

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

Directors:

Steve Brownell
Bob VanLare
Bill Hammond
Tom Caprilla

Staff:

Lindsey Gerstenslager
Cathy Comfort

NRCS:

Emily Mombourquette

FSA:

Krista Tyrrell

Absent:

Jody Bender

Guest:

Pat VanLare

Call to order @ 9:05am

Secretary's Report:

A MOTION was made to approve the minutes of the previous meeting by T. Caprilla second by B. VanLare; carried.

Treasurer's Report:

S. Brownell inquired as to carryover of funds into next year. L. Gerstenslager explained that the drainage funds will be expended with the weather we had a late start but we are still going and currently working on two projects so all money will be expended. The carryover on the harvester fund will be vouchered for and put into the capital reserve harvester fund.

A MOTION was made to approve the treasurer's report by B. VanLare seconded by T. Caprilla; carried.

A MOTION was made to approve the bill's to be paid for December 2011 by T. Caprilla seconded by B. VanLare; carried.

FSA Report

K. Tyrrell thanked the board for having FSA being a part of the Environmental Extra Newspaper, she shared this newspaper with Ontario County and they were very pleased with the design as well. She further expanded by stating this was another great way of reaching producers.

S. DeBadts retired the end of last month from FSA and there is no intent on replacing the position at this time. DCP signup is still scheduled for the end of January however no advance payments will be made this year.

NRCS Report

E. Mombourquette gave an overview of the start of NRCS's new fiscal year. Last week all employees of NRCS attended a teleconference explaining the restructuring of the programs; last Wednesday's conference covered EQIP and the 4 initiatives, those being:

- 1: Organic
- 2: Air Quality
- 3: High Tunnel (previously AMA)
- 4: Energy

WHIP is to be restructured due to not a lot of funding available it will mainly focus on wildlife. AMA is up in the air at this time. There are more teleconferences upcoming and more information will be made available.

Staff Report

Drainage – Tabled as C. Hotto is currently still working on two projects. L. Gerstenslager did advise the board that this year C. Hotto's time for planning is to be charged back to the County under the Drainage Program, currently he is 100% funded by County Appropriation.

District Manager Report

L. Gerstenslager presented the board with Resolution 2011-04 and Resolution 2011-05 for the Agricultural Nonpoint Source Abatement and Control Program Round 18 funding grant. This grant will be for 49 farms over 3 years. This grant is for approximately \$210,000 and is due January 9, 2012 and will take 3-6 months to rank.

A MOTION was made to adopt Resolution 2011-04 for the Planning of Ag NPS Round 18 Funding Grant by B. VanLare seconded by T. Caprilla; carried.

A MOTION was made to adopt Resolution 2011-05 for the Implementation of Ag NPS Round 18 Funding Grant by T. Caprilla seconded by B. VanLare; carried.

At 9:30 meeting was suspended while L. Gerstenslager excused herself to speak with a producer; C. Comfort took this time to unofficially update present board members as to the status of the audit with Bailey, Carr CPA Firm.

L. Gerstenslager reentered the meeting at 9:40 and meeting resumed

Discussion continued about the audit procedures and to how often an outside audit should be conducted. L. Gerstenslager explained that with federal funds and annual audit is needed otherwise biennial is the accepted normal procedure.

B. Hammond entered the meeting at 9:45 am.

Approved Minutes for December 16, 2011 Board of Directors Meeting –

L. Gerstenslager presented the board with an Amendment for Section 404 of the Personnel Policy Manual. This amendment would be for Standard Operating procedures for Annual Performance Appraisals for District Employees. L. Gerstenslager explained to the board that R. Thorn was made a representative of the employees and that this was an idea to be presented to the board for review and discussion.

Much discussion was had as B. Hammond was opposed to the board being locked in to a dollar or percentage; if funding were to drop off this would make it hard for the district to meet these goals with the employees and therefore the board needs to be able to set these every year.

T. Caprilla was concerned about the certification award wording as he felt the board needs to be more involved as to the approval of the courses, while he sees the potential benefits of this award for the district he would like to see wording changes.

B. VanLare stated that a lot of these courses are offered at the Water Quality Symposium and the furthering of the education of our employees is a benefit for our district.

At 10:20 the board asked for a recess.

The board reconvened at 10:30.

Talk returned to the Amendment of Section 404 L. Gerstenslager spoke explaining to the board that with the education of the employees we will be able to add more billable services to our income. S. Brownell stated that the board would like to keep the point system; with the board reserving the right to make the percentage figures annually in December. Keep the Certifications with the rewording of completion/approval of board; add maintain certification clause; and change to \$500.00.

See attached Amendment

A Motion was made to add Amendment to Section 404 as outlined by District Manager and attached in the minutes of this meeting by B. Hammond seconded by T. Caprilla; carried.

Staffing Plan – tabled at this time.

L. Gerstenslager spoke of hiring a spring intern part time, recommending this to be a six month position to assist in Ag Value Assessments. This position would be for 25-30 hours a week and be a grad student with GIS experience. The hope is to cost share this with the Glisten Program again.

L. Gerstenslager then spoke of hiring a post grad intern for 25-30 hours a week to do Public Relations, Outreach, Chestnut Pull, Community Awareness and Education, and assist in the office. The funding for this position will come from Glisten, ANS and County.

Further details on these will be presented at the January Board meeting.

L. Gerstenslager then presented the board with an excess supply list compiled from the shop at the end of the season.

Approved Minutes for December 16, 2011 Board of Directors Meeting –

The board reviewed the list and it was decided that the outboard motor and weed rollers would be put to bid.

See attached bid advertisement.

A Motion was made to advertise for bids of Wayne County SWCD excess supply outboard motor and weed rollers, with Wayne County SWCD reserving the right to reject any and all offers by B. Hammond seconded by B. VanLare; carried.

L. Gerstenslager explained to the board that the website has not been started and she would like to put it out for bid so a web designer can do the basic set up. L. Gerstenslager explained she has the initial planning stages done and knows how the pages need to be laid out, but due to lack of time and knowledge a professional to get it started is necessary.

B. VanLare stated that there are a lot of scammers out there and we need to make sure we own the rights to the domain and all else before they come in. L. Gerstenslager thanked him and said we will make sure to get the domain set up and have them walk in and set up the site only.

A Motion was made to advertise for bids to set up a website for Wayne County Soil & Water with the approval of the Board of Directors by B. Hammond seconded by T. Caprilla; carried.

At 11:16 the board went into executive session to discuss personnel matters.

At 11:44 the board reconvened.

A Motion was made to approve increases as recommended by the personnel committee by B. Hammond seconded by T. Caprilla; carried.

Conversation then turned to our board and terms FSA has nominated S. Brownell to Chair; and it was unanimous that Wayne County Soil & Water would like T. Caprilla to continue; which he accepted. These nominations will be forwarded to J. Hoffman, Wayne County Board of Supervisors.

B. VanLare addressed the board that he will be attending National Association of Conservation Districts in LasVegas and would like to know if the District would help fund his trip. It was decided that B. VanLare should bring in the cost of tickets for himself and P. VanLare to the January 2012 regular meeting and a decision will be made at this time.

Next Meeting is scheduled for Wednesday January 18, 2012 at 9:00am at the SWCD Office Conference Room.

A MOTION was made to adjourn at 12:03 pm by T. Caprilla seconded by B. VanLare; carried.