

**Minutes of The Wayne County Soil & Water  
Conservation District Board of Directors  
Regular Meeting September 21, 2011  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Bob VanLare  
Bill Hammond  
Jody Bender

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort  
Scott DeRue  
Samantha Gonzalez

**NRCS:**

Bill Jones

**Absent:**

Steve Brownell  
Tom Caprilla

**FSA:**

Absent

**Guest:**

Pat VanLare

**Call to order @ 9:10am**

**Secretary's Report:**

**A MOTION** was made to approve the minutes of the previous meeting by B. Hammond second by J. Bender; carried.

**Treasurer's Report:**

**A MOTION** was made to approve the treasurer's report by J. Bender seconded by B. Hammond; carried.

**A MOTION** was made to approve the bill's to be paid for September 2011 by B. Hammond seconded by J. Bender; carried.

**Summer Intern Report**

A presentation was given by summer intern, Samantha Gonzalez, summarizing the key points of the work she performed at Soil and Water over the 2011 summer season. During her time here Sam created a lot of public outreach material including a nuisance species brochure, an informational door hanger on water chestnuts and a display board on the aquatics harvesting program.

Samantha also did a few press releases including one relating to the Ale Wife die off experienced this summer. GIS mapping on the water chestnut location was created as well as soil group worksheets. She also created a spreadsheet and table to coincide with our certified water testing program.

Another project she worked on was reviewing the EPA watershed management plan (Princeton Hydro Watershed) with an analysis given to S. DeRue; key points made that she felt most of the recommendations made were very general and none were specific to our area. Sam also assisted C. Hotto with some surveying and seeding.

B. Hammond pointed out that the brochures should be made available to towns and villages to be handed out with new fishing licenses. Sam also suggested they carry them on the weed harvesters. It was also brought up that they should be made available to marinas and bait shops for their customers.

**A MOTION** was made to purchase a 1,000 brochures by B. Hammond seconded by J. Bender; carried.

B. Hammond added that Sam needs to be given credit on the brochures. S. DeRue and L. Gerstenslager presented Sam Gonzalez with a letter of recommendation and a binder with copies of all her work for her portfolio.

#### **NRCS Report**

B. Jones gave a brief report that there is not much new going on with new programs and they are currently working on implementing existing contracts for end of federal fiscal year 9/30/2011.

B. Jones states that 65% of 1.7 million is needed to be completed to make their current obligation and they will just fall short of that but they are close to meeting their obligation.

NRCS has added TSP TA (tech support dollars) of \$46,000 to contracts which is only good for one year.

#### **FSA Report**

No Report This Period.

#### **Staff Report**

There is no staff report this time as all staff is extremely busy in the field.

#### **District Manager Report**

L. Gerstenslager addressed the board about updating the fee schedule for services in 2012 and the board felt that several of the fees needed to be updated as follows: SGW will be raised \$5.00 to \$25.00; Bird Houses will also be raised \$5.00 to \$15.00 and Bat Houses will be raised \$4.00 to \$20.00. Grass Carp will remain the same however a quantity discount with a delivery fee is a possibility that is being researched. Other permitting fees are also still be researched as well. Newsletter advertising as a source of revenue was also discussed and setting up a guideline for pricing was started.

L. Gerstenslager stated she has spent some time reviewing the employee handbook and is concerned that while it has been adopted, some of its language is vague and does not apply to Soil and Water directly including the mission statement. Discussion was made about the key areas of concern and it was decided to wait for a full board to be present before any action is made.

It was reported that next week there is a conservation skills workshop that will be attended by R. Thorn; C. Hotto; S. DeRue and T. Reynolds, this workshop is in Cortland, NY.

L. Gerstenslager started discussion on 2012 health care for the Soil and Water District employees' as the current plan covering the group is to be phased out in 2011. It was decided that L. Gerstenslager contact companies directly for quotes and compare plans also to start gathering information on HSA as this seems to be the future in insurance. B. Hammond stated that he will FAX the Town of Macedon costs over to give some comparison levels. L. Gerstenslager stated that Lyons National Bank administers HSA accounts and that they can be utilized to offset prescription costs and other out of pocket costs as well. A meeting was set for October 26<sup>th</sup> at 9 am to follow up on health/dental implementation planning.

The 2012 proposed budget was presented to County Administrator J. Marquette and he was very receptive of the budget. County Administrator J. Marquette also stated that we should once again be covered under the Workers' Compensation agreement with the County. L. Gerstenslager is researching our agreement to make sure we have a 30 day cancel clause with our current carrier.

L. Gerstenslager reported that at this time grant proposals have been pushed back due to the recent weather and recent storms affecting the eastern part of the state.

The weed harvesting program has produced over 1,300 tons of weeds removed and gained new access points to enhance efficiency of operations. Spending is also down this year, J. Bender inquired how; L. Gerstenslager explained that the crew is making more efficient use of the fuel and the boats are breaking down less. The harvesting season will end October 7<sup>th</sup> or the 14<sup>th</sup> then an inventory and PM will be done as well as winterizing the shop.

L. Gerstenslager stated that she will be putting together a plan for the Public Works committee for funds for 2012. The aquatics program will be looking at plans to replace a harvester and/or a transporter. L. Gerstenslager also stated that she S. DeRue and M. Walker will be sitting down and working on a plan for next year for the aquatics program.

L. Gerstenslager stated that board member T. Caprilla was still ill and it was decided that a fruit basket and get well wishes be sent to him from the Soil and Water District. L. Gerstenslager also advised the board of S. DeRue's upcoming wedding and all board members participated in a gift and card.

Replacement vehicles were also discussed as the vehicles currently driven by C. Hotto and M. Walker are both over 100,000 miles and starting to cost money for repairs. It was suggested to start looking at state bid pricing and the municipal auction site roytietsworth.com. B. Hammond also mentioned speaking with K. Rooney at Wayne County Highway to see if he had any surplus vehicles.

### **Other Business**

C. Comfort spoke about fixed assets and inventorying stating that she has started going thru the files that contain the fixed assets for Wayne County Soil and Water. C. Comfort stated that she has found a labeling website that will better identify these and make a useful inventory log for the district and insurance purposes.

**A MOTION** was made to purchase 300 Fixed Asset Inventory Tags by B. Hammond seconded by J. Bender; carried.

Approved Minutes for September 21, 2011 Board of Directors Meeting –

B. VanLare addressed the board concerning the upcoming NYACD meeting and asked if anyone of the board was going to represent the district. The board unanimously agreed B. VanLare should attend the meeting to represent Wayne County Soil and Water.

**A MOTION** was made that B. VanLare represent the Wayne County Soil and Water District at the NYACD Meeting and the district will pay his registration by B. Hammond seconded by J. Bender; carried.

L. Gerstenslager explained further what the meeting was about and that she and C. Comfort are also attending.

L. Gerstenslager advised the board that Harvester Boat 2 is in need of new belting and 2 quotes were obtained. A PO was sent and the monies will be paid out of the extra appropriation money from the county.

In further strategic planning L. Gerstenslager advised the board that it will need to look at the addition of an employee in the next couple of years as our district expands in services.

Next Meeting is scheduled for Wednesday October 19, 2011 at 9:00am at the SWCD Office Conference Room.

**A MOTION** was made to adjourn at 11: 35am by J. Bender seconded by B. Hammond; carried.