

**ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
Board of Directors Meeting
February 19, 2025
Minutes**

Meeting held at the Cornell Cooperative Extension (District Office)

PRESENT

DIRECTORS: Chairman Sam Casella, Vice Chairman Jim Malyj, Ken Livermore, Dale Stell, Mark Venuti, Amanda Amadon (4:06pm), Ed Jackson (4:14pm)

ABSENT: None

STAFF: Megan Webster, Diana Thorn

USDA

FSA: Joann Rogers

NRCS: None

NYS Ag & Markets: PJ Emerick

CALL TO ORDER REGULAR MEETING

Chairman Casella called the regular meeting to order at 4:04pm and Jim led the pledge to the flag.

MINUTES

Chairman Casella asked for any comments, changes, or corrections to the minutes from January 15, 2024 and February 7, 2025. The following motion was offered:

Motion that the minutes of January 15, 2024 and February 7, 2025 be accepted as submitted.

Motion made by Ken Livermore, seconded by Mark Venuti.

All in favor, motion approved. (Amanda Amadon and Ed Jackson not present yet)

Resolution #20250219-01

Amanda Amadon arrived at 4:06pm

BILLS

A spreadsheet was provided that shows the bills that appear in the Abstract listed with more detail and in their current status. The bills were available for review.

Motion to approve the bills as submitted and Abstract #2 in the amount of \$1,102,409.60.

Motion made by Ken Livermore, seconded by Mark Venuti.

Ken Livermore reviewed and signed the bills earlier today.

All in favor, motion approved. (Ed Jackson not present yet)

Resolution #20250219-02

TREASURER'S REPORT

Diana reviewed her Treasurer's Report with the Board, which includes the financial statements for January 31, 2025. Megan has reviewed and signed payrolls #2 and #3; the January bank statements; and the reconciliation reports from QuickBooks. All bank accounts are reconciled successfully through January 31st.

District Savings Certificate of Deposit matured. Per your resolution #20241218-06, \$33,986.07 was moved to Special Projects. The original \$300,000.00 was rolled into a 90-day CD at a rate of 4.20%.

Discussion was had about putting additional cash from the District Savings account into Certificates of Deposit until the money is needed later in the year.

Motion to approve opening two new Certificates of Deposit with Canandaigua National Bank with \$200,000.00 each with one held for 90 days and the other for 180 days.

Motion made by Dale Stell, seconded by Ken Livermore.

All in favor, motion approved. (Ed Jackson not present yet)

Resolution #20250219-03

Motion to approve the Treasurer's Report and the January financial statements.

Motion made by Ken Livermore, seconded by Amanda Amadon.

All in favor, motion approved. (Ed Jackson not present yet)

Resolution #20250219-04

PRIVILEGE OF THE FLOOR

None

FSA

Joann Rogers

County Committee (COC): The next COC meeting is on Tuesday, 02/25/2025 at 9AM

Dairy Margin Coverage Program: has been announced for 2025, enrollment starts 01/29/2025 with a deadline of 03/31/2025; for more information <https://www.fsa.usda.gov/resources/programs/dairy-margin-coverage-program-dmc>

Agriculture Risk Coverage (ARC) & Price Loss Coverage (PLC):has been announced for 2025, enrollment starts 01/21/2025 with a deadline of 04/15/2025; for more information: <https://www.fsa.usda.gov/resources/programs/arc-plc>

Noninsured Crop Disaster Assistance Program (NAP): provides financial assistance to producers of non-insurable crops to protect against natural disasters that result in lower yields or crop losses, or prevents crop planting; deadline for 2025 most spring seeded crops is 03/15/2025: [noninsured crop disaster assistance program-nap-fact sheet.pdf \(usda.gov\)](https://www.fsa.usda.gov/resources/programs/nap-fact-sheet.pdf)

Disaster Programs: FSA offers a variety of disaster programs that assist with honeybee losses, livestock losses, milk losses, tree and vine losses, and feed losses. We request producers contact the office if they have any weather related losses to report.

Farm Program Loans:

- **Farm Storage Facility Loans (FSFL):** interest rates range from 4.375% to 4.750% for terms from 3 years to 12 years; the FSFL program has a variety of loan options from bulk tanks, hay barns, grain bins/dryers, telehandlers and storage coolers just to name a few;
[farm_storage_facility_loan_programs_fact_sheet_july_2022.pdf \(usda.gov\)](#)
- **Market Assistance Loans (MAL's)** are short-term commodity loans with interest rate of 5.250% for grain stored in bins. [mal_ldp_fact_sheet.pdf \(usda.gov\)](#)

Farm Loan: has a variety of loans available and funding is still available. **Farm Loan staff:** Abbey Combs (abbey.combs@usda.gov), Farm Loan Officer; and Kim Weykman (Kimberly.veykman@usda.gov), and Denise Buisch (denise.buisch@usda.gov) assist with new farm loan inquiries; Abbey and Kim can be reached at 585-394-0525 ext. 2 and Denise can be reached at 315-946-9912 ext. 112.

Farm Record: if new producers are interested in getting their farm records established please have them contact the office to make an appointment to get these established; here is a factsheet for your reference: [farmersgov-getstarted-factsheet-06-15-2021.pdf](#)

Reminder to complete the AD-1026 form PRIOR to any clearing or tiling projects.

Please feel free to refer any inquiries on any FSA programs or what programs we have to offer by contacting our office at 585-394-0525 ext. 2.

In addition to myself there are Program Analysts: Faith Avedisian, Courtney Kautz, and Sarah Potter.

NRCS

Dan Weykman – No report.

Ed Jackson arrived at 4:14pm

NYS Ag & Markets

PJ Emerick

PJ presented a training on Annual and Long-Range Planning.

CORRESPONDENCE

Correspondence was going around the room.

GENERAL BUSINESS

Megan Webster, District Manager Report

Megan thanked everyone for watching the Sexual Harassment Prevention video and submitting the worksheet.

Megan reported that she presented at the last Board of Supervisors meeting. She shared an overview of our current projects and our 2024 annual report. The presentation was well received.

Megan reported that she is working on a project review/ranking document that we will be able to use to formalize our process for upcoming funding opportunities.

Megan reported that Jeremy Paris will start as the new Senior District Technician on March 3rd. She thanked the Personnel Committee for their work on the hiring process and Board members for attending the Special Meeting on February 7th.

Megan discussed with the Board the need for a new fee to be added to our Comprehensive Fee Schedule. She explained that the Town of Farmington is updating their code to state that any septic tank or distribution box replacement must have a final inspection. We do not have a fee for such an inspection and staff propose \$200.00.

Motion to approve adding a \$200.00 fee for final inspections of replacement septic tanks and distribution boxes not previously inspected.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20250219-05

Megan shared that this has been a very busy Ag Value Assessment season for the staff and has created significant paperwork to file. Megan reviewed the records retention requirements for the soil group worksheets with Records and Archives and learned the following per LGS-1 for Soil group Worksheets:

Soil group worksheet, containing detailed breakdown of soil types and land uses for parcel of agricultural property, used in calculating agricultural assessment: **RETENTION: 1 year after superseded by updated worksheet.**

She explained that we currently have extensive files from more than 15 years ago and that we have digital records beginning in 2015. We would like to switch to all digital records going forward. Megan reached out to the assessors throughout Ontario County. Some do still have active records with worksheets older than 15 years but they plan to do an update in the next year. Megan proposed that the District dispose of paper records older than 15 years and continue keeping new records digitally so that by 2030 all necessary records will be digital and remaining paper copies can be disposed of properly. Megan proposed adopting the following policy:

The Ontario County Soil & Water Conservation District shall maintain all digitally created records in their native digital format for the legally proscribed retention period of the record. The Ontario County Soil & Water Conservation District shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of Education Part 185.8. Copies of records in other formats, including paper, shall be deemed convenience copies and disposed of when no longer needed for reference or other administrative purposes.

Motion to approve the records retention policy for soil group worksheets. (Attached to minutes)

Motion made by Dale Stell, seconded by Jim Malyj.

All in favor, motion approved.

Resolution #20250219-06

Megan reported that she received one bid for the replacement of the Toyota Rav4. This bid is for \$32,951.52. She will check with local dealerships as well as the dealership from which we purchased the current Rav4 to see if she can get any additional bids.

Megan reported that we did not have a District-wide logowear purchase last year. She stated that staff have agreed to a Carhartt down jacket for under \$100. She will share the details with Directors when we have them. If you would like to purchase a jacket please let her know.

Motion to approve the purchase of District Logo Outerwear.

Motion made by Ken Livermore, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20250219-07

Grants & Projects Updates

Ag NPS Round 30

Staff are finalizing three applications for this round. They will be submitted before the upcoming deadline.

CRF Round 7

We are still working on final contract signatures for the project at Duncan's. This farm is now owned by a national company. The new owners are excited about and supportive of the project. Once we have the required signature we will submit the initial claim for payment. The claims for payment for Hilton and Lawnhurst have already been submitted.

CRF Round 8

The plans of work have been submitted to SWCC.

AEM Implementation

The project at Reifstecks is ready to begin as soon as final engineering is obtained. The plan for the project at Ambergs is being finalized. All remaining projects for Round 18 will be completed by the end of the year.

NFWF SOGL: Lake Ontario Basin Regenerative Agriculture Implementation Project

Megan reported that we are now waiting to see if this funding is still available.

WQIP Round 18

Megan shared that all funds have been received and final payout has been made. This round is officially closed.

WQIP Round 19

Megan reported that the projects at Wilson Creek and Naples Creek are officially closed. The remaining Roadside Stabilization projects is preparing to close. We are working on gathering the paperwork.

WQIP Round 20

Megan is working on the Road Salt Reduction Project in this Round. DEC recently informed her that all municipalities must have training for road salt applicators before the contract is executed. Megan is working with Cornell Local Roads to offer a video training through our Go to Meeting platform. We will need to document attendance at this training for it to be acceptable. Megan has shared the information State-wide as this training will count for future applications for this funding. The video training is currently scheduled for April 1st.

Ontario County Water Resources Council

WRC Implementation Projects (\$25,000-\$50,000)

Megan shared that the District submitted three applications for this funding. The projects include Sandy Bottom Shoreline Stabilization, Roadside Stabilization on Jones Rd in the Town of Bristol, and Rocky Run Creek Erosion Control in Hopewell. We expect the notification of awards for this funding sometime in March.

Regenerate NY Round 4

Megan reported that we have been notified of a change to this grant. We will now be responsible to payout on the work prior to seeking reimbursement. In the past we have vouchered for funds to repay the landowner using landowner proof of payment. The State would like us to pay the landowner first and then be reimbursed which will require the use of Special Projects funds.

Upcoming Events:

Legislative Days - March 3rd and 4th

Water Quality Symposium - March 11th – 14th

DEC endorsed 4 Hours Erosion and Sediment Control course – March 27th

Tree and Shrub sale order forms are due March 4th

Vice Chair Malyj shared that the Farm Bureau will be hosting a National meeting and they would like someone from OCSWCD to speak. Megan agreed to do this.

Vice Chair Malyj also shared that the Farm Bureau is doing a newsletter and may be interested in content that we are willing to share.

Next meeting: March 19, 2025

ADJOURNMENT

Motion to adjourn at 5:19pm.

Motion made by Ed Jackson, seconded by Mark Venuti.

All in favor, motion approved.

Resolution #20250219-08

Diana Thorn, Secretary-Treasurer to the Board



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

www.ontswcd.com

480 North Main Street, Canandaigua, New York 14424

Telephone (585) 396-1450 Fax (585) 396-1305

RESOLVED, By the Ontario County Soil & Water Conservation District (OCSWCD)

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