

Saratoga County Soil & Water Conservation District

50 West High Street Ballston Spa, NY 12020

Minutes of Regular Meeting 06/17/2020

In Attendance:

District Directors:

Victoria Garlanda – At Large
Jennifer Koval – At Large Farmer
Jay Matthews – At Large Farmer
Donald Monica - Chairman
Darren O’Connor – Legislator
Steven Ropitzky– Vice Chairman

District Staff:

Dustin Lewis – District Manager
Shannon McCarthy – Office Manager

Regrets: Edward Kinowski

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

1. **Minutes of May 2020 Meeting:** **Motion** to approve by O’Connor, seconded by Koval, carried unanimously.
2. **May 2020 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Koval, seconded by Garlanda, carried unanimously.
3. **Old Business:**
 - a. **Tire Recycling Collection:** Collection date is 06/23/20, about 200 registered so far which is considerably down compared to past events. Lewis is planning to call around to towns to see if they have tires they are looking to get rid of.
 - b. **4 Hour ESC Training:** A training was scheduled for 05/28/20 which was canceled. Warren County is now offering the course through zoom & Lewis may assist in some of those trainings. Due to the virus & the booking of rooms in the building, the District may not be able to offer another class until Fall.
4. **New Business:**
 - a. **No Till Drill:** Hose replacement/repair is needed, estimate for repairs is around \$400. Lewis looking to have repairs done now so it is ready for Fall.
 - b. **2021 Budget Committee:** D. Monica, Kinowski & Ropitzky to meet at 2pm before next Board meeting for Budget Committee Meeting.
 - c. **State Holiday:** Lewis advised he was made aware that the Governor is making Friday, June 19th a State holiday, not sure if County will adopt it. If County does adopt, will be also be a day off for the District.
5. **Other Business:**
6. **Correspondence: (Attachment E)**
7. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, July 15, 2020 at 3:00pm, the Budget Committee will meet at 2pm. Meeting adjourned by Chairman at 3:23pm.

Respectfully submitted: _____

Shannon McCarthy – Secretary

Donald Monica – Chairman

Attachment A:

Saratoga County SWCD								
Receipts and Disbursements								
MAY 2020								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Knight's	Roadside Erosion	Koval CAFO	Welcomstock CAFO
BOOK BALANCE as of 04/30/2020	\$231,377.08	\$250.00	\$4,112.53	\$1,846.46	\$3,530.05	\$97,294.50	\$143,457.78	\$231.23
RECEIPTS								
District Tree & Shrub Program	\$314.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$7.75	\$0.00	\$0.00	\$0.00	\$0.13	\$0.00	\$6.08	\$0.00
Bird/Bat Item Sales	\$105.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Equipment	\$16,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Fees	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Grants	\$3,530.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Grants or Reimbursements	\$12,237.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$26.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$32,997.08	\$0.00	\$0.00	\$0.00	\$0.13	\$0.00	\$6.08	\$0.00
DISBURSEMENTS								
Office Manager	\$2,969.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,961.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,780.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payments to Cooperators & Others	\$0.00	\$0.00	\$0.00	\$0.00	\$3,530.05	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$3,175.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$302.83	\$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	\$123.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$10.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Expenses	\$486.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$21.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$1,097.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$3,719.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,173.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$25,065.04	\$0.00	\$0.00	\$0.00	\$3,530.05	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 05/31/20	\$239,309.12	\$250.00	\$4,112.53	\$1,846.46	\$0.13	\$97,294.50	\$143,463.86	\$231.23

Attachment B:

Attachment C:

BUDGET TO ACTUAL REPORT			
MAY 2020			
	BUDGET 2020	ACTUAL MAY 2020	ACTUAL JAN - MAR 2020
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$314.96	\$30,928.94
Fish Stocking Program Sales	\$3,000.00		(\$10.19)
Interest	\$100.00	\$7.75	\$34.19
Sales	\$775.00	\$105.09	\$5,026.71
Sale of Equipment	\$28,000.00	\$16,700.00	\$43,300.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00		\$1,800.00
Sales Tax Credit	\$0.00		\$36.70
Fees	\$7,500.00	\$75.00	\$2,554.50
County Appropriation	\$125,886.60		\$31,471.50
State Grants	\$50,000.00	\$3,530.05	\$190,752.07
State Reimbursements	\$166,000.00		\$0.00
Federal Grants/Reimbursements	\$0.00	\$12,237.28	\$12,237.28
Sales Tax Received	\$1,000.00	\$26.95	\$592.22
TOTAL RECEIPTS	\$423,261.60	\$32,997.08	\$318,723.92
DISBURSEMENTS	BUDGET 2020	ACTUAL MAY 2020	ACTUAL JAN - MAR 2020
Directors Per Diem for Meetings	\$1,200.00		\$240.00
Office Manager	\$38,742.63	\$2,969.40	\$14,550.06
District Manager	\$64,754.73	\$4,961.60	\$24,311.84
Field Technician (Senior)	\$49,041.06	\$3,757.60	\$18,412.24
Field Technician	\$39,445.66	\$3,022.60	\$14,810.74
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	\$3,175.02	\$23,652.61
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$750.00	\$125.00	\$718.55
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,000.00		\$126.16
Employees Travel/Training	\$3,500.00	\$302.83	\$1,344.06
Telephone/Internet	\$3,200.00	\$120.00	\$795.35
Office Supplies	\$3,000.00	\$123.96	\$1,086.60
Meeting Expenses	\$750.00		\$78.00
Educational Expenses	\$750.00		\$256.74
Auto/Field/Liability Insurance	\$4,500.00		\$4,304.18
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,439.60
State, National Dues	\$1,500.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$1,000.00	\$10.60	\$43.10
Bird Item Expenses	\$750.00	\$486.00	\$601.00
Credit Card Fees	\$1,000.00	\$21.12	\$867.37
Part C Project Materials	\$20,000.00	\$1,097.05	\$1,097.05
Repairs to Truck & Field Equipment	\$2,250.00		\$0.00
Gas & Oil	\$2,500.00		\$303.42
Health Insurance	\$56,727.52	\$3,719.19	\$22,359.20
Retirement Benefits	\$35,000.00		\$0.00
Employer Share FICA/Medicare	\$15,000.00	\$1,173.07	\$5,439.58
Sales Tax Disbursement	\$800.00		\$734.88
TOTAL DISBURSEMENTS	\$423,261.60	\$25,065.04	\$138,672.33
NET TOTAL	(\$0.00)	\$7,932.04	\$180,051.59

MAY 2020 MEETING VOUCHERS									
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE		
General 62	Saratoga County General Services	Postage - April 2020	\$101.85	06/18/20	10110	\$101.85	\$0.00		
General 63	Curtis Lumber	Part C Materials	\$47.13	06/18/20	10103	\$47.13	\$0.00		
General 64	Blueshield of NENY	Healthy/Dental - June 2020	\$5,260.98	06/11/20	10104	\$5,260.98	\$0.00		
General 65	Saratoga County General Services	Postage - May 2020	\$50.40	06/18/20	10112	\$50.40	\$0.00		
General 66	Schenectady County SWCD	2020 T&S	\$1,208.00	06/18/20	10113	\$1,208.00	\$0.00		
General 67	EJP	Part C Materials	\$852.00	06/18/20	10106	\$852.00	\$0.00		
General 68	Saratoga County Gas Account	Gasoline - March & April 2020	\$351.60	06/18/20	10111	\$351.60	\$0.00		
General 69	Griffin	2020 T&S	\$158.90	06/18/20	10108	\$158.90	\$0.00		
General 70	De Lage Financial	Copier Lease - June 2020	\$125.00	06/18/20	10105	\$125.00	\$0.00		
General 71	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$6.00	06/18/20	10107	\$6.00	\$0.00		
General 72	Bank of America (Scott's Card)	Part C Materials	\$25.12	06/18/20	10109	\$25.12	\$0.00		
		TOTAL VOUCHERS	\$8,186.98			TOTAL DUE	\$0.00		
		Bills to be Paid Before Next Board Meeting:							
General	Blue Shield of NENY	Health Insurance July 2020	\$5,260.98						
		TOTAL	\$5,260.98						

Attachment D:

June 2020 Field Report

- Layout, survey, and design ag drainage Mathews (Charlton)
- Hydro seeder supplies (Fulton County)
- Hydro seeding Town of Ballston (Sliver Ln, Woods Edge, Evergreen Ct, Nolan RD)
- Upper Hudson roadside grant sites (Edinburgh, Day, Hadley)
- No till drill Hoogaveen (Stillwater)
- No-till Sorghum Sudangrass seeding evaluation Donnon Farm
- Site visit with Al LaRue to look at stream issue (Charlton)
- Pond weed issue visit Bruce Johnson (Charlton)
- No-Till Drill Maintenance
- Hydroseeder Maintenance
- Invasive Trailer to Shenentaha Park (Malta)
- Hydroseeding the Zim Smith bike trail (Halfmoon)
- AEM NYG&C and High efficiency irrigation grants submission
- AEM tier 5b Ariel high tunnel
- AEM tier 5b Vincek cover crop

Attachment E:

CORRESPONDENCE - Saratoga County
SWCD June 17, 2020

E-Mailed:

- Frank Bratt Scholarship
- eResource - 05/19/20
- NACD Forestry Notes – 05/20/20
- AS NEW YORK BRINGS BUSINESSES BACK ONLINE ACROSS THE STATE, HORTICULTURE AND LANDSCAPING OPERATIONS PERMITTED TO REOPEN STATEWIDE
- Conservation Clips – 05/22/20
- eResource - 05/26/20
- Irrigation and NYS G&C Grant Opportunities
- Grant opportunity: Great Lakes Restoration Initiative
- Orange County Soil and Water Annual Report
- Re: Orange County Soil and Water Annual Report
- NYS Envirothon Today!!
- District's annual report
- National Conservation Planning Partnership (NCCPP) Update
- Supporting Non-Profits in New York State
- May CDEA News
- Spring 2020 Edition of NACD's The Resource
- eResource – 06/02/20
- 2020 State Fair Question
- Conservation Clips – 06/05/20
- Enhanced NYSLRS Death Benefit
- RFA 0181 - Source Water Buffer Program Addendum
- NYS E&SC Certificate Program Brochure
- Business Safety Plans Required for All Farms -Webinar Series
- June 2020 SWCC Report
- REMINDER: Round 26 AGNPS Proposals Due 6/15/2020
- NYSESSCP Brochure- typo
- eResource – 06/09/20
- Commissioner Ball Congratulates Student Winners of the 2020 New York State Virtual Envirothon Competition
- Conservation Clips – 06/12/20
- 2019 SWCC Annual Report
- DiNapoli: A Look at New York's Economy
- NYS Soil and Water Conservation Committee Meeting