

**Minutes Of The Wayne County Soil & Water
Conservation District Board Of Directors**

**Regular Meeting – January 15, 2014
SWCD Office, Lyons, NY, 14489**

Directors:

Steve Brownell
Bill Hammond
Bob VanLare
Steve LeRoy
Tom Caprilla

Staff:

Lindsey Gerstenslager
Cathy Comfort

NRCS:

Jim LaGioia

Guests:

Victor DiGiacomo, State Rep
Pat VanLare

FSA:

Absent

Organizational Meeting

Call to order @ 9:04

Elections: Chair/Vice

- B. Hammond nominated S. Brownell for SWCD Board Chair of 2014; seconded by S. LeRoy; nomination carried.
- B. Hammond nominated B. VanLare for SWCD Board Vice Chair of 2014; seconded by T. Caprilla; nomination carried.

District Policies (review and approve)

- **A MOTION** was made to accept the proposed amendments to the 2014 Employee Handbook as a reflection of policies being practiced and updates for newly installed policies by B. Hammond seconded by S. LeRoy; carried.

Floating Holiday (designation)

- **A MOTION** was made to accept Friday, December 26, 2014, as the designated floating holiday for 2014 by S. LeRoy seconded by B. Hammond; carried.

Designate Official Newspaper & Bank

- **A MOTION** was made for Wayne County Times to be designated as our official newspaper for publication and legal notices by S. LeRoy seconded by T. Caprilla; carried.
- **A MOTION** was made for the National Bank of Lyons to be our designated bank by B. Hammond seconded by T. Caprilla; carried.

Designate Committee Representatives:

- **WQCC – A MOTION** was made to designate B. VanLare as Committee Representative by B. Hammond, seconded by T. Caprilla; carried.
- **Ag Advisory Board – A MOTION** was made to designate B. Hammond as Committee Representative by T. Caprilla, seconded by B. VanLare; carried.
- **Personnel – A MOTION** was made to designate B. VanLare and S. LeRoy as Committee Representative by B. Hammond, seconded by T. Caprilla; carried.

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- **Executive Committee – A MOTION** was made to designate the Full Board of the District as the Executive Committee by T. Caprilla, seconded by B. VanLare; carried.

A MOTION was made to adjourn the organizational meeting at 9:14 am by B. Hammond.

Regular Meeting

Call to order at 9:15am

Approval of the Agenda

L. Gerstenslager stated she wished to add the following items to the agenda:

- NACD Dues
- Credit Card Transition
- Verizon/Time Warner Phone Transition
- Annual District Insurance Bill

Acknowledgement of Guests

Victor DiGiacomo State Representative introduced himself, welcome Vic.

Operational Business

- **A MOTION** was made to approve the minutes of the December Meeting by T. Caprilla second by S. LeRoy; carried.
- **A MOTION** was made to approve the treasurer's report by B. Hammond seconded by S. LeRoy; carried.
- **A MOTION** was made to approve the bill's to be paid for January 2014 by B. Hammond seconded by T. Caprilla; carried.

Bid Opening & Award Decision

Three (3) bids were received by the Board in the amounts of \$2,825.00, \$5,101.99 and \$2,525.25; as these bids were well below the reserve price set at the November 2013 Board Meeting, the Board rejected all bids and instructed the District Manager to attempt sale utilizing a different venue.

Report from NRCS

See attached addendum.

Report from FSA

No Report

Introduction & Report from SWCC – AEA Victor DiGiacomo

Victor DiGiacomo introduced himself and stated that he is the State Committee Representative for Western New York. V. DiGiacomo further informed the Board that Part A will be funded at the same level and Parts B&C still will not be funded at this time. The Annual Reports and The Treasurer Report have been emailed. A reminder was stated that the District Plan of Work needs to be reviewed by March 1, 2014. V. DiGiacomo also stated that at the State committee meeting in December there will be an increase in AEM monies and an increase in guidance from the State Committee. Ag NPS Round 20 RFP has been released; competition is fierce for this round with approximately \$12 million in funding available.

Board Training Plan & Meeting Schedule

L. Gerstenslager explained the handout to the board and the different functions and roles of the boards with meetings that help qualify the District for state funding and further individuals certifications.

L. Gerstenslager also advised the Board that there will be District Law training at the March 2014 meeting. The District will be hosting a Coalition Class in conjunction with PJ, District Manager from Ontario County. This class will kick off the Erosion Control/Hydroseeding Program and invites will be sent to area town, village and county representatives.

B. VanLare made a suggestion to V. DiGiacomo that perhaps there be some guidance at the state level in lieu of recent audits and inconsistencies between districts. B. VanLare also stated that he feels the State should not be involved in the District Manager review process; V. DiGiacomo agreed and stated that it should remain with the board.

A MOTION was made to accept the Board of Directors Training Plan and Meeting Schedule for Wayne County SWCD by T. Caprilla seconded by S. LeRoy; carried.

SWCD Operational Business: Lindsey Gerstenslager

- Overtime summary report of 2013: L. Gerstenslager handed out a summary to the board of the overtime hours that were paid to the staff for 2013.
- Service Cost Recommendations:
 - Permitting-includes up to two (2) site visits and filing of the DEC/Army Corp Joint App \$125.00
 - Additional Site Visit - \$20.00
 - Additional Map/Topo with specific information (design) - \$20.00
 - Basic Survey - \$30.00/hour
 - Mileage would be regional
 - Basic call for maps - \$5.00

A Motion was made to accept the service cost recommendations and maintain the same service schedule as 2013 by B. Hammond, seconded by S. LeRoy; carried.

- Annual Plan of Operations for 2014:

A MOTION was made to approve the 2014 Annual Plan of Operations as presented to be submitted to our Regional AEA Victor DiGiacomo for operations for the current year by B. Hammond seconded by S. LeRoy; carried.

- Operational Budget Review: L. Gerstenslager explained to the Board the budget handouts included in their binders, including the AVC and procurement of Harvester.

A MOTION was made to approve the operational budget/plan of work for 2014 as presented by the District Manager, Lindsey Gerstenslager by B. Hammond seconded by T. Caprilla; carried.

- Vehicle Procurement for Trailblazer Replacement: Tabled
- 2014 Harvester Procurement Plan & Bid Packet: As motion to sell 2001 Harvester was made October of 2013 and time will be needed to procure bids.

A MOTION was made to advertise for bid to replace our oldest Aquatic Weed Harvester with a 2014 model reflective of the #3 boat specifications; as included in the presented draft bid packet by S. LeRoy seconded by B. Hammond; carried.

- County Drainage Contract Acceptance:

A MOTION was made to accept the 2014 County Drainage Contract with Wayne County by S. LeRoy seconded by B. Hammond; carried.

- 2013 State Annual Report Review: Tabled; called an executive meeting for January 31, 2014 to motion on this.
- NYACD Lobby Days:

A MOTION was made to send a representative to the NYACD Lobby Days on February 10th and 11th to represent Wayne SWCD in addition to Bob VanLare by B. Hammond seconded by T. Caprilla; carried.

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- FLOWPA Lobby Days: L. Gerstenslager informed the Board the dates of this event.
- Credit Card Contract: C. Comfort explained to the Board the handout of cost comparison done from our current provider and the benefit to moving to Intuit.

A MOTION was made to move from our current credit card service provider to Intuit for better security, service and fees by B. Hammond seconded by S. LeRoy; carried.

- 2014 Envirothon in Wayne County: L. Gerstenslager explained to the Board that there are 11 school districts in Wayne County and also many home schooled children as well. The 2014 Envirothon will be publicized and the goal is to have 6 teams and conduct the local Envirothon at the Montezuma Audubon Center during the last full week of April 2014. L. Gerstenslager stated that she would like a \$2,500.00 budget for prizes and administration fees.

A MOTION was made to support the 2014 Envirothon in Wayne County and establish a budget not to exceed \$2,500 by S. LeRoy seconded by B. Hammond; carried.

- Property Insurance; Copy of Board Members Licenses: A copy of the Board Licenses is needed for the Insurance Company.
- Beginning of the Year Paperwork: W4's & IT2104's for Stipend Board Members: L. Gerstenslager also advised the Board that a Resolution has been put through to the County to raise their stipend from \$15 a meeting to \$30 a meeting.

Other Business

- NACD Bill: L. Gerstenslager presented the Board with a bill from NACD and asked if they wanted to contribute anything to this organization, after discussion it was decided that the district pays dues at the state level and does not have the funds to pay extra for national as well.
- Verizon/Time Warner Billing: C. Comfort presented the board with a comparison of our current provider, Verizon, and the cost savings of switching to Time Warner Business Class.

A MOTION was made to change service providers from Verizon to Time Warner Business Class by B. Hammond seconded by T. Caprilla; carried.

- Annual Insurance Policy Billing: L. Gerstenslager explained to the Board that she had quoted with other companies and they could not even come close to the level of pricing we currently have.

A MOTION was made to accept and pay the 2014 Insurance Policy Bill to Ashley Insurance by S. LeRoy seconded by B. VanLare; carried.

- Invasive Species Calendar Handout: L. Gerstenslager handed the board the invasive species calendar's designed by graduate assistant Steph Schroeder, Board was pleased with how they turned out.

A MOTION was made for the Board to go into executive session at 11:19 to discuss a personnel matter by B. Hammond seconded by B. VanLare; carried.

A Motion was made to exit executive session and resume normal meeting at 12:00 by B. VanLare seconded by S. LeRoy; carried.

A MOTION was made that after Board review the District Manager will receive an increase so her Base Salary for the 2014 year is \$53,000 by B. Hammond seconded by S. LeRoy; carried.

A MOTION was made to offer Board Members Medical/Dental Insurance at 100% Member cost by B. Hammond seconded by S. LeRoy; carried.

Next Executive Board Meeting is scheduled for Friday January 31, 2014 at 9:00am at the SWCD Office Conference Room.

Next Board Meeting is scheduled for February 19, 2014 at 9 am at the SWCD Conference Room.

A MOTION was made to adjourn at 12:00 pm by S. Brownell.