

Saratoga County Soil & Water Conservation District

50 West High Street Ballston Spa, NY 12020

Minutes of Regular Meeting 06/19/2019

In Attendance:

District Directors:

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

District Staff:

Dustin Lewis – District Manager
Shannon McCarthy – Office Manager
Scott Monica – Senior Technician
Daniel Palemire - Technician

Regrets: Edward Kinowski, Kate Teale

Meeting called to order at 3:01pm by Chairman D. Monica

1. **Minutes of May 2019 Meeting:** Motion to approve by Matthews, seconded by O'Connor, carried unanimously.
2. **May 2019 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Matthews, seconded by O'Connor, carried unanimously.
 - b. **Bank Statements and Timesheets for May 2019:** were reviewed by Ropitzky who made a motion to approve, seconded by O'Connor, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Report was distributed to all.
 - b. **FSA:** None
 - c. **RC&D:** None
 - d. **NYSSWCC:** None
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Minutes from the 06/13/19 meeting distributed to all.
 - b. **Grants:** Lewis reported on the following:
 - i. AEM – Palemire has been working on the Year 14 annual report due next month. There will be a review of the new AEM guidelines & procedures at the next Board meeting. This round is a short year, ending in December 2019. After that the contracts are for 2 years and will include \$50k per year to implement projects. The District will need to develop an application and ranking system. Employees of the District and Board members are exempt from applying to AEM funding. The projects will need to be selected at October meeting. This is so the projects can be included in the Annual Plan of Work that needs to be submitted by November 1st. District staff is currently obtaining information/sample applications from other Districts who have done smaller projects like this.
 - ii. Upper Hudson Watershed Coalition
 1. RCPP – Signups are over, trying to gather receipts to use up the available engineering money. The quarterly submission is due at the end of this month. After this month remaining funds will be used up on a first come, first served basis.
 2. Watershed Plan – Rolling along, Lewis needs to finish up Ag section, hoping to complete next week. There will be area wide meetings in Fall for public comments.
 - iii. NYS Grown and Certified – Final payments will be made to Winney & Saratoga Apple tomorrow. Knights has bids, expecting construction to be soon. Hoping to have all projects wrapped up by end of the year.
 - iv. CAFO – Welcomestock ready for bids, Koval is obtaining bids. Koval has a couple design changes that need to be complete. Hoping to have both constructed this year.
 - v. Septic Systems – 1 septic system is currently under construction in Clifton Park.
 - vi. Roadside Erosion – Initial 25% payment has been received.
 - c. **Part C 2020**
 - i. **Hydroseeding & Tire Recycling Spring & Fall 2020:** A motion was made by Ropitzky, seconded

by Garlanda, carried unanimously to include hydroseeding and tire recycling program in Part C for 2020. The next Tire Recycling day is 10/29/19 in Malta.

- d. **Saratoga County Fair 2019:** Stormwater will be sharing space in the booth this year, will have bug table instead of stream table this year. The giveaways this year are temporary tattoos with the District logo.

6. **New Business:**

- a. **2020 Budget Committee:** D. Monica, Ropitzky & O'Connor to meet at 2pm before next Board meeting for Budget Committee.
- b. **Credit Card:** A motion was made by O'Connor, seconded by Koval to switch credit cards to BNSB with a \$5,000 credit limit.
- c. **Training Fees:** Lewis reviewed the suggested guidelines/policy for pricing.

7. **Other Business:**

- a. Grant Resolution: A motion was made by O'Connor, seconded by Koval, carried unanimously to approve Resolution 2019-1.
- b. Adirondack Lakes Alliance Symposium: Being held on 08/01/19, Lewis will be on discussion panel.
- c. Moreau Lake State Park projects: Moreau has projects that are too small for them to do, looking to have District partner to create step pools. They will develop plans & come up with budget to pay District for time.
- d. Boat wash: The arrangement with PRISM has fallen through as their boat stewards cannot wash boats. Lewis would like to sell the boat wash back to company. A motion was made by Ropitzky, seconded by Garlanda, carried unanimously to sell the boat wash for \$23k.

8. **Correspondence: (Attachment E)**

9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, July 17, 2019 at 3:00pm, the Budget Committee will meet at 2pm. Meeting adjourned by Chairman at 4:15pm.

Respectfully submitted: _____

Shannon McCarthy – Secretary

Donald Monica – Chairman

Attachment A:

Saratoga County SWCD								
Receipts and Disbursements								
May 2019								
	Operations	Petty Cash	WQCC	Envirothon	Sara Apple	Vincek	Winney	Knight
BOOK BALANCE as of 04/30/19	\$165,928.36	\$250.00	\$4,112.53	\$2,419.67	\$180.42	\$11,197.38	\$10,884.31	\$10,882.25
RECEIPTS								
District Tree & Shrub Program	\$4,620.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fish Stocking Program Sales	\$4,407.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$27.98	\$0.00	\$0.00	\$0.09	\$0.00	\$0.48	\$0.12	\$0.13
Sale of Equipment	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training Fees	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Sales	\$162.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag 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	\$282.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$105.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Envirothon Fees	\$500.00	\$0.00	\$0.00	\$415.31	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$43,581.08	\$0.00	\$0.00	\$415.40	\$0.00	\$0.48	\$0.12	\$0.13
DISBURSEMENTS								
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
Payment to Cooperators	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,400.00	\$10,000.00	\$0.00
Technician(s)	\$6,519.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$1,950.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$524.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$250.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Educational Expenses	\$37.69	\$0.00	\$0.00	\$2,001.50	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Expenses	\$147.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$106.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$2,385.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$322.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$4,247.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,150.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$25,293.68	\$0.00	\$0.00	\$2,001.50	\$0.00	\$8,400.00	\$10,000.00	\$0.00
BOOK BALANCE as of 05/31/19	\$173,125.36	\$250.00	\$4,112.53	\$833.57	\$180.42	\$2,797.86	\$884.43	\$10,882.38

Attachment B:

Saratoga County Soil and Water Conservation District			
Budget vs Actual			
January - May 2019			
	BUDGET 2019	ACTUAL MAY 2019	ACTUAL JAN - APR 2019
RECEIPTS			
District Tree & Shrub Program	\$45,000.00	\$4,620.83	\$39,901.33
Fish Stocking Program Sales	\$3,000.00	\$4,407.22	\$4,407.22
Interest	\$75.00	\$27.98	\$66.28
Topo Map/Guidebook Sales	\$0.00	\$0.00	\$0.00
Bird/Bat Item Sales	\$300.00	\$162.62	\$784.10
Sale of Equipment	\$28,000.00	\$33,000.00	\$33,000.00
Gifts and Donations	\$0.00	\$0.00	\$54.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$25.00	\$900.00
Sales Tax Credit	\$0.00	\$0.00	\$37.20
Staking Fees/Mine Plans	\$50.00	\$0.00	\$0.00
No Till Drill Rental Fees	\$0.00	\$282.00	\$958.50
RC&D Time Reimbursements	\$0.00	\$0.00	\$2,299.50
County Appropriation	\$122,220.00	\$0.00	\$30,555.00
State Grants	\$41,829.25	\$0.00	\$16,222.25
State Reimbursements	\$156,000.00	\$500.00	\$160,095.22
Federal Grants or Reimbursements	\$1,000.00	\$0.00	\$21,210.00
Upper Hudson Watershed Coalition	\$0.00	\$0.00	(\$784.25)
Sales Tax Received	\$0.00	\$105.43	\$711.45
Training Fees	\$0.00	\$450.00	\$450.00
TOTAL RECEIPTS	\$398,974.25	\$43,581.08	\$310,867.80
DISBURSEMENTS	BUDGET 2019	ACTUAL MAY 2019	ACTUAL JAN - APR 2019
Directors Per Diem for Meetings	\$1,200.00	\$0.00	\$260.00
Office Manager	\$37,109.80	\$2,854.60	\$14,130.27
District Manager	\$62,025.60	\$4,771.20	\$23,617.44
Field Technician (Senior)	\$46,974.20	\$3,613.40	\$17,886.33
Field Technician	\$37,780.29	\$2,906.40	\$14,386.68
Intern	\$6,300.00	\$0.00	\$0.00
Furniture and Fixtures	\$0.00	\$0.00	\$0.00
Office Equipment	\$2,200.00	\$0.00	\$253.00
Motor Vehicle Equipment	\$29,000.00	\$0.00	\$0.00
Field Equipment	\$1,200.00	\$0.00	\$1,854.47
Payments to Cooperators & Others	\$0.00	\$0.00	\$20,580.00
District Trees Expenses	\$26,306.22	\$1,950.68	\$23,893.87
Fish & Pond Stocking	\$2,000.00	\$0.00	\$0.00
Flags and Stakes	\$500.00	\$0.00	\$0.00
Conservation Practice Supplies	\$500.00	\$0.00	\$40.99
WQCC	\$1,500.00	\$0.00	\$0.00
Directors Travel/Training	\$1,000.00	\$0.00	\$209.61
Employees Travel/Training	\$2,000.00	\$25.00	\$2,129.80
Telephone/Internet	\$3,000.00	\$524.82	\$1,082.52
Office Supplies	\$3,000.00	\$250.96	\$965.18
Meeting Expenses	\$200.00	\$0.00	\$175.00
Educational Expenses	\$700.00	\$37.69	\$557.69
Auto/Field/Liability Insurance	\$3,500.00	\$0.00	\$3,972.18
Workers' Compensation/Disability Insurance	\$2,200.00	\$0.00	\$2,654.81
State, National Dues	\$1,500.00	\$0.00	\$0.00
RC&D Dues	\$0.00	\$0.00	\$0.00
Upper Hudson Watershed Coalition Dues	\$0.00	\$0.00	\$2,000.00
State Fair	\$100.00	\$0.00	\$100.00
Postage	\$1,000.00	\$0.00	\$110.18
Bird/Bat Item Expenses	\$120.00	\$147.00	\$262.00
Bank/Credit Card Fees	\$1,000.00	\$106.22	\$888.77
Part C Project Materials	\$20,000.00	\$2,385.11	\$27,101.01
Repairs to Truck & Field Equipment	\$2,100.00	\$0.00	\$0.00
Gas & Oil	\$2,500.00	\$322.07	\$875.56
Health/Dental Insurance	\$52,987.32	\$4,247.70	\$21,238.50
Retirement Benefits	\$33,100.18	\$0.00	\$0.00
Employer Share FICA/Medicare	\$14,370.64	\$1,150.83	\$5,215.78
Sales Tax Disbursed	\$0.00	\$0.00	\$719.29
TOTAL DISBURSEMENTS	\$398,974.25	\$25,293.68	\$187,160.93
NET TOTAL	\$0.00	\$18,287.40	\$123,706.87

Attachment C:

JUNE 2019 MEETING VOUCHERS								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	78	James Smith	Bat Boxes	\$140.00	06/20/19	9921	\$140.00	\$0.00
General	79	Saratoga County General Services	Postage - March 2019	\$154.70	06/20/19	9924	\$154.70	\$0.00
General	80	Andrea M. James	Mileage Reimbursement - April & May 2019	\$348.00	06/20/19	9923	\$348.00	\$0.00
General	81	Hickling's Fish Farm	Fish Stocking 2019	\$2,874.40	06/20/19	9922	\$2,874.40	\$0.00
General	82	Curtis Lumber	Part C Materials	\$8.90	06/06/19	9919	\$8.90	\$0.00
General	83	Blue Shield of NENY	Health/Dental for June 2019	\$4,997.32	11/16/01	9918	\$4,997.32	\$0.00
General	84	Henry Schweikert	Overpayment for Fish Order	\$3.50	06/20/19	9926	\$3.50	\$0.00
General	85	Rid O Vit	Tire Trailer Rental	\$2,400.00	06/20/19	9927	\$2,400.00	\$0.00
General	86	EJP	Hydroseeder Supplies	\$750.00	06/20/19	9925	\$750.00	\$0.00
General	87	Bentley Seeds	T&S 2019 Shipping Costs	\$16.89	06/20/19	9928	\$16.89	\$0.00
General	88	Bank of America (Dustin's Card)	Part C Materials, Monthly Payroll Fee, Giveaways for Fair	\$485.65				\$485.65
General	89	Bank of America Scott's Card)	Part C Materials	\$465.05				\$465.05
				TOTAL VOUCHERS			TOTAL DUE	\$950.70
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance July 2019	\$4,997.32				
				TOTAL				\$4,997.32

Attachment D:

June 2019 Field Report

- Ag drainage Old Tavern Farm (Saratoga)
- Ag drainage Quest Royal North (Stillwater)
- Ag drainage Dawn Szurek (Charlton)
- Hydro seeding for the Town of Wilton
- Hydro seeding for the Town of Greenfield
- Hydro seeding for the Town of Halfmoon
- Hydro seeding for the Town of Ballston
- 3 ag assessments (Stillwater, Malta, Galway)
- Invasive Sign to Peebles island (Cohoes)
- Invasive Hogweed removal (Ballston)
- LAP- High tunnel install Jason Heitman Drone Pics (Milton)
- NYG&C Final Payment to Vincek Farm (Wilton)
- No till drill Jay Mathews (Charlton)
- Fish stocking pick up
- No till drill repair
- LAP Saratoga Lake erosion problem (Kathleen Bissell)
- AEM year14 Close out
- LAP Drone photos of Koval's High Tunnel (Saratoga)
- Partnership meeting with State Committee, NYACD and NRCS
- 4-hour Training at EDP in Clifton Park
- 4-hour class at national Grid office in Albany

Attachment E:

CORRESPONDENCE - Saratoga County SWCD: June 19, 2019

Mailed:

- Saratogian Article about 2019 Envirothon
- Forestry Notes, Spring 2019
- Saratoga Business Journal, June 2019
- NYACD letter dated 04/30/19
- NYACD letter dated 05/31/19

E-Mailed:

- Announcing Ben Luskin to the NYS Soil and Water Conservation Committee
- Announcing Jennifer Clifford as new Climate Resilient Farming Program Manager
- GIS Story Map of SWCD Projects
- 2019 Grasstravaganza SUNY Cobleskill
- USDA Announces CRP/CREP Enrollment
- GIS Story Map Update Form.pdf
- North Central/Northern Plains Regional Leadership Conference
- NYS SWCC Meeting Minutes
- [Ne-region] Conservation Planning Boot Camp
- State Agriculture Commission Congratulates Student Winners of the 2019 NY Envirothon Competition
- NYS CDEA Booth Schedule
- 2019 Empire Farm Days Schedule
- Aquatic and Riparian Invasive Plant Training
- SWCC Agenda for June 18th, 2019 Meeting
- Cayuga County SWCD - "Conservation Highlights"
- Hamilton County SWCD Spring Conservation Corner newsletter
- Last call for AEM Award submissions: due June 12th
- Wetland training announcement & registration
- Meeting with Legislators
- Round 25 AgNPS Q and A Document has been updated
- SAVE the DATE! Irrigation Water Management Training
- Wetland delineation training registration full
- CREP Enrollment Announcement
- [Ne-region] NACD Call for Urban Conservation Webinar Proposals
- Call with USDA: Dairy Margin and Livestock Coverage Signup: June 17th
- Non-Agricultural Nonpoint Source Planning Grant (NPG) Now Available
- FSA May 2019 Report