

Saratoga County Soil & Water Conservation District

50 West High Street Ballston Spa, NY 12020

Minutes of Regular Meeting 5/15/2019

In Attendance:

District Directors:

Jennifer Koval– 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

Outside Agencies

Teale, Kate – NRCS

Regrets: Victoria Garlanda, Edward Kinowski, Jay Matthews

Meeting called to order at 3:06pm by Chairman D. Monica

1. **Minutes of April 2019 Meeting:** **Motion** to approve by O’Connor, seconded by Koval, carried unanimously.
2. **April 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 Ropitzky, carried unanimously.
 - b. **Bank Statements and Timesheets for April 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:** Teale reported on the following: Had signups for high tunnels - an advanced payment was made for high tunnel in Milton, also had signups for conservation stewardship program. 3 projects have been pre-approved & waiting on word for a grazing project. Contracts – 1 waste storage geologic was approved, small adjustments need & then can be put out to bid.
 - b. **FSA:** Report distributed to all by email.
 - c. **RC&D:** Meeting held after Upper Hudson meeting. The RC&D has President resigned, he has a new position with State Committee who will not allow him to continue with RC&D. A new President was elected.
 - d. **NYSSWCC:** Report distributed to all by email.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No report.
 - b. **Grants:**
 - i. AEM – Waiting on details for next round, no new information at this time.
 - ii. Upper Hudson Watershed Coalition –
 1. RCPP – 2 applications submitted for high tunnels, deadline is 05/17/19.
 2. Watershed Plan – Work is continuing.
 - iii. NYS Grown and Certified – 2 more projects are complete, paperwork was accepted by the State, both need inspections. 1 project in almost complete, 1 project on delay & was approved for an extension.
 - iv. CAFO – Welcomestock needs a few adjustments & then can be sent out to bid; Koval has been approved for EQIP, geological has been approved, engineering needs to be reviewed.
 - v. Septic Systems – No one actively building, currently working with 1 resident who is eligible.
 - vi. Roadside Erosion –Lewis to meet with local Highway Superintendents to review projects.

- c. **T&S 2019**: Distribution days were 04/26/19 & 04/27/19, sold out of almost all products, working on encouraging people to pre-order. Estimated profit of over \$14,000.
 - d. **Envirothon 2019**: Held on 05/01/19, 13 teams participated. Ballston Spa was Saratoga County & Overall winner.
 - e. **Fishstocking 2019**: Deadline to register is 05/17/19, orders are up this year. Distribution on 05/24/19 at 9am at 4H training center.
 - f. **Tire Recycling Spring / Fall 2019**: **Motion** to approve holding a Tire Recycling Program in the Fall made by Ropitzky, seconded by Koval, carried unanimously. Ropitzky asked about holding an Electronics Recycling Program & will look into costs.
6. **New Business**:
- a. **Saratoga County Fair 2019**: **Motion** to approve expenses not to exceed \$200, made by Koval, seconded by O'Connor, carried unanimously.
 - b. **Training Grant Application**: Lewis advised that Ag & Market is offering a \$25,000 grant opportunity to provide 3 different types of trainings through Watershed groups. They are looking to have 1 District handle application & administration, Lewis offered to have Saratoga apply & administer as it will reimburse Clerk's time. **Motion** to approve applying for Training Grant made by Ropitzky, seconded by O'Connor, carried unanimously.
 - c. **No Till Drill Supplies**: Lewis reported that repairs are needed on the No Till Drill. **Motion** to approve expenses not to exceed \$700 to make needed repairs was made by Ropitzky, seconded by O'Connor, carried unanimously.
 - d. **Erosion Class**: Lewis will be teaching with Warren SWCD next Thursday to complete his certification. Warren SWCD normally charge \$1200 to teach per class, but will split proceeds with Saratoga SWCD for this class. Any future teachings by Lewis will be revenue for the District.
7. **Other Business**:
8. **Correspondence**: *(Attachment E)*
9. **Next Meeting Date and Adjournment**: The next meeting is scheduled for Wednesday, June 19, 2019 at 3:00 pm. Meeting adjourned by Chairman at 3:54pm.

Respectfully submitted: _____
Shannon McCarthy – Secretary
Donald Monica – Chairman

Attachment A:

Saratoga County SWCD								
Receipts and Disbursements								
April 2019								
	Operations	Petty Cash	WQCC	Envirothon	Ariel	Sara Apple	Vincek	Winney
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
RECEIPTS								
District Tree & Shrub Program	\$17,759.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$29.79	\$0.00	\$0.00	\$0.09	-\$3.93	\$1.40	\$0.46	\$0.45
Bird/Bat Item Sales	\$583.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gifts and Donations	\$4.00	\$0.00	\$0.00	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants	\$5,340.00	\$0.00	\$0.00	\$0.00	-\$5,340.00	\$0.00	\$0.00	\$0.00
State Reimbursements	\$99,595.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$363.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$123,749.95	\$0.00	\$0.00	\$525.09	(\$5,343.93)	\$1.40	\$0.46	\$0.45
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
District Trees Expenses	\$7,138.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$145.00	\$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	\$37.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers' Comp & Disability Insurance	\$106.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$88.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Expenses	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$454.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$23,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$276.44	\$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	\$1,024.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$51,050.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 04/30/19	\$165,928.36	\$250.00	\$4,112.53	\$2,419.67	\$0.19	\$34,180.42	\$11,197.38	\$10,884.31

Attachment B:

Saratoga County Soil and Water Conservation District					
Budget vs Actual					
January - April 2019					
	BUDGET 2019	ACTUAL JAN - MAR 2019		BUDGET 2019	ACTUAL JAN - MAR 2019
RECEIPTS			DISBURSEMENTS		
District Tree & Shrub Program	\$45,000.00	\$35,331.46	Directors Per Diem for Meetings	\$1,200.00	\$260.00
Fish Stocking Program Sales	\$3,000.00	\$0.00	Office Manager	\$37,109.80	\$11,275.67
Interest	\$75.00	\$38.30	District Manager	\$62,025.60	\$18,846.24
Topo Map/Guidebook Sales	\$0.00	\$0.00	Field Technician (Senior)	\$46,974.20	\$14,272.93
Bird & Bat Item Sales	\$300.00	\$606.28	Field Technician	\$37,780.29	\$11,480.28
Sale of Equipment	\$28,000.00	\$0.00	Intern	\$6,300.00	\$0.00
Gifts and Donations	\$0.00	\$54.00	Furniture and Fixtures	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$875.00	Office Equipment	\$2,200.00	\$253.00
Sales Tax Credit	\$0.00	\$37.20	Motor Vehicle Equipment	\$29,000.00	\$0.00
Staking Fees/Mine Plans	\$50.00	\$0.00	Field Equipment	\$1,200.00	\$1,854.47
No Till Drill Rental Fees	\$0.00	\$676.50	Payments to Cooperators & Others	\$0.00	\$20,580.00
RC&D Time Reimbursements	\$0.00	\$2,299.50	District Trees Expenses	\$26,306.22	\$21,981.19
County Appropriation	\$122,220.00	\$30,555.00	Fish & Pond Stocking	\$2,000.00	\$0.00
State Grants	\$41,829.25	\$16,222.25	Flags and Stakes	\$500.00	\$0.00
State Reimbursements	\$156,000.00	\$159,595.22	Conservation Practice Supplies	\$500.00	\$40.99
Federal Grants or Reimbursements	\$1,000.00	\$21,210.00	WQCC	\$1,500.00	\$0.00
Upper Hudson Watershed Coalition	\$0.00	(\$784.25)	Directors Travel/Training	\$1,000.00	\$209.61
Sales Tax Received	\$0.00	\$607.20	Employees Travel/Training	\$2,000.00	\$2,104.80
TOTAL RECEIPTS	\$398,974.25	\$267,323.66	Telephone/Internet	\$3,000.00	\$557.70
			Office Supplies	\$3,000.00	\$714.22
			Meeting Expenses	\$200.00	\$175.00
			Educational Expenses	\$700.00	\$520.00
			Auto/Field/Liability Insurance	\$3,500.00	\$3,972.18
			Workers' Compensation/Disability Insurance	\$2,200.00	\$2,654.81
			State, National Dues	\$1,500.00	\$0.00
			RC&D Dues	\$0.00	\$0.00
			Upper Hudson Watershed Coalition Dues	\$0.00	\$2,000.00
			State Fair	\$100.00	\$100.00
			Postage	\$1,000.00	\$110.18
			Bird Item Expenses	\$120.00	\$115.00
			Bank/Credit Card Fees	\$1,000.00	\$781.49
			Part C Project Materials	\$20,000.00	\$24,715.90
			Repairs to Truck & Field Equipment	\$2,100.00	\$0.00
			Gas & Oil	\$2,500.00	\$553.49
			Health/Dental Insurance	\$52,987.32	\$16,990.80
			Retirement Benefits	\$33,100.18	\$0.00
			Employer Share FICA/Medicare	\$14,370.64	\$4,064.95
			Sales Tax Disbursed	\$0.00	\$719.29
			TOTAL DISBURSEMENTS	\$398,974.25	\$161,904.19
NET TOTAL				\$0.00	\$105,419.47

Attachment C:

MAY 2019 MEETING VOUCHERS								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	64	James Smith	Bluebird Boxes	\$147.00	05/16/19	9912	\$147.00	\$0.00
General	65	Blue Shield of NENY	Health/Dental for May 2019	\$4,997.32	05/03/19	4997	\$4,997.32	\$0.00
General	66	T&S Customers	Refunds for sold out items	\$71.00	05/03/19	9898, 9899, 9900	\$71.00	\$0.00
General	67	Quill	T&S 2019, Office Supplies	\$285.96	05/16/19	9911	\$285.96	\$0.00
General	68	Northwind Graphics	Envirothon 2019: Shirts	\$786.50	05/16/19	1154	\$786.50	\$0.00
General	69	CCE Saratoga	Telephone/Internet: 1st Quarter 2019	\$404.82	05/16/19	9913	\$404.82	\$0.00
General	70	Fulton County SWCD	T&S 2019	\$272.72	05/16/19	9914	\$272.72	\$0.00
General	71	Dux' Dekes Decoy Co	Envirothon 2019: Awards	\$155.00	05/16/19	1155	\$155.00	\$0.00
General	72	Washington County SWCD	Envirothon 2019: Reimbursement for Expenses	\$160.00	05/16/19	1156	\$160.00	\$0.00
General	73	Ballston Spa Envirodorks	Envirothon 2019: Winning Team Senior Award	\$400.00	05/16/19	1158-1161	\$400.00	\$0.00
General	74	Saratoga County SWD General Account	Reimbursement of NYS Envirothon Fee	\$500.00	05/16/19	1157	\$500.00	\$0.00
General	75	Saratoga County Gas Account	Gasoline - April 2019	\$310.30	05/16/19	9915	\$310.30	\$0.00
General	76	Bank of America (Dustin's Card)	T&S Supplies Envirothon Supplies Monthly Payroll, EZ Pass	\$125.62	05/23/19	9916	\$125.62	\$0.00
General	77	Bank of America Scott's Card)	T&S Supplies, Part C Supplies	\$58.24	05/23/19	9917	\$58.24	\$0.00
				TOTAL VOUCHERS			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance June 2019	\$4,997.32				
				TOTAL				\$4,997.32

Attachment D:

May 2019 Field Report

- 4H Conservation Field Days
- Tree and Shrub Sale
- Envirothon
- Tire Recycling
- Delivered the No-Till drill to two farmers for seeding (Saratoga, Galway)
- Moreau culvert assessment for possible grant application (Moreau)
- Training to become a certified erosion and sediment control trainer (Dustin)
- David Bell pond visit (Malta)
- Jan Sullivan septic site visit (Clifton Park)
- Delivered invasive species sign to Schenectady SWCD
- Provided a replacement tree to PRISM for Wiswall park (Ballston Spa)
- Stream crossing site visit with Nick Querques (Greenfield)
- AEM tier 5b Welcomestock Dairy
- NYG&C Close outs Bacon Hill Blue Berries / Saratoga Apple
- RCPP. High Tunnel sign up: Old Saratoga Mercantile / Macicca Farm
- LAP: 3-site visits for Drainage Problems/pond problems

Attachment E:

**CORRESPONDENCE - Saratoga County SWCD
May 15, 2019**

E-Mailed:

- NYACD: Newest Wetland Webinar Available Now! Free Dam Removal Class
- Great Lakes Restoration Initiative
- Cover crop state acreage data from the 2017 Census of Agriculture
- Soil Health Webinar recorded and now online
- NACD Announces First Round of 2019 Technical Assistance Grant Agreements
- May 30, 2019 GLC Champions - Green Infrastructure Workshop
- NYACD DID IT!!!!
- Leadership Conference
- Conservation Skills Workshop = Planning Meeting
- MakingWaves - Special Grants Announcement
- Flood Study Outreach Meetings
- May 2019 SWCC Report
- Confronting Climate Change: Its Impacts on New York's Agriculture, Forests and Neighborhood Landscapes – REMINDER
- Wetland Delineation Training
- Farmers and Landowners Partnering in the Great Lakes
- Request for Applications for the Community Resiliency Training Program
- What is the Owasco Lake Project
- May 2019 SWCC Meeting Cancelled
- Application – NYS AEM Award
- Governor Cuomo Announced Nearly \$9 Million Awarded to Support Water Quality Protection Projects on NY Livestock Farms
- June 2019 SWCD Managers' Meeting
- Source Water Buffer Program Survey
- Round 25 Ag NPS Request for Proposal Webinar