

Saratoga County Soil & Water Conservation District
Zoom Meeting
Minutes of Regular Meeting 04/21/2021

In Attendance:

District Directors:

Janet Bartow – Grange
Victoria Garlanda – At Large
Joe Grasso – Legislator
Jennifer Koval – At Large Farmer
Jay Matthews – At Large Farmer
Darren O'Connor – Legislator
Steven Ropitzky –Chairman

District Staff:

Lewis, Dustin – District Manager
McCarthy, Shannon – Office Manager
Scott Monica – Senior Technician
Dan Palemire – Field Technician

Outside Agencies:

Kate Girard – NRCS
Scott Fickbohm – NYSSWCC

Meeting called to order at 3:01pm by Chairman Ropitzky.

1. **Minutes of March 2021 Meeting:** **Motion** to approve by O'Connor, seconded by Bartow, carried unanimously.
2. **March 2021 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)**
Motion to approve made by Koval, seconded by O'Connor, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Teale reported on the following: 1 high tunnel was approved through AMA program, possibly 1 more to be approved. Will find out on April 30th if bio char & high tunnel applications will be approved. CSP deadline is April 23rd, it is likely there will be another EQIP incentives program.
 - b. **FSA:** Report distributed by email.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Fickbohm reported that the Governor suspended in person meeting requirement will soon be a requirement again. The 2021 - 2022 EPF budget has been approved, there were a lot of questions during pandemic on how that would play out, seems like most if not all programs were level funded except District aid, which went up. Includes \$18 million for Ag Non-Point, \$4.5 million for CRF, \$18 million for EQIP through DEC. Also, a bond act was authorized for 2022 to restore mother nature. This may introduce \$3 billion into conservation; it is expected that an outreach component to help decide where money will go will happen. The AEM Leopold Cons award deadline has been extended to May 1st to nominate farmer within District. The award includes a \$1k prize. New policies for Ag Non-Point Source Program for procurement & closeout procedures have been introduced. Some practices that Districts implement are now being considered as engineering practices (trails, culverts).
 - e. **NYACD:** No report.
 - f. **CCE:** No report. Koval advised that a 3-day Ag Fair was just announced for this year.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month, no quorum. Lewis is working with Pascucci on an Augments Reality Sandbox, retail cost is \$10k. Pascucci offered to do the technical side if the District builds the sandbox, this will be done using WQCC funds.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Preparing for next round of projects. This round will include cover cropping, IPM (pesticide sprayers) and petroleum storage. A **motion** was by made by O'Connor, seconded by Matthews, to accept cover cropping, IPM (pesticide sprayers) and petroleum storage BPMs for this round, carried unanimously.
 1. AEM Project Application – Palemire has prepared the new applications for farm to use. The deadline will be this summer & the Board will review/rank this fall.
 2. Ariel Landowner Agreement – The District received that the irrigation grant for Ariels was approved. Palemire has put together a landowner agreement, that Ariel will need to sign to proceed. We cannot do any work until the paperwork from the State is obtained, but we want to be prepared.
 - ii. CAFO – Koval: the NYS check of unused funds was sent in, will be able to close bank account once it is cleared. Welcomestock: closeout currently being worked on.
 - iii. Septic – Staff has printed out new letters to be sent out later this Spring to eligible landowners per request of Town Supervisors. The Program has been put on a link on the Governor's website, have been getting a lot of interest from people who are not eligible.
 - iv. Roadside Erosion – Hopefully will complete Hydroseeding in the next few weeks.
 - v. Resiliency Training – A 2-hour training class is being held by Warren County next week, other dates are being worked on.
 - c. **Part C 2021:** Funding received, will look at Performance Measures for this year.

- d. **T&S 2021:** All orders are packed, pick up is Friday, 04/23 & Saturday, 04/24. Planning on making some changes for the 2022 Program including only having Pick Ups on Friday. Pre-orders sold most of the inventory, there will not be much to sell during pick up.
 - e. **Envirothon 2021:** 7 teams have signed up to participate in the Virtual event.
 - f. **Office Carpet Replacement:** This was mentioned last month & the replacement started last week. The District area is done, finishing up NRCS area hopefully in the next few days.
 - g. **Compensation Study Request:** Lewis reached out to the County's Human Resources Department & had a meeting with them. They are happy to do a compensation study but are not sure what jobs to compare staff titles to. Staff will be completing job descriptions to start with. Once they are filled out, HR will take them to compare to other job titles in the County & the State to use for compensation rates. They reiterated that the Board is responsible to make decision on salaries & benefits. Possible this process will take a few weeks to a few months to complete.
6. **New Business:**
- a. **Fish Stocking 2021:** Ordering process has been moved to the Online store & is currently taking orders. Distribution day is Friday, May 21st.
 - b. **Tire Recycling – Spring 2021:** The Spring Program will be at Moreau Transfer Station. The company we use to recycle the tires has notified the District that they are now able to take Agricultural tires in the same trailer. Once the registration deadline passes, staff will be able to see how much room is still available & then will send out an email to farmers in that area to try to fill the trailer. There is an additional charge of \$95 per tire above the cost of the trailer, will need to calculate cost for Ag tires. Staff will also need to schedule individual times for drop off for Ag tires. The Spring Tire Collections is Tuesday May 25th from 4pm – 5:30pm.
 - c. **Sale of 2020 Chevy Silverado:** A motion was made by Bartow made a motion, seconded by Koval to start the bid process for the new vehicle & sale of the 2020 Chevy Silverado, carried unanimously.
 - d. **Emergency Plan: (Attachment E)** A motion was made by O'Connor, seconded by Bartow to accept the Emergency Plan, carried unanimously.
 - e. **Fair 2021:** An announcement was recently made that the Fair will be providing a 3-day Ag fair this year. Lewis doesn't believe that the Conservation Building will be open as part of the Fair.
7. **Other Business:**
8. **Correspondence: (Attachment F)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, May 19, 2021 at 3:00pm. Meeting adjourned by Chairman at 4:03pm.

Respectfully submitted: _____
 Shannon J. McCarthy, Secretary Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD								
Receipts and Disbursements								
MARCH 2021								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Koval CAFO	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 02/28/2021	\$191,506.49	\$250.00	\$4,082.53	\$2,372.22	\$40,782.96	\$130,961.52	\$231.23	\$24,097.86
RECEIPTS								
District Tree & Shrub Program	\$18,350.41							
Interest	\$5.03			\$0.06		\$3.50		\$1.05
Bird/Bat Item Sales	\$681.71							
Ag Value - Soil Group Worksheet	\$320.00							
Sales Tax Credit	\$32.66							
State Reimbursements	\$149,042.08							\$6,708.25
Sales Tax Received	\$309.88							
TOTAL RECEIPTS	\$168,741.77	\$0.00	\$0.00	\$0.06	\$0.00	\$3.50	\$0.00	\$6,709.30
DISBURSEMENTS								
Directors Per Diem for Meetings	\$240.00							
Office Manager	\$3,088.40							
District Manager	\$5,206.40							
Technician(s)	\$7,073.50							
Office Equipment	\$1,137.72							
Payments to Cooperators & Others						\$123,194.81		\$30,129.00
District Trees Expenses	\$17,972.92							
Conservation Practice Supplies	\$161.60							
Telephone/Internet	\$197.71							
Auto, Field and Liability Insurance	\$4,338.16							
Postage	\$18.35							
Bank/Credit Card Fees	\$602.25							
Part C Project Materials	\$119.94							
Gas & Oil	\$76.68							
Health/Dental Insurance	\$4,832.45							
Employer Share FICA/Medicare	\$1,128.79							
Sales Tax Disbursed	\$678.04							
Transfer to AEM Account	\$6,708.25							
TOTAL DISBURSEMENTS	\$53,581.16	\$0.00	\$0.00	\$0.00	\$0.00	\$123,194.81	\$0.00	\$30,129.00
BOOK BALANCE as of 03/31/2021	\$306,667.10	\$250.00	\$4,082.53	\$2,372.28	\$40,782.96	\$7,770.21	\$231.23	\$678.16

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
MARCH 2021			
	BUDGET 2021	ACTUAL MAR 2021	ACTUAL JAN - FEB 2021
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$18,350.41	\$31,067.37
Fish Stocking Program Sales	\$3,000.00		\$0.00
Interest	\$80.00	\$5.03	\$9.14
Sales	\$15,000.00	\$681.71	\$956.06
Sale of Equipment	\$26,000.00		\$0.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,800.00	\$320.00	\$1,320.00
Sales Tax Credit	\$0.00	\$32.66	\$32.66
Fees	\$3,805.00		\$135.00
County Appropriation	\$125,886.00		\$31,471.50
State Grants	\$15,960.00		\$0.00
State Reimbursements	\$204,218.00	\$149,042.08	\$209,042.08
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$309.88	\$433.57
TOTAL RECEIPTS	\$436,749.00	\$168,741.77	\$274,467.38
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00	\$240.00	\$240.00
Office Manager	\$40,156.65	\$3,088.40	\$8,647.52
District Manager	\$67,086.73	\$5,206.40	\$14,494.40
Field Technician (Senior)	\$50,816.90	\$3,907.40	\$10,940.72
Field Technician	\$40,866.31	\$3,166.10	\$8,823.50
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00	\$1,137.72	\$1,137.72
Motor Vehicle Equipment	\$38,000.00		\$0.00
Field Equipment	\$1,000.00		\$0.00
District Trees Expenses	\$28,786.15	\$17,972.92	\$23,088.26
Fish & Pond Stocking	\$2,500.00		\$0.00
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$161.60	\$668.05
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00		\$0.00
Employees Travel/Training	\$4,000.00		\$135.00
Telephone/Internet	\$3,400.00	\$197.71	\$437.71
Office Supplies	\$3,300.00		\$584.63
Meeting Expenses	\$750.00		\$0.00
Educational Expenses	\$1,500.00		\$20.00
Auto/Field/Liability Insurance	\$4,500.00	\$4,338.16	\$4,338.16
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,548.85
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$0.00
Postage	\$500.00	\$18.35	\$23.35
Bird Item Expenses	\$1,000.00		\$0.00
Credit Card Fees	\$1,000.00	\$602.25	\$1,047.30
Part C Project Materials	\$25,000.00	\$119.94	\$636.91
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$76.68	\$177.09
Health Insurance	\$59,742.24	\$4,832.45	\$14,497.35
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,128.79	\$3,104.96
Sales Tax Disbursement	\$800.00	\$678.04	\$678.04
Payments to Cooperators and Others	\$0.00	\$6,708.25	\$6,039.00
TOTAL DISBURSEMENTS	\$436,749.00	\$53,581.16	\$102,338.52
NET TOTAL	\$0.00		\$172,128.86

ATTACHMENT C:

2021 MEETING VOUCHERS - APRIL								
ACCT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	43	Blueshield of NENY	Health/Dental: April 2021	\$5,685.29	04/01/21	10220	\$5,685.29	\$0.00
General	44	Curtis Lumber	Part C Materials	\$32.99	04/01/21	10221	\$32.99	\$0.00
General	45	The Hartford	Disability Insurance: Jan - Mar 2021	\$31.14	04/08/21	10222	\$31.14	\$0.00
General	46	De Lage Fianancial	Copier Lease: April 2021	\$125.00	04/22/21	10223	\$125.00	\$0.00
General	47	Staples	Office Supplies	\$379.14	04/22/21	10229	\$379.14	\$0.00
General	48	Vernon Barnes	T&S 2021 Shipping Charges	\$95.09	04/22/21	10230	\$95.09	\$0.00
General	49	T&S Refunds	Refund of Sugar Maples	\$825.00	04/21/21	Square	\$393.00	\$393.00
General	50	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$17.12	04/22/21	10224	\$17.12	\$0.00
General	51	Bank of America (Scott's Card)	T&S, No Till Supplies	\$416.85	04/22/21	10226	\$416.85	\$0.00
General	52	Staples	Toner for Clerk's Printer	\$106.88	04/22/21	10229	\$106.88	\$0.00
General	53	DEC Saratoga Tree Nursery	Trees for Project	\$40.00	04/22/21	10225	\$40.00	\$0.00
General	54	Saratoga County General Services	Postage - March 2020	\$36.72	04/22/21	10228	\$36.72	\$0.00
General	55	Saratoga County Gas Account	Gasoline: Feb & March 2021	\$177.88	04/22/21	10227	\$177.88	\$0.00
				TOTAL VOUCHERS			\$7,969.10	TOTAL DUE \$393.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance - May 2021	\$5,685.29				
				TOTAL			\$5,685.29	

ATTACHMENT D:

April 2021 Field Report

- Tree and Shrub sale prep. Packaging trees (4H training center)
- No-Till to Vincek Farm (Wilton)
- Field Tile Dan Anderson (Charlton)
- No-till, Smith Brothers (Galway)
- Planting of willows and dogwoods on North Creek crossing in Greenfield for County Highway. (Greenfield)
- No-Till to Vincek (Wilton)
- Meeting of the Ballston Lake Sweet Rd subcommittee
- Tire Recycling preparation for Moreau
- Garnsey Park tree planting plan revisions (Clifton Park)
- Contacted John Aerial about the Irrigation grant we were awarded (Wilton)
- Prepared for a new mailing to possible applicants of the Septic System Replacement Program (Clifton Park, Halfmoon)

ATTACHMENT E:

This plan has been developed in accordance with NYS legislation S8617B/A10832

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Saratoga County Soil and Water Conservation District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Saratoga County SWCD. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#).

The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.

- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The District Manager of Saratoga SWCD, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the District Manager.

Upon the determination of implementing this plan, all employees and contractors of Saratoga SWCD shall be notified by email and interoffice mail, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Saratoga County Residents will be notified of pertinent operational changes by way of posting on the District website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. District Manager will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The District Manager of Saratoga SWCD, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the District Manager of Saratoga SWCD, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Saratoga SWCD is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Saratoga SWCD

The Saratoga SWCD has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them. The mission essential functions for Saratoga SWCD have been identified as:

Essential Function	Description	Priority
Water	Protecting Saratoga County’s surface and groundwater	1
Soil	Preserve and improve the quality of Saratoga County soils	1
Construction Projects	Implementation of BMPS on farms	1
Planning Projects	Watershed, forestry, agriculture, stormwater, municipal	1
Tree Sale/ Fish Sale/Conservation	Conservation improvement and protection	1
AEM	Planning and implementing for agricultural BMPs	1

Forestry	Planning and implementing for forestry BMPs	1
Permits	Protect water quality	1
Soil Health	Planning, no till rental,	1
Hydroseeding Program	Hydroseeding for Municipalities to reduce soil erosion	1
Maintaining records and Payroll	Maintaining records and payroll to support all other operations	1

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Water	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Soil	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Construction Projects	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Planning Projects	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Tree Sale/ Fish Sale/Conservation	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
AEM	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Forestry	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Permits	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Soil Health	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Hydroseeding	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.
Maintaining Records and Payroll	<ul style="list-style-type: none"> District Manager 	The District Manager will designate staff as needed to be essential. Most if not all staff are able to work from home to complete portions of their job, therefore they are not listed in this table.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work

3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

The District Manager will determine when staff can work from home. The District Manager will also be responsible for securing all information and technology needs for any staff remote working.

If needed the office will close to the public and be available by appointment only. When needed or deemed necessary by the District Manager a shield will be utilized for the front desk when the public is allowed back in the office.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with District employees may also take place to support these protections.

Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Saratoga SWCD will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

If the District Manager determines that staggered shifts are needed a schedule will be crafted and presented to the board of directors for approval.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

PPE will be purchased when needed by the Office Manager. 8 weeks of back-ups of PPE and cleaning supplies will be on site at all times. All staff will have access to all PPE. Emergency procurement of PPE will be handled in cooperation with the County Emergency Management Office as it was during 2020.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The District Manager will be responsible for ensuring protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The District Manager is the decision-maker for Saratoga SWCD in these circumstances and is responsible for ensuring these protocols are followed.

- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. Saratoga SWCD will not require sick employees to provide a negative test result for the disease in question or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The District Manager, at Saratoga SWCD must be informed in these circumstances and is responsible for ensuring these protocols are followed.

- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, District Manager or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The District Manager, of Saratoga SWCD, must be notified in these circumstances and who is responsible for ensuring these protocols are followed

5. We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The District Manager, of Saratoga SWCD, must be notified in these circumstances and is responsible for ensuring these protocols are followed
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Saratoga SWCD is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Saratoga SWCD will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Saratoga SWCD will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Saratoga SWCD will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Saratoga SWCD, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Saratoga SWCD, and as such are not provided with paid leave time by Saratoga SWCD, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Saratoga SWCD to support contact tracing within the organization and may be shared with local public health officials.

Hours and location tracking will continue to be done with the aid of Google Calendar in the same manner it is used now to track employee time. All employees will be responsible for maintaining their hours and location in the shared District Google calendar and The Saratoga SWCD Clerk will continue to be the recordkeeper for the calendar and timesheets.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Saratoga SWCD's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Saratoga SWCD will coordinate with the Saratoga County Public Health Office to help identify and arrange for these housing needs. The District Manager will be the point person for this for Saratoga SWCD.

ATTACHMENT F:

CORRESPONDENCE - Saratoga County SWCD

April 21, 2021

E-Mailed:

- Multi County Virtual Envirothon
- FW: AIS Prevention: Boat Access Solutions 21'
- eResource – 03/16/2021
- FW: 2021 Water Quality Symposium Recordings
- New York State Soil and Water Conservation Committee Meeting - March 23, 2021
- Silent Auction Follow up/Thank you
- Conservation Clips – 03/19/2021
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era – 03/19/2021
- 2021 DEC Summer Camps Status
- GOVERNOR CUOMO ANNOUNCES NEARLY \$15 MILLION TO SUPPORT WATER QUALITY CONSERVATION PROJECTS
- DiNapoli Reflects on Past Year with Gratitude for Essential Workers & Others
- GOVERNOR CUOMO ANNOUNCES \$52.5 MILLION AVAILABLE TO PROTECT NEW YORK FARMLAND
- eResource – 03/23/2021
- NACD Forestry Notes – 03/24/2021
- Seneca-Keuka Watershed Partnership: March 2021 Issue
- District Tech Position Steuben County SWCD
- Conservation Clips – 03/26/2021
- DiNapoli: Wall Street's 2020 Bonuses Rose Amid Volatility
- Hourly rates memo FY21-22
- NYS SWCC Cost Share Program Procurement Policy
- Grazier Meeting 4/29
- April 1st AEM Leopold Conservation Award application deadline
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era – 03/30/2021
- eResource – 03/30/2021
- Congratulations Franklin SWCD!!!!
- Deadline extended AEM LCA application
- NYS CDEA FISH ON CHALLENGE!
- March 23 2021 SWCC Meeting Minute DRAFT
- Conservation Clips – 04/02/2021
- AEM Data Management Materials
- New York State Department of Labor: How the Shared Work program can benefit your business
- Job opening please post – Washington County SWCD
- Summer intern position - Washington County SWCD
- Nassau County DM Position Announcement
- NACD and NCF Release 2020 Annual Reports
- Hamilton County SWCD stewardship internship: help wanted
- eResource – 04/06/2021
- NY Recovered Less Than Half of Jobs Lost in Early Stages of Pandemic
- Enacted SFY 2021-2022 Budget - EPF
- Conservation Clips – 04/09/2021
- March CDEA News is hot off the press!
- DiNapoli Highlights Financial Survival Toolkit
- April 2021 SWCC Report
- Updated Close Out Protocol for the Agricultural Non-Point Source Pollution Abatement and Control Program
- Extension of Public Review of Proposed Revised Conservation Practice Standards until April 22, 2021
- eResource – 04/13/2021
- NRCS Environmental Compliance Training April 20, 2021 8:30am - 12:30pm
- NYS Soil and Water Conservation Committee Meeting - April 20, 2021
- Fw: IMPORTANT!!!! NYS Multi-County Regional Envirothon
- Monroe County Soil & Water Conservation District 2020 Annual Report
- Conservation Clips – 04/16/2021
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era – 04/16/2021
- DiNapoli Provides Analysis of Paycheck Protection Program in New York
- Schenectady County District Technician Vacancy
- Empire Farm Days Sign-Up
- Conservation Skills Workshop committee
- eResource – 04/20/2021