

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

**Finance Meeting –July 29, 2015
SWCD Office, Lyons, NY, 14489**

Directors:

Bill Hammond
Bob VanLare
Steve Olson
Mark Humbert
Steve LeRoy

Staff:

Lindsey Gerstenslager
Cathy Comfort

Guests:

Pat VanLare

Call to order @ 8:03 am

Approval of the Agenda

Additional topics added: B. VanLare added that NYACD is currently running a fundraiser; it is selling raffle tickets for an overnight stay in Orlando. The ticket costs are \$10 each or 3 for \$25, see him if interested. L. Gerstenslager inquired if there was an agenda out yet for the NYACD meeting; B. VanLare stated that there was and it will be published soon.

A MOTION was made to suspend the orders of the day by B. VanLare seconded by S. LeRoy; carried.

New Business

- 2016 Proposed County Budget: Resolution

L. Gerstenslager reviewed the budget request reminding the board that the Soil and Water appropriation from the County has remained consistent since 2002; therefore the District is seeking an increase in funding to assist with 50% cost of another position to help manage the grant work and programs consistently. In addition there is a onetime request for Railway Maintenance of \$30,000 as outlined in budget and discussed in previous meetings. S. LeRoy inquired if the Railway Project is in conjunction with County Highway; L. Gerstenslager will contact K. Rooney at County Highway to coordinate services and to confirm there is no overlap of services as the Railroad contacted SWCD and this is part of the Lower Ganargua Creek WQIP Grants.

M. Humbert suggested including what the economic impact of the grant dollars generated by the District bring to the local economy. M. Humbert also stated that the district needs to take more credit for the work done including the joint efforts with our partners.

S. LeRoy inquired about the unemployment costs and if there would be any possibility of continued employment for the employees during the off season; L. Gerstenslager stated not at this time; there is a chance in the future depending on shop improvement and space location of the office.

B. VanLare inquired if we are having any problems receiving payments from the Division of Budget; L. Gerstenslager stated no, the problem is the paperwork required when applying; mainly the MWBE and inconsistency of requirements between all the State Departments.

B. Hammond stated that in the letter it stated an increase to fund another position but does not state the position (L. Gerstenslager stated Field Program Manager) or the need for the position. B. Hammond stated that this portion should be highlighted better and the position explained better; ie: it frees up the District Manager so she is able to pursue additional Grant Opportunities to leverage monies for programs for the District. B. Hammond further stated that new positions are a hard sell; L. Gerstenslager stated that there are two more Ag programs coming in that she will not have the time to manage; B. Hammond stated that this is what needs to be part of the explanation, that the District has committed to two more AEM programs.

L. Gerstenslager talked to the Board about space and that it has become a problem as NRCS is looking to add a Program Assistant to the office in the near future and we all are running out of room. L. Gerstenslager stated that she has talked with Jim Marquette about a potential partnership for space and he is in favor of exploring the District's and USDA partners to move to rent the old Buildings and Grounds. She further stated that she has had a preliminary meeting with NRCS State Representatives D. DeWeese and G. Kierst who would be in favor of looking into this further so offices could stay together.

The Board inquired what the next steps would be and L. Gerstenslager stated that B. Jones and T. McKay would look at the building with her then it would go to the State Leasing and then it would be put out to bid and County would have to be the low bidder. B. Hammond inquired who will be paying for the renovations on the County Building and L. Gerstenslager stated that it will either be the District or USDA, it would depend on the lease agreement of the building; B. Hammond inquired if the renovations will be added to the lease payment, L. Gerstenslager stated if the District leases it will. The Board inquired when the lease runs out at the current building, L. Gerstenslager stated that it is on a month to month and FSA is renegotiating it now. The Board inquired about switching sides with FSA and L. Gerstenslager stated that is Plan B. L. Gerstenslager reminded the Board that there is talk once again about a Government Shutdown for this year.

A Resolution to approve the County Budget as attached was made by S. LeRoy seconded by M. Humbert; carried.

Internal Review/Audit of 2015 1st and 2nd 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 internal audit of the books from the 1st and 2nd quarter of 2015 as presented by S. LeRoy seconded by M. Humbert; carried.

L. Gerstenslager advised the Board that in September new Auditors will be advertised for as Bailey Carr, CPA is no longer involved in Government.

L. Gerstenslager asked the Board if the earlier meeting time fit into their schedule's better and would they prefer to keep the 8 am start time; all members agreed.

Next Board Meeting is scheduled for August 19, 2015 at 8 am at the SWCD Conference Room.

Meeting Adjourned at 10:25 am