

Saratoga County Soil & Water Conservation District
50 West High Street Ballston Spa, NY 12020
Minutes of Organizational Meeting 04/17/2019

In Attendance:

District Directors:

Garlanda, Victoria – At Large
Edward Kinowski – Legislator
Jennifer Koval – At Large Farmer
Jay Matthews - At Large Farmer
Monica, Donald - Chairman
Darren O'Connor – Legislator
Steven Ropitzky – Vice Chairman

District Staff:

Lewis, Dustin – District Manager
McCarthy, Shannon – Office Manager
Monica, Scott – Senior Field Technician
Dan Palemire – Field Technician

Outside Agencies:

Kate Teale – NRCS

Meeting called to order at 3:05pm by Chairman D. Monica

1. **Minutes of March 2019 Meeting:** **Motion** to approve by Kinowski, seconded by O'Connor, carried unanimously.
2. **March 2019 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Kinowski, seconded by O'Connor, carried unanimously.
 - b. **Bank Statements and Timesheets for March 2019:** were reviewed by Ropitzky who made a **motion** to approve, seconded by Kinowski, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Teale reported there has been movement with the new Farm Bill. RCPP has 3 high tunnels on the books, 1 more recently submitted. NRCS is reviewing 1 grazing plan, 1 erosion plan, 1 waste storage plan, also received 5 wetland determinations. NRCS is accepting applications for high tunnels (3rd round), irrigation (mainline, micro) & conservation stewardship program.
 - i. Civil Rights Training was held and provided by Teale.
 - b. **FSA:** No report.
 - c. **RC&D:** Meeting held on 03/26/19.
 - d. **NYSSWCC:** Report distributed to all by email.
 - e. **NYACD:** Annual Report in Correspondence.
 - f. **CCE:** Sundae on the Farm on 06/16/19 (Father's Day), looking for volunteers to assist with parking.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Minutes from 04/11/19 meeting distributed to all.
 - b. **Grants:** Lewis reported on the following:
 - i. AEM – Shortening Year 14 so that the program coincides with yearly calendar. Year 14 is ending on 12/31/19 & Year 15 will begin 01/01/20. In 2020 there will be funding for small projects on farms. Information is still coming out on the changes, also expects webinars will be held.
 - ii. Upper Hudson Watershed Coalition:
 1. RCPP Grant – 3rd round for high tunnels, applications are due 05/13/19. The new applicants will have until the beginning of June to plant something in the location to qualify for eligibility. A call was received by a recipient of the high tunnel grant, there was confusion with the Town on requiring a permit & obligation to follow building codes. The District has legal precedence on Town's asking for building permit info.
 2. Watershed Plan – Lewis will be contacting Towns about project identification in the next few weeks to try and get that info into the Watershed Plan. This will help the projects rank better for future grant applications. District will work on Ag portion in the meantime & will also be contacting Saratoga Plan for ideas. Lewis is planning on meeting with everyone by end of May.
 - iii. NY Grown & Certified – Knights has not started, submitted extension request. Also submitted requests for Winney & Vincek in case they are not done by end of the month (end of grant time).
 1. Payments: A **motion** was made Kinowski, seconded by O'Connor, carried unanimously to give the District staff authority to reimburse grant recipients contingent on the engineer's As Built, the proper paperwork being submitted and payments are made within the grant limits once funding is received from the State. Saratoga Apple to receive \$40,000, Winney to receive \$31,200 & Vincek \$935.79.
 - iv. CAFO – Pends NRCS approval. Lewis wanted to make the Board aware that a last minute request came in for the District to apply for a CAFO on behalf of Barber. The District met with Barber back in February to do possible storage, Barber stated not interested as he wants to build this Spring. Barber's Planner called on 04/12/19 looking to have application put in right before

deadline (04/16/19). The District declined as a Board sponsored approval is needed & deadline was prior to Board meeting.

- v. Septic Systems – Site visits being done/set up
 - vi. Roadside Erosion – Contract has started, Lewis stated he needs to meeting with Edinburgh & Hadley to move forward.
 - c. **Part C 2019:** Funding has been received, will be used for Hydroseeding & other projects. Part C funds are now considered District funds once they have been received. This means Part C funding can be used for match for other grants.
 - d. **T&S 2019:** All products have been received; workers start 04/18/19. Lewis was contacted by VA Homeless Center; they are looking to create a community garden. Lewis offered to donate some leftovers from the T&S sale.
 - e. **Envirothon 2019:** Will be held at SPAC on Wednesday 05/01/19, 11 teams have registered.
 - f. **Soil Group Worksheet Fees:** A motion was made by Garlanda, seconded by Matthews, carried unanimously to raise the Soil Group Worksheet Fee to \$40.
6. **New Business:**
- a. **Fishstocking 2019:**
 - b. **GPS purchase:** A motion was made by Kinowski, seconded by Garlanda, carried unanimously to purchase a GPS until, not to exceed \$600.
7. **Other Business:**
- a. Kinowski reported that the Skidmore Horse Farm had issues last year due to lack of water, DEC has now labeled them a RV Park. They were given a 5-year reprieve to put inground pumping stations. Kinowski is meeting with the Vice President of Skidmore after their June show to attempt to gain alumni support to try and speak with DEC again.
8. **Correspondence: (Attachment E)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, May 15, 2019 at 3:00pm. Meeting adjourned by Chairman at 4:11pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Donald Monica – Chairman

ATTACHMENT A:

Saratoga County SWCD								
Receipts and Disbursements								
March 2019								
	Operations	Petty Cash	WQCC	Envirothon	Ariel	Sara Apple	Vincek	Winney
BOOK BALANCE as of 3/1/19	\$9,056.78	\$250.00	\$4,112.53	\$1,444.51	\$4,686.01	\$34,177.57	\$11,196.44	\$10,883.40
RECEIPTS								
District Tree & Shrub Program	\$13,974.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$6.03	\$0.00	\$0.00	\$0.07	\$0.36	\$1.45	\$0.48	\$0.46
Bird/Bat Item Sales	\$22.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gifts and Donations	\$50.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00
Aq Value – Soil Group Worksheet	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
No Till Drill Rental Fees	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Credit	\$37.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County Appropriation	\$30,555.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants	\$10,882.25	\$0.00	\$0.00	\$0.00	\$8,846.75	\$0.00	\$0.00	\$0.00
State Reimbursements	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$205.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Upper Hudson Watershed Coalition	(\$784.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Reimbursement	\$0.00	\$31.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$115,184.23	\$31.77	\$0.00	\$450.07	\$8,847.11	\$1.45	\$0.48	\$0.46
DISBURSEMENTS								
Directors Per Diem for Meetings	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Manager	\$2,854.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,771.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,519.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Equipment	\$153.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payments to Cooperators & Others	\$0.00	\$0.00	\$0.00	\$0.00	\$8,189.00	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$11,521.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors Travel/Training	\$209.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$227.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$197.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$183.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Educational Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auto, Field and Liability Insurance	(\$55.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Upper Hudson Watershed Coalition Dues	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$11.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$258.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$5.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$204.34	\$31.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	(\$749.62)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,044.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Disbursed	\$719.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$31,012.40	\$31.77	\$0.00	\$0.00	\$8,189.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 03/31/19	\$93,228.61	\$250.00	\$4,112.53	\$1,894.58	\$5,344.12	\$34,179.02	\$11,196.92	\$10,883.86

ATTACHMENT D:

April 2019 Field Report

- Rugg Rd rock chute design Welcome Stock Farm (Northumberland)
- 6 Soil group worksheets for ag assessments (County Wide)
- Surveyed 2 field tile designs for Old Tavern Farm, Brown Rd (Saratoga)
- Surveyed 2 field tile designs for Quest Royal North Farm (Stillwater)
- Site visit for new home erosion issues (Greenfield)
- Picked up T&S brochures (County Wide)
- Land owner site visit for tree issues (Malta)
- AEM Tier 3b conservation plan (Buckley Farm)
- NYG&C Hops certificate (Linendoll)
- Kate & Dan high tunnel contract (Ariel Farm)
- RCPP High tunnel Saratoga Mercantile
- NYG&C site visits Saratoga Apple, Bacon hill blue berry
- NYG&C Knight orchard
- Attended Conservation Colleagues meeting at Saratoga PLAN

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD

April 17, 2019

Mailed:

- Letter from Pamela Hunter, Assemblymember dated 03/05/19
- NYACD Annual Training & Meeting Information
- NACD membership renewal
- NACD 2018 Annual Report
- Forestry Notes: Winter 2019
- ClearWaters: Spring 2019

E-Mailed:

- State Committee Mtg and SWCC Meeting Minutes
- Confronting Climate Change: June 6 Workshop at Westchester County Center
- Monroe County Soil and Water Conservation District 2019 March Newsletter
- Meeting invitation: AEM Base and Climate Resilient Farming Programs
- Final 2019-2020 EPF Budget
- AEM Base Program 15 (May 7, 2019 – December 31, 2019) Announcement
- Ontario County SWCD March 2019 Newsletter
- Cover Crop Meeting April 16th
- April 2019 SWCC Report
- Source Water Buffer Fact sheet 4.19.pdf
- Rockland County SWCD Newsletter
- Draft January CDEA minutes
- Meeting invitation: AEM Base and Climate Resilient Farming Programs
- NRCS Staff Attendance at Soil & Water Conservation District (SWCD) Board Meetings
- SWCC Meeting Agenda: 04/16/19, Draft Meeting Minutes: 03/18/19
- Space Available for NACD April U&C Webinar
- Northeast Regional Awards
- NYSCDEA State Fair Booth Sign Up
- Manager Meeting Dates June 3-7
- Results of 2017 USDA Agriculture Census
- Envirothon Volunteers needed!
- USDA Disaster Designation: New York, April 10, 2019 (45 total Counties)
- AEM Base Year 14 Close Out
- Spring edition of the NACD Soil Health Champions Network Bulletin
- March CDEA News