

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

**Finance Meeting –July 30, 2014  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Steve Brownell  
Bob VanLare  
Steve LeRoy

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort

**Absent:**

Bill Hammond  
Tom Caprilla

**Call to order @ 9:26am**

**Approval of the Agenda**

Additional topics added: Motion to update current contract with Onondaga County for engineering services. State Rep Victor DiGiacomo's report. Correspondence folder.

**A MOTION** was made to approve the Agenda by S. LeRoy seconded by B. VanLare; carried.

**Operational Business**

**A MOTION** was made to approve the minutes of July 16, 2014 meeting by S. LeRoy seconded by B. VanLare; carried.

**A MOTION** was made to approve the Treasurer's Report for July 2014 meeting by S. LeRoy seconded by B. VanLare; carried.

Steve LeRoy inquired as to the reimbursements for the Fish Program; it was explained that these were refunds due to the unavailability of fish from the supplier. He also inquired who Green Tree Hosting was; it was explained that this is our web hosting service.

B. VanLare inquired as to the reimbursement to S. DeRue; it was explained that this was for mileage reimbursement of personal vehicle for work project. He also inquired about the expenditure to Alpha Boats; it was explained that this was for belting for harvesting program.

**A MOTION** was made to approve the Bills to be paid for July 2014 meeting by S. LeRoy seconded by B. VanLare; carried.

It was decided to move the Internal Review/Audit to the end of the meeting.

**SWCD Operational Business: Lindsey Gerstenslager**

- Correspondence folder was passed around for all to see.

- Housing/Space Needs for Future of WCSWCD

L. Gerstenslager reminded the board that a tour of Oswego; Onondaga and Cayuga County SWCD's is scheduled for Thursday August 7<sup>th</sup> 2014. We will be renting a van from Enterprise to accommodate the group.

- 2015 County Budget Review (as included in packet)

L. Gerstenslager explained that the budget request remains constant and in addition there is a onetime request for culvert repair for \$35,000 as discussed in previous meeting. The district will provide a 25% match to this repair through technical service. S. LeRoy requested that L. Gerstenslager explain this at the next committee meeting.

L. Gerstenslager further stated that the district provides over 25 services to the community most of which are provided through grants which the district will continue seeking.

L. Gerstenslager stated that the revenues and income remain consistent with an increase in state appropriation and Ag NPS grants. S. LeRoy inquired about the Williamson Drainage District; L. Gerstenslager explained that the district is doing the work and Williamson is reimbursing for services. B. VanLare inquired about vehicle purchase; L. Gerstenslager stated that was still a budgeted item. S. LeRoy stated that the only change he would like to see is a row added for the % of increase or decrease.

**A Resolution** to approve the County Budget as attached was made by S. LeRoy seconded by B. VanLare; carried.

- Property Donation Update

L. Gerstenslager informed the board that the donation of 10 acres with ponds previously discussed, would be too much for the district to manage properly. L. Gerstenslager stated that she has suggested Trailworks or County Parks Department to the representative for Seneca Foods.

- Contract Update for Round 16's Time Extension

**A MOTION** to approve the signature of the new contract for previously approved (May 2014) time extension on Ag NPS grant Round 16 was made by S. LeRoy seconded by B. VanLare; carried.

- Round 17 Black Brook Time Extension Request

**A MOTION** to approve a No-Cost Time Extension on Ag NPS grant Round 17 Black Brook due to several farms inability to complete work by the end of this field season was made by S. LeRoy seconded by B. VanLare; carried.

**Other Business:**

- Motion to Update Contract with Onondaga County for Engineering Services

**A MOTION** was made update our current contract for Engineering Services with Onondaga County SWCD to reflect current hourly rates, change in their location address and dates for a five year contract from January 1, 2014 to December 31, 2019 by S. LeRoy seconded by B. VanLare; carried.

**Report from SWCC Victor DiGiacomo**

L. Gerstenslager reviewed the report with the Board.

**Internal Review/Audit of 2014 1<sup>st</sup> and 2<sup>nd</sup> Quarter Books**

The Board reviewed the books with C. Comfort providing an explanation as to what each represented and the procedures that are in place between the District Manager and Secretary/ Treasurer to promote a healthy checks and balance for the district. The board expressed their appreciation.

**A MOTION** was made to accept the books from the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2014 as presented along with the Financial Justification for 2013 from external CPA's Bailey & Carr, CPAs by S. LeRoy seconded by B. VanLare; carried.

Tour to be August 7, 2014

Next Board Meeting is scheduled for September 17, 2014 at 9 am at the SWCD Conference Room.

**Meeting Adjourned at 10:40 am**