for the sale of the Ford F-150.

Motion made by Jim Peck seconded by Mark Venuti

All yes, carried.

Resolution #20190821-08

Trainings:

Motion to approve staff training at Conservation Skills Workshop (\$30 per staff member) , Accounting School workshop (\$85) and NYS Erosion and Sediment Control Application Fee (\$150), Course (\$125) and Exam (\$100) for Tyler at Conservation Skills Workshop.

Motion made by Jim Peck, seconded by Amanda Button

All yes, carried.

Resolution #20190821-09

Motion to approve the payment of \$775 to NACD for annual dues.

Motion made by Rich Russell seconded by Amanda Button

All yes, carried.

Resolution #20190821-10

ADJOURNMENT

Motion to adjourn at 6:47pm.

Motion made by Ed Jackson, seconded by Amanda Button

All yes, carried.

Resolution #20190821-11

Diana Thorn, Secretary/Treasurer to the Board