

Saratoga County Soil & Water Conservation District
50 West High Street Ballston Spa, NY 12020
Minutes of Organizational Meeting 03/20/2019

In Attendance:

District Directors:

Garlanda, Victoria – At Large
Jennifer Koval – 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
Scott Fickbohm – Ag & Markets

Regrets: Jay Matthews, Edward Kinowski

Meeting called to order at 3:04pm by Chairman D. Monica

1. **Minutes of February 2019 Meeting:** Motion to approve by O'Connor, seconded by Koval, carried unanimously.
2. **February 2019 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by O'Connor, seconded by Garlanda, carried unanimously.
 - b. **Bank Statements and Timesheets for February 2019:** were reviewed by Ropitzky who made a motion to approve, seconded by Koval, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Teale reported Wetland Reserve Program (designed to help restore wetlands) application deadline is 04/19; Farm bill stalled RCPP high tunnels, 1 more thing to be done, contracts hopefully done within the month; Farm bill change - hemp is now federally legal, permits being issued; Civil Rights Training next month.
 - b. **FSA:** Report distributed to all by email.
 - c. **RC&D:** Phone meeting on 03/26/19 at 10am
 - d. **NYSSWCC:** Report distributed to all by email. Fickbohm reported that CRF is out; Round 25 for ag non-point will be out next month; Part C funding over \$99,000 this year, many changes on how funds can be spent;
 - e. **NYACD:** No report, Ron Montessi passed away
 - f. **CCE:** No report.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Minutes from 02/14/19 meeting distributed to all.
 - b. **Grants:** Lewis reported on the following:
 - i. AEM – Palemire went to WQS for AEM training
 - ii. Upper Hudson Watershed Coalition:
 1. RCPP Grant – 4 high tunnels approved
 2. Watershed Plan – Nothing new to report.
 - iii. NY Grown & Certified – Ariel's final payment was issued, will also issue payment to District for time spent; Vincek, Winney & Saratoga Apple in process, Knights has bids, extension submitted for Knights
 - iv. CAFO – No activity, pending finalized designs & geological studies
 - v. Septic Systems – Sent in annual report, sent copy to Chad Cook for County as County holds the grant & District is day to day operator
 - vi. Roadside Erosion – In process of finishing paperwork for Grants Gateways
 - c. **T&S 2019:** About 100 orders received
 - i. **Wages for T&S Workers 2019:** A motion was made by Ropitzky, seconded by O'Connor, carried unanimously to pay T&S returning workers \$11.50 an hour, new T&S workers \$11.10 an hour.
 - d. **Envirothon 2019:** 11 teams have registered to date, deadline to register is 03/22/19.
 - e. **Sale of 2017 Chevy:** Last auction did not meet amount put forth by the Board, vehicle was reposted today.
 - f. **Sexual Harassment Policy:** A motion was made by O'Connor, seconded by Garlanda, carried unanimously to accept and implement the new Sexual Harassment Policy with requirements set forth by the State.
 - g. **Drone Purchase:** A motion was made by O'Connor, seconded by Ropitzky carried unanimously to allow District staff to purchase a drone with accessories, not to exceed \$2,000.

- h. **Drone Pilot Licenses:** A motion was made by Ropitzky, seconded by O'Connor, carried unanimously to pay \$300 for 2 District Staff members to take a license exam to fly the drone.
6. **New Business:**
- Records Management Officer:** A motion was made by O'Connor, seconded by Garlanda, carried unanimously to name McCarthy as the District's Management Officer.
 - UHWC funds transfer:** A motion was made by Garlanda, seconded by Ropitzky, carried unanimously to transfer \$784.25 from the District's account to the UHWC checking account as these funds were being held by the District until UHWC could open an account.
7. **Other Business:**
8. **Correspondence: (Attachment E)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, April 17, 2019 at 3:00pm. Meeting adjourned by Chairman at 3:47pm. District Law Training held after meeting was closed.

Respectfully submitted: _____
 Shannon J. McCarthy, Secretary Donald Monica – Chairman

ATTACHMENT A:

Saratoga County SWCD								
Receipts and Disbursements								
February 2019								
	Operations	Petty Cash	WQCC	Envirothon	Ariel	Sara Apple	Vincek	Winney
BOOK BALANCE as of 2/1/19	\$32,188.00	\$250.00	\$4,112.53	\$769.48	\$10,885.27	\$10,882.98	\$3,110.21	\$10,882.98
RECEIPTS								
District Tree & Shrub Program	\$3,597.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$0.88	\$0.00	\$0.00	\$0.03	\$0.74	\$0.74	\$0.23	\$0.42
Gifts and Donations	\$0.00	\$0.00	\$0.00	\$675.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants or Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$23,800.00	\$23,293.85	\$8,086.00	\$0.00
No Till Drill Rental Fees	\$466.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RC&D Time Reimbursements	\$2,299.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Grants or Reimbursements	\$21,210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$38.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$28,062.88	\$0.00	\$0.00	\$675.03	\$23,800.74	\$23,294.59	\$8,086.23	\$0.42
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
Technician(s)	\$6,519.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Equipment	\$99.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payments to Cooperators & Others	\$20,580.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$32.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$1,538.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$304.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auto, Field and Liability Insurance	\$4,027.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$68.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$7.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$9,245.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,024.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$51,194.10	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 2/28/19	\$9,056.78	\$250.00	\$4,112.53	\$1,444.51	\$4,686.01	\$34,177.57	\$11,196.44	\$10,883.40

ATTACHMENT B:

Saratoga County Soil and Water Conservation District		
Budget vs Actual		
January - February 2019		
	BUDGET 2019	ACTUAL
RECEIPTS		
District Tree & Shrub Program	\$45,000.00	\$3,597.53
Fish Stocking Program Sales	\$3,000.00	\$0.00
Interest	\$75.00	\$2.48
Topo Map/Guidebook Sales	\$0.00	\$0.00
Bird Item Sales	\$300.00	\$0.00
Sale of Equipment	\$28,000.00	\$0.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$775.00
Staking Fees/Mine Plans	\$50.00	\$0.00
No Till Drill Rental Fees	\$0.00	\$466.50
RC&D Time Reimbursements	\$0.00	\$2,299.50
County Appropriation	\$122,220.00	\$0.00
State Grants	\$41,829.25	\$0.00
State Reimbursements	\$156,000.00	\$0.00
Federal Grants or Reimbursements	\$1,000.00	\$21,210.00
Sales Tax Received	\$0.00	\$38.47
TOTAL RECEIPTS	\$398,974.25	\$28,389.48
DISBURSEMENTS		
Directors Per Diem for Meetings	\$1,200.00	\$0.00
Office Manager	\$37,109.80	\$5,566.47
District Manager	\$62,025.60	\$9,303.84
Field Technician (Senior)	\$46,974.20	\$7,046.13
Field Technician	\$37,780.29	\$5,667.48
Intern	\$6,300.00	\$0.00
Furniture and Fixtures	\$0.00	\$0.00
Office Equipment	\$2,200.00	\$99.99
Motor Vehicle Equipment	\$29,000.00	\$0.00
Field Equipment	\$1,200.00	\$1,854.47
Payments to Cooperators & Others	\$0.00	\$20,580.00
District Trees Expenses	\$26,306.22	\$3,321.07
Fish & Pond Stocking	\$2,000.00	\$0.00
Flags and Stakes	\$500.00	\$0.00
Conservation Practice Supplies	\$500.00	\$40.99
WQCC	\$1,500.00	\$0.00
Directors Travel/Training	\$1,000.00	\$0.00
Employees Travel/Training	\$2,000.00	\$1,732.80
Telephone/Internet	\$3,000.00	\$240.00
Office Supplies	\$3,000.00	\$492.53
Meeting Expenses	\$200.00	\$0.00
Educational Expenses	\$700.00	\$20.00
Auto/Field/Liability Insurance	\$3,500.00	\$4,027.18
Workers' Compensation/Disability Insurance	\$2,200.00	\$2,548.01
State, National Dues	\$1,500.00	\$0.00
RC&D Dues	\$0.00	\$0.00
State Fair	\$100.00	\$100.00
Postage	\$1,000.00	\$10.43
Bird Item Expenses	\$120.00	\$0.00
Bank/Credit Card Fees	\$1,000.00	\$68.78
Part C Project Materials	\$20,000.00	\$1,560.51
Repairs to Truck & Field Equipment	\$2,100.00	\$0.00
Gas & Oil	\$2,500.00	\$72.71
Health/Dental Insurance	\$62,987.32	\$13,492.72
Retirement Benefits	\$33,100.18	\$0.00
Employer Share FICA/Medicare	\$14,370.64	\$1,995.48
TOTAL DISBURSEMENTS	\$398,974.25	\$79,841.59
NET TOTAL	\$0.00	(\$51,452.11)

ATTACHMENT C:

MARCH 2019 MEETING VOUCHERS								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	35	Blue Shield of NENY	Health/Dental for March 2019	\$4,997.32	02/28/19	9853	\$4,997.32	\$0.00
General	36	Curtis Lumber	Part C Materials	\$5.39	03/07/19	9860	\$5.39	\$0.00
General	37	Chemung County SWCD	Lewis - Exam Fee	\$100.00	03/07/19	9859	\$100.00	\$0.00
General	38	Andrea M. James	Mileage Reimbursement - Feb. 2019	\$87.00	03/21/19	9868	\$87.00	\$0.00
General	39	Parking Violations Burea	Parking Ticket	\$40.00	03/21/19	9870	\$40.00	\$0.00
General	40	Montgomery County SWCD	Watershed Coalition Annual Website Fee	\$77.70	03/21/19	9869	\$77.70	\$0.00
General	41	CCE Saratoga	T&S 2019 - Brochure & Receipt Copies	\$1,475.52	03/21/19	9871	\$1,475.52	\$0.00
General	42	Petty Cash	Car wash	\$11.77	03/21/19	9863	\$11.77	\$0.00
General	43	Bank of America (Lewis)	Monthly Payroll Fee	\$12.00	03/21/19	9872	\$12.00	\$0.00
General	44	Alpha Nurseries	T&S 2019, less 25% Deposit	\$3,298.64	03/29/19	9875	\$3,298.64	\$0.00
General	45	Meadowview	T&S 2019, less 25% Deposit	\$5,800.12	03/29/19	9876	\$5,800.12	\$0.00
General	46	Pikes Peak Nursery	T&S 2019, less 25% Deposit	\$947.70	03/29/19	9877	\$947.70	\$0.00
General	47	A.G. Ammon Nursery	T&S 2019	\$5,985.00	04/04/19	9875	\$5,985.00	\$0.00
General	48	Bentley Seed Company	T&S 2019	\$536.25	04/04/19	9880	\$536.25	\$0.00
TOTAL VOUCHERS				\$23,374.41			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance April 2019	\$4,997.32				
		TOTAL		\$4,997.32				

ATTACHMENT D:

March 2019 Field Report

- AEM Tier 5b Rugg Rd rock chute design Welcome Stock Farm (Northumberland)
- 8 soil group worksheets for ag assessments (County Wide)
- 2 parcel wetland maps (Galway)
- Ag drainage Bookelou (Ballston)
- AEM Tier 5b Met with Chad Barber for purposed manure storage (Northumberland)
- Attended WQS Syracuse
- MAP - Wetlands map for town of Charlton
- AEM Buckley Farm tier 3a Conservation plan
- AEM tier 1-2 Eric Linendoll NYG&C Hops Certification
- Worked with CapMo PRISM to rank grant applications
- Attended Legislative Days in Albany
- Attended the Rural Urban Dinner and gave Aerials our Conservation Farmer of the year award.
- Attended Municipal Subcommittee Meeting to discuss a statewide roll out of RRAMP
- Took Spotted Lantern Fly Billboard to the Desmond for fruit growers conference

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
March 20, 2019

Mailed:

- Saratoga Business Journal
- NYACD letter dated 02/28/19
- NYACD letter dated 03/06/19

E-Mailed:

- State Committee Mtg and SWCC Meeting Minutes
- NYACD new policy statement
- Municipal Subcommittee Meeting 2/28
- 2019 Tree & Shrub Program Brochure & Order Form
- Sexual Harassment Policy
- 2019 District Directory
- NACD Releases 2018 Annual Report
- NACD 2019 Resolutions Report
- Governor Cuomo Announces \$2.3 million in funding available to help Farmers address the impacts of climate change
- Wyoming County SWCD 2018 Annual Report
- SWCC Meeting - March 18, 2019
- FSA Report
- March 2019 SWCC Report