

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

**Regular Meeting – April 17, 2013
SWCD Office, Lyons, NY, 14489**

Directors:

Bob VanLare
Bill Hammond
Tom Caprilla
Steve LeRoy

Staff:

Lindsey Gerstenslager
Cathy Comfort
Chris Hotto
Ron Thorn

NRCS:

Bill Jones

Absent:

Steve Brownell

Guests:

Pat VanLare
Jeff TenEyck
Bethany Bzduch

Regular Meeting

Call to order at 9:00 am by B. VanLare Vice Chair

Approval of the Agenda

L. Gerstenslager stated that she would like to add an additional item to the agenda; FOIL Process Adoption, this is to be added under XI. Other Business.

Acknowledgement of Guests

Jeff TenEyck, Associate Environmental Analyst , from New York State Soil and Water Conservation Committee, here to talk about Grant Compliance and is also spending the afternoon with L. Gerstenslager reviewing Ag NPS Grants. J. TenEyck is accompanied by Bethany Bzduch.

Operational Business

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

At 9:10 am B. Hammond entered the meeting and introductions were made.

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

Upon review of the bills to be paid; S. LeRoy questioned the Terrorism Premium Payment to Ashley Insurance, L. Gerstenslager explained that she had discussion with the carrier and came to the conclusion that this coverage should indeed be included in our policy as it covers acts against employees and/or property. T. Caprilla asked about the Town of Sodus Water Bill, L. Gerstenslager explained that this is the quarterly minimum charge, S. LeRoy offered that the Town charges this amount whether the service is on or off as it would be hard to track with all the cottages that are closed in the winter. B. VanLare inquired about the bill for Commonwealth Electrical inspectors, C. Comfort explained that this was for the inspection to the Briggs Road Hut for RG&E hookup. L. Gerstenslager further explained this is to be used as a sampling station.

A MOTION was made to approve the bill's to be paid for April 2013 by B. Hammond seconded by S. LeRoy; carried.

L. Gerstenslager addressed the Board about a bill from Oneida County SWCD for engineering services for Ag NPS farm projects. The total of the bill is \$1,920.00 of which \$1,360.00 would be contributed from the Special Projects fund to cover the amount invoiced to the one farm that was erroneously paid for this service by NRCS; this will be reimbursed from funds receivable, and the other \$560.00 would be paid from the Round 15 Ag NPS Engineering.

A MOTION was made to pay Oneida County SWCD for engineering services for two Ag NPS farm projects in the amount of \$1,920.00 by B. Hammond, seconded by T. Caprilla; carried

Report from NRCS

See Attached Addendum

B. VanLare added that at the State meeting the State Conservationist stated that NRCS could be looking at cost sharing of space with Districts. J. TenEyck stated that economics has come into play as County's have been offering District's office space at a fraction of the price when rent has been an issue.

Report from AEA Jeff TenEyck

J. TenEyck introduced himself and explained that he is making the rounds to all the District's in his area to speak on NYS Grant Funding and accounting for the funds. J. TenEyck further explained that two Districts recently got into trouble as they comingled their funds. The State supplies the grant money up front (sometimes up to 90%) and expects each fund to be kept in a dedicated account. He further explained that there is a clearly defined set of deliverables that needs to be followed and the Board should be involved on reports from the Ag NPS Grants. L. Gerstenslager explained that we have an Ag Advisory Committee and this was part of the process with the Committee and making recommendations to the Board.

J. TenEyck added a few more key points to successful Grant Management:

- Transfer of money only after project or farm is completed.
- Prompt payment to producer.
- Remember this is built to be a reimbursement program.

J. TenEyck also talked about Emergency Stream Intervention and stated that past practices from Hurricane Irene and Superstorm Sandy has shown these methods have made the problems worse. Studies have shown that returning streams to original size is best and utilizing floodplains while doing and maintaining streambank stabilization is the proven method. Training and certification of individuals within Districts will soon be starting on this methodology.

J. TenEyck also wanted to take this time to introduce Bethany Bzduch from Cortland County who is working with him as a contract employee and will be doing closeouts of Ag NPS Grants.

Staff Report

C. Hotto stated that R. Thorn, Intern A. Wegman and he completed approximately 150 Soil Group Worksheets this season; Andrew did most of the worksheets while C. Hotto concentrated on New Parcels.

C. Hotto stated that he is currently working on the Hydroseeder program and that a letter has been sent out to the towns. This is a 50/50 cost share program. There is also a possibility of doing some steep slope work for Orchards.

C. Hotto also stated that there are two projects with the Town of Williamson consisting of two culverts and two prior drainage projects. C. Hotto stated he is also assisting the Town of Marion with permitting.

C. Hotto stated that drainage season is starting and Intern A. Wegman will be assisting him this year; T. Caprilla requested a copy of the 2013 project list. B. Hammond inquired about the Fish Farm Muck Project; L. Gerstenslager explained that this project is on hold waiting for DEC determination.

R. Thorn stated that he has been working on AEM mostly Tier 3A and should have seventeen completed by May 6, 2013. R. Thorn stated that for the next plan year he is focusing on Tier 5A.

R. Thorn stated that he is working on continuing with his CNMP and is waiting for clearance from NRCS for continued courses at this point. R. Thorn also stated that he is continuing education on maintaining his CCA.

R. Thorn advised the Board that there was an Ag Advisory Board Meeting on March 6, 2013, meeting went well and positive efforts came out of it.

R. Thorn also wanted to highlight a few other efforts that have been achieved:

- Assisted S. DeRue with WQCC Strategy, Watershed Information
- Working on a GIS Map for all projects worked on by WCSWCD
- Grant for Ag NPS Rd 19 Garnargua Creek
- Soil Group Worksheets-Good Team Effort

R. Thorn also wanted to tell the Board about the Regional Envirothon held April 15, 2013: Wayne County had one school participate and they did well, the school was Red Creek. R. Thorn also wanted to remind the Board about the State Envirothon May 30-31 2013.

Personnel Committee Report

A decision was made to set a special meeting for this Friday, April 18, 2013, at 1:00 pm to address this issue.

SWCD Report

- Correspondence folder: Passed around.
- Tree Sale & Tree Care Class, April 18, 2013: The Tree Sale is April 18, 19 & 20, 2013 (April 20, 2013 by appointment). This year there will also be a class offered at the Wallington Fire District about the basics of tree care (Tree Care 101) this is a joint effort with Wayne CCE and will have a master gardener as a presenter.

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- District Educator Assistant: L. Gerstenslager explained to the Board that this position will be a part-time position for 24 weeks at approximately 18 hours a week and will be funded 80% ANS and 20% County Appropriation. L. Gerstenslager also explained she has passed along this information and already has five applicants from RIT. L. Gerstenslager stated that the only problem she foresees is the need for an additional desk and computer. T. Caprilla suggested a laptop as this could be used for other District functions as well. L. Gerstenslager stated that a longer range plan will have to be made for the computers as quite a few are running Windows XP that is not going to be supported soon. B. Hammond suggested getting a letter to D. George at Wayne County IT Department stating about the upcoming planned update.

A MOTION was made to authorize the purchase of necessary equipment for anticipated employment of a District Environmental Educator Assistant by B. Hammond, seconded by T. Caprilla; carried.

- Port Bay Improvement Association: L. Gerstenslager met with the Vice President of the Port Bay Association and they are looking for information in education. L. Gerstenslager is planning on going to their next meeting and looking forward to this partnership opportunity.
- Purchase of District Pen's with Website address on them: L. Gerstenslager explained that this is a promotional idea to get our name and website out to the public. These will be utilized at Trade Show events that our DEE will be attending.

A MOTION was made to purchase three hundred (300) pens for \$97.00 + shipping to support continued direction to the website for information at our tradeshow events by B. Hammond, seconded by T. Caprilla; Carried.

- Purchase of Ag References for office and program information: L. Gerstenslager spoke about the educational materials available for CCA and that there are educational materials with this purchase for R. Thorn and producers as well.

A MOTION was made to purchase educational materials to support Ag NPS Conservation Best Management Practices and reference materials through IPNI in an amount up to \$100.00 by B. Hammond, seconded by S. LeRoy; carried.

- Purchase of staff uniforms for 2013: Polo's (6), Work T-Shirts (9), Hats (11), \$325.00: L. Gerstenslager explained to the board that these are uniforms worn in the field to identify staff to the public.

A MOTION was made to authorize L. Gerstenslager to purchase up to \$325.00 worth of uniform materials to provide staff with a visible identification while working in the field by S. LeRoy, seconded by B. Hammond; carried.

- NY Grants Gateway: L. Gerstenslager explained to the board that the State is going to a new system for administration of grant funding.

A MOTION was made to authorize L. Gerstenslager to register WC SWCD to be an administrator for the NYS Grants Gateway project for electronic awareness and application of grant funding by B. Hammond, seconded by S. LeRoy; carried.

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- Shop Office Renovation: L. Gerstenslager explained to the Board that at this time the office and bathroom are the first areas of the shop that are in need of renovation as nuisance critters have gotten in and ruined the insulation and the window in the office is not a strong and safe window as well. L. Gerstenslager stated that M. Walker will be doing the work on the shop, overseen by L. Gerstenslager and this will make this area warmer during the colder months. T. Caprilla suggested getting an estimate on spray foam insulation, B. Hammond agreed.

A MOTION was made to authorize expenditures for materials not to exceed \$2,000.00 to renovate the shop office and bathroom for early spring use by B. Hammond, seconded by S. LeRoy; carried.

- AEM Annual Action Plan Year 9-See Attached: L. Gerstenslager stated the Annual Action Plan for Year 9 is attached please review.

A MOTION was made to accept the AEM Annual Action Plan, AEM Base Program – Year 9 (2013-2014) by B. Hammond, seconded by T. Caprilla; carried.

- Municipality Needs Assessment: L. Gerstenslager explained that she gave a presentation to the Public Works Committee two weeks ago and has designed a needs assessment survey. L. Gerstenslager further explained the idea would be to reach out to Town & Village Boards so we can try to fit our services to the Towns and constituents. S. LeRoy inquired as to how this information would be utilized. L. Gerstenslager explained that the concept would be to create binders for each locality and all projects that we do in that locality would go into said binder making tracking easier and aiding in outreach, strategic planning etc.

Other Business

FOIL Process: L. Gerstenslager advised the Board that after looking over Wayne County's FOIL process the District is able to follow the County's process.

A MOTION was made for Wayne County Soil and Water Conservation District to adopt and utilize Wayne County's FOIL Process by B. Hammond, seconded by S. LeRoy; carried.

L. Gerstenslager also brought up that at this time Wayne County Soil & Water District does not have space in the Wayne County Fair, it was suggested that she contact various County departments and see if they have space to share with the District.

Next Meeting is scheduled for Friday, April 19, 2013 at 1:00pm at the SWCD Office Conference Room.

A MOTION was made to adjourn at 11:35 am by S. LeRoy.