

Saratoga County Soil & Water Conservation District
50 West High Street Ballston Spa, NY 12020
Minutes of Organizational Meeting 02/19/2020

In Attendance:

District Directors:

Victoria Garlanda – At Large
Jay Matthews– At Large Farmer
Donald Monica – 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

Regrets: Edward Kinowski, Jennifer Koval

Meeting called to order at 3:03pm by Chairman Don Monica.

1. **Minutes of January 2020 Meeting:** **Motion** to approve by O’Connor, seconded by Matthews, carried unanimously.
2. **January 2020 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 January 2020:** 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: Both manure storage projects pend As Built for review; 1 wetland determination, 1 forestry visit in Galway with DEC. Slow on programs, waiting for more Farm Bill information to come out.
 - b. **FSA:** No report.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Monthly reported distributed to all by email.
 - e. **NYACD:** Legislative Days on Tuesday, 03/03/2020, agenda received.
 - f. **CCE:** No report.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Meeting postponed to 03/12/2020 due to weather.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management: Palemire & McCarthy finished & submitted closeout.
 - ii. Upper Hudson Watershed Coalition:
 1. Watershed Plan – Public meeting was held, LCLGRP is compiling comments & finishing up draft.
 2. Resiliency Grant – \$25,000 grant received to do trainings through Coalition Counties. Trainings to include emergency stream intervention, culvert assessments, roadside drainages.
 - iii. NY Grown & Certified – Waiting on final payment, State blackout starts 02/20/2020.
 - iv. CAFO Grants – Construction for both projects are complete, waiting on canceled checks.
 - v. Septic System – Final receipt received from project in Clifton Park, reimbursement request will be sent to County.
 - vi. Roadside Erosion – S. Monica will be getting in touch with Edinburgh & Hadley to schedule projects this Spring.
 - c. **T&S 2020:** Brochures emailed & being put in stores this week.
 - d. **Envirothon 2020:** A meeting is being held this Friday between Counties. Staff has approached Claire’s for t-shirt quote.
 - e. **Audit of 2019 Books:** D. Monica & Ropitzky audited the 2019 books on this date, everything was found to be in order. A **motion** was made by Ropitzky seconded by O’Connor, carried unanimously to accept the audit of the 2019 books.
 - f. **RMO Grant:** McCarthy advised that the District is working with a consultant on this grant. The Consultant will handle writing the grant, if the grant is not approved there is no cost to the District.

ATTACHMENT B:

January 2020			
RECEIPTS	BUDGET 2020	ACTUAL JAN 2020	ACTUAL JAN 2020
District Tree & Shrub Program	\$40,000.00		\$0.00
Fish Stocking Program Sales	\$3,000.00		\$0.00
Interest	\$100.00	\$6.43	\$6.43
Sales	\$775.00	\$88.50	\$88.50
Sale of Equipment	\$28,000.00	\$26,600.00	\$26,600.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00	\$200.00	\$200.00
Sales Tax Credit	\$0.00		\$0.00
Fees	\$7,500.00		\$0.00
County Appropriation	\$125,886.60		\$0.00
State Grants	\$50,000.00		\$0.00
State Reimbursements	\$166,000.00		\$0.00
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00		\$0.00
TOTAL RECEIPTS	\$423,261.60	\$26,894.93	\$26,894.93
DISBURSEMENTS	BUDGET 2020	ACTUAL JAN 2020	ACTUAL JAN 2020
Directors Per Diem for Meetings	\$1,200.00		\$0.00
Office Manager	\$38,742.63	\$2,672.46	\$2,672.46
District Manager	\$64,754.73	\$4,465.44	\$4,465.44
Field Technician (Senior)	\$49,041.06	\$3,381.84	\$3,381.84
Field Technician	\$39,445.66	\$2,720.34	\$2,720.34
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$3,000.00		\$0.00
Motor Vehicle Equipment	\$35,000.00		\$0.00
Field Equipment	\$2,000.00		\$0.00
District Trees Expenses	\$30,000.00	\$6,905.79	\$6,905.79
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$750.00	\$172.71	\$172.71
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,000.00		\$0.00
Employees Travel/Training	\$3,500.00	\$87.00	\$87.00
Telephone/Internet	\$3,200.00	\$120.00	\$120.00
Office Supplies	\$3,000.00	\$759.98	\$759.98
Meeting Expenses	\$750.00		\$0.00
Educational Expenses	\$750.00	\$500.00	\$500.00
Auto/Field/Liability Insurance	\$4,500.00		\$0.00
Workers' Compensation/Disability Insurance	\$3,500.00	\$2,421.84	\$2,421.84
State, National Dues	\$1,500.00		\$0.00
State Fair	\$100.00	\$100.00	\$100.00
Postage	\$1,000.00	\$7.50	\$7.50
Bird Item Expenses	\$750.00		\$0.00
Credit Card Fees	\$1,000.00		\$0.00
Part C Project Materials	\$20,000.00		\$0.00
Repairs to Truck & Field Equipment	\$2,250.00		\$0.00
Gas & Oil	\$2,500.00	\$83.85	\$83.85
Health Insurance	\$56,727.52	\$4,471.84	\$4,471.84
Retirement Benefits	\$35,000.00		\$0.00
Employer Share FICA/Medicare	\$15,000.00	\$952.50	\$952.50
Sales Tax Disbursement	\$800.00		\$0.00
TOTAL DISBURSEMENTS	\$423,261.60	\$29,823.09	\$29,823.09
NET TOTAL	(\$0.00)	(\$2,928.16)	(\$2,928.16)

ATTACHMENT C:**FEBRUARY 2020 MEETING VOUCHERS**

ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	20	Saratoga County Treasurer	Registration Fee: Planning & Zoning Conference	\$60.00	02/20/20	10029	\$60.00	\$0.00
General	21	Andrea James	Mileage - January 2020	\$143.75	02/20/20	10027	\$143.75	\$0.00
General	22	NYSCDEA	WQS 2020 Registrations	\$595.00	02/20/20	10028	\$595.00	\$0.00
General	23	Blueshield of NENY	Health/Dental - February 2020	\$5,260.98	02/07/20	10026	\$5,260.98	\$0.00
General	24	Rose & Kiernan	Insurance Renewal 2020	\$4,304.18	02/20/20	10031	\$4,304.18	\$0.00
General	25	Saratoga County Gas Account	Gasoline - January 2020	\$155.57				\$155.57
General	26	De Lage Financial	Copier Lease - February 2020	\$125.00	02/20/20	10030	\$125.00	\$0.00
General	27	Saratoga County General Services	Postage - January 2020	\$17.80				\$17.80
General	28	Montgomery County SWCD	2020 Watershed Website Fee	\$77.71				\$77.71
General	29	Bank of America (Dustin's Card)	Internet Equip, Office Supplies	\$276.48				\$276.48
General	30	Bank of America (Scott's Card)	Car Wash	\$27.00				\$27.00
				TOTAL VOUCHERS			TOTAL DUE	\$554.56
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance March 2020	\$5,260.98				
				TOTAL				\$5,260.98

ATTACHMENT D:**February 2020 Field Report**

- Welcome Stock CAFO manure storage grant (Northumberland)
- 22 Ag Assessments (County wide)
- Tree& Shrub brochure delivery (County wide)
- Ag Drainage flag survey Chester (Ballston)
- NYG&C Knight (Ballston)
- NYG&C Ariel (Wilton)
- Koval Brothers CAFO manure storage grant (Saratoga)
- CCE Land Assessment class (Ballston Spa)
- Soil Health meeting at the Capital
- Drone flight over Ballston Lake outlet
- Forestry visit for Hoogaveen Farm (Stillwater)
- Wetland maps for Daigle
- Hudson River Watershed Plan public meeting in Brunswick
- Completed annual reports
- AEM work with John Aerial for NYG&C (Wilton)
- Envirothon prep
- Ag Drainage visit for Greg Frank (Stillwater)
- AEM 2019 closeout
- Attended Managers Meeting in Cortland

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
February 19, 2020

Mailed:

- The Empire State Granger – October to December 2019
- Bay Journal – January/February 2020
- Saratoga Business Journal – February 2020
- NYACD Letter – January 31, 2020

E-Mailed:

- Reminder for Nominations
- Soil Health Workshop February 12 2020

- cover crop signs 2020
- NACD Conservation Clips – 01/17/20
- Mohawk Coalition Meeting
- Please Share this Summer Opportunity with Students Ages 14-17
- Bucket Raffle & Silent Auction
- NEW YORK STATE AGRICULTURE DEPARTMENT ANNOUNCES EFFORTS TO INCREASE ENVIRONMENTAL PRACTICES ON FARMS ACROSS THE STATE
- REMINDER: NYS SWCC Program RFP Webinar: January 22, 2020
- Don't Forget!!
- Newsletter Genesee County
- Orleans SWCD Newsletter
- December 2019 & January 2020
- NACD eResource – 01/21/20
- 2020 Summer Internship with Ontario Soil & Water Conservation District
- Meeting Date
- NACD Forestry Notes – 01/22/20
- Governor Cuomo's Proposed SFY 2020-21 Budget – EPF
- Available Grant Opportunity Posting
- NYS SWCC Program RFP Webinar Recording now available on Sharepoint
- Round 5 CRF Q&A posted
- Implementation of HE Agricultural Irrigation Plans
- AEM on NYS G&C Farms
- Draft November CDEA minutes
- 2020 Ag. Assessment
- 2019 Essex SWCD Newsletter
- NACD Conservation Clips – 01/24/20
- Vacancies - Entry Level Engineers Open 1/23/20 - 1/29/2020
- Job Announcement- Dutchess County Soil and Water Conservation District
- Draft November CDEA minutes
- Round 26 Q and A Document updated
- RFA 0181 - Source Water Buffer Program - Q and A document Update
- new website update information
- E&SC 4 Hour Training Available in Rensselaer County
- NACD eResource – 01/28/20
- Reminder.....Legislative Days
- Last call for 2020 cover crop signs
- USDA Disaster Designation: New York, January 30, 2020
- Ontario County SWCD Annual Report
- Payments and Blackout Period
- Northeast Annual Report
- NACD Conservation Clips – 01/31/20
- District Directory Updates
- Asset List
- CRF questions due 2/3
- \$20 Bucket raffle and silent auction
- 2020 WQS
- High-Efficiency Irrigation Funding Opportunity
- NACD eResource – 02/04/20
- Feb 2020 SWCC Report
- Round 5 final Q&A posted
- NYS CDEA Annual Meeting- Call for Resolutions
- Announcement of new State AEM Leopold Award
- NACD Conservation Clips – 02/07/20
- NACD's 74th Annual Meeting Daily Digest – 02/10/20
- Washington February Newsletter
- ICYMI: NACD Announces 2019 Photo, Poster Contest Winners
- NACD Announces Urban Conservation Grants for 21 Conservation Districts
- State Aid Reports due February 15
- 2020 Oral presentation problem

- NACD's 74th Annual Meeting Daily Digest – 02/11/20
- Draft New York State Forest Action Plan
- Last Chance to Register for the Regional Collaboration Summit! (Deadline: Feb 13)
- NACD's 74th Annual Meeting Daily Digest – 02/12/20
- FW: Oswego County SWCD-job announcement
- FW: District Directory Updates
- FW: Round 26 AGNPS Application Form
- Stream funding
- Source Water Buffer Program Webinar Series - Part 4
- NYS Tax Department: Information on the paper carryout bag reduction fee effective March 1, 2020
- DiNapoli: Strong Third Quarter for State Pension Fund, Grows to \$225.9 Billion
- FW: Next NYS Soil and Water Conservation Committee Meeting -2/25/2020
- FW: WQS Class Schedule Update
- FW: Municipal Assistance Sub-Committee Meeting
- NACD eResource – 02/18/20
- FW: Round 26 AGNPS Q and A Updated

ATTACHMENT F:

Saratoga SWCD Conservation Approval Authority Policy

To carry out our mission as a District it is important for our staff to acquire the technical capabilities necessary to plan, design and construct best management practices on local properties. To ensure that staff is properly trained to perform these duties a policy must be put in place that allows the District Board to give staff approval authority to design practices in three categories, Inventory and Evaluation, Design, and Construction.

According to State law approval authority can not be given to District staff for practices identified as “engineering” by the state department of education, that approval authority can only be given to licensed PEs or people working directly for a licensed PE. District staff can only receive approval authority for practices listed as conservation practices. For these purposes this determination will be made by consulting the SWCC Approval Authority list that was approved by the State Soil and Water Conservation Committee to determine if a practice is considered a conservation practice or an engineering practice(this list can be viewed on the State SWCC sharepoint website).

To receive conservation approval authority for a certain practice from the District Board staff will need to prove that they possess the knowledge, skills, abilities, and experience (KSA+E). This can be done one of several ways:

- 1.) Having received approval authority that was given by a licensed PE in the past would qualify as proof of competence.
- 2.) Completing the requirements for the NRCS practices listed in the NYS Conservation Approval Authority Policy as adopted by the State SWCC.
- 3.) Working with staff that hold current conservation approval authority to build that KSA+E which can then be presented to the Board along with the endorsement of staff with approval authority.

Once an employee presents proof of one of the above for a given practice the District Board will make an official motion at a regular Board meeting listing the practices approval authority is being granted for and to what size or classification it is being approved. After the motion passes a copy of the proof of competence that was provided to the Board will be placed in the employee’s permanent file.