

**Minutes of The Wayne County Soil & Water  
Conservation District Board of Directors  
Finance Meeting July 25, 2012  
SWCD Office, Lyons, NY, 14489**

**Directors:**

Steve LeRoy  
Bob VanLare  
Bill Hammond  
Tom Caprilla

**Staff:**

Lindsey Gerstenslager  
Cathy Comfort

**Absent:**

Steve Brownell

**Call to order @ 9:10am**

**A MOTION** was made to suspend the orders of the day by T. Caprilla seconded by S. LeRoy; carried.

**Internal Audit Review:**

C. Comfort presented the board with the accounting ledgers for the period of January 1, 2012 thru and including June 30, 2012. C. Comfort gave a brief overview of the different reports that are maintained by the district and how to read said reports. The board was pleased with the all the information that is now maintained by the district.

**A MOTION** was made to approve accounts as reviewed and audited by the District Finance Committee as of mid-year June 30, 2012 on July 25, 2012 by B. Hammond seconded by S. LeRoy; carried.

**2013 District County Budget Review**

See attached addendum.

L. Gerstenslager gave an overview of the proposed 2013 budget that will be presented to the County focusing on growing programs of the district. L. Gerstenslager also stated that by November 2012 she will be presenting to the board three, five, seven and ten year strategic plans.

L. Gerstenslager further explained to the board that the 2013 plan includes part-time employment of a District Educator versus interns for longevity in programs (E. Strobl has taken a full time position but has been extremely helpful as current educator). As well as the possibility of hiring another technician to assist with hydro seeding, grass carp and soil group worksheets.

L. Gerstenslager reviewed the Ag NPS Rd 18 grant and advised the board that the district did not qualify for this round however there are enough projects within Ag NPS Rd 17 to hold the district until Ag NPS Rd 19. The work for Ag NPS Rd 19 is already started with R. Thorn working on various farms to

participate. B. Hammond asked of the gap in funding between Ag NPS Rd 17 and Ag NPS Rd 19 and how it will affect the district. L. Gerstenslager explained that there should not be a gap with current funding continuing until 2014 and Ag NPS 19 being awarded in between. B. VanLare asked if the producers had to put any of their own funding into projects; L. Gerstenslager explained that they can put it in as in-kind services and that the AEM training is an out of pocket expense for them.

L. Gerstenslager explained that FLOWPA is seeing a decrease in funding; however funds are going to be able to be utilized for expanded services including septic and critical seeding. L. Gerstenslager further explained that current FLOWPA needs to be completed by the end of 2013, and the predicted FLOWPA 10/11 and FLOWPA 11/12 will be a combined amount of \$76,500.

T. Caprilla asked if the shop renovation costs were included in this budget, L. Gerstenslager explained that since no decisions have been made at this point this was not included in budget process.

B. Hammond stated that he feels a narrative should be included for the shop renovation outlining future needs and the commitment to water quality. B. Hammond suggested adding the preparation that is going into Ag NPS Rd 19.

L. Gerstenslager further explained that we will be losing funding from the Graze NY program and WQIP program as these programs are ending.

L. Gerstenslager wrapped up by stating that for 2012 we shrank our budget by 2% and that 2013 will stay consistent with current revenue and expense.

**A Resolution** was passed accepting the Wayne County Soil and Water Conservation District 2013 Budget to the County by B. Hammond seconded by T. Caprilla; carried.

**Other Business:**

C. Comfort advised the board that she is the recipient of a Frank Bratt Scholarship award for QuickBooks Certification Training; see attached.

**A Motion** was made to approve payment of training in conjunction with the Scholarship Award to Cathy Comfort for QuickBooks Professional Certification by T. Caprilla seconded by B. Hammond; carried.

L. Gerstenslager showed the board an invasive species handbook that District Educator E. Strobl has completed. The funding for the printing of this handbook will mainly be from the ANS grant, and there has been enthusiasm from the County Highway Department as well as other sources for purchasing these handbooks. Any return monies generated from the sale will be assigned to the Harvester Equipment Funding.

**A Motion** was made to purchase a 1<sup>st</sup> run of 3,000 handbooks from Progressive Printing and Graphics at the price of \$8,500 to be funded by the ANS Grant with a resale price of \$3.00 per handbook, return funds to be appropriated to the Harvester Equipment Fund by T. Caprilla seconded by B. Hammond; carried.

Approved Minutes for July 25, 2012 Board of Directors Meeting –

Next Meeting is scheduled for Wednesday September 19, 2012 at 9:00am at the SWCD Office Conference Room.

**A MOTION** was made to adjourn at 10:25 am by B. Hammond seconded by T. Caprilla; carried.