

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

**Regular Meeting –October 25, 2016  
Conservation Offices  
10 Leach Road Lyons NY 14489**

**Directors:**

Mark Humbert  
Steve Olson  
Laurie Crane

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort  
Ron Thorn

**Absent:**

Monica Deyo

**NRCS:**

Bill Jones  
Greg Robinson  
Ryan Thomas

**Guests:**

None

**FSA:**

Absent

**Call to order by Board Acting-Chair M. Humbert @ 9:02 am**

**Approval of the Agenda**

- L. Gerstenslager added to the agenda as follows:
  - ❖ Pricing for Castor Carts to move Harvesters
  - ❖ Ag NPS Round 20PB Bank Account Closing
  - ❖ 2017 Conservation Project Financial Request-Part B
  - ❖ Executive Session Request 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.

**A MOTION** was made to approve the Agenda as amended by S. Olson seconded by L. Crane; carried.

**Acknowledgement of Guests**

- Ryan Thomas new employee with NRCS took a couple of minutes to introduce himself and give a short background of his work and education history.

**Operational Business**

- **A MOTION** was made to accept the minutes from the September 2016 Regular Board Meeting by S. Olson seconded by M. Humbert; carried.
- **A MOTION** was made to approve the Treasurer's report for October 2016 by L. Crane seconded by S. Olson; carried.
- **A MOTION** was made to approve the bill's to be paid for October 2016 by L. Crane seconded by S. Olson; carried.

L. Gerstenslager informed the Board that Ag NPS Rd 17PB has only \$1,716.55 in the Bank Account; this amount has been expended but the Grant has not fully been closed but should be soon. Ag NPS Rd 22 will be a new account opening soon. FLOWPA 14/15 is expended and will be closed and GLBC15 is expended and closed.

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- Ag NPS –Raes Contract Rd 20LGC Ag NPS –L. Gerstenslager showed the Board a PowerPoint presentation of the before and after effect of plan. R. Thorn will be following up and writing a CNMP which will assist with gaining further funding thru federal programs. M. Humbert suggested a checkoff listing between agencies to ensure practices are met for all programs.

**A MOTION** was made to approve payment of Voucher 40 in the amount of \$47,698.00 for Charles Raes from Contract Ag NPS Round 20LGC by S. Olson seconded by L. Crane; carried.

- Ag NPS -DeMay Contract Rd 19 Ag NPS –Tabled for further information on BMP's.

**Report from NRCS**

- See Attached Addendum
- B. Jones also wanted to state that CSP renewals are currently underway.

**Report from SWCC**

- Attached –L. Gerstenslager reviewed key opportunities.

**Old Business: Lindsey Gerstenslager & Ron Thorn**

- Correspondence folder –Items will be included with the November folder.
- Space with Wayne County-Update- L. Gerstenslager informed the Board that the County space has been approved and the County Attorney is currently drawing up an agreement which L. Gerstenslager will review and amend as needed. The total annual cost for space and IT will be \$30,000 and will be funded thru County Appropriations and State Funding. A sub-committee of R. Thorn, C. Hotto and S. Olson will be meeting at the new location this week and reviewing a list of needs for the district. The Target date for the District to accommodate the new offices is January 1, 2017.
- Internal Audit –C. Comfort shared with the Board that an Audit was performed October 24, 2016 by Board Member's L. Crane and M. Deyo utilizing the new template designed in compliance with Soil and Water District Law and following procedure from NYS Department of OSC. The Audit went well with both Board members making inquiries into procedures and reviewing the financial operations of the District; the signed Audit is attached.
- Disability Insurance Rate Review –L. Gerstenslager stated the company that had carried the policy for the District had stopped issuing disability insurance. Ashley Insurance who is the carrier for the District's other policies was able to provide a new company that issues the policy annually with a reconciliation done at the end.
- NYACD Meeting Overview-M. Deyo- L. Gerstenslager stated that M. Deyo enjoyed the meetings she attended as it helped reaffirm that the correct processes were in place, and it concluded the District's performance measures in that area. L. Gerstenslager also stated that NYACD is looking for a Division II Director that is vacant due to the passing of B. VanLare.

**New Business**

- Discussion External Auditing Policy-L. Gerstenslager explained to the Board that the current policy of the District is that an external audit be done every other year and a financial justification be done on the other years; due to the expense of these audits (\$7,000 to \$10,000 per year) and the increasingly unavailability of accounting firms to conduct these audits she is proposing that after the current justification the District change the policy to be whenever there is a change in the District Manager or Conservation Secretary/Treasurer Positions. C. Comfort explained that the 2015 justification will be performed by a firm that employs a member from the previous auditing firm as the previous firm is no longer providing this service. L. Gerstenslager stated that the District will have 5 years of consistent audits on file when complete. M. Humbert and S. Olson stated they would like to see this policy change to having an

outside audit performed every 3 to 5 years or sooner if a change in Administrative staff takes place. L. Gerstenslager stated that she will make the updates accordingly to the Audit Policy.

- Discussion Board Meetings –L. Gerstenslager discussed with the Board the date and time that was most convenient for all to meet to conduct business; it was decided to return regular meetings to the 3<sup>rd</sup> Wednesday of the Month starting November 16<sup>th</sup>, 2016 at 9am.
- Approval of District Employee Policy Handbook –L. Gerstenslager advised the Board that the final draft will be out next week and she will be sending it out electronically for review prior to next month's meeting.
- Staff Plans of Work-How the Annual Plan of Work Comes to Life -L. Gerstenslager explained to the Board that the staff annually prepares their personal plan of work for the upcoming year in their own format (monthly annual, priority, etc.). These plans are then reviewed with the District Manager and Staff Member as part of the review process. L. Gerstenslager explained that this year, at the monthly staff meeting, the staff was challenged and created a long term listing of projects that they felt need to be addressed in the County. L. Gerstenslager further explained that the top five on the list is what comprised the basis for the Annual Plan of Work and then the District will still have a running list of projects if time and funding are there for completion. L. Gerstenslager presented the Board with a PowerPoint on the plan to utilize Part B funding for the years 2016-2020 for the Canandaigua Outlet Project. M. Humbert inquired why this would take five years, why not utilize other funding and complete the project; L. Gerstenslager explained that the State allots \$6,000 a year for Part B and this would make a substantial long term project that could be partnered with other funding if needed as there are 20 sites of work that have been identified for streambank remediation. When asked the Board decided that they would like to review the annual plan mid-summer for progress report. S. Olson made the suggestion that the plan should have a Table of Contents; L. Gerstenslager will make that amendment.

**A MOTION** was made to accept the 2017 Annual Plan of Work as presented and with amendment to take effect January 1, 2017 if adopted by the New York State Soil & Water Conservation Committee by S. Olson seconded by L. Crane; carried.

- Climate Resiliency Farming Grant-Round 2 Application –R. Thorn stated that there was 2.5 million available from the state and four farms had applications approved.

**A MOTION** was made to approve participation in the Climate Resiliency Farming grant program to address water management concerns with the following farms: Stoep, Wolf, Thoms and Thorn by S. Olson seconded by L. Crane; carried.

- Climate Resiliency Farming Grant-Round 1 Update –The final contract has been received by the District; Marshall Farms project is complete and the District can now submit the paperwork; Humbert Farm is progressing as planned.

#### **Other Business**

- Pricing for Castor Carts to Move Harvesters –L. Gerstenslager directed the Board to a handout of a design from Alpha Boats for castor carts that would move the harvesters in the shop. L. Gerstenslager explained that the ability to move the equipment meant that space could be used efficiently and there would be a possibility of the storage of more equipment.

**A MOTION** was made to approve the purchase of eight Castor Carts from Alpha Boats for the quoted amount of \$3,618.00 by L. Crane seconded by S. Olson; carried.

- Ag NPS Rd 20PB Bank Account Closing –L. Gerstenslager explained that after completion of 3<sup>rd</sup> quarter expenses it was determined that expenses exceed what is in the account. L. Gerstenslager stated that at this time she would like to transfer the remaining monies out and close this this account.

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**A MOTION** was made to transfer remaining monies from the Ag NPS Rd 20PB Savings Account to the District Checking and close this account by L. Crane seconded by S. Olson; carried.

- 2017 Conservation Project Financial Request –Part B –L. Gerstenslager explained that this was the project that was previously discussed during the Plan of Work presentation.

**A MOTION** was made to approve the 2017 Conservation Project Financial Request Part B of the Canandaigua Outlet Streambank Remediation by S. Olson seconded by L. Crane; carried.

- Executive Session Request at 11:15am

**A MOTION** was made to proceed into 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 by S. Olson seconded by L. Crane; carried.

**A MOTION** to return from executive session at 11:34am was made by L. Crane seconded by S. Olson; carried.

**A MOTION** was made to adjourn the meeting at 11:37am by L. Crane seconded by S. Olson; carried.

Next Board Meeting is scheduled for Wednesday November 16, 2016 at 9 am at the District Conference Room.