



# ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT  
www.ontswcd.com

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

## Agenda

**Wednesday November 20<sup>th</sup>, 2019 @ 5:00pm**  
**DISTRICT BOARD MEETING**  
**CORNELL COOPERATIVE EXTENSION CENTER**

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

**PLEDGE OF ALLEGIANCE: (Rich)**

**October 16<sup>th</sup>, 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

**CORRESPONDENCE**

**GENERAL BUSINESS**

Grant and Project Updates  
District Signage  
2020 Summer Intern  
Trainings

**ADJOURNMENT**

**\*\*\*\*\* Next Meeting Wednesday December 18<sup>th</sup>, 2019 at 5:00 p.m. \*\*\*\*\***

**PUBLIC IS WELCOME!**

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**October 16, 2019**  
**Minutes**

**PRESENT:**

**DIRECTORS:** Jim Peck, Ken Livermore, Ed Jackson, Rich Russell, Mark Venuti, Sam Casella,  
Amanda Button

**STAFF:** Megan Webster, Diana Thorn, Katie Lafler

**USDA/FSA:** Joann Rogers

**NRCS:** None (report provided via email)

**CALL TO ORDER REGULAR MEETING**

Chairman Casella called the regular meeting to order at 5:02 pm and Mark 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 18, 2019 be accepted as submitted.**

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

**All yes, carried.**

*Resolution #20191016-01*

**STAFF REPORT**

*Katie Lafler, Water Resources Technician*

Katie presented a synopsis of some of what she has been working on this year. She had pictures of before and after at several of the large projects and spoke about the design, installation, and intended results. Katie also explained several of the grant projects that were recently submitted. Lastly, she reported that she has done 155 Ag. Value Assessments so far in 2019 and she has quite a few more to do for Town of Phelps residents.

**USDA REPORT**

Ontario County Farm Service Agency (FSA) report for the Ontario County Soil and Water Conservation District meeting presented by County Executive Director (CED) Joann Rogers on 10/16/2019.

- **Fall Crop reporting:** reporting of small grains (wheat, rye, triticale) by 11/15/2019
- **Dairy Margin Coverage (DMC) Program:** The DMC program replaces the Margin Protection Program (MPP); signup for 2020 continues until Dec. 13, 2019; There is a DMC tool for dairy producers to use for 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:** 2019 and 2020 election and enrollment are under way; 2019 deadline is 03/15/2020 and 2020 deadline is 06/30/2020.
- **Conservation Reserve Program (CRP):** pending announcement of funding and any possible general sign-up.

- **Non-insured Assistance Program (NAP): 2020 NAP sign up** is under way for fruit trees, nut trees and perennials sign up by 11/20/2019.
- **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](http://www.farmers.gov) and [www.fsa.usda.gov](http://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.
- **Farm Program Loans: Farm Storage Facility loans (interest rate ranges from 1.500% to 1.750% and Commodity Loans (Market Assistance Loans), 9-month loan for stored grain commodity with an interest rate of 2.750%**

County Committee meeting: next meeting is scheduled for Tuesday, October 22, 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, 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 at 585-394-0525 ext. 2. In addition to myself are Program Technicians: Courtney Kautz and Chelsea Jones.

**Help wanted: OPENING FOR FARM PROGRAM TECHNICIAN**  
apply on-line at [www.usajobs.gov](http://www.usajobs.gov) by 10/23/2019.

We encourage and appreciate a call prior to your office visit for us to be prepared for your visit. Thank you for your time.

## NRCS

Shannon provided the following report via email:

### ➤ **EQIP**

- Payment Processed for 1,920 square feet of High tunnel
- Working on 2020 plan development
  - Completed an onsite inventory for a 54 ac. Forestry Application
  - 5 ac. Wildlife Habitat Plan has been reviewed with the landowner and agreed upon.

- **CSP**

- Documentation for Enhancements completed in 2019 have been coming in prior to processing annual payment.

- **Food Security Act Determinations**

- Since September 18<sup>th</sup>, 2019: 5 Wetland determinations and 9 Highly erodible land determinations have been received from FSA
- 1 wetland determination has been completed and 2 HEL have been completed.
- 1 on-site wetland delineations has been completed by the Soil Scientist and Biologist

Reminder—new & improved drainage systems and breaking new ground for crops (i.e. clearing woody vegetation or planting into a long-term sod requires AD-1026 to be completed with FSA staff for NRCS assessment.

Thank you.

## **BILLS**

**Motion to approve Abstract #10 in the amount of \$113,674.55**

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

**The bills were available for Board review.**

Ed asked if the AT& T service for the survey equipment was used regularly and Megan responded that it is used often.

**All yes, carried.**

*Resolution #20191016-02*

## **TREASURER REPORT**

Diana reviewed her treasurer's report with the Board, which includes the financial statements for September 18, 2019. Megan has reviewed and signed off on payrolls # 20 and #21, 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. 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 reviewed budget amendments that are needed. Spreadsheet attached.

**Motion to approve budget amendments as submitted (see attached).**

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

**All yes, carried.**

*Resolution #20191016-03*

The audit committee recommended that the board consider investing some of the funds currently in the Special Projects account and in the District Savings account.

**Motion to invest \$100,000 from Special Projects in a 60 day high yield CD and \$100,000 from the District Savings account in a 90 day high yield CD.**



**Motion made by Mark Venuti, seconded by Rich Russell**

**All yes, carried.**

*Resolution #20191016-04*

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

**Motion made by Rich Russell, seconded by Amanda Button**

**All yes, carried.**

*Resolution #20191016-05*

## **PRIVILEGE OF THE FLOOR**

**Ed Jackson:**

1. Ed asked about the September 23<sup>rd</sup> staff notes. Megan explained that Tucker is busy trying to get as much done before the weather changes to the point that he is limited in what he can do outside.
2. Ed asked about The October 7<sup>th</sup> staff notes – Tad had 12 inspections scheduled. Megan explained that Tad continues to be extremely busy with septic inspections.
3. Ed asked about Tyler meeting with representatives from the Town of Middlesex. Megan explained that there was a question about Tyler not having an engineering degree and that after several meetings this issue seems to be worked out satisfactorily.
4. Ed asked about the Ontario County Waste Focus Group – Megan explained that the County is working on a strategic plan for waste management and the closing of the landfill. This focus group will meet twice to assist in the development of that plan.
5. Ed commented that the submission to Key Events was very good.

## **CORRESPONDENCE**

The correspondence was going around during the meeting.

## **GENERAL BUSINESS**

**Manager's Report October 2019 Board Meeting**

**Annual Plan of Work:** The 2020 Annual Plan of Work was presented to the Board for comment. No changes or additions were proposed.

**Motion to approve the 2020 Annual Plan of Work.**

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

**All yes, carried.**

*Resolution #20191016-06*

**Base AEM Plan:** Year 16 AEM Action Plan information was presented to the Board. For the technical assistance track, Option B was selected. Megan reviewed the new Tier 4 Cost share Track and potential projects. The AEM Action Plan Round 16 will be finalized and submitted by the November 1<sup>st</sup> deadline.

**Motion to approve participation in the AEM Year 16 program.**

**Motion made by Mark Venuti, seconded by Jim Peck**

**All yes, carried.**

*Resolution #20191016-07*

**Grant and Project Updates:**

**CAFO - Reedland Farm:** Met with P.J. Emerick to close out the grant. The reimbursement to the State of \$6,024.21 was included in the bills that you already approved this evening. This grant is now closed out.

\*6:15pm Chairman Casella left the meeting, Vice Chair Livermore presiding.

**CAFO – DeBoover:** Earthwork is near completion on DeBoover Waste Storage. Concrete work should begin shortly.

**AgNPS Round 23:** Earthwork is near completion on Lightland Waste Storage. Installation of liner should begin shortly.

**AgNPS Round 24:** Projects are moving forward. P.E. has signed off on Catalpa project and landowner is compiling financial materials. Additional projects may move forward, weather permitting.

**FLLOWPA Projects:** Davies and Reed projects are both under construction in October 2019. The FLLOWPA grants are reimbursement grants with Ontario County. The District needs to make the purchases and pay the contractors and then the County reimburses the District.

**Motion to approve purchase of materials and to pay contractor for Reed project not to exceed \$11,900.00 and to purchase materials and pay contractor for Davies project not to exceed \$12,900.00.**

**Motion made by Rich Russell, seconded by Mark Venuti**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-08*

**2019 Part B Funding:** CAFO Tire Recycling Program. Only one farm has completed so far, we assume others will participate after harvest. John Wolf has requested program support. He has land in Ontario County but the base farm is located in Wayne County. We could work with him to utilize the lower price (\$70 vs \$95/ton) to farmers. Board agreed to assist Mr. Wolf in securing the discounted rate but not to provide any reimbursement funds.

**Shed Update:** Permit received from the City of Canandaigua, (\$50 fee was approved as part of the abstract). ONTDPW has marked the site for Dig Safe and site prep, and delivery should take place by the end of November.

**Ag Plastic Recycling:** Tucker arranged Ag plastic recycling this year. So far: (234) 55 gallon barrels, (61) 30 gallon jugs, (4) 275 gallon totes – By volume this is three times the amount collected last year. Unfortunately, USAg Recycling did not pick up this fall and will collect spring 2020 instead.

**Signage:** Ontario County does not have SWCD signage when entering the County. The Board would like to see such signage installed and has asked Megan to research feasibility and cost.

**NRCS MOA:** A draft MOA was provided via e-mail to the Board. Megan raised some concerns with the document. Loren Muldowney, a representative from NRCS, will be at the next meeting to answer questions and discuss this further. Issue tabled until November 20<sup>th</sup> meeting.

**Staff:**

Probationary period for Secretary/Treasurer has been completed satisfactorily.

**Motion to approve confirmation of permanent employment for Secretary / Treasurer.**

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

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-09*

**Thanksgiving Holiday**

**Motion to approve closing the District office Friday, November 29<sup>th</sup>.**

**Motion made by Rich Russell, seconded by Mark Venuti**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-10*

**Trainings:**

Sexual Harassment Training: Megan reviewed the District's current policy. Please remember to email Megan when you have completed watching the videos (links were sent via email).

Tucker and Katie are both Certified Crop Advisors. They need to renew their certifications and participate in continuing education.

**Motion to approve Tucker's and Katie's renewals, registrations, and conference attendance for CCA.**

**Motion made by Amanda Button, seconded by Rich Russell**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-11*

Upcoming NYWEA Conference including information about anticipated changes to DEC permits.

**Motion to approve Megan and Alaina attending this conference.**

**Motion made by Mark Venuti, seconded by Jim Peck**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-12*

**Needs:**

**Motion to approve purchase of a shop vac and an extension cord for vehicle maintenance.**

**Motion made by Amanda Button, seconded by Mark Venuti**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-13*

**Motion to approve purchase of replacement tires for Tucker's truck.**

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

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-14*

**Motion to approve purchase of hand tools (shovels, sledge hammers, clippers) for field work.**

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

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-15*

**Motion to approve credit card purchase of 3 part carbonless legal size paper for Ag Value Assessments.**

**Motion made by Amanda Button, seconded by Rich Russell**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-16*

**Motion to approve purchase of logo jackets.**

**Motion made by Rich Russell, seconded by Mark Venuti**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-17*

**ADJOURNMENT**

**Motion to adjourn at 6:37pm.**

**Motion made by Rich Russell, seconded by Amanda Button**

**All yes, carried. (Chairman Casella not present)**

*Resolution #20191016-18*

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



### Budget Amendments needed as of September 30, 2019

Amount	From Account #	From Account Name	To Account #	To Account Name
\$1,000.00	8730.404 Contractual	Other Contractors	8730.1 Personal Services	Secretary/Treasurer
\$1,825.00	8730.23 Equipment	Motor Vehicles	8730.1 Personal Services	Cons Dist Tech
\$300.00	8730.444A Info & Educ	Conference Expenses	8730.430 Director Travel	
\$100.00	8730.442 Phone	Cable - Internet Service	8730.442 Phone	Local
\$25.00	8730.444A Info & Educ	Newsletter -Other	8730.442A Info & Educ	Memberships
\$300.00	8730.463 Gas & Oil		8730.461 Repairs- Vehicles & Field	