

**Saratoga County Soil & Water Conservation District**  
Zoom Meeting  
**Minutes of Regular Meeting 02/17/2021**

**In Attendance:**

District Directors:

Victoria Garlanda – At Large  
Joe Grasso – Legislator  
Jennifer Koval – At Large Farmer  
Jay Matthews – At Large Farmer  
Steven Ropitzky –Chairman

District Staff:

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

Regrets: Scott Monica, Darren O'Connor

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

Ropitzky announced the passing of Vice Chairman Don Monica, he passed on February 9<sup>th</sup>, 2021. Don was a member of the Soil & Water District for over 25 years and a good friend. He will be greatly missed.

1. **Minutes of January 2021 Meeting:** **Motion** to approve by Grasso, seconded by Matthews, carried unanimously.
2. **January 2021 Financial Reports:**
  - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by Grasso, seconded by Koval, carried unanimously.
3. **Field Report:**
4. **Cooperating Agency Reports:**
  - a. **NRCS:** No report.
  - b. **FSA:** Reported distributed to all by email.
  - c. **RC&D:** No report.
  - d. **NYSSWCC:** Monthly reported distributed to all by email.
  - e. **NYACD:** No report.
  - f. **CCE:** Lewis reported CCE looking for drone footage to assist with video lessons they will be offering. Lewis also reported that the Prism MOU is still being worked on due to insurance issues.
5. **Old Business:**
  - a. **Water Quality Coordinating Committee:** A meeting was held last week; reports have come in from Ballston Lake and Lewis will be working with Blue on Sweet Rd Creek sub watershed plan. Friend of the Kaydeross annual meeting will be held on 03/15/2021 on zoom. Saratoga Lake talking about the new PDD in Malta. Connelly reported that they are getting another harvester & dumpster for Saratoga Lake. A **motion** to reimburse Dave Pierce \$30 for training he attended was made by Matthews, seconded by Garlanda, carried unanimously.
  - b. **Grants:** Lewis reported on the following:
    - i. Agricultural Environmental Management – McCarthy & Palemire completed interim report & submitted for reimbursement of 2020 time. This winter the District will need to decide on type of projects for next contract (2022 – 20203).
    - ii. CAFO Grants – Received final approval for Koval grant, will be sending back \$123,000 to the State as Koval's also received funding from NRCS on the project. The District earned just under \$8,000 on the project and \$12,225 is owed to Koval for engineering costs. A **motion** was made to approve issuing final payments for the Koval grant by Grasso, seconded by Matthews, Koval recused, all others approved the motion, motion carried. The paperwork for the Welcomestock grant is being completed & expected to be submitted later this month.
    - iii. Septic System – Lewis received a call from Phil Barrett of Clifton Park, who was looking for report on how the grant process works, he also asked about funding a project in Rexford, which would not be eligible for this grant. Lewis sent out feelers out to DEC to see if any additional grants were expected or any guidelines of this grant were changing so that the Rexford project could possibly qualify but has not heard back. Grasso expressed a concern about cherry picking projects, wants to make sure any grants the District is considering is viewed from a County perspective.

- iv. Roadside Erosion – Payments that were approved at the January meeting have been issued. No work can be done until Spring as the District will be doing hydroseeding.
  - v. Resiliency Training – Tentative dates have been scheduled, working with Upper Hudson & Lake Champlain watershed Counties. Hoping to hold 2-3 trainings in the Spring & 2-3 trainings in the Fall.
  - c. **T&S 2021:** McCarthy reported that we have received almost 80 orders through the new shop. So far all the feedback about the online shop have been positive.
  - d. **Envirothon 2021:** Lewis & McCarthy attended a webinar on how to set up a virtual Envirothon. Fulton County is still onboard, Washington County has backed out. The virtual Envirothon will be held on Wednesday, May 5<sup>th</sup>, will not need volunteers this year as the students will not be required to put together an oral presentation.
  - e. **Audit of 2020 Books:** McCarthy reminded the Board that an audit of the 2020 books will need to be done once in person meetings can be held.
6. **New Business:**
- a. **Approval for Billboard signs:** A motion was made to spend up to \$1500 on new billboard signs was made by Grasso, seconded by Koval, carried unanimously.
  - b. **Building:** Lewis reported that he is working with Chad Cook, who is now working at Building & Grounds about the air quality issues in the office. Cook has toured the office & mentioned that the duct works look great and he is wondering if the carpeting is causing issues.
  - c. **Vice Chair Replacement:** Lewis will contact Grange for possible new Board member, if they are unable to provide someone, the District can bring on an At Large member. The Board decided to hold off electing a new Vice Chair until a new Board member can be obtained.
  - d. **Memorial for Don Monica:** Ideas were brought up for a memorial for Don Monica, who was a Board member for over 25 years. The Board decided on ordering a plaque that could be hung at the Sugar House in his honor.
7. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, March 17, 2021 at 3:00pm. Meeting adjourned by Chairman at 4:07pm.

Respectfully submitted: \_\_\_\_\_

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

**ATTACHMENT A:**

Saratoga County SWCD								
Receipts and Disbursements								
JANUARY 2021								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Koval CAFO	Welcomstock CAFO	AEM Projects
<b>BOOK BALANCE as of 12/31/2020</b>	<b>\$134,538.24</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$2,372.11</b>	<b>\$76,360.16</b>	<b>\$143,504.56</b>	<b>\$231.23</b>	<b>\$24,095.71</b>
<b>RECEIPTS</b>								
Interest	\$2.17			\$0.06		\$3.66		\$1.23
Ag Value - Soil Group Worksheet	\$280.00							
<b>TOTAL RECEIPTS</b>	<b>\$282.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.06</b>	<b>\$0.00</b>	<b>\$3.66</b>	<b>\$0.00</b>	<b>\$1.23</b>
<b>DISBURSEMENTS</b>								
Office Manager	\$2,470.72							
District Manager	\$4,128.00							
Technician(s)	\$5,640.32							
Payments to Cooperators & Others					\$35,577.20			
District Trees Expenses	\$5,115.34							
Conservation Practice Supplies	\$274.46							
Telephone/Internet	\$120.00							
Office Supplies	\$555.75							
Workers' Comp & Disability Insurance	\$2,548.85							
Bank/Credit Card Fees	\$7.75							
Part C Project Materials	\$514.99							
Repairs to Truck & Field Equipment	\$30.00							
Gas & Oil	\$100.41							
Health/Dental Insurance	\$4,832.45							
Employer Share FICA/Medicare	\$871.05							
<b>TOTAL DISBURSEMENTS</b>	<b>\$27,210.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,577.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BOOK BALANCE as of 01/31/21</b>	<b>\$107,610.32</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$2,372.17</b>	<b>\$40,782.96</b>	<b>\$143,508.22</b>	<b>\$231.23</b>	<b>\$24,096.94</b>

**ATTACHMENT B:**

BUDGET TO ACTUAL REPORT		
January 2021		
	BUDGET 2021	ACTUAL JAN 2021
<b>RECEIPTS</b>		
District Tree & Shrub Program	\$40,000.00	\$0.00
Fish Stocking Program Sales	\$3,000.00	\$0.00
Interest	\$80.00	\$2.17
Sales	\$15,000.00	\$0.00
Sale of Equipment	\$26,000.00	\$0.00
Gifts and Donations	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$1,800.00	\$280.00
Sales Tax Credit	\$0.00	\$0.00
Fees	\$3,805.00	\$0.00
County Appropriation	\$125,886.00	\$0.00
State Grants	\$15,960.00	\$0.00
State Reimbursements	\$204,218.00	\$0.00
Federal Grants/Reimbursements	\$0.00	\$0.00
Sales Tax Received	\$1,000.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$436,749.00</b>	<b>\$282.17</b>
<b>DISBURSEMENTS</b>		
Directors Per Diem for Meetings	\$1,200.00	\$0.00
Office Manager	\$40,156.65	\$2,470.72
District Manager	\$67,086.73	\$4,128.00
Field Technician (Senior)	\$50,816.90	\$3,125.92
Field Technician	\$40,866.31	\$2,514.40
Furniture and Fixtures	\$0.00	\$0.00
Office Equipment	\$1,000.00	\$0.00
Motor Vehicle Equipment	\$38,000.00	\$0.00
Field Equipment	\$1,000.00	\$0.00
District Trees Expenses	\$28,786.15	\$5,115.34
Fish & Pond Stocking	\$2,500.00	\$0.00
Flags and Stakes	\$0.00	\$0.00
Conservation Practice Supplies	\$1,544.02	\$274.46
WQCC	\$0.00	\$0.00
Directors Travel/Training	\$1,200.00	\$0.00
Employees Travel/Training	\$4,000.00	\$0.00
Telephone/Internet	\$3,400.00	\$120.00
Office Supplies	\$3,300.00	\$555.75
Meeting Expenses	\$750.00	\$0.00
Educational Expenses	\$1,500.00	\$0.00
Auto/Field/Liability Insurance	\$4,500.00	\$0.00
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	\$0.00
Bird Item Expenses	\$1,000.00	\$0.00
Credit Card Fees	\$1,000.00	\$7.75
Part C Project Materials	\$25,000.00	\$514.99
Repairs to Truck & Field Equipment	\$500.00	\$30.00
Gas & Oil	\$4,500.00	\$100.41
Health Insurance	\$59,742.24	\$4,832.45
Retirement Benefits	\$33,000.00	\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$871.05
Sales Tax Disbursement	\$800.00	\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$436,749.00</b>	<b>\$27,210.09</b>
<b>NET TOTAL</b>	<b>\$0.00</b>	<b>(\$26,927.92)</b>

**ATTACHMENT C:**

2021 MEETING VOUCHERS - FEBRUARY								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	17	Saratoga County General Services	Postage - December 2020	\$5.00	02/18/21	10191	\$5.00	\$0.00
General	18	De Lage Fiancial	Copier Lease: Feb. 2021	\$125.00	02/18/21	10187	\$125.00	\$0.00
General	19	Curtis Lumber	Part C Materials	\$1.98	02/04/21	10186	\$1.98	\$0.00
General	20	Blueshield of NENY	Health/Dental: Feb. 2021	\$5,685.29	02/04/21	10185	\$5,685.29	\$0.00
General	21	Washington County	Silent Auction Donation - WQS 2021	\$20.00	02/18/21	10192	\$20.00	\$0.00
General	22	Bank of America (Dustin's Card)	Microsoft 365 Annual Subscription	\$106.99	02/18/21	10188	\$106.99	\$0.00
General	23	Bank of America (Scott's Card)	Office Supplies	\$28.88	02/18/21	10190	\$28.88	\$0.00
General	24	NYSCEA	WQS 2021 Registration Fees	\$105.00	02/18/21	10189	\$105.00	\$0.00
				<b>TOTAL VOUCHERS</b>			<b>TOTAL DUE</b>	<b>\$0.00</b>
<b>Bills to be Paid Before Next Board Meeting:</b>								
General		Blue Shield of NENY	Health Insurance - March 2021	\$5,783.25				
				<b>TOTAL</b>				

**ATTACHMENT D:**

**February 2021 Field Report**

- Continued work on Welcome Stock Farm CAFO close out
- Completed work on Koval Brothers Dairy CAFO close out
- Site visit with state staff for both WelcomeStock and Kovals
- Sent out no-till drill info to listserve
- Ag assessments around the county
- Envirothon preparation
- Continued work on tree and shrub
- Worked on office safety plan

## ATTACHMENT E:

### CORRESPONDENCE - Saratoga County SWCD February 19, 2021

#### E-Mailed:

- SFY 2021-2022 Executive Budget – EPF
- NACD Forestry Notes – 01/21/21
- Draft November CDEA minutes
- Steve Groff Free Soil Health Webinar
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era – 01/21/21
- Conservation Clips – 01/22/21
- January 2020 SWCC Report
- Ontario County Soil & Water Conservation District Winter Newsletter and 2020 Annual Report
- WQS Registration Packet
- Virtual Envirothon Setup Webinar - 02.04.2021
- Time Extension for 2021 CDEA Award Nominations 2/5/2021
- Statewide Regional Envirothon?
- eResource- 01/26/21
- Fertilizer Tablets 2021
- National Conservation Planning Partnership (NCP) Update
- Conservation Clips – 01/29/21
- Land Classification System – 2021 Implementation Procedures – Agricultural Assessment
- Tools and References Wiki update
- National Conservation Planning Partnership (NCP) Update DiNapoli Reflects on 100 Years of the New York State and Local Retirement System
- Important NYS Envirothon information!!!
- RE: Land Classification System - 2021 Implementation Procedures - Agricultural Assessment
- Lewis County Email Down
- DEC's Operational Spending Declines as Responsibilities Grow
- WQS Silent Auction Information
- eResource- 02/02/21
- NYS Climate Action Council - Agriculture and Forestry Advisory Panel - Public Engagement Meeting
- Water Quality Symposium Payment
- Virtual Silvopasture Training
- USDA Deputy Chief of Staff to Provide Keynote Address at NACD's Annual Meeting
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era – 02/04/21
- New York State Soil and Water Conservation Committee Meeting
- Seeking EMT's and Nurses for Health Director Positions
- 2021 AEM LCA Award: Applications now being accepted until April 1st
- Feb 2021 SWCC Report
- Forestry for Carbon Sequestration
- STATEWIDE Regional EVENT to be held!!!
- Conservation Clips – 02/05/21
- NACD TA2021 Priority Funding Request Opportunity for existing grantees
- National Conservation District Employees Association
- DiNapoli: Statewide Local Sales Tax Collections Declined 10 Percent in 2020
- State Aid Reports due February 15
- Division 6 Silent Auction Item- WQS
- WQS Registration
- Join us Tuesday at 6pm for a Virtual Training on the Hemlock Woolly Adelgi
- NACD's 75th Annual Meeting Daily Digest - February 8
- Statewide Multi-County Virtual Regional event Information
- NACD's 75th Annual Meeting Daily Digest - February 9
- USDA Mask Guidance/Reminder
- Cornell Climate Smart Farming Winter Webinars: 2/12/21: 12pm: Implications of Large Solar Installations and Leasing on Farmland
- NYSCDEA Resolutions
- NACD's 75th Annual Meeting Daily Digest - February 10
- Conservation Clips – 02/12/21
- Four Wheeler and Water Pump FOR SALE - Onondaga Co SWCD
- Tompkins SWCD Job Openings
- State Comptroller DiNapoli Hosts 14th Annual Emerging Manager & MWBE Conference
- Tree Supplier Info
- A note to New York forestry leaders
- WQS Silent Auction Donation Form