

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

**Regular Meeting – December 20, 2017  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Mark Humbert  
Laurie Crane  
Monica Deyo  
Pat VanLare

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort  
Ron Thorn

**Absent:**

Steve Olson

**Guest:**

n/a

**State:**

Absent

**NRCS:**

Absent

**FSA:**

Absent

**Call to order by Board Chair M. Humbert at 8:50 am**

**Executive Session: 2018 Salary Recommendations based on Performance Reviews**

**A MOTION** was made to proceed into executive session at 8:55 am 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 M. Deyo seconded by L. Crane; carried.

**A MOTION** to return from executive session at 9:50 am was made by L. Crane seconded by P. VanLare; carried.

**A MOTION** to approve a performance increase for staff member's as presented by the Personnel Committee to be reflected in their salaries in 2018; letters to be sent out by the DM to each staff member and rates updated to reflect merits in the budget by L. Crane seconded by M. Deyo; carried.

**Approval of the Agenda**

**A MOTION** to approve the agenda as presented was made by M. Deyo seconded by P. VanLare; carried.

**Acknowledgement of Guests**

None

**Operational Business**

**A MOTION** was made to accept the minutes from November 2017 Board Meeting by L. Crane seconded P. VanLare; carried.

**A MOTION** was made to approve the Treasurer's report for December 2017 by L. Crane seconded by M. Deyo; carried.

**A MOTION** was made to approve the bill's to be paid for December 2017 by L. Crane seconded by P. VanLare; carried.

**Old Business:**

➤ Vehicle Purchase

L. Gerstenslager explained that C. Comfort has created an account with the NYS Marketplace and a Mini-Bid Request is currently out for the new truck; the closing of the bid is December 28<sup>th</sup> at which time the state will forward the bids quotes to the District. C. Comfort stated that she has also contacted the state and as long as we work with state approved vendors we can request quotes to move the process along.

➤ State Vehicle Program

L. Gerstenslager stated that C. Comfort has signed us up for access to the program; however the vehicles that were listed on the previous handout were no longer available. C. Comfort stated that we now have access to the system and can keep watch for future items for the District.

**New Business**

➤ End of year funds allocations to dedicated lines: Critical Area Seeding & Tillage

**A MOTION** was made to transfer \$439.35 to the Equipment Savings and \$175.74 to the Vehicle Savings from the District Checking Account as a percentage of the remaining income for the Hydroseeding Program work completed for 2017 by P. VanLare seconded by M. Deyo; carried.

**A MOTION** was made to transfer \$259.00 to the Equipment Savings and \$118.00 to the Vehicle Savings from the District Checking Account as a percentage of the remaining income for the No Till Drill Program work completed for 2017 by L. Crane seconded by P. VanLare; carried.

➤ Stipend Reimbursement for technical equipment and software: M. Appleby 2017

L. Gerstenslager explained to the Board that this stipend is for M. Appleby working from home and providing her own software/computer; in 2018 M. Appleby will be working in the office so the stipend will discontinue.

**A MOTION** was made to reimburse M. Appleby for Adobe Suite at \$49.99 and pay a \$25.00 stipend for computer equipment use for 2017 for a total of \$74.99 by P. VanLare seconded by M. Deyo; carried.

➤ Purchase of Computer Equipment

L. Gerstenslager explained to the Board that the computer equipment quoted has higher resolution and will be used for the newsletters, annual reports, mapping and eventually CAD.

**A MOTION** was made to purchase computer equipment specifically for graphics and engineering software from the Equipment Savings in the amount of \$1,009.88 for the front desk workstation by L. Crane seconded by P. VanLare; carried.

➤ Contract Closeouts: Rd 22, FLOWPA 15, FLOWPA 16

L. Gerstenslager stated the V. DiGiacomo has approved the final closeout of Rd 22; and FLOWPA 15 and 16 have been closed, M. Appleby will begin publications in January 2018. The Board asked about the status of other open grants; L. Gerstenslager stated that in 2018 there will be 13 grants scheduled for closeout between the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

**A MOTION** was made to accept closeouts for FLOWPA 15, FLOWPA 16 and Round 22 Ag NPS by M. Deyo seconded by P. VanLare; carried.

➤ GLBC 2015 Port Bay Contract: Cover Crop Payment: Eygnor Farms

**A MOTION** was made to pay Ron Eygnor for 57 acres of cover crops planted at the 50% of the county average \$36.63 and totaling \$2,087.91 as part of the Great Lakes Basin Coalition 2015 contract; all ag planning documentation has been submitted; so moved by L. Crane seconded by P. VanLare; carried.

➤ CRF Round 1: Humbert: Cover Crop Payment

**A MOTION** was made to approve payment to Mark Humbert, the second year payment for implemented cover crop acreage as part of the Climate Resiliency Farming Program, Round 1, in the amount of \$25,589.13 in accordance with the contract by L. Crane seconded by P. VanLare; carried. M. Humbert abstained.

L. Gerstenslager stated that the results for CRF Round 3 are now out.

**Correspondence Folder**

Reviewed and passed around.

**Report from SWCC-AEA V. DiGiacomo**

Absent-See attached addendum.

**Report from NRCS**

Absent-See attached addendum.

**Report from FSA**

Absent-See attached addendum.

**Report from FLOWPA**

L. Gerstenslager stated that she went to Albany representing FLOWPA as a member of the Water Resources Board; it was a good and productive meeting.

**Report from Farm Bureau**

L. Gerstenslager stated the Farm Bureau has a new president, Matt Wunder.

**Report from Grange**

P. VanLare stated that the Grange will be having a youth member working with Soil & Water for NYACD Legislative Days

**Other**

L. Gerstenslager addressed the Board about a concern with District space and the Mobil Command Unit. L. Gerstenslager explained to the Board that the District has not been fully able to utilize the rented space and on speaking with the County the Mobil Command Unit will be part of the garage thru mid-2018. The Board supported L. Gerstenslager's suggestion of a rent adjustment for lost space and instructed her to follow up with the County.

**Adjournment**

**A MOTION** to adjourn at 11:50 am was made by M. Deyo seconded by P. VanLare; carried. Next Board Meeting is scheduled for January 17, 2018 at 8:30 am.