

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 31st. 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 26th. 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 4th. 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