

**MINUTES OF
ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
JANUARY 9, 2019**

PRESENT:

DIRECTORS: Rich Russell, Ken Livermore, Mark Venuti, Sam Casella, Jim Peck and Ed Jackson

STAFF: Megan Webster and Elaine Borgeest

USDA: Joann Rogers-absent

NRCS: Shannon Bozeat-absent

VISITOR: None

CALL TO ORDER ORGANIZATIONAL MEETING-The organizational meeting was called to order at 5:04 pm.

Motion made by Jim Peck seconded by Rich Russell the following was offered as a block: Elaine Borgeest is appointed as the Clerk/Treasurer for 2019. The current policies are accepted as read. Canandaigua National Bank is the official depository. The official newspaper will be the Daily Messenger. Operating expenses are approved prior to Board Audit. The number of meetings, dates and times will remain as written (attached to the minutes). The Board approves the availability period of 60 days for the modified accrual method of accounting on the annual report documents. The committee assignments are approved as written (attached to the minutes).

All yes, carried.

Motion made by Mark Venuti seconded by Rich Russell the organizational meeting is adjourned and the regular meeting opened at 5:08.

All yes, carried.

Sam Casella led the pledge to the flag.

ELECTION OF OFFICERS-Motion made by Jim Peck seconded by Ken Livermore that Sam Casella is nominated Chairperson for 2019.

All yes, carried.

Motion made by Ed Jackson seconded by Mark Venuti that Ken Livermore is nominated as Vice-Chairman for 2019.

All yes, carried.

MINUTES-Chairman Casella asked for any changes or corrections to the minutes; Ed Jackson asked about the new website; Megan explained the County IT will be assisting in developing a new site rather than utilizing Digital Towpath. She also verified that we will not implement the new website until the annual agreement with Digital Towpath runs out which will be June. Megan will keep the Board updated. Alaina will be working with the website going forward. There are six advertisers sponsoring the newsletter.

Motion made by Ken Livermore seconded by Ed Jackson that the minutes of December 19, 2018 be accepted as read.

All yes, carried.

BILLS-Motion made by Ken Livermore seconded by Ed Jackson that Abstract # 1 in the amount of \$75,137.19 and Abstract # 1A in the amount of \$4,646.38 is approved. The bills were available for Board review. Ed Jackson observed that we are paying the County quite a bit for IT services; Megan stated she is in negotiations with the County regarding our IT charges; she will keep the Board updated. Ed Jackson commented the fuel charges were low this month; Elaine said there is a bill, however, we have not received an invoice yet.

All yes, carried.

TREASURER REPORT-Elaine reviewed her treasurer report with the Board, which includes the financial statements for December 31, 2018. Megan has reviewed and signed off on the payroll and December bank statements. The MS4 meeting will be next Tuesday, January 15th in Walworth. The year-end annual reports have been started. The budget year-end for 2018 ended with a profit of \$85,522.19.

Motion made by Ken Livermore seconded by Mark Venuti the Board approves the treasurer report which includes the financial statements for December 2018. (See attached item # 1). The Board authorizes the transfer of funds from the PS Contract account to the Special Projects account and close out the PS Contract account.

All yes, carried.

PRIVILEGE OF THE FLOOR- Ed Jackson commented how good the newsletter looks. Ed asked if CCE has provided any updated plans for the building. Megan is not aware of anything new.

USDA REPORT-Joann was absent and did not provide a report.

NRCS-Shannon was absent and did not provide a report.

STAFF REPORT-None

GENERAL BUSINESS DISTRICT MANAGER-JANUARY 2019 BOARD MEETING

Project updates:

AgNPS Round 20: Project has been closed out and we are awaiting final payment from Ag & Markets.

AgNPS Round 24: Plan of Work will be submitted shortly to our AEA. We are waiting on one last contract to be signed.

CAFO Grants: Reedland is on hold, waiting for a break in the weather for project completion. Lightland is waiting on submission of the geological survey from P.E and approval from NRCS. Landmark is still working with NRCS to possibly submit for funding.

NY Grown & Certified- Tucker and Katie met with Red Jacket Orchards and their selected engineer for a site visit. Construction is expected in spring 2019. An extension may be required as the grant end date is currently 4/30/2019 and staff will coordinate on the extension with Ag & Markets in late March/early April if needed.

WQIP

Round 11 Ontario County Road bank Stabilization (Hydro seeder), Honeoye Nutrient and Sediment Mitigation Project Phase II and Round 12 CMAC Performing Arts Stormwater Project have been closed out.

An extension for Round 12 Honeoye Inlet Project has been requested to implement additional work on the channel in summer 2019.

Round 15: Katie has contacted engineers to provide a quote on project design (funded through NYS Sea Grant grant).

2018 Annual Report/Performance Measures Update

We are currently working on the annual reports. Training plans for both staff and Board Members are a part of this reporting.

Genesee River Watershed Coalition

Resolution of the Ontario County Soil and Water Conservation District

Resolution 01-2019

Date: 01/09/2019

Designating the Ontario County Soil and Water Conservation District as the Vice Chair of the Genesee River Watershed Coalition of Conservation Districts as a voting member.

WHEREAS, Ontario County encompasses portions of the Genesee River Basin;

WHEREAS, the Ontario County Soil and Water Conservation District (the District) wishes to cooperatively promote, and implement on a watershed scale, the conservation and improvement of natural resources on lands both public and private within the Genesee River Watershed;

WHEREAS, the District constitutes a member of the Genesee River Watershed Coalition of Conservation Districts (the Coalition) as a signatory on the Memorandum of Understanding (MOU) dated November 16, 2015;

WHEREAS, the District wishes to have voting membership on the Coalition.

NOW, THEREFORE, BE IT RESOLVED by the Ontario County Soil and Water Conservation District Board

- 1) That the Chairperson of the Board of Directors, or such person's successor in office, is the representative to act on behalf of the District's governing body in all matters related designates the District Manager as the voting representative and the District Technician as the alternate voting representative to the Coalition;
- 2) That this resolution takes effect immediately.

I hereby certify that the foregoing resolution was duly passed and adopted by the Ontario County Soil and Water Conservation District at a meeting held on the 9th day of January 2019.

Motion Mark Vennart Seconded by Ed Jackson
Signature [Signature] Title Chairperson

Approval was given for payment of \$55.10 as the District's portion of insurance policy covering Genesee River Watershed Coalition's interseeder equipment as part of Abstract #1A.

CLWC Update

The Commission met on January 8th 2019. Marty Aman was elected Chairperson as Gordy will be retiring in February. Raw water numbers have been received and the Canandaigua Lake Watershed Commission, City of Canandaigua, Town of Gorham, Village of Palmyra, and Village of Newark will be receiving invoices in the near future.

Motion made by Rich Russell seconded by Mark Venuti to recognize Gordon Freida for his years of dedicated service as Chairman of the Watershed Commission.

All yes, carried.

The OWTSIT update has been successful but it has been determined that purchasing a new computer is needed before the program is loaded for George's use. The Commission has approved this purchase.

Motion made by Ken Livermore seconded by Mark Venuti to approve the purchase of a new computer for CLWC program.

All yes, carried.

The Watershed Inspectors position will be advertised in February.

Katie, Alaina, and Megan met yesterday with HLWTF to discuss 2019 projects and Alaina is currently writing the January newsletter for the group.

District computer needs All machines are greater than 5 years old and County IT has recommended putting together a plan to update machines. Currently we have \$3,000 budgeted for computer needs. We are waiting on dollar amounts from Roy but \$1000 per machine is an estimate for new desktop systems.

Motion made by Ken Livermore seconded by Rich Russell to approve the purchase two new desktop computers.

All yes, carried.

Training

Megan and Elaine attended a presentation on Workers Comp from the County's new provider; NCAComp, Inc. Megan will update staff on procedures.

Board Training Plans

As part of performance measurement requirements, our AEA, P.J. Emerick has offered to provide training for Board Members at the February Board Meeting. Options are as follows:

Module 1 – Conservation District in NY

Module 2 – History and Future of Conservation Districts

Module 3 – Partners in Conservation

Module 4 – District Director Responsibilities

Module 6 – FOIL

Module 7 – Effective Board Meetings

Module 8 – State Aid to Districts

Module 10 – District Law

Because of updated State Aid Funding updates, I thought this module would be most beneficial to Directors. I will be updating Board of Directors training plans so please let me know if there are specific items you would like included.

Promotional Materials: Mugs and caps have arrived and winter hats are expected shortly. Pens will be purchased shortly. Chairman Casella suggested pins as promotional material; he will look into.

Events: We have finalized the agenda for the March 7th Soil Health Workshop and outreach to the general public will begin this week.

4 hour course: The Builders Exchange of Rochester has requested a 4 hr. course be taught for their members and Megan and Katie will present on March 20th.

2019 NYACD Legislative Days: March 4 & 5th –

Motion made by Ed Jackson seconded by Mark Venuti the Board approves Megan to attend and for related expenses.

All yes, carried.

Water Quality Symposium

Motion made by Ed Jackson seconded by Mark Venuti the Board approves the staff to attend the WQS in March.

All yes, carried.

CPESC

Motion made by Ed Jackson seconded by Jim Peck the Board approves the application and test fee for Katie Cappiello's NYS Erosion and Sediment Control Certification.

All yes, carried.

Tests have been announced for Conservation District Technician, Senior Conservation District Technician and Conservation District Manager in March.

Katie has officially received confirmation of CCA status. Congratulations to Katie!

Secretary/Treasurer position

Motion made by Ken Livermore seconded by Mark Venuti the Board approves advertising for the Secretary/Treasurer position.

All yes, carried.

Employee Thank You

The employees would like to extend a thank you to the Directors for the holiday luncheon. A special thanks to Ken Livermore for providing treats for everyone throughout the year.

EXECUTIVE SESSION

Motion made by Rich Russell seconded by Ken Livermore the Board adjourns to executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and the discussion regarding proposed, pending or current litigation at 6:00 pm.

All yes, carried.

Motion made by Mark Venuti seconded by Rich Russell the Executive Session be adjourned at 6:29pm and the regular meeting reconvened.

All yes, carried.

ADJOURNMENT-Motion made by Rich Russell seconded by Ed Jackson that the meeting is adjourned at 6:34 pm.

All yes, carried.