

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

**Regular Meeting – January 21, 2015
SWCD Office, Lyons, NY, 14489**

Directors:

Bill Hammond
Steve LeRoy
Mark Humbert
Steve Olson

Staff:

Lindsey Gerstenslager
Cathy Comfort

Absent:

Bob VanLare

NRCS:

Absent

Guests:

None

FSA:

Absent

Organizational Meeting

Call to order by District Secretary/Treasurer C. Comfort @ 9:07

Elections: Chair/Vice

- M. Humbert nominated B. Hammond for SWCD Board Chair of 2015; seconded by S. Olson; nomination carried.
- M. Humbert nominated B. VanLare for SWCD Board Vice-Chair of 2015; seconded by S. Olson; nomination carried.

District Policies (review and approve)

- Reviewed and approved at the December 17, 2014 Board Meeting for 2015. District Handbook distributed.

Floating Holiday (designation)

- **A MOTION** was made to accept Thursday, December 24, 2015, as the designated floating holiday for 2015 by M. Humbert seconded by S. LeRoy; 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 B. Hammond seconded by M. Humbert; carried.
- **A MOTION** was made for the National Bank of Lyons to be our designated bank by S. Olson seconded by S. LeRoy; carried.

Designate Committee Representatives:

- **A MOTION** was made to assign representatives from Wayne County SWCD Board of Directors to the following committees by B. Hammond seconded by M. Humbert; carried.
 - ❖ **WQCC:** Bob VanLare
 - ❖ **Ag Advisory Board** – Steve Olson
 - ❖ **Personnel** – Bob VanLare; Steve LeRoy
 - ❖ **Executive Committee** – Bill Hammond; Mark Humbert; Lindsey Gerstenslager

Approved Minutes for January 21, 2015 Board of Directors Meeting -

A MOTION was made to adjourn the organizational meeting at 9:15 am by S. LeRoy seconded by S. Olson; carried.

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REGULAR BOARD OF DIRECTOR'S MEETING
January 21, 2015

Call to order by Board Chair B. Hammond at 9:15am

Approval of the Agenda

- No additional topics to be added at this time.

Acknowledgement of Guests

No guests

Operational Business

- December Minutes were tabled at this time due to lack of attending Board Members from that meeting.
- **A MOTION** was made to approve the Treasurer's report by M. Humbert seconded by S. LeRoy; carried.
- **A MOTION** was made to approve the bill's to be paid for January 2015 by M. Humbert seconded by S. LeRoy; carried.
- **Ag NPS Payments**
 - ❖ **A MOTION** was made to make payment to Duane Crandon for Ag NPS Round 17 Black Brook for Best Management Practice Installation in the amount of \$18,337.00; to be paid out of the Ag NPS Round 17 BB Account by S. LeRoy seconded by S. Olson; carried.
 - ❖ **A MOTION** was made to make payment to Donald Humbert for Ag NPS Round 17 Seneca River in the amount of \$1,460.00; to be paid out of the Special Projects Account with reimbursement request to Onondaga County SWCD as the Grantee of the Ag NPS Round 17SR Ag Grant; by S. LeRoy seconded by B. Hammond; carried with M. Humbert abstaining.

Report from NRCS

See attached addendum.

Report from FSA

No Report

Introduction & Report from SWCC – AEA Victor DiGiacomo

See attached addendum.

Board Training Plan & Meeting Schedule

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

SWCD Operational Business: Lindsey Gerstenslager

- Overtime summary report of 2014: Tabled until Auditors Report.
- Service Cost Recommendations: To Remain the Same

Approved Minutes for January 21, 2015 Board of Directors Meeting -

- 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

M. Humbert inquired what is included in the basic survey; L. Gerstenslager explained it included benchmarks, layouts, etc. and from there designs can be done for \$20/hour.

A Motion was made to accept the service cost recommendations for 2015 and maintain the same service schedule as 2014 by S. LeRoy, seconded by M. Humbert; carried.

- Annual Plan of Operations for 2015: Annual Plan Sent

A MOTION was made to approve the 2015 Annual Plan of Operations as presented to be submitted to our Regional AEA Victor DiGiacomo for operations for the current year by S. LeRoy seconded by M. Humbert; carried.

- Operational Budget Review: L. Gerstenslager explained to the Board the budget is the same that was already approved she will be sending them a breakdown by class.

A MOTION was made to approve the operational budget/plan of work for 2015 as presented by the District Manager, Lindsey Gerstenslager by B. Hammond seconded by S. LeRoy; carried.

- NYACD Dues and Update: Tabled - L. Gerstenslager spoke about the receiving the NYACD billing for annual dues and concerns with the NYACD. L. Gerstenslager further explained that recently they let go their Executive Director, Judy Littrel, after speaking with B. VanLare who is the 1st Vice president of NYACD about this L. Gerstenslager voiced her concerns as the NYACD did not have a job description for this position; the reasons she was let go seemed incidental and Judy had been fundamental in important lobbying issues. S. Olson would like to wait on the dues until he reaches out to neighboring Districts and gets their input. B. Hammond suggested sending the NYACD a letter of the District's disappointment on the decision's of the NYACD and when the District sees an adequate plan of work for the organization for the year that explains how the dues funds will be used by the NYACD then the Wayne District will support NYACD's efforts.

- Vehicle Procurement for Trailblazer Replacement: L. Gerstenslager informed the Board that at this time we are actually down two vehicles as we have not replaced the Trailblazer and the shop vehicle will not pass inspection.

A MOTION was made to purchase a Chevrolet Colorado LT as a replacement fleet vehicle not to exceed the amount of \$28,000.00 by B. Hammond seconded by S. Olson; carried.

- 2014 Annual State SWCC Reports -

A MOTION was made to accept the 2014 State Annual Report Performance Measures report as presented at the meeting by Lindsey Gerstenslager & Executive & Spending Reports to follow as drafted by S. LeRoy seconded by B. Hammond; carried.

- Water Quality Symposium Training -

A MOTION was made to accept the registration plan for staff in attendance to the WQS March 10-13, 2015 as presented by S. LeRoy seconded by M. Humbert; carried.

A MOTION was made to accept the registration for the Board of Directors not to exceed \$1,500.00 as part of their training and travel budget for WQS, March 10-13, 2015 with Directors submitting requests by January 29, 2015 by B. Hammond seconded by S. LeRoy; carried.

- Property Insurance; Copy of Board Members Licenses: A copy of the new Board Members Licenses is needed for the Insurance Company.
- Beginning of the Year Paperwork: W4's & IT2104's for Stipend Board Members.
- County Drainage and Harvesting Summaries & Town of Williamson Contract Summary: L. Gerstenslager explained that all 2014 Drainage Contract monies were spent and the remaining expense paid out of the Maintenance Fund, M. Humbert inquired as to the special fund and L. Gerstenslager explained that this is a special fund for Agricultural Drainage Projects. L. Gerstenslager further advised that all monies from the 2014 Harvesting Contract were spent and \$3,144.00 was deposited into the Harvester Fund. L. Gerstenslager further explained that the Town of Williamson contracts with the District for drainage projects and the District has received over \$8,000.00 from this contract. B. Hammond inquired what does the District do for Williamson; L. Gerstenslager explained that the District does assessments and uses our technicians knowledge, also we provide our contractor contacts and they work under our general permit. S. LeRoy inquired about the floor in the shop and where the monies came for that; L. Gerstenslager explained that the monies came from FLOWPA and County Appropriation. S. LeRoy asked if the Town of Sodus could do a Drainage Contract for Maxwell Creek as they have money in the budget for this. L. Gerstenslager stated that this is part of the plan of work.
- FLOWPA 13/14 Reimbursement Transfer of funds: L. Gerstenslager explained to the Board that FLOWPA 13/14 account has exceeded the advanced contract amount for the FLOWPA 13/14 contract. Documentation has been organized and the account funds have been transferred to District Checking and the account closed. The remaining amount within the contract will be reimbursed at closeout once the Red Creek Watershed Monitoring program is completed in May and the Lower Ganargua Creek stream maintenance program has begun this spring.
- Procurement of Field Equipment:
 - ❖ Water Program-Stream Sediment Netting
 - ❖ Water Program-Water Sampling Bottles
 - ❖ Safety Equipment-Light Bars for District Vehicle
 - ❖ Tree Program-Tree Guards for planting to be sold

A MOTION was made to authorize District Manager Lindsey Gerstenslager to approve purchase of the requested items as quoted: Stream Sediment Curtain/Netting; Water Sampling Bottles; Light Bars for Vehicle Safety and Tree Guards by B. Hammond seconded by M. Humbert; carried.

A MOTION was made for the Board to go into executive session at 10:25 to discuss a personnel matter by B. Hammond seconded by M. Humbert; carried.

A Motion was made to exit executive session and resume normal meeting at 10:52 by B. Hammond seconded by S. LeRoy; carried.

Next Board Meeting is scheduled for February 18, 2015 at 9 am at the SWCD Conference Room.

A MOTION was made to adjourn at 10:52 am by S. LeRoy seconded by B. Hammond; carried.