

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

**Regular Meeting –September 27, 2016
Conservation Offices
10 Leach Road Lyons NY 14489**

Directors:

Mark Humbert
Steve Olson
Monica Deyo

Staff:

Lindsey Gerstenslager
Cathy Comfort

Absent:

Laurie Crane

NRCS:

Bill Jones

FSA:

Absent

Guests:

Call to order by Board Vice-Chair M. Humbert @ 9:05 am

Approval of the Agenda

- L. Gerstenslager stated she had modified the agenda as presented.

Acknowledgement of Guests

- None

Operational Business

- **A MOTION** was made to accept the minutes from the August 30, 2016 Regular Board Meeting by S. Olson seconded by M. Deyo; carried.
- **A MOTION** was made to approve the Treasurer's report for September 2016 by S. Olson seconded by M. Deyo; carried.
- **A MOTION** was made to approve the bill's to be paid for September 2016 by M. Deyo seconded by S. Olson; carried.

C. Comfort informed the Board that the monies tied to the 2016 Drainage Contract with the County was almost depleted. M. Humbert inquired if current obligations had been met; L. Gerstenslager stated they have been. C. Comfort further explained that the Wex Fuel account was now going thru the NYS Procurement Listing which should save us additional funds.

Ag NPS –Raes and Ag NPS –DeMay are being removed from the motion for payment as they are not complete at this time and are awaiting further information.

- **A MOTION** to approve the payment of \$59,262.50 for Allen Youngman from Contract Ag NPS Rd 20 BlackBrook was made by S. Olson seconded by M. Deyo; carried.

Report from NRCS

- See Attached Addendum
- Federal Shut Down- At this time still unsure but B. Jones is watching; end of federal fiscal year is September 30, 2016.
- B. Jones and L. Gerstenslager informed the Board of concerns surrounding the T. Westfall project being completed in a timely manner due to health issues surrounding Dana Chapman PE.

Report from FSA

None

Report from SWCC

- None- September Report was included with the August meeting

Old Business: Lindsey Gerstenslager & Ron Thorn

- Correspondence folder –Passed Around.
M. Deyo asked if there was a list of acronyms for the agencies; L. Gerstenslager stated that it was part of I. Priestley’s training plan to create one.
- L. Gerstenslager spoke to the Board about the No-Till Drill and the recent repairs it needed and informed the Board that C. Comfort has set up the No-Till Drill and Hydro-Seeding as 2 sided items and has assigned them class tracking abilities so the income can be recognized at the end of the year and transferred to the equipment fund.
- Space with Wayne County –Update – After the last Board Meeting L. Gerstenslager addressed the County with a Resolution for the rental of the property on Route 31. L. Gerstenslager found out later that the Resolution had been pulled and County Administrator, Rick House, announced that DSS was also interested in the property. A meeting with Rick House, Steve LeRoy, Kevin Rooney and L. Gerstenslager is set for tomorrow to address issues and concerns from both parties. M. Humbert stated that Steve LeRoy is a huge asset for us as he knows the operation. M. Humbert also stated that the district should offer a rental payment of \$15,000 a year as this is the monies that have been budgeted for over the last several years. M. Humbert advised L. Gerstenslager that if she has any questions or concerns she should inform the County she will need to bring this back to the Board.
- Internal Audit –C. Comfort explained to the Board that District Law provided that the Board do an annual audit of the district’s financial activities. C. Comfort then reviewed the template that she created following NYS Auditing procedures. L. Gerstenslager stated that the Board will have 2 weeks to review the template and then the Internal Audit will be scheduled. Audit committee will be M. Deyo, L. Crane and signed off by M. Humbert. S. Olson is the Board Treasurer and is not permitted to join the audit.
- NYACD –L. Gerstenslager stated that she is looking for a Director to attend the NYACD Conference in October. L. Gerstenslager stated that the district needs a director to vote or the district will lose voting privileges. M. Deyo stated that she will plan on attending; M. Humbert will check his schedule as well.
- L. Gerstenslager informed the Board that Brian Steinmuller from the State Office called this morning to offer his condolences on the passing of Bob VanLare.

New Business

- Bob VanLare –arrangement is this Friday for those that can attend.
- Change of Disability Insurance Carrier –L. Gerstenslager explained to the Board that the current carrier (Dearborn Life Insurance Company) will no longer be carrying this type of insurance as of

10/01/2016. L. Gerstenslager further explained that she has a call into other Soil and Water District's and Ashley Insurance who carries the districts other policies to obtain coverage.

- Discussion External Audit Policy –C. Comfort is working with the auditor from previous years to set up a procedures audit so there will be 5 years of outside audits documented. L. Gerstenslager recommends that for future the district goes to a 5-year plan unless a change in Treasurer or District Manager.
- Discussion Board Meetings –L. Gerstenslager stated that she will be conducting a poll to see when the best time will be to conduct future Board meetings so all Board member's schedules can be addressed.
- Water Portability & Central Garage Cost Changes –L. Gerstenslager advised the Board that in mid-August we received a letter from the Town of Ontario Water Utilities stating that they would be doubling the cost of water testing. The Town of Ontario stated that the increase was enacted in 2012 and never enforced; L. Gerstenslager explained to the Board that this increase would make the program too costly for the few samples the district does a month. The Board agreed with L. Gerstenslager and advised that at this time to direct the public to alternative sources. L. Gerstenslager also brought up a recent bill from Wayne County Central Garage where the District is now being charged at an agency rate instead of a county rate; this was also explained with a rate change that had not previously been put into effect. L. Gerstenslager stated that she intends to bring this up at the Public Works Committee Meeting. The Board agreed on this course of action and suggested quoting out for future services.
- Chris Hotto's North Atlantic Aquatic Connectivity Certification –L. Gerstenslager advised the Board that C. Hotto has completed the requirements and received his certification for this making the District eligible for additional funding of \$10,000.

A MOTION was made that Chris Hotto receive a Certification Award of \$500 pursuant to Section 404 of the Employee Handbook by S. Olson seconded by M. Deyo; carried.

Other Business

- L. Gerstenslager stated that at the next meeting the Employee Handbook, Internal Audit and Procurement Policy will be reviewed.

A MOTION was made to adjourn the meeting at 11:20 am by S. Olson.

Next Board Meeting is scheduled for Tuesday October 25, 2016 at 9 am at the District Conference Room.