

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Board of Directors Meeting**  
**January 15, 2025**  
**Minutes**

**Meeting held at the Cornell Cooperative Extension (District Office)**

**PRESENT**

**DIRECTORS:** Chairman Sam Casella, Vice Chairman Jim Malyj, Ken Livermore, Ed Jackson, Dale Stell

**ABSENT:** Amanda Amadon, Mark Venuti

**STAFF:** Megan Webster, Diana Thorn

**USDA**

**FSA:** Joann Rogers

**NRCS:** None

**CALL TO ORDER ORGANIZATIONAL MEETING**

Dale Stell nominated Ken Livermore temporary Chair of the organizational meeting. Ed Jackson seconded and all were in favor.

Temporary Chair Livermore called the Organizational Meeting to order at 4:31pm.

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

Ken Livermore nominated Sam Casella. No other nominations were made.

**Motion to approve Sam Casella as Chairman.**

**Motion made by Jim Malyj, seconded by Dale Stell.**

**All in favor, motion approved.**

*Resolution #20250115ORG-01*

Sam Casella nominated Jim Malyj for Vice Chairman. No other nominations were made.

**Motion to approve Jim Malyj as Vice Chairman.**

**Motion made by Sam Casella, seconded by Dale Stell.**

**All in favor, motion approved.**

*Resolution #20250115ORG-02*

- **Appointment Secretary-Treasurer – Diana Thorn**

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

**Motion made by Ed Jackson, seconded by Sam Casella.**

**All in favor, motion approved.**

*Resolution #20250115ORG-03*

- **Policy Review**
- **Committee Assignments**
- **Official Depository**
- **Official Newspaper**
- **Operating Expenses Approval Prior to Board Audit**
- **Number of Meetings, Dates and Times**
  - Discussion was had and meeting time was moved to 4pm for 2025. Schedule attached.

**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 Finger Lakes Times 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 4:00pm.**

**Made by Ed Jackson, seconded by Jim Malyj.**

**All in favor, motion approved.**

*Resolution #20250115ORG-04*

**ADJOURNMENT OF ORGANIZATIONAL MEETING**

**Motion to adjourn organizational meeting at 4:37pm.**

**Made by Ed Jackson, seconded by Jim Malyj.**

**All in favor, motion approved.**

*Resolution #20250115ORG-05*

*Amanda Amadon arrived at 4:36pm.*

**PRESENT**

**DIRECTORS:** Chairman Sam Casella, Vice Chairman Jim Malyj, Ken Livermore, Ed Jackson, Dale Stell, Amanda Amadon

**ABSENT:** Mark Venuti

**STAFF:** Megan Webster, Diana Thorn

**USDA**

**FSA:** Joann Rogers

**NRCS:** None

**CALL TO ORDER REGULAR MEETING**

Chairman Casella called the regular meeting to order at 4:39pm and Jim led the pledge to the flag.

Chairman Casella thanked the Directors for their support and stated that he is proud to represent the District.

## **MINUTES**

Chairman Casella asked for any comments, changes, or corrections to the minutes from December 18, 2024. The following motion was offered:

**Motion that the minutes of December 18, 2024 be accepted as submitted.**

**Motion made by Ed Jackson, seconded by Dale Stell.**

**All in favor, motion approved.**

*Resolution #20250115-01*

## **BILLS**

A spreadsheet was provided that shows the bills that appear in the Abstract listed with more detail and in their current status. The bills were available for review.

**Motion to approve the bills as submitted and Abstract #1 in the amount of \$330,721.95.**

**Motion made by Ken Livermore, seconded by Jim Malyj.**

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

**All in favor, motion approved.**

*Resolution #20250115-02*

## **TREASURER'S REPORT**

Diana reviewed her Treasurer's Report with the Board, which includes the financial statements for December 31, 2024. Megan has reviewed and signed payrolls #26 and #1; the December bank statements; and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through December 31<sup>st</sup>.

District Savings Certificate of Deposit #2 matured today. Per your resolution #20241218-06, \$7,584.68 was moved to Special Projects. The original \$100,000.00 was rolled into a 60-day CD at a rate of 4.25%.

**Motion to approve the Treasurer's Report and the December financial statements.**

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

**All in favor, motion approved.**

*Resolution #20250115-03*

## **PRIVILEGE OF THE FLOOR**

None

## **FSA**

*Joann Rogers*

**County Committee (COC): The next COC meeting is on Tuesday, 02/25/2025 at 9AM**

**Dairy Margin Coverage Program: has been announced for 2025, enrollment starts 01/29/2025 with a deadline of 03/31/2025; for more information <https://www.fsa.usda.gov/resources/programs/dairy-margin-coverage-program-dmc>**

**Agriculture Risk Coverage (ARC) & Price Loss Coverage (PLC):** has been announced for 2025, enrollment starts 01/21/2025 with a deadline of 04/15/2025; for more information: <https://www.fsa.usda.gov/resources/programs/arc-plc>

**Market Assistance for Specialty Crops (MASC) Program** provides assistance for eligible specialty crop producers; sign up deadline was 01/10/2025. Factsheet: <https://www.fsa.usda.gov/tools/informational/factsheets/marketing-assistance-specialty-crops-program> ; program payments to be processed in the near future

**Noninsured Crop Disaster Assistance Program (NAP):** provides financial assistance to producers of non-insurable crops to protect against natural disasters that result in lower yields or crop losses, or prevents crop planting; deadline for 2025 beets, greens, herbs, leeks, lettuce, onion, radishes, scallions, shallots, and turnips is **02/01/2025**: [noninsured\\_crop\\_disaster\\_assistance\\_program-nap-fact\\_sheet.pdf \(usda.gov\)](https://www.fsa.usda.gov/tools/informational/factsheets/noninsured-crop-disaster-assistance-program-nap-fact-sheet.pdf)

**Disaster Programs:** FSA offers a variety of disaster programs that assist with honeybee losses, livestock losses, milk losses, tree and vine losses, and feed losses. We request producers contact the office if they have any weather related losses to report.

#### **Farm Program Loans:**

- **Farm Storage Facility Loans (FSFL):** interest rates range from 4.125% to 4.375% for terms from 3 years to 12 years; the FSFL program has a variety of loan options from bulk tanks, hay barns, grain bins/dryers, telehandlers and storage coolers just to name a few; [farm\\_storage\\_facility\\_loan\\_programs\\_fact\\_sheet\\_july\\_2022.pdf \(usda.gov\)](https://www.fsa.usda.gov/tools/informational/factsheets/farm-storage-facility-loan-programs-fact-sheet-july-2022.pdf)
- **Market Assistance Loans (MAL's)** are short-term commodity loans with interest rate of 5.250% for grain stored in bins. [mal\\_ldp\\_fact\\_sheet.pdf \(usda.gov\)](https://www.fsa.usda.gov/tools/informational/factsheets/mal-ldp-fact-sheet.pdf)

**Farm Loan:** has a variety of loans available and funding is still available. **Farm Loan staff:** Abbey Combs ([abbey.combs@usda.gov](mailto:abbey.combs@usda.gov)), Farm Loan Officer; and Kim Weykman ([Kimberly.weykman@usda.gov](mailto:Kimberly.weykman@usda.gov)), and Denise Buisch ([denise.buisch@usda.gov](mailto:denise.buisch@usda.gov)) assists with new farm loan inquiries; Abbey and Kim can be reached at 585-394-0525 ext. 2 and Denise can be reached at 315-946-9912 ext. 112.

**Farm Record:** if new producers are interested in getting their farm records established please have them contact the office to make an appointment to get these established; here is a factsheet for your reference: [farmersgov-getstarted-factsheet-06-15-2021.pdf](https://www.farmers.gov/getstarted/factsheet-06-15-2021.pdf)

**Reminder to complete the AD-1026 form PRIOR to any clearing or tiling projects.**

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 there are Program Analysts: Faith Avedisian, Courtney Kautz, and Sarah Potter.

#### **NRCS**

*Report submitted via email from Dan Weykman*

No major updates from NRCS for this month. Just a couple items to share:

All Stewardship program payments have been made

Will be a EQIP sign up round 2, tentatively deadline of March 11<sup>th</sup>.

#### **CORRESPONDENCE**

Correspondence was distributed via email.

## **GENERAL BUSINESS**

*Megan Webster, District Manager Report*

### **Annual Approvals**

#### **2025 Comprehensive Fee Schedule**

Megan shared the 2025 Comprehensive Fee Schedule and asked for discussion regarding adding a cancellation fee for scheduled septic inspections.

**Motion to approve the 2025 Comprehensive Fee Schedule including the cancellation fee.**

**Motion made by Dale Stell, seconded by Ken Livermore.**

**All in favor, motion approved.**

*Resolution #20250115-04*

#### **District Staff participation on various Boards**

**Motion to approve Megan as the designated appointee to serve and hold office where applicable on the Genesee River Watershed Coalition, the Eastern Finger Lakes Coalition, the Ontario County Agricultural Enhancement Board, and the Ontario County Water Resources Council and to give her the authority to designate an alternate when needed.**

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

**All in favor, motion approved.**

*Resolution #20250115-05*

#### **Motor Vehicles**

**Motion to approve ordering and purchasing a replacement vehicle for the 2022 Toyota Rav4 Hybrid (SW1), and selling the current vehicle once the replacement arrives.**

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

**All in favor, motion approved.**

*Resolution #20250115-06*

#### **Logo wear**

**Motion to approve the purchase of staff 2025 logo wear per the Budget.**

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

**All in favor, motion approved.**

*Resolution #20250115-07*

#### **Computer Hardware and Software**

**Motion to approve the purchase of required computer hardware and software, and to purchase software upgrades and license renewals such as but not limited to CAD, HydroCAD, Cropware, QuickBooks, Adobe, and/or Microsoft Office.**

**Motion made by Ken Livermore, seconded by Jim Malyj.**

**All in favor, motion approved.**

*Resolution #20250115-08*

#### **Training and Conference participation**

**Motion to approve Staff and Director registration and attendance at NYSCDEA and State sponsored trainings such as, but not limited to, Water Quality Symposium, Conservations Skills Workshops, Admin Conference, Soil & Water Conservation Society, Managers and Clerks meetings, trainings required to maintain certifications, NYACD events and FLOWPA meetings including any related expenses.**

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

**All in favor, motion approved.**

*Resolution #20250115-09*

*Please remember to notify Megan when you attend any trainings or Statewide meetings as it counts toward our Performance Measures and impacts our funding.*

### **Certification and License renewals**

**Motion to approve the purchase of renewals for staff certifications and licenses including but not limited to CPESC, NYSESCCP, CCA, and Drone Pilots License.**

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

**All in favor, motion approved.**

*Resolution #20250115-10*

**Motion to approve the District paying the registration fees for training and certification examinations for the UA S Drone Pilot Program for both Alaina Robarge and Jenny May.**

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

**All in favor, motion approved.**

*Resolution #20250115-11*

**Motion to approve Megan and any Directors to attend the 2025 Legislative Days in Albany including any related expenses.**

**Motion made by Jim Malyj, seconded by Ken Livermore.**

**All in favor, motion approved.**

*Resolution #20250115-12*

### **General Updates**

Staff are working on the required annual reports. They are due February 15, 2024 but we anticipate submitting them well before the deadline.

Staff are currently working on the District Annual Report/Winter Newsletter which will be distributed by the end of January.

LaBella is the current vendor for updating our time sheet program. They have sent an annual agreement for services including their hourly rate. They have added the 2025 and 2026 pay periods and they will add the new employee once that person is hired.

**Motion to approve Megan contracting with LaBella and paying for required time sheet program maintenance in 2025.**

**Motion made by Ken Livermore, seconded by Jim Malyj.**

**All in favor, motion approved.**

*Resolution #20250115-13*

Megan shared that Civil Service has created two Senior Conservation District Technician positions in Ontario County. She would like approval to post a Senior Tech position at this time. This position is still under review for the NY Helps program. The test will be offered at a later date if the position is not accepted as NY Helps. With the Board's approval, Megan will work with the County to get the position posted on their site and Diana will arrange to have the posting printed in the Finger Lakes Times.

**Motion to approve posting the Senior Conservation District Technician position (starting at Grade 9/Step 3) on the County's website and in the Finger Lakes Times.**

**Motion made by Ed Jackson, seconded by Dale Stell.**

**All in favor, motion approved.**

*Resolution #20250115-14*

Megan reported that the raw water usage numbers have all been reported by the purveyors for the 2024 Canandaigua Lake Watershed Inspection Program. Diana is working on the invoices and they will go out shortly. Tyler has submitted the annual DOH 359 Report and Narrative.

**Grants & Projects Updates**

Megan shared the Grants Overview spreadsheet via email. Please review it and let her know if you have any comments, questions, or concerns. Our current open grant projects total over 11 million dollars in project value. In 2024 we were awarded over 5 million dollars in projects and we completed over 2 million dollars in projects.

**Ag NPS Round 28**

A planning meeting was recently held with J Minns Farms for the next phase of this project. Procurement will begin for the separation and transfer portion of this grant project.

**Ag NPS Round 30**

Applications for round 30 are due February 24, 2025. We are still waiting on award announcements for the recent CAFO-ENMP Round 1 funding. Depending on the outcome of that round, several of those applications may be applicable to Ag NPS Round 30. Staff are currently working on several more applications for Round 30. We were recently notified that a final determination has been made at the State level and all Ag NPS projects will continue to be exempt from prevailing wage requirements as most projects occur on private lands.

**Motion to approve applying for Ag NPS Round 30.**

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

**All in favor, motion approved.**

*Resolution #20250115-15*

**CRF Round 7**

We are getting the contracts signed for these three projects (Hilton, Lawnhurst, and Duncan) and we will be submitting for the initial funds soon. The preconstruction meeting for the project at Hilton's was held recently. We are working on an implementation schedule.

**CRF Round 8**

The plans of work are due January 16<sup>th</sup> for this round. We are getting signatures on the land owner commitment letters now, and we will get the completed plans in by the end of the week.

**AEM**

Megan, Jenny, and Tucker attended an AEM Strategic Planning training. They will be working on our next five-year plan (2026-2030) which will be due later this year.

**AEM Implementation**

We are in the second year of Round 18. There will be a preconstruction meeting at Reifstecks the first week of February. Several projects will begin in the spring. For Round 19, it is proposed that the rates

will increase and that there will be different rates for different certifications. This will help the District capture additional AEM funding.

### **NYS Grown & Certified**

Tucker attended the preconstruction meeting for the covered barnyard project at B & M Cattle. The project should begin in late winter.

### **NFWF SOGL: Lake Ontario Basin Regenerative Agriculture Implementation Project**

Megan reported that we have received final approval of the program from USFWS and we can begin work on this \$200,000.00 grant. Jenny will be taking the lead on the grazing management and agronomic practices included in the project.

### **WQIP Round 18**

Megan is working with the Town of Bristol to finalize their paperwork and prepare the closeout package. Once we have the closeout package together, we will submit for the final reimbursement for this round which is the Egypt Road project.

### **WQIP Round 19**

Final reports and reimbursement requests were submitted for the Wilson Creek (County Rd 6) Culvert Replacement project and the Naples Creek Aquatic Connectivity Project. The Ontario County Roadside Stabilization project will remain open until the hydroseeding funds are spent.

### **WQIP Round 20**

The District was awarded funding for 3 projects:  
Central Finger Lakes Road Salt Reduction - \$250,000.  
Ontario County Roadside Stabilization Program - \$340,000.  
Naples Creek Restoration Planning Grant - \$50,000.

### **Ontario County Water Resources Council**

#### **WRC Mini Grants**

Megan shared that we recently were funded for 2 projects: Vernal Pools and Managing Water Resources. Each project will receive \$3,000. Staff will be working on the vernal pools with the Town of Geneva, Finger Lakes Land Trust, and Seneca Pure Waters. The Managing Water Resources will be an extension of our planned 2025 Part B project to update existing and develop new outreach materials for water conservation and protection.

#### **WRC Implementation Projects**

Megan shared that grant applications are due January 31<sup>st</sup>. Staff are currently working on multiple applications.

### **Regenerate NY Round 4**

Megan shared that the Baker Family project has been awarded an additional \$67,400. We are working on the plan of work and contract with the land owner and NYSDEC.

### **Ontario County Residential Tire Recycling**

The District has partnered with the Ontario County Department of Sustainability and Solid Waste Management to provide onsite staff for the three tire events this year. The County will take care of event coordination, registration, and payment for hauling and recycling the collected tires.

## **Needs**

**Motion to approve payment for the NYS Dept of State fee for Real Estate Credits, and to purchase supplies related to the Water Workshop.**

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

**All in favor, motion approved.**

*Resolution #20250115-16*

**Motion to approve supplies, materials and speaker fees for the 2025 Soil Health and Nutrient Management Workshop.**

**Motion made by Jim Malyj, seconded by Dale Stell.**

**All in favor, motion approved.**

*Resolution #20250115-17*

**Motion to approve purchase of rain barrel supplies and outreach materials not to exceed \$3,000.00 as part of the Part B Managing Water Resources project.**

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

**All in favor, motion approved.**

*Resolution #20250115-18*

**Motion to approve purchase of a WQS Raffle/Silent Auction item not to exceed \$80.00.**

**Motion made by Dale Stell, seconded by Ed Jackson.**

**All in favor, motion approved.**

*Resolution #20250115-19*

## **Director Training**

ALL DIRECTORS are responsible for obtaining Sexual Harassment Training on an annual basis. Megan will be sending a link to a training video for Directors and Staff to view. Please let her know via email the date that you watch the video. We will be discussing the video at the February Board meeting. If you take this training somewhere else, please email Megan the date that you complete the training. You do not need to do the training more than once.

Annual full Board training. Our AEA Patrick (PJ) Emerick will be at the February meeting to present a Board training on Annual and Long-Range Planning.

2025 Tree and Shrub Sale order forms are now available.

Ag Value Assessment requests continue to come in. Jenny and Tad will be working on them.

**Motion to approve a Board Resolution of Appreciation for Katie Lafler for her hard work and years of dedicated service.**

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

**All in favor, motion approved.**

*Resolution #20250115-20*

Next meeting: February 19, 2025

**ADJOURNMENT**

**Motion to adjourn at 5:35pm.**

**Motion made by Amanda Amadon, seconded by Dale Stell.**

**All in favor, motion approved.**

*Resolution #20250115-21*

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

# Ontario County Soil and Water Conservation District

## 2025 Board Meeting Schedule

<u>Wednesday</u>	<u>January 15, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>February 19, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>March 19, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>April 16, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>May 21, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>June 18, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>July 16, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>August 20, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>September 17, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>October 15, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>November 19, 2025</u>	<u>4:00-6:00 PM</u>
<u>Wednesday</u>	<u>December 17, 2025</u>	<u>4:00-6:00 PM</u>

## Board Committee Structure 2025

<b>Chairperson</b>	Sam Casella
<b>Vice-Chairperson</b>	Jim Malyj
<b>Annual Planning &amp; Facilities</b>	Jim Malyj
	Dale Stell
<b>Audit</b>	Ken Livermore
	Mark Venuti
	Dale Stell
<b>Budget</b>	Ken Livermore
	Mark Venuti
	Dale Stell
<b>Personnel</b>	Ed Jackson
	Amanda Amadon
	Mark Venuti
<b>Policy</b>	Amanda Amadon
	Ed Jackson