

Saratoga County Soil & Water Conservation District
50 West High Street Ballston Spa, NY 12020
Minutes of Organizational Meeting 01/15/2020

In Attendance:

District Directors:

Garlanda, Victoria – At Large
Jennifer Koval – At Large Farmer
Monica, Donald - Chairman
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: Jay Matthews, Edward Kinowski, Darren O'Connor

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

1. Annual Meeting:

a. Appointments and Elections:

- i. The Saratoga County Board of Supervisors reappointed Directors Edward Kinowski and Darren O'Connor as supervisor representatives to the District board for 2020. D. Monica and Ropitzky were also reappointed to the District board for another term.
- ii. Elections – A **motion** was made by Koval, seconded by Garlanda, carried unanimously, to elect D. Monica as Chairman.
- iii. A **motion** was made by Koval, seconded by Garlanda, carried unanimously, to elect Ropitzky as Vice Chairman.
- iv. A **motion** was made by Koval, seconded by Garlanda, carried unanimously, to elect McCarthy as Secretary/Treasurer.

b. Official Paper/Official Bank/Mileage Rate/Meeting Dates and Time: A **motion was made by Ropitzky, seconded by Koval, carried unanimously to have:**

- i. The Saratogian as the official newspaper for 2020
- ii. Ballston Spa National Bank as the official bank for 2020
- iii. \$0.57.5 per mile for mileage reimbursement for 2020
- iv. The 3rd Wednesday of every month as the meeting dates and 3:00pm as the meeting time for 2020.

2. Minutes of December 2019 Meeting: **Motion to approve by Ropitzky, seconded by Garlanda, carried unanimously.**

3. December 2019 Financial Reports:

- a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Ropitzky, seconded by Koval, carried unanimously.
- b. **Bank Statements and Timesheets for December 2019:** were reviewed by Ropitzky who made a **motion** to approve, seconded by Koval, carried unanimously.

4. Field Report: (Attachment D)

5. Cooperating Agency Reports:

- a. **NRCS:** Teale reported that she received 1 As-Built for one of the waste storages today, close to wrapping up the other waste storage, paid 1 high tunnel, 2 certified CSP program apps, 1 app for grassland conservation program canceled.
- b. **FSA:** Monthly reported distributed to all by email.
- c. **RC&D:** Lewis reported that RC&D is in the process of getting rid of inventory & starting the process to shut down.
- d. **NYSSWCC:** Monthly reported distributed to all by email.
- e. **NYACD:** Letters in Correspondence.
- f. **CCE:** No report.

6. Old Business:

- a. **Water Quality Coordinating Committee:** Meeting minutes from December's meeting provided.
- b. **Grants:** Lewis reported on the following:
 - i. AEM – Palemire is working on the Close-out for Year 15, Year 16 started January 1st. None of the projects will start until Fall.
 - ii. Upper Hudson Watershed Coalition:
 1. Watershed Plan – Preliminary draft available for review, Lewis to send to the Board.
 - iii. NY Grown & Certified – Knights has been paid everything but \$1,000.00, waiting on final payment to issue payment & finish the closing it out.
 - iv. CAFO – As-Built was submitted from Koval. A **motion** was made by Ropitzky, seconded by Garlanda, carried unanimously to approve payment to Koval for 50% of project total, the remainder, not to exceed 100% of the project total, to be issued after NRCS payout. A **motion** was made by Koval, seconded by Ropitzky, carried unanimously to approve payment to Welcomestock for 50% of project total once the As-Built is received, the remainder, not to exceed 100% of the project total, to be issued after NRCS payout.
 - v. Septic Systems – Received final invoice from Sullivan, will be sent to County for reimbursement.
 - vi. Roadside Erosion – Starts in Spring
- c. **T&S 2020:** Product has been ordered; brochures are being printed next week.
- d. **Envirothon 2020:** Donations are coming in, invitation letters to schools have been sent, currently looking for volunteers.

- e. **LRMIF Grant:** McCarthy has contacted a Consultant that was recommended. The Consultant may be able to apply for the grant on behalf of the District. McCarthy to meet with the Consultant next week to discuss.
- f. **NYALGRO Membership:** A motion was made by Garlanda, seconded by Ropitzky, carried unanimously to approve payment of \$50.00 for membership to NYALGRO.
7. **New Business:**
- Audit of 2019 Books:** D. Monica, Ropitzky & Koval agreed to meet at 2pm prior to the next meeting to hold an audit of the 2019 books.
 - Legislative Days:** Will be held March 3rd, Ropitzky & Lewis to attend.
 - M-1 Retention Schedule:** A motion was made by Ropitzky, seconded by Koval, carried unanimously for the District to follow the M-1 Retention Schedule.
 - WQS 2020:** A motion was made by Koval, seconded by Garlanda, carried unanimously to approve payment not to exceed \$2,000.00 for District Staff to attend the Water Quality Symposium in March.
 - FSA Dinner:** A motion was made by Ropitzky, seconded by Garlanda, carried unanimously for the District to pay for up to 4 people from winning farm (Knights) & 1 staff member to attend the FSA dinner in February.
 - Resolutions:** A motion was made by Ropitzky, seconded by Garlanda, carried unanimously to approve the District Staff applying for the upcoming CRF, Ag Non-Point, NYG&C and High Efficiency Irrigation Grants.
8. **Other Business:**
- Lewis reported that he spoke with Jeff in the Planning Department & was advised that the Board can appoint an alternate to attend the County Ag Board meetings in case the Chairman is not available. A motion was made by Ropitzky, seconded by Koval, carried unanimously to appoint the District Manager as an alternate to the County Ag Board.
 - Lewis advised that the County is still looking into locations for a storage building, is still a topic of discussion but a site has not been determined.
 - Lewis reported that he has been in contact with BOCES & will be holding a 4 hr ESC class for BOCES kids in May.
 - Lewis advised that Andrea James has requested to put added as a T&S worker this year in order to be eligible for District Insurance for the month of April. James will pay the entirety of the bill to add her, but needs to be an employee for eligibility. After discussion the Board requested that a declination for Health Insurance be provided to all T&S workers to decline insurance & retirement.
9. **Correspondence: (Attachment E)**
10. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, February 19, 2020 at 3:00pm. Meeting adjourned by Chairman at 4:20pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Donald Monica – Chairman

ATTACHMENT A:

Saratoga County SWCD								
Receipts and Disbursements								
December 2019								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Knights	Roadside Erosion	Koval CAFO	Welcomstock CAFO
BOOK BALANCE as of 11/30/19	\$114,911.78	\$250.00	\$4,112.53	\$1,146.10	\$39,181.40	\$97,294.00	\$322,619.08	\$259,935.41
RECEIPTS								
Interest	\$9.48	\$0.00	\$0.00	\$0.06	\$0.81	\$0.00	\$109.60	\$87.24
Tile/Pipe/Guard/Fitting Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
No Till Drill Rental Fees	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RC&D Time Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Fees	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County Appropriation	\$30,555.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$38,248.48	\$0.00	\$0.00	\$0.06	\$0.81	\$0.00	\$109.60	\$87.24
DISBURSEMENTS								
Directors Per Diem for Meetings	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Manager	\$4,567.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$7,633.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$10,431.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Motor Vehicle Equipment	\$33,039.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$291.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WQCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors Travel/Training	\$216.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$339.09	\$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
Postage	\$27.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Expense	\$1,985.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$550.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$4,471.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement Benefits	\$25,593.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,692.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$94,045.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 12/31/19	\$59,114.93	\$250.00	\$4,112.53	\$1,146.16	\$39,182.21	\$97,294.00	\$322,728.68	\$260,022.65

ATTACHMENT B:

Saratoga County Soil and Water Conservation District			
Budget vs Actual			
January - December 2019			
	BUDGET 2019	ACTUAL	ACTUAL
RECEIPTS	BUDGET 2019	DEC 2019	JAN - SEPT 2019
District Tree & Shrub Program	\$45,000.00		\$39,901.33
Fish Stocking Program Sales	\$3,000.00		\$4,407.22
Interest	\$75.00	\$9.48	\$238.81
Topo Map/Guidebook Sales	\$0.00		\$0.00
Bird/Bat Item Sales	\$300.00		\$972.87
Sale of Equipment	\$28,000.00		\$33,000.00
Gifts and Donations	\$0.00		\$54.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$160.00	\$1,220.00
Sales Tax Credit	\$0.00		\$37.20
Staking Fees/Mine Plans	\$50.00		\$0.00
Fees	\$0.00	\$1,524.00	\$9,326.50
RC&D Time Reimbursements	\$0.00		\$2,299.50
County Appropriation	\$122,220.00	\$30,555.00	\$122,220.00
State Grants	\$41,829.25	\$6,000.00	\$86,777.75
State Reimbursements	\$156,000.00		\$181,448.58
Federal Grants or Reimbursements	\$1,000.00		\$31,210.00
Upper Hudson Watershed Coalition	\$0.00		(\$784.25)
Sales Tax Received	\$0.00		\$724.68
Training Fees	\$0.00		\$6,100.00
TOTAL RECEIPTS	\$398,974.25	\$38,248.48	\$519,154.19
DISBURSEMENTS	BUDGET 2019	ACTUAL	ACTUAL
Directors Per Diem for Meetings	\$1,200.00	\$280.00	\$1,080.00
Office Manager	\$37,109.80	\$4,567.36	\$37,252.53
District Manager	\$62,025.60	\$7,633.92	\$62,264.16
Field Technician (Senior)	\$46,974.20	\$5,781.44	\$47,154.87
Field Technician	\$37,780.29	\$4,650.24	\$37,928.52
Intern	\$6,300.00		\$0.00
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$2,200.00		\$253.00
Motor Vehicle Equipment	\$29,000.00	\$33,039.08	\$33,039.08
Field Equipment	\$1,200.00		\$1,854.47
Payments to Cooperators & Others	\$0.00		\$30,580.00
District Trees Expenses	\$26,306.22		\$24,179.23
Fish & Pond Stocking	\$2,000.00		\$2,877.90
Flags and Stakes	\$500.00		\$0.00
Conservation Practice Supplies	\$500.00	\$291.99	\$2,654.42
WQCC	\$1,500.00		\$0.00
Directors Travel/Training	\$1,000.00	\$216.46	\$909.79
Employees Travel/Training	\$2,000.00	\$339.09	\$3,356.15
Telephone/Internet	\$3,000.00	\$524.82	\$3,136.98
Office Supplies	\$3,000.00		\$1,427.41
Meeting Expenses	\$200.00		\$1,076.17
Educational Expenses	\$700.00		\$57.69
Auto/Field/Liability Insurance	\$3,500.00		\$4,344.18
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	\$27.15	\$357.38
Bird/Bat Item Expenses	\$120.00		\$552.00
Bank/Credit Card Fees	\$1,000.00		\$982.44
Part C Project Materials	\$20,000.00	\$2,400.00	\$41,941.48
Repairs to Truck & Field Equipment	\$2,100.00		\$0.00
Gas & Oil	\$2,500.00	\$550.90	\$2,947.97
Health/Dental Insurance	\$52,987.32	\$4,471.83	\$51,868.96
Retirement Benefits	\$33,100.18	\$25,593.00	\$26,614.76
Employer Share FICA/Medicare	\$14,370.64	\$1,692.47	\$12,616.03
Sales Tax Disbursed	\$0.00		\$719.29
Transfer to Payroll Liabilities Account	\$0.00		\$15,243.41
Training Expenses	\$0.00	\$1,985.58	\$2,585.58
UHCW	\$0.00		\$3,632.77
Transfer to Grant Accounts	\$0.00		\$75,537.75
TOTAL DISBURSEMENTS	\$398,974.25	\$94,045.33	\$535,781.18
NET TOTAL	\$0.00	(\$55,796.85)	(\$16,626.99)

ATTACHMENT C:

DECEMBER 2019 MEETING VOUCHERS								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	151	Petty Cash	Parking Fees	\$5.00	12/20/19	10000	\$5.00	\$0.00
General	152	Rid O Vit	Trailer Rental - Tire Recycling Program	\$2,400.00	12/20/19	10002	\$2,400.00	\$0.00
General	153	Blue Shield of NENY	Health/Dental for December 2019	\$5,260.98	12/05/19	9994	\$5,260.98	\$0.00
General	154	Saratoga County Gas Account	Gasoline - October & November 2019	\$550.90	12/20/19	10003	\$550.90	\$0.00
General	155	De Lage Financial Services	Copier Lease - November 2019	\$325.00	12/20/19	9998	\$325.00	\$0.00
General	156	Warren County SWCD	11/04/19 ESC Training	\$1,985.58	12/20/19	10005	\$1,985.58	\$0.00
General	157	Andrea M. James	Mileage Reimbursement - November 2019	\$87.00	12/20/19	9999	\$87.00	\$0.00
General	158	Saratoga County General Services	Postage - November 2019	\$27.15	12/20/19	10004	\$27.15	\$0.00
General	159	Debit Card Transactions	Lewis License Renewal	\$100.00	12/11/19	N/A	\$100.00	\$0.00
General	160	CCE	Telephone & Internet: Oct - Dec 2019	\$404.82	12/20/19	9997	\$404.82	\$0.00
General	161	Bank of America (Dustin's Card)	Conservation Supplies, EZ Pass	\$131.99	12/20/19	9996	\$131.99	\$0.00
General	162	Bank of America Scott's Card)	Truck Oil Change & Inspection	\$78.01	12/20/19	10001	\$78.01	\$0.00
TOTAL VOUCHERS				\$11,356.43			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance January 2020	\$5,260.98				
TOTAL				\$5,260.98				

ATTACHMENT D:

January Field Report

- Continued work on Welcome Stock Farm CAFO grant manure storage (Northumberland)
- Continued work on Koval Brothers CAFO grant manure storage (Saratoga)
- Ag. Assessments
- Lap - Ag. Drainage/ Marry Joe brown (Saratoga)
- AEM Hemp production/Marry Joe brown (Saratoga)
- AEM -15 Close out
- AEM Tier 5B Ariel High Tunnel Plastic install (Wilton)
- Met with Jim Tierney (DEC Deputy Director) to discuss District activities.
- Tree and Shrub Preparations
- Envirothon Prep

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD **January 15, 2020**

Mailed:

- Bay Journal – December 2019
- Saratoga Business Journal – January 2020
- Merriam News – Fall/Winter 2019
- EJP Peptalk – Winter 2019
- NYACD – Letter Dated 12/01/19
- NYACD – Invoice for 2020 Assessment
- NACD – 2nd invoice for Membership Renewal
- NYACD – Letter Dated 12/31/19

E-Mailed:

- NACD Forestry Notes – 12/18/19
- NEW YORK STATE ANNOUNCES TWO GRANT OPPORTUNITIES TO HELP NEW YORK FARMERS PROTECT SOIL AND WATER QUALITY
- Suffolk County SWCD: FW: SWCD 2019 Year in Review
- Conservation Clips – 12/20/19
- Happy Holidays from NACD!
- New York State Soil and Water Conservation Committee Draft December 17th 2019 Meeting Minutes
- DISTRICT FALL NEWSLETTER Onondaga
- 2020 CDEA Fertilizer Tablet Order Form
- Connecting with Assemblymember Barrett
- Mont Co SWCD newsletter
- End of Year Newsletter 2019 - Rensselaer County SWCD
- Conservation Clips – 01/03/20
- 2020 Western New York Stormwater Management Training Series Info and Registration Now Available!
- Conservation Connection - Monroe County Soil & Water December Newsletter
- 2020 Delaware County SWCD Newsletter
- Legislative Day registration
- January 2020 SWCC Report
- CRF Round 5 FAQ
- Invasive Species Grant for Mohawk Watershed - New Technology
- REMINDER for CDEA Award Nominations
- eResource – 01/07/20
- Round 26 AGNPS FAQ posted
- New Funding Opportunities
- SWCC Storyboard Update
- NYS SWCC Programs - RFP Webinar
- NYSCDEA Meeting- Jan 28-29
- Conservation Clips – 01/10/20
- 2-22-2020 Insurance Renewal
- January CDEA News
- FSA Report
- eResource – 01/14/20
- Please share with SWCDs in NYS