

Saratoga County Soil & Water Conservation District
Cornell Room
Minutes of Regular Meeting 06/16/2021

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:

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

Kate Teale - NRCS

Meeting called to order at 3:00pm by Chairman Ropitzky.

1. **Minutes of May 2021 Meeting:** Motion to approve by Grasso, seconded by O'Connor, carried unanimously.
2. **May 2021 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by O'Connor, seconded by Grasso, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard reported that there is a grazing project with a new watering system underway, erosion control project finished last week in Saratoga; high tunnel project underway in Wilton. Contracts – 10 approved high tunnels, 3 are contracted, a fourth is expected to complete next week, others expected in next 2 weeks (all in Saratoga County). Bio char project got funded, signed today, the site has 10 acres, there will be 3 years of application, tests done before and after. Also worked on wetland determinations, went to a solar grazing sheep under, farmer paid \$500/acre @ 26-acre site.
 - b. **FSA:** Distributed to all.
 - c. **RC&D:** Meeting planned for July 8th to start the process of closing.
 - d. **NYSSWCC:** Report distributed by email.
 - e. **NYACD:** Looking for participants for Envirothon committee, National competition will be held in NY in 2024.
 - f. **CCE:** District info will be included in flyer for Sundae on the farm that will be held on Father's Day (June 20th) at Mill Creek Farm from 12 - 4pm. This year it is a drive through tour with donated ice cream tickets. Later in summer there will be a drive-in movie night. Saratoga County Fair will be a 3 - day Ag fair, includes a dairy show, possible rides later this summer. Currently holding fundraising for new grandstand.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee: (Attachment E)** Friends of Kaydeross doing bike tour in Fall. SLIPID had an expo at Brown's Beach last Sunday, had about 18 attendees.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Guidelines have changed, this year Board members & staff, family are able to apply for funding. Anyone who shares the same grandparents are considered family per NYS. If Board would like, they can keep Board members & staff from applying. If the Board allows Board Members & staff to apply, Lewis feels we would need to redo decisions, look at BMPs selected as decisions have already been made. Lewis will get clear directions from NYS & see if we may need to revisit what has been done. NYS has also pushed out the deadline date from November 1 to May 1, so we will have the winter to have it all figured out.
 - ii. CAFO – Koval Grant is closed, working on Welcomestock closeout
 - iii. Septic – Letters & forms have been mailed out again per request from Clifton Park Supervisor.
 - iv. Roadside Erosion – Working on setting up hydroseeding at Edinburgh
 - v. Resiliency Training – Held a 2nd training on Monday at 4H center. NAC training (culvert assessment training) being held later this month.
 - vi. Micro Irrigation Grant: Paperwork has been received; farm has signed paperwork & is now working on bids.
 - c. **Compensation Study Request:** County HR looked at the job duties that were submitted by District Staff. HR came back with list of what districts in other counties are paid. Lewis explained to HR that we were looking for rates for jobs akin to County positions. He received a list today, will need to go back as some titles did not match (Clerk). One recommendation made by HR is that Monica's position be officially changed to Senior Technician. A **motion** was made by Matthews to change Scott Monica's job title to Senior Technician, seconded by Koval, carried unanimously.

- d. **Air Quality Test: (Attachment F)** Test was completed, report was emailed to all Board Members, Lewis provided a summary stating that mold was found within the office, most likely from spores coming in from outside. A copy of the full report is available through the office.
6. **New Business:**
- 2022 Budget Committee:** Bartow, Koval and Ropitzky volunteered for budget committee, meeting to be held prior to next Board meeting on July 21st at 2pm.
 - Tire Recycling Ag Tire Fee:** Fall event will be held at Malta, company charging an extra \$95 per tire, Board members agreed to have District staff set price after researching as long as the District doesn't lose any money.
 - CFA Application:** Consolidated Funding Application, 3 grants that UHWC is looking to apply for: 1) Watershed Management Plan into a 9-element plan (total funding of \$150k), consultant does work, requires a cash match from District of \$4500 (\$1500 per year), will open us up to open us to Federal funding, will make applications get more points. A **motion** was made by O'Connor to approve spending \$4500 over 3 years as a match for the CFA, seconded by Koval, carried unanimously. 2) Roadside Erosion Grant – more assessments, used to get roadside work plus implementation 3) Culvert Replacement/Implementation – from previously written plan to have projects in book to get replaced; each County can get up to \$250k in funding for replacements. SLIPID request of culverts around Saratoga Lake (WQIP) \$30k for planning only. Applications due at end of July.
7. **Other Business:**
- Vice Chairperson Vacancy:** A **motion** was made by Grasso to elect Bartow as Vice Chairperson, seconded by Koval, carried unanimously.
8. **Correspondence: (Attachment G)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, July 21, 2021 at 3:00pm. Meeting adjourned by Chairman at 4:35pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD								
Receipts and Disbursements								
MAY 2021								
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Koval CAFO	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 04/30/2021	\$326,749.83	\$250.00	\$4,082.53	\$2,372.34	\$40,782.96	\$7,773.44	\$231.23	\$678.19
RECEIPTS								
District Tree & Shrub Program	\$3,133.54							
Fish Stocking Program Sales	(\$1,650.21)							
Interest	\$25.41			\$0.06		\$0.77		\$0.02
Bird/Bat Item Sales	\$14.88							
No Till Drill Rental Fees	\$1,694.56							
RC&D Time Reimbursements	\$572.00							
State Reimbursements	\$8,025.25							
Sales Tax Received	\$27.67							
Tire Recycling Fees	\$527.00							
TOTAL RECEIPTS	\$12,370.10	\$0.00	\$0.00	\$0.06	\$0.00	\$0.77	\$0.00	\$0.02
DISBURSEMENTS								
Office Manager	\$3,088.40							
District Manager	\$5,206.40							
Technician(s)	\$7,096.60							
Payments to Cooperators & Others						\$7,774.21		
District Trees Expenses	\$459.00							
Fish & Pond Stocking	\$39.03							
Conservation Practice Supplies	\$125.00							
Employees Travel/Training	\$160.00							
Telephone/Internet	\$120.00							
Office Supplies	\$362.09							
Educational Expenses	\$516.19			\$400.00				
Bird/Bat Item Expenses	\$1,566.00							
Bank/Credit Card Fees	\$47.56							
Part C Project Materials	\$3,419.16							
Health/Dental Insurance	\$4,832.45							
Employer Share FICA/Medicare	\$1,147.30							
TOTAL DISBURSEMENTS	\$28,185.18	\$0.00	\$0.00	\$400.00	\$0.00	\$7,774.21	\$0.00	\$0.00
BOOK BALANCE as of 05/31/2021	\$310,934.75	\$250.00	\$4,082.53	\$1,972.40	\$40,782.96	(\$0.00)	\$231.23	\$678.21

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
MAY 2021			
	BUDGET 2021	ACTUAL MAY 2021	ACTUAL JAN - MAY 2021
RECEIPTS			
District Tree & Shrub Program	\$40,000.00	\$3,133.54	\$36,740.51
Fish Stocking Program Sales	\$3,000.00	(\$1,650.21)	\$1,417.62
Interest	\$80.00	\$25.41	\$45.15
Sales	\$15,000.00	\$14.88	\$1,104.88
Sale of Equipment	\$26,000.00		\$0.00
Gifts and Donations	\$0.00		\$0.00
Ag Value - Soil Group Worksheet	\$1,800.00		\$1,640.00
Sales Tax Credit	\$0.00		\$32.66
Fees	\$3,805.00	\$2,793.56	\$2,928.56
County Appropriation	\$125,886.00		\$62,943.00
State Grants	\$15,960.00		\$0.00
State Reimbursements	\$204,218.00	\$8,025.25	\$217,067.33
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00	\$27.67	\$693.72
PRISM MOU	\$0.00		\$5,500.00
Payroll Liabilities	\$0.00		\$93.93
TOTAL RECEIPTS	\$436,749.00	\$12,370.10	\$330,207.36

	BUDGET 2021	ACTUAL MAY 2021	ACTUAL JAN - MAY 2021
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00		\$240.00
Office Manager	\$40,156.65	\$3,088.40	\$14,824.32
District Manager	\$67,086.73	\$5,206.40	\$24,907.20
Field Technician (Senior)	\$50,816.90	\$3,907.40	\$18,755.52
Field Technician	\$40,866.31	\$3,189.20	\$15,201.90
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 Trees Expenses	\$28,786.15	\$459.00	\$24,181.28
Fish & Pond Stocking	\$2,500.00	\$39.03	\$39.03
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$125.00	\$918.05
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00		\$0.00
Employees Travel/Training	\$4,000.00	\$160.00	\$295.00
Telephone/Internet	\$3,400.00	\$120.00	\$677.71
Office Supplies	\$3,300.00	\$362.09	\$1,449.86
Meeting Expenses	\$750.00		\$0.00
Educational Expenses	\$1,500.00	\$516.19	\$536.19
Auto/Field/Liability Insurance	\$4,500.00		\$4,338.16
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,579.99
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$0.00
Postage	\$500.00		\$60.07
Bird Item Expenses	\$1,000.00	\$1,566.00	\$1,566.00
Credit Card Fees	\$1,000.00	\$47.56	\$1,252.20
Part C Project Materials	\$25,000.00	\$3,419.16	\$4,246.81
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00		\$354.97
Health Insurance	\$59,742.24	\$4,832.45	\$24,162.25
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,147.30	\$5,399.57
Sales Tax Disbursement	\$800.00		\$678.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
TOTAL DISBURSEMENTS	\$436,749.00	\$28,185.18	\$153,870.84
NET TOTAL	\$0.00	(\$15,815.08)	\$176,336.52

ATTACHMENT C:

2021 MEETING VOUCHERS - JUNE								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 65	NYLAGRO	Conference Fees 2021	\$160.00	05/21/21	10243	\$160.00	\$0.00	
General 66	Hickling's Fish Farm	Fish Fee	\$944.00	06/21/21	10251	\$944.00	\$0.00	
General 67	EJP	Hydroseeding Supplies	\$1,056.00	06/21/21	10249	\$1,056.00	\$0.00	
General 68	Saratoga County Gas Account	Gasoline: April 2021	\$187.07	06/21/21	10255	\$187.07	\$0.00	
General 69	Fulton County SWCD	T&S 2021 Delivery Fee / Part C Materials	\$3,196.22	06/21/21	10250	\$3,196.22	\$0.00	
General 70	Saratoga County General Services	Postage - April & May 2021	\$42.05	06/21/21	10256	\$42.05	\$0.00	
General 71	Staples	Office Supplies/ Resiliency Training Grant Materials	\$225.53	06/21/21	10257	\$225.53	\$0.00	
General 72	Blueshield of NENY	Health/Dental: June 2021	\$5,685.29	06/02/21	10245	\$5,685.29	\$0.00	
General 73	Meadowview Tree Farm	T&S 2021: Packing Fee	\$135.95	06/21/21	10252	\$135.95	\$0.00	
General 74	Curtis Lumber	Fish Stocking Materials	\$91.96	06/02/21	10246	\$91.96	\$0.00	
General 75	De Lage Financial	Copier Lease: June 2021	\$125.00	06/21/21	10247	\$125.00	\$0.00	
General 76	Bald Eagle Inspection Services	Indoor Air Quality Test	\$650.00	06/02/21	10244	\$650.00	\$0.00	
General 77	Office of the State Comptroller	Clerk: Accounting School	\$170.00	06/21/21	10253	\$170.00	\$0.00	
General 78	Bank of America (Dustin's Card)	Monthly Payroll Fee, Envirothon Trophy	\$24.46	06/21/21	10248	\$24.46	\$0.00	
General 79	Bank of America (Scott's Card)	Part C Materials	\$56.80	06/21/21	10254	\$56.80	\$0.00	
General 80	Curtis Lumber	Windshield Antifreeze	\$2.39	07/01/21	10260	\$2.39	\$0.00	
		TOTAL VOUCHERS	\$12,752.72			TOTAL DUE	\$0.00	
Bills to be Paid Before Next Board Meeting:								
General	Blue Shield of NENY	Health Insurance - July 2021	\$5,685.29					
	TOTAL		\$5,685.29					

ATTACHMENT D:

June 2021 Field Report

- Fish Stocking (Ballston Spa)
- Tire recycling (Moreau)
- John McLaughlin site visit (Clifton Park)
- Natalie Herrera site visit (Stillwater)
- Ag Assessment (Ballston)
- Robert Eichorst tree planting letter (Greenfield)
- Hydro seeding for Town of Charlton
- Hydro seeding for Town of Saratoga
- Hydro seeding for Town of Greenfield
- Hydro seeding for Town of Wilton
- Hydro seeding for Town of Ballston
- Field tile drainage for Kolner (Charlton)
- AEM Tier 4 implementation grant (Darrow)
- AEM Tier 5b cover crop Ariel
- Invasive sign to Saratoga lake boat launch
- Stream table presentation Browns Beach
- Culvert assessment Northumberland
- Attended NYLAGRO Training
- Held the 6 hour ESI training in Ballston Spa

ATTACHMENT E:

Saratoga County Soil and Water Conservation District
Water Quality Coordinating Committee
50 West High Street, Ballston Spa, New York 12020
DRAFT Minutes of Regular Meeting 6-10-2021

Attending:

Dustin Lewis
Blue Neils
Allie Eustis
Barb Thomas
Tom Bookello
Nancy Bellamy
Ralph Pascucci
Victoria Garlanda

Regrais:

The meeting was called to order by Blue N at 4:33 PM.

Minutes: A motion was made to approve the October minutes by Ralph, seconded by Tom, carried unanimously.

Correspondence:

Financial Report: No Change \$4082.53

Motion to accept financial report, motion by Ralph, second by Barb, Passed.

Agency Report:

Dustin

- District Tree sale went very well.
- Had a large amount of no-till usage this spring
- We have hydroseeded in several towns already this year.
- Moreau tire collection went well, this fall's tire collection will be held in Malta and will allow farm tires as well.
- Submitting application for a nine element plan for the Upper Hudson
- Envirothon was held virtually this year Ballston Spa won and took 19th place at the State Envirothon which was held virtually as well.
- Held one Emergency Stream Intervention training by Zoom and holding another one on Monday June 14th in person in Ballston Spa
- Teaching at the Erosion and Sediment Control Certificate Program review class and giving an exam July 26-27 in Horseheads

Blue

- Field project with Malta and the EPA just wrapped up identifying SMP practices
- Regular training courses have started up virtually
- Will be at Browns Beach Sunday from 11-1 for a public education event
- Buffers handbook has been published
- Article in the June 15th shorelines publication
- Annual Reports are all completed

Waterbody Updates:

- Ballston Lake:
 - Sewer is going in the lake
 - Not a lot of boat traffic and no algae spotted yet
 - TDR and comp plan revamp is moving ahead full steam
- Kayaderoseras
 - Bicycle tour of the upper Kayaderoseras in the fall
- Saratoga Lake:
 - Carp are spawning
 - Temp 72 Level 203
 - Last week of July a weed eater will be cutting chestnut at the outlet of the Kayaderoseras mechanically followed by hand harvesting.
 - Lake steward program is going very well
 - Launch is very busy
 - Dropping of clean drain dry billboard Friday for a few weeks
 - Weed harvesters are out, third one is being built
 - Lauren Henderson did a floating classroom from PRISM

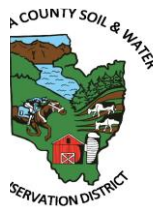
Nancy read an article that was written by Dave Pierce about charcoal filtering to reduce phosphorus entering the lake.

The meeting adjourned at 5:27 pm, with a motion by Ralph, seconded by Barb, carried unanimously.

Respectfully submitted by

Dustin Lewis

ATTACHMENT F:



SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020

(518)885-6900 Fax (518)885-3116

dustinlewisaratogaswcd@gmail.com

Summary of the 6/8/21 Mold Report for the SWCD office

I have included a copy of the mold test report from the sampling that was done on 6/8/21 at 5pm. The report is extensive and I will try to summarize the information below:

There were four samples taken in the office along with a control sample that was taken outside the building. The in-office samples are identified as Office 205C which is the Managers office, Open office East which is the location just behind the main desk where we greet customers. Open Office West was taken in the area in front of the Break room, or the open NRCS area. The final location was the Break Room which is self explanatory.

Page 2 indicates the various possible levels of mold spores and how they are ranked with the EPA's air quality index. For our situation a review of the spore trap report on page 6 shows that all of our indoor spaces, but one fell within the 51-500 spore level which is identified as "Very low levels of mold concentration" which the EPA aligns with "good indoor air quality" which is still considered "extremely clean" according to this report. The one space that did show 1,100 spores counted was Office 205C. This is the office that until this past March was completely closed for several years with both the door and window closed. It can be assumed that any mold that was in the building was being trapped in this office with the door and window shut for several years and could be part of the reason for the increased values. This 1100 spore count reading is considered "Low levels of mold concentration" and the EPA air quality Index would align this reading with "moderate" air quality.

Page 4 also indicates that indoor plants can add to mold levels. Office 205C is the only location in our office that has indoor plants and I am removing them as a precaution since that was the area with the highest readings.

In the Spore trap report on Page 6 you can see that there are no large concentrations of spores in the office that are not also found at much greater concentrations in the exterior control sample. This, along with no visual wet areas or noticeable mold on surfaces in the office indicate that there are no major sources of mold spores originating in the office.

Pages 8-10 give a MoldSCORE for each location. None of the samples taken in our office show a mold score over 150 and as indicated in the report "Rated on a scale from 100 to 300. A rating less than 150 is low and indicates a low probability of spores originating inside."

ATTACHMENT G:

CORRESPONDENCE - Saratoga County SWCD June 15, 2021

E-Mailed:

- Virtual Black River Watershed Conference
- Question for SWCDs
- eResource - 05182021
- SWCC Draft Minutes from May 18th, 2021 meeting
- Updated COVID-19 Mask and Vaccination Guidance for USDA Employees and Partners
- Monroe County SWCD May 2021 Newsletter
- Conservation Clips - 05/21/2021
- COEA updates June Meeting
- Congressional Oversight Calls for Racial Equity Audit at Amazon
- Round 27 AGNPS Q and A Document and NYS SWCC Program Round 27 RFP Webinar Link
- eResource - 05252021
- NYSAD Annual meeting Survey
- National Conservation Planning Partnership (NCPP) Update
- eResource - 06052021
- Conservation Clips - 05/29/2021
- Rockland County SWCD Newsletter
- State Pension Fund Has Record Annual Return on Investments
- NYS COEA meeting - June 3rd 10AM
- eResource - 06012021
- May COEA Newsletter
- Chip McChase is Retiring
- Post Flood Emergency Stream Intervention, part 2
- Cover Crop Standard - Revised
- Conservation Clips - 06/04/2021
- Please complete survey
- June 2021 SWCC Report
- 2021 State Fair Booth Volunteer Request
- Pandemic Impacts on Employment for New Yorkers with Disabilities
- State Loses 44,000 Construction Jobs in Aftermath of Pandemic
- Engineering needs survey
- RFP 0248 - Round 27 Ag Non-Point Source Q and A Document Updated
- Orwell County SWCD Contact Information