

MINUTES

Genesee County Soil & Water Conservation District
USDA Batavia Service Center
Regular Board Meeting January 12,2023

Present:

Directors

Dennis Phelps , Chair
Rochelle Stein, Vice Chair
Marirose Ethington, At large
James Kingston, Farm Bureau

Staff

Jared Elliott, Senior Field Manager
Laura Bestehorn, District Clerk/Treasurer
Tim Welch, Conservation Technician
Victor DiGiacomo, NYSSWCC
Heath Eisele, District Conservationist

- I. **Call to Order:** 8:10am D.Phelps called the meeting to order.
- II. **Minutes of previous meeting:** Motion by R.Stein^{2nd} J.Kingston to accept minutes from Dec 14,2022 Board Meeting. **Approved.**

III. Reorganizational Business

A. Appointments of the Legislature

R.Stein and C.Yunker were assigned a two year term ending 12/31/23. They will continue on the board of directors until that time.

B. GCSWCD Board Slate of Officers 2023

A motion was made by R.Stein to appoint as follows: D.Phelps -Chair, C.Yunker, Vice- Chair, R.Stein and M.Ethington -Personnel Committee for 2023
^{2nd} J.Kingston **Approved.**

C. Standard Workday Resolution for Employees RS2418

R.Stein offered Resolution 01-2023 to have the Employee Standard workday as 8 hours
^{2nd}, J.Kingston **Approved.**

D. Standard Workday Resolution for Elected/Appointed Officials RS2417-A

R.Stein offered a Resolution 02-2023 to have standard work day for elected officials at 6 hours and 8 hours for exec secretary to the board ,^{2nd} J.Kingston **Approved.**

E. Approval for Regular Payments 2023

A motion was made by R.Stein to approve the 2023 Regular payments with a change to Tompkins Insurance from yearly to as needed due to changes in policy the throughout the year if adding or removing vehicles ^{2nd} J.Kingston **Approved.** H.Eisele entered the meeting at 8:15am

F. Reaffirmation of Policies (Appendix A)

J.Elliott reviewed policies. R.Stein made a motion to reaffirm all policies except procurement and the employee handbook ^{2nd} J.Kingston **Approved.**

M.Ethington entered meeting at 8:20am

J.Elliott review the procurement policy. R.Stein said if bids are submitted via email they should accepted in PDF format only. A motion was made by R.Stein to approve the procurement policy with that change ^{2nd} J,Kingston **Approved.**

J.Elliott reviewed the PFSL Policy in the handbook that was updated and a motion was made to approve the updated information and the handbook by R.Stein ,2nd J.Kingston **Approved.**

III. Open Projects and Staff Reports

A. Open Projects and Staff reports (Appendix B, C, D)

J.Elliott reviewed open projects.

J.Elliott presented Resolution 3-2023 FLOWPA 32 (SFY 22-23) contract.

A motion to approved GCSWCD to enter into FLOWPA 32 contract and to appoint J.Elliott as signer for the contract was made by M.Ethington, 2nd J.Kingston **Approved.**

A motion was made to open a bank account for the FLOWPA 32 funds was made by R.Stein, 2nd M.Ethington **Approved.**

J.Elliott told the Board of Directors AgNPS Rd 27 contracts were received. The staff are working on getting the contracts signed. A motion to approve opening three bank accounts for AgNPS Rd 27 was made by J.Kingston ,2nd R.Stein **Approved.**

A motion was made to authorize the purchase of a new YSI multi meter probe using Part C funds, not to exceed \$10,000 was made by R.Stein,2nd M.Ethington **Approved.**

IV. Financial Reports

A. Bank Statements Approval

A motion was made to approve bank statements for December 2022 by R.Stein,2nd M.Ethington **Approved.**

B. Treasurer's Reports (Appendix E)

A motion was made to approve Treasurer Report as presented by R.Stein, 2nd M.Ethington **Approved.**

C. Abstract Approval (Appendix F)

A motion was made to approve payments on Abstract #01 by M.Ethington,2nd J.Kingston **Approved.**

A motion was made to amend the abstract approval to include approval to purchase a laser level for WQMP up to \$3,000.00 and the purchase of a new YSI multi meter probe not to exceed \$10,000, using Part C funds for both by R.Stein, 2nd J.Kingston **Approved.**

A motion to approve the abstract 1 with the approved amendment by M.Ethington, 2nd R.Stein **Approved.**

V. Unfinished Business

A. Open Technician Position

Board Members would like the district to try and reach out to colleges such as Delhi, SUNY ESF, Alfred, Morrisville and Cobelskill to let them know we are looking for technicians.

A motion was made to approve the District Field Manager to offer the technician position to a candidate after the interviews were completed in order to save time by R.Stein,2nd M.Ethington **Approved.**

VI. New Business

A. Employee Photo Release Form

A motion was made to accept use of a Photo release form for employees by M.Ethington, 2nd J.Kingston **Approved.**

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B. Laser Level Purchase

A motion to approve purchase of a new laser level up to \$3,000.00 using Part C funds and to dispose of the old laser level was made by M.Ethington, 2nd J.Kingston **Approved**

C. Tire Replacement

A motion to approve all tires replaced on the Ford F350 was made by J.Kingston, 2nd M.Ethington **Approved.**

D. Water Quality Symposium registration

A motion to approve employees to attend the WQS training along with any new employees if hired using \$520.00 in FLOWPA funds and not to exceed \$2,000.00 from Part C was made by R.Stein, 2nd M.Ethington **Approved..**

VII. Reports:

A. NRCS: H.Eisele- H.Eisele reviewed the following:

Deadline for the Conservation Stewardship Program and EQIP-CIC is January 27th

Act Now is a new process being used by NRCS to quickly fund High Tunnel and Planning applications if they achieve ranking score thresholds. In the process of reviewing application and moving them toward obligation.

NY NRCS is hoping to announce soil conservationist openings across the state within the next couple months. Two are proposed for W1 Field Team (Batavia and Lockport).

Always looking for opportunities to build capacity to expand conservation efforts. NRCS open to considering contribution agreements with SWCD's.

Programs is currently working on getting a bulletin out to have Local Working Group meetings again. Maybe something to pair with upcoming Water Quality Coordinating Committee meetings.

B. NYSSWCC: V.DiGiacomo – V.DiGiacomo reviewed the attached report.(Appendix G)

C. FISH & WILD LIFE: Nothing to report at this time.

D. COUNTY LEGISLATURE:- R.Stein

R.Stein said Phase 2 public water should be finished early Fall and phase 3 is in review.

The new jail has its first cell on site with many more to come.

The old County jail is in the restoration process and they are still working on who will be there or what is going to be done with it.

E. CHAIR: D.Phelps

D.Phelps thanked the board members for all the work they have done and continue to do.

VIII. Date of Next Meeting – Thursday February 09,2023

Meeting Adjourned: Meeting adjourned at 10:am

by R.Stein 2nd by M.Ethington **Approved.**

Recording Secretary: Laura Bestehorn

Minutes are not official until approved at the February 09,2023 meeting

Chair: _____ Approved _____

Attachments: Appendices A-G