

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

**Regular Meeting – April 15, 2020 at 9:00 a.m.  
District Office, 7312 Route 31, Lyons NY 14489**

**Directors:**

Lynn Chatfield  
Mark Humbert  
Steve Olson  
Pat VanLare

**Staff:**

Bethany Comella  
Lindsey Gerstenslager  
Ron Thorn

**Guests:**

Victor DiGiacomo, SWCC

**Operational Meeting**

- I. Call to order at 9:04 a.m. B. Comella executed a roll call.
- II. **A MOTION** was made by P. VanLare to approve the agenda; seconded by L. Chatfield; motion carried.
- III. Report from SWCC—shared via email prior to the meeting (see attached).
  - A. Victor noted that the Empire State Development Corp. is overseeing granting exceptions for projects so they can move forward, and that they are on a case-by-case basis; districts should contact the corp directly first. At this time, New York State is proposing level funding, though we're not sure how that translates to future funding.
  - B. Vic also highlighted the Leopold Conservation Award for the AEM producer of the year. This award is awarded to a farm that is identified by a district, and the award is given at Empire Farm Days. It incorporates the existing AEM award with the broader, nationally-recognized program (Leopold), which provides more exposure and comes with "much deeper pockets."
  - C. Lindsey asked how the various districts in Division 8 were functioning; Vic shared that a majority of districts are operating similarly to Wayne County, with 1-2 employees in the office and most district employees working at home for their full 40-hour workweek. Despite this, projects are still moving forward.
- IV. Operational Business
  - A. Review of Correspondence Folder—none
  - B. **A MOTION (1)** was made by P. VanLare to approve the minutes from the March 18, 2020 Regular Board Meeting; seconded by S. Olson; motion carried.
  - C. **A MOTION (2)** was made by L. Chatfield to approve the minutes from the March 20, 2020 Special Board Meeting; seconded by S. Olson; motion carried.

- D. **A MOTION (3)** was made by P. VanLare to approve the minutes from the April 1, 2020 Special Board Meeting; seconded by S. Olson; motion carried.
  - E. **A MOTION (4)** was made by L. Chatfield to accept the Treasurer's Report for April 2020; seconded by S. Olson; motion carried.
  - F. **A MOTION (5)** was made by S. Olson to pay the bills for April 2020 as presented; seconded by P. VanLare; motion carried.
    - i. **A MOTION (6)** was made by L. Chatfield to approve the CRF Rd. 3 closeout and payment of \$12,846.64 as a first payment to Humbert Farms, with the remaining \$43,853.36 to be paid at receipt of closeout funds from NYSDAM
- V. Old Business (none)
- VI. New Business
- A. **A MOTION (7)** was made by S. Olson to approve the plan of work for Part C 2020 as presented for \$113,879.02, with carry-over funding of \$18,289.18, for a total of \$132,168.20; seconded by P. VanLare; motion carried. M. Humbert gave compliments to Lindsey and the staff, as Part C funding allows the district to complete local projects that are great for communities.
  - B. With the technical staff largely working from home, the question arose of the staff having access to credit cards. This presented an opportunity for the district to update its policies, and comply with LNB's most recent credit card policies. **A MOTION (8)** was made by P. VanLare to approve the updated LNB policy for District Credit Card access provided by Lyons National Bank with District Technical Staff and the Secretary/Treasurer to have individual cards with a purchasing limit of \$500, and the District Manager's card to retain a \$5,000 purchasing limit; seconded by S. Olson; motion carried.
  - C. **A MOTION (9)** was made by S. Olson to adjust the cost for service of Soil group Worksheet production from \$25.00 to \$30.00 as of May 1, 2020; seconded by L. Chatfield; motion carried.
  - D. **A MOTION (10)** was made by S. Olson to approve the RFA for Engineering Services for TA with the Shoreline REDI program projects as presented; seconded by P. VanLare; motion carried.
  - E. Plan of Continuity—2020 CoViD: There have been no changes to the plan of continuity since April 1. There is a new requirement from New York State that the district is required to provide PPE for staff if interfacing with the public, which the staff is not doing at this time. The modified plan of work seems to be working as best as to be expected.
    - i. There is some confusion in the community as to what is considered essential construction (Ag) and non-essential construction (non-Ag). At this time, non-essential construction is left to the discretion of the contractor, such as with the situation on Port Bay where the dredging has been postponed due to the contractor deeming it non-essential, which the district supports. Lindsey would like this information shared on the website. **A MOTION (11)** was made by P. VanLare to reaffirm the "Wayne SWCD Plan of Continuity – 2020" to be reviewed and updated by the Board of Directors on April 15, 2020; seconded by L. Chatfield; motion carried.
    - ii. The next special meeting is scheduled for April 29, 2020; at this time, Lindsey will set the board of directors what items she has for the meeting, and the

board can decide whether it requires the special meeting or can wait for the regular meeting of May 20, 2020.

- F. **A MOTION** was made by S. Olson to approve the Ag Drainage bid list, with five bidders; seconded by P. VanLare; motion carried.
- VII. **A MOTION (12)** was made by S. Olson to adjourn at 10:00 a.m.; seconded by L. Chatfield; motion carried.

**NEXT MEETING:** Special Meeting on Wednesday, April 29 at 9:00 a.m. via conference call/zoom.

DRAFT