

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 07/21/2021

In Attendance:

District Directors:

Janet Bartow – Grange
Victoria Garlanda – At Large
Jennifer Koval – At Large Farmer
Steven Ropitzky –Chairman

District Staff:

Dustin Lewis– District Manager
Shannon McCarthy– Office Manager
Scott Monica – Senior Technician
Dan Palemire – Field Technician
Kate Teale Girard – NRCS

Regrets: Joe Grasso, Jay Matthews, Darren O'Connor

Meeting called to order at 3:08pm by Chairman Ropitzky.

1. **Minutes of June 2021 Meeting:** Motion to approve by Garlanda, seconded by Bartow, carried unanimously.
2. **June 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 Garlanda, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard reported that there was a payout for an erosion sediment project, grazing project still in works due to issues with the weather, a small forestry project was completed, a design was approved for an erosion sediment project, 4 high tunnel projects are under obligation, a wetland determination request was completed, has had more interest in high tunnels.
 - b. **FSA:** No report; Lewis reported there is a reimbursement program for culling animals.
 - c. **RC&D:** Meeting held last month; the committee has created a basic plan to close out RC&D.
 - d. **NYSSWCC:** Report distributed by email.
 - e. **NYACD:** Annual meeting coming up in October.
 - f. **CCE:** Fair starts 07/22/2021, this year is a 4-day fair. A new equine position has been created in CCE. PRISM had an ag invasive webinar & has a couple openings. Sundae on the Farm is planning a drive-in movie night in September & is sending a fund-raising letter to bolster the Ag scholarship fund.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Nothing on grant, cover cropping for this Round will happen in the Fall; contacted by Saratoga PLAN they are requesting a conservation plan.
 - ii. CAFO – Nothing new.
 - iii. Septic – Went out today for site visit, the District has received another half dozen applications, Lewis will be doing site visits to move those forward.
 - iv. Roadside Erosion – Had a meeting with Edinburgh, the funds were originally purposed for hydroseeding, but they had a road washout, we will be able to reallocate some funding for the washout & in the Fall we can hydroseed that site.
 - v. Resiliency Training – Had 2 trainings (1 in person, 1 online), plans to do several more in the Fall, 6 more to do before end of 2021.
 - vi. Micro Irrigation Grant – Nothing new to report, bids are expected in the Fall as this is growing season for the farmer.
 - c. **Compensation Study Request:** No new information has been received, Lewis to follow up with HR.
 - d. **2022 Budget (Attachment E):** A motion was made by Bartow, seconded by Koval to accept & submit the Proposed Budget with the caveat of changing the Budget if any funding came in less than requested/expected amount, carried unanimously.
 - e. **LGRMIF Grant:** McCarthy reported that the District has been given tentative approval, final approve will be given once the grant is reviewed by OGS. The consultant who assisted writing

the grant is still interested in doing the work. The Board will approve the submitted contract once final approval from OGS is received.

6. New Business:

- a. **Tire Recycling Ag Tire Fee:** Monica spoke with Van Vorst as requested the last meeting. Van Vorst was not able to give prices as they fluctuate. District staff came up with pricing of \$100 per tire up to 3' & \$150 per tire for 3' to 6' tires.
- b. **No Till Lease Update:** Lewis advised that the lease will now include language advising that any videos/photos/images of the No Till Drill cannot be used without District permission.
- c. **Truck Bids:** 3 bids were received, the lowest bid was \$37,588.86 with Websmart Chevrolet, Palemire advised that we have a very good working relationship with Cappellino Chevy. They have been phenomenal to work with in the past & their bid was \$250 more. A **motion** was made by Garlanda, seconded by Bartow to purchase the new vehicle with Cappellino Chevy for \$37,834.13.

7. Other Business:

8. Correspondence: (Attachment F)

- 9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, August 18, 2021, at 3:00pm. Meeting adjourned by Chairman at 4:11pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD							
Receipts and Disbursements							
JUNE 2021							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 05/31/2021	\$310,934.75	\$250.00	\$4,082.53	\$1,972.40	\$40,782.96	\$231.23	\$678.21
RECEIPTS							
District Tree & Shrub Program	\$860.00						
Interest	\$10.41			\$0.05			\$0.02
No Till Drill Rental Fees	\$165.00						
Sales Tax Received	\$11.55						
TOTAL RECEIPTS	\$1,046.96	\$0.00	\$0.00	\$0.05	\$0.00	\$0.00	\$0.02
DISBURSEMENTS							
Directors Per Diem for Meetings	\$300.00						
Office Manager	\$4,632.60						
District Manager	\$7,809.60						
Technician(s)	\$10,644.90						
District Trees Expenses	\$282.17						
Fish & Pond Stocking	\$1,035.96						
Conservation Practice Supplies	\$125.00						
Directors Travel/Training	\$55.10						
Employees Travel/Training	\$170.00						
Telephone/Internet	\$120.00						
Office Supplies	\$815.38						
Meeting Expenses	\$164.36						
Educational Expenses	\$16.04						
Postage	\$35.46						
Bank/Credit Card Fees	\$28.24						
Part C Project Materials	\$4,193.95						
Gas & Oil	\$187.07						
Health/Dental Insurance	\$4,832.48						
Employer Share FICA/Medicare	\$1,723.87						
TOTAL DISBURSEMENTS	\$37,172.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOOK BALANCE as of 06/30/2021	\$274,809.53	\$250.00	\$4,082.53	\$1,972.45	\$40,782.96	\$231.23	\$678.23

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
JUNE 2021			
	BUDGET 2021	ACTUAL JUNE 2021	ACTUAL JAN - JUNE 2021
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$260.00	\$17,800.51
Fish Stocking Program Sales	\$3,000.00		\$1,417.82
Interest	\$80.00	\$10.41	\$55.58
Sales	\$15,000.00		\$1,504.88
Sale of Equipment	\$26,000.00		\$0.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Workshops	\$1,800.00		\$1,840.00
Sales Tax Credit	\$0.00		\$32.86
Fees	\$3,805.00	\$185.00	\$3,093.58
County Appropriation	\$125,886.00		\$62,943.00
State Grants	\$15,980.00		\$0.00
State Reimbursements	\$204,218.00		\$217,087.33
Federal Grants Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$11.55	\$705.27
PRISM MOU	\$0.00		\$5,500.00
Pay of Liabilities	\$0.00		\$93.93
TOTAL RECEIPTS	\$438,749.00	\$1,048.96	\$331,254.32
DISBURSEMENTS			
	BUDGET 2021	ACTUAL JUNE 2021	ACTUAL JAN - JUNE 2021
Directors Per Diem for Meetings	\$1,200.00	\$300.00	\$540.00
Office Manager	\$40,156.85	\$4,832.80	\$19,456.92
District Manager	\$87,088.73	\$7,809.80	\$32,716.80
Field Technician (Senior)	\$50,818.90	\$5,881.10	\$24,816.62
Field Technician	\$40,866.31	\$4,783.90	\$19,985.70
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00		\$1,137.72
Motor Vehicle Equipment	\$38,000.00		\$0.00
Field Equipment	\$1,000.00		\$0.00
District Travel Expenses	\$28,788.15	\$282.17	\$24,483.45
Fish & Pond Stocking	\$2,500.00	\$1,035.96	\$1,074.99
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$125.00	\$1,043.05
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00	\$55.10	\$55.10
Employees Travel/Training	\$4,000.00	\$170.00	\$485.00
Telephone/Internet	\$3,400.00	\$120.00	\$797.71
Office Supplies	\$3,300.00	\$915.38	\$2,285.24
Meeting Expenses	\$750.00	\$184.36	\$184.36
Educational Expenses	\$1,500.00	\$18.04	\$552.23
Auto/Field Liability Insurance	\$4,500.00		\$4,338.16
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,379.99
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$0.00
Postage	\$50.00	\$35.48	\$25.53
Bad Item Expenses	\$1,000.00		\$1,568.00
Credit Card Fees	\$1,000.00	\$28.24	\$1,280.44
Part C Project Materials	\$25,000.00	\$4,193.95	\$9,440.76
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$187.07	\$542.04
Health Insurance	\$59,742.24	\$4,832.48	\$28,984.73
Retirement Benefits	\$3,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,723.87	\$7,123.44
Sales Tax Disbursement	\$80.00		\$878.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
TOTAL DISBURSEMENTS	\$438,749.00	\$37,172.18	\$191,043.02
NET TOTAL	\$0.00	(\$36,123.22)	\$140,211.30

ATTACHMENT C:

2021 MEETING VOUCHERS - JULY								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	81	Blueshield of NENY	Health/Dental: July 2021	\$5,685.29	07/01/21	10259	\$5,685.29	\$0.00
General	82	De Lage Fianacial	Copier Lease: July 2021	\$125.00	07/22/21	10264	\$125.00	\$0.00
General	83	The Hartford	Disability Insurance: April - June 2021	\$41.60	07/08/21	10261	\$41.60	\$0.00
General	84	EIP	Part C Materials	\$880.00	07/22/21	10265	\$880.00	\$0.00
Roadside	85	Warren County SWCD	Roadside Erosion Reimbursement	\$2,529.80	07/22/21	103	\$2,529.80	\$0.00
Roadside	86	Essex County SWCD	Roadside Erosion Reimbursement	\$10,021.00	07/22/21	104	\$10,021.00	\$0.00
General	87	Amsure	Surety Bond Payment	\$372.00	07/22/21	10262	\$372.00	\$0.00
General	88	Bank of America (Dustin's Card)	Monthly Payroll, Part C, Training	\$245.68	07/22/21	10263	\$245.68	\$0.00
General	89	Bank of America (Scott's Card)	Part C Materials	\$176.93	07/22/21	10267	\$176.93	\$0.00
Envirothon	90	Saratoga County SWCD	Reimburse Envirothon Expenses	\$516.04	07/22/21	1167	\$516.04	\$0.00
General	91	NYS CDEA	2021 NYS Fair Assessment	\$100.00	07/22/21	10266	\$100.00	\$0.00
General	92	Saratoga County General Services	Postage - July 2021 (septic grant letters)	\$137.39	07/22/21	10269	\$137.39	\$0.00
General	93	Saratoga County Gas Account	Gasoline: June 2021	\$322.88	07/22/21	10268	\$322.88	\$0.00
				TOTAL VOUCHERS			\$21,153.61	TOTAL DUE \$0.00
Bills to be Paid Before Next Board Meeting:								
General		Blue Shield of NENY	Health Insurance - August 2021	\$5,685.29				
TOTAL				\$5,685.29				

ATTACHMENT D:

July 2021 Field Report

- Soil map for O'Donnell (Northumberland)
- Soil map for Still (Saratoga)
- Hydro Seeding for Village of Corinth
- Hydro seeding for Town of Greenfield
- Hydro seeding for Town of Wilton
- WQIP and CFA grant application field work (Northumberland, Day, County Wide)
- Met with Edinburg to discuss current Roadside grant and to look at storm damage on Tennantville rd. (Edinburg)
- Site visit with Saratoga Highway to Burke Rd for roadside erosion issue (Saratoga)
- Site visit to Gilbert rd to discuss culvert issue and options for remedy (Saratoga Springs)
- New truck bid paperwork submitted, and bids received.
- Mapping work and map creation for Town of Moreau for their proposed solar farm regulations (Moreau)
- Drone images of weed harvesting location for SLPID on Saratoga Lake (Saratoga Springs)

ATTACHMENT E:

SARATOGA COUNTY SOIL AND WATER CONSERVATION DISTRICT		
Proposed Budget 2022		
REVENUE	PROPOSED BUDGET 2022	NOTES
District Tree & Shrub Program	\$37,500.00	
Fish Stocking Program Sales	\$3,000.00	
Tire Recycling Program	\$4,000.00	
No Till Drill Rental Program	\$4,250.00	
4 Hour ESC Training Program	\$6,000.00	
Interest	\$90.00	
Bird/Bat Sales	\$3,000.00	
Sale of Equipment	\$35,000.00	
Gifts and Donations	\$0.00	
Ag Value - Soil Group Worksheet	\$1,500.00	
Sales Tax Credit	\$35.00	
County Appropriation	\$132,180.00	5% Increase
State Grants	\$10,000.00	Micro Irrigation Grant, 3 CFA Grants, CRF Grant
State Reimbursements	\$208,874.08	
Federal Grants/Reimbursements	\$0.00	
Grants not State or Federal	\$0.00	
MOUs	\$0.00	
RC&D Time Reimbursement	\$550.00	
Sales Tax Received	\$1,000.00	
Other	\$0.00	
TOTAL RECEIPTS	\$446,979.08	
EXPENSES	PROPOSED BUDGET 2022	NOTES
Directors Per Diem for Meetings	\$1,200.00	
Office Manager	\$41,911.38	
District Manager	\$70,657.92	4% Increase
Field Technician (Senior)	\$53,037.81	
Field Technician	\$43,281.63	
Field Intern	\$5,250.00	Summer Intern
Furniture and Fixtures	\$0.00	
Office Equipment	\$1,000.00	
Motor Vehicle Equipment	\$40,000.00	
Field Equipment / Supplies	\$500.00	
District Trees Expenses	\$28,000.00	
Fish & Pond Stocking	\$2,000.00	
Conservation Practice Supplies	\$2,439.27	
WQCC	\$0.00	
Directors Travel/Training	\$500.00	
Employees Travel/Training	\$2,500.00	
Telephone/Internet	\$3,060.00	
Office Supplies	\$2,500.00	
Meeting Expenses	\$1,000.00	
Educational Expenses	\$500.00	
Auto/Field/Liability Insurance	\$4,800.00	
Workers' Compensation/Disability Insurance	\$2,800.00	
State, National Dues	\$0.00	
State Fair	\$100.00	
Postage	\$200.00	
Bird Item Expenses	\$1,500.00	
Credit Card Fees	\$1,000.00	
Part C Project Materials	\$20,000.00	
Repairs to Truck & Field Equipment	\$300.00	
Gas & Oil	\$1,500.00	
Health/Dental Insurance	\$60,441.07	
Retirement Benefits	\$38,000.00	
Employer Share FICA/Medicare	\$16,000.00	
Sales Tax Disbursement	\$1,000.00	
TOTAL DISBURSEMENTS	\$446,979.08	

ATTACHMENT F:

CORRESPONDENCE - Saratoga County SWCD July 21, 2021

E-Mailed:

- eResource – 06/15/2021
- RFP 0248 - Round 27 Agricultural Non-Point Source Program Addendum
- FW: Statewide NRCS and FSA Conservation Reserve Program (CRP) Training Part II
- Conservation Clips – 06/18/2021
- NYSCDEA 2021 State Fair Booth Assessment Invoice
- Hamilton County SWCD spring Conservation Corner newsletter
- Comptroller DiNapoli Celebrates Caribbean Heritage Month
- FW: Wyo Co SWCD Newsletter
- Question for SWCD districts
- RFP 0248 - Round 27 Agricultural Non-Point Source Program Final Q and A
- 7/9 Combine Clinic
- eResource – 06/22/2021
- Darcy Tone retirement
- NYS Erosion and Sediment Control TRAINING OPPORTUNITY
- Growth in Pandemic Use of Telehealth Services in NY
- Conservation Clips – 06/25/2021
- NCSWCD Conservation Technician Job Announcement
- Seneca-Keuka Watershed Partnership Newsletter: June Issue
- Update on Open Meetings
- State Comptroller DiNapoli Celebrates Pride Month
- National Conservation Planning Partnership (NCCPP) Update – 06/28/2021
- CREP Training This Morning
- Save the Date for Northeast Regional Meeting
- Spring 2021 Edition of NACD's The Resource
- Retirement
- Last call for CDEA News
- eResource – 06/29/2021
- Farmer Discussion
- NCSWCD Conservation Technician Job Announcement
- National Conservation Planning Partnership (NCCPP) Update – 07/01/2021
- Have Personal Income and Earnings Returned to Pre-Pandemic Levels in New York?
- Conservation Clips – 07/02/2021
- Seneca SWCD Conservation District Technician job announcement
- Happy Independence Day from Comptroller DiNapoli
- eResource – 07/06/2021
- CDEA Golf Tournament Flyer - Please Forward
- NACD Forestry Notes – 07/08/2021
- Conservation Clips – 07/09/2021
- The Theft of Public Money Affects Us All
- Consulting Engineers directory
- Changes to Approval Authorities for State Programs
- NAACC
- eResource – 07/13/2021
- NYS Soil and Water Conservation Committee: July 20, 2021
- Conservation Clips – 07/16/2021
- 100% of Climate Change-Related Shareholder Proposals Successful
- State Fair Booth Volunteer Request #2
- Rain Barrels
- July 2021 SWCC Report
- eResource – 07/20/2021