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: District Staff:
Garlanda, Victoria – At Large Lewis, Dustin – District Manager
Jennifer Koval – At Large Farmer McCarthy, Shannon – Office Manager
Monica, Donald - Chairman Monica, Scott – Senior Field Technician
Darren O’Connor – Legislator Dan Palemire – Field Technician
Steven Ropitzky – Vice Chairman

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
      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:**
   a. **Records Management Officer: A motion** was made by O’Connor, seconded by Garlanda, carried unanimously to name McCarthy as the District’s Management Officer.
   b. **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:**

<table>
<thead>
<tr>
<th>Saratoga County SWCD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts and Disbursements</strong></td>
<td>February 2019</td>
</tr>
<tr>
<td><strong>RECEIPTS</strong></td>
<td></td>
</tr>
<tr>
<td>District Tree &amp; Shrub Program</td>
<td>$3,597.53</td>
</tr>
<tr>
<td>Interest</td>
<td>$0.88</td>
</tr>
<tr>
<td>Gifts and Donations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Ag Value - Soil Group Worksheet</td>
<td>$450.00</td>
</tr>
<tr>
<td>State Grants or Reimbursements</td>
<td>$0.00</td>
</tr>
<tr>
<td>No Till Drill Rental Fees</td>
<td>$466.50</td>
</tr>
<tr>
<td>R&amp;D Time Reimbursements</td>
<td>$2,299.50</td>
</tr>
<tr>
<td>Federal Grants or Reimbursements</td>
<td>$21,210.00</td>
</tr>
<tr>
<td>Sales Tax Received</td>
<td>$36.47</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td>$28,062.88</td>
</tr>
<tr>
<td><strong>DISBURSEMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Office Manager</td>
<td>$2,854.60</td>
</tr>
<tr>
<td>District Manager</td>
<td>$4,771.20</td>
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<tr>
<td>Technician(s)</td>
<td>$6,519.80</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$99.99</td>
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<tr>
<td>Payments to Cooperators &amp; Others</td>
<td>$20,580.00</td>
</tr>
<tr>
<td>Conservation Practice Supplies</td>
<td>$32.09</td>
</tr>
<tr>
<td>Employees Travel/Training</td>
<td>$1,538.80</td>
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<tr>
<td>Telephone/Internet</td>
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<tr>
<td>Office Supplies</td>
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<tr>
<td>Auto, Field and Liability Insurance</td>
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<tr>
<td>Bank/Credit Card Fees</td>
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<tr>
<td>Gas &amp; Oil</td>
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<tr>
<td>Health/Dental Insurance</td>
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<tr>
<td>Employer Share FICA/Medicare</td>
<td>$1,024.79</td>
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<tr>
<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td>$51,194.10</td>
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**BOOK BALANCE as of 2/28/19**

|$5,056.76 | $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**

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>BUDGET 2019</th>
<th>ACTUAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>JAN - FEB 2019</td>
<td>JAN - FEB 2019</td>
</tr>
<tr>
<td>District Tree &amp; Shrub Program</td>
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<tr>
<td>Bird Item Expenses</td>
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<td>Office Supplies</td>
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<td>Stained Glass Sales</td>
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<tr>
<td>Child Care Fees</td>
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<tr>
<td>Stained Glass Sales</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Stained Glass Sales</td>
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<tr>
<td>Health/Dental Insurance</td>
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<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
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### DISBURSEMENTS

<table>
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<tr>
<th>ACCOUNT</th>
<th>BUDGET 2019</th>
<th>ACTUAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>JAN - FEB 2019</td>
<td>JAN - FEB 2019</td>
</tr>
<tr>
<td>General</td>
<td>$3,298.64</td>
<td>$3,298.64</td>
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<tr>
<td>General</td>
<td>$4,997.32</td>
<td>$4,997.32</td>
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<tr>
<td>General</td>
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<td>$1,000.00</td>
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<tr>
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<td>$200.00</td>
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<tr>
<td>General</td>
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<td>$0.00</td>
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<tr>
<td><strong>TOTAL DISBURSEMENTS</strong></td>
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<td>$9,995.94</td>
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### Bills to be Paid Before Next Board Meeting:

<table>
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<tr>
<th>ACCOUNT</th>
<th>PAYEE</th>
<th>PAYMENT</th>
<th>DATE PAID</th>
<th>CHECK #</th>
<th>AMOUNT PAID</th>
<th>BALANCE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Blue Shield of NENY</td>
<td>Health Insurance April 2019</td>
<td>04/04/19</td>
<td>04/04/19</td>
<td>$4,997.32</td>
<td>$0.00</td>
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### TOTAL DUE

$0.00

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## ATTACHMENT C:

### MARCH 2019 MEETING VOUCHERS

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<thead>
<tr>
<th>ACCOUNT</th>
<th>PAYEE</th>
<th>EXPLANATION</th>
<th>AMOUNT</th>
<th>DATE PAID</th>
<th>CHECK #</th>
<th>AMOUNT PAID</th>
<th>BALANCE DUE</th>
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</thead>
<tbody>
<tr>
<td>General</td>
<td>35 Blue Shield of NENY</td>
<td>Health/Dental for March 2019</td>
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<td>02/28/19</td>
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<td>$4,997.32</td>
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<td>General</td>
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<td>Part C Materials</td>
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<td>03/07/19</td>
<td>9860</td>
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<tr>
<td>General</td>
<td>37 Chemung County SWCD</td>
<td>Lewis - Exam Fee</td>
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<td>03/07/19</td>
<td>9865</td>
<td>$100.00</td>
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<tr>
<td>General</td>
<td>38 Andrea M. James</td>
<td>Mileage Reimbursement - Feb. 2019</td>
<td>$87.00</td>
<td>03/21/19</td>
<td>9866</td>
<td>$87.00</td>
<td>$0.00</td>
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<tr>
<td>General</td>
<td>39 Parking Violations Bureau</td>
<td>Parking Ticket</td>
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<td>$40.00</td>
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<td>General</td>
<td>40 Montgomery County SWCD</td>
<td>Watershed Coalition Annual Website Fee</td>
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<td>$77.70</td>
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<tr>
<td>General</td>
<td>41 CCE Saratoga</td>
<td>T&amp;S 2019 - Brochure &amp; Receipt Copies</td>
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<td>03/21/19</td>
<td>9871</td>
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<tr>
<td>General</td>
<td>42 Petty Cash</td>
<td>Car wash</td>
<td>$11.77</td>
<td>03/21/19</td>
<td>9863</td>
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<tr>
<td>General</td>
<td>43 Bank of America (Lewis)</td>
<td>Monthly Payroll Fee</td>
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<tr>
<td>General</td>
<td>44 Alpha Nurseries</td>
<td>T&amp;S 2019, less 25% Deposit</td>
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<tr>
<td>General</td>
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<tr>
<td>General</td>
<td>46 Pikes Peak Nursery</td>
<td>T&amp;S 2019, less 25% Deposit</td>
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<td>03/29/19</td>
<td>9877</td>
<td>$947.70</td>
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<td>General</td>
<td>47 A.G. Ammon Nursery</td>
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<td>9875</td>
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<tr>
<td>General</td>
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<td>9880</td>
<td>$5,36.25</td>
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</table>

### TOTAL VOUCHERS

$23,374.41

**TOTAL DUE**

$0.00

**Bills to be Paid Before Next Board Meeting:**

<table>
<thead>
<tr>
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<td>Health Insurance April 2019</td>
<td>04/04/19</td>
<td>04/04/19</td>
<td>$4,997.32</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**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