

**Saratoga County Soil & Water Conservation District**  
50 West High Street Ballston Spa, NY 12020  
**Minutes of Organizational Meeting 02/20/2019**

**In Attendance:**

**District Directors:**

Garlanda, Victoria – At Large  
Monica, Donald - Chairman  
Darren O'Connor – Legislator

**District Staff:**

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

**Outside Agencies:**

Kate Teale – NRCS

Regrets: Jennifer Koval, Jay Matthews, Steven Ropitzky, Edward Kinowski

1. **Field Report: (Attachment D)**

2. **Cooperating Agency Reports:**

- a. **NRCS:** Teale reported on the following – A few payments made this month including wrapping up for a Waste Transfer Project. RCPP applications are now going to be under the new Farm Bill, won't be rolled over until March or April. There are new guidelines for waste management practices under new farm bill. The farms aren't obligating to complete whole plan, unlike in this past. This is point forward, any signed contracts will be held to previous guidelines. Lewis advised he had been contacted by Barbers, who are looking into a transfer station.
- b. **FSA:** In his absence, Holck provided the following report: The President signed the 2018 Farm Bill on December 20, 2018. We do not have any fact sheets or information on the new programs yet. Due to the Government shutdown, the process of implementing the new Farm Bill will take longer than was anticipated. I will provide details on the new FSA programs when that information becomes available.
- c. **RC&D:** No meeting this month.
- d. **NYSSWCC:** Monthly reported distributed to all. Scott Fickbohm scheduled to come to next meeting to provide District Law training.
- e. **NYACD:** No report.
- f. **CCE:** No report.

3. **Old Business:**

- a. **Water Quality Coordinating Committee:** The 02/14/19 meeting minutes were distributed to all.
- b. **Grants:** Lewis reported on the following:
  - i. AEM – Scott working on rock chutes for Welcome Stock.
  - ii. Upper Hudson Watershed Coalition:
    1. RCPP Grant – Received funding for end of 2018, will reimburse engineering fees for NYG&C Grants.
    2. Watershed Plan – No action, new staff member on board who will start combining it.
  - iii. NY Grown & Certified – Ariel is complete, District has received 90% of grant funds, final voucher has been submitted.
  - iv. CAFO – No action has occurred.
  - v. Septic Systems – County received funding for the last system that was put in, Lewis expects approval at the next Board of Supervisor's meeting.
  - vi. Roadside Erosion – Starts in April.
  - vii. Source Water Buffer Program – This program involves purchasing development rights around source water. Lewis has reviews & found the funding provides about \$2k an acre, which is very low for this area. Lewis does not feel it would be worth for The District to pursue.
- c. **T&S 2019:** Brochures have been distributed to town halls & local businesses. Orders have already been received.
- d. **Envirothon 2019:** Invitations to schools have been sent out, only 1 team has registered so far. Donation letters have also been sent out and some donations have been received.
- e. **Sexual Harassment Policy:** McCarthy advised that revisions have been made based on suggestions from Board members. McCarthy will send the Board an updated copy to review for additional revisions & will be presented to the Board for approval next month.

4. **New Business:**

- a. **Soil Group Worksheets:** McCarthy advised that she has been reviewing the cost of the Soil Group Worksheets and feels a fee increase is needed. In 2018, the District spent over \$4,500 creating the Worksheets and collected \$1,375 in fees. This will be brought to the Board next month for discussion, approval for a fee increase.
- b. **Drone:** Lewis advised that the staff is looking to purchase a drone & that Lewis is studying to take pilot exam. Will have costs, details for next meeting.
- c. **Farm Land Preservation Committee:** Don Monica has a been looking into if he can designate another employee to be on Committee to represent District.

## Minutes of Emergency Staff Meeting 02/26/2019

**In Attendance:**

**District Directors:**

Garlanda, Victoria – At Large  
Edward Kinowski – Legislator  
Jay Matthews– At Large Farmer  
Darren O’Connor – Legislator  
Steven Ropitzky – Vice Chairman

**District Staff:**

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

**Outside Agencies:**

Kate Teale – NRCS

Regrets: Jennifer Koval, Donald Monica

Meeting called to order at 3:27pm by Vice Chairman Steve Ropitzky.

1. **Minutes of January 2019 Meeting:** Motion to approve by Kinowski, seconded by O’Connor, carried unanimously.
2. **January 2019 Financial Reports:**
  - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Garlanda, seconded by Kinowski, carried unanimously.
  - b. **Bank Statements and Timesheets for January 2019:** were reviewed by O’Connor who made a motion to approve, seconded by Kinowski, carried unanimously.
3. **Old Business:**
  - a. **Grants:** Lewis reported on the following:
    - i. Upper Hudson Watershed Coalition:
      1. RCPP Grant - Payment for reimbursement of engineering funds has been received.
        - a. Farm Payments: A motion was made by Garlanda, seconded by Matthews, carried unanimously to pay Jon Ariel \$6,500.00, Nathan Darrow \$4,000.00, Jeremy Knight \$4,000.00, John Vincek \$2,080.00 and Byron Winney \$4,000.00.
      - ii. NY Grown & Certified – Lewis advised that Ariel’s project is complete, District has received most of the funding for the project, a final voucher for \$8,846.75 has been submitted but not paid to date.
        1. Ariel Closeout Payment – A motion was made by Matthews, seconded by Kinowski, carried unanimously to pay Jon Ariel a payment of \$30,000.00 this week and a final payment of \$8,180.00 when the final payment is received from the State.
    - b. **Sale of 2017 Chevy:** A motion was made by O’Connor, seconded by Kinowski to accept a bid no lower than \$25,000.00 with negotiations handled by District Staff for the sale of the 2017 Chevy.
  4. **New Business:**
    - a. **WQS 2019:** A motion was made by Garlanda, seconded by O’Connor, carried unanimously to pay \$1,180.00 for District Staff to attend the 2019 Water Quality Symposium.
    - b. **FSA Dinner:** A motion was made by Matthews, seconded by O’Connor, carried unanimously to pay \$105.00 for District Manager, Jon Ariel & his wife to attend the FSA Dinner. Jon Ariel is to accept the 2018 AEM award.
  5. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, March 20, 2019 at 3:00pm. Meeting adjourned by Vice Chairman at 3:34pm.

Respectfully submitted: \_\_\_\_\_  
Shannon J. McCarthy, Secretary
Donald Monica – Chairman

**ATTACHMENT A:**

Saratoga County SWCD								
Receipts and Disbursements								
January 2019								
	Operations	Petty Cash	WQCC	Envirothon	Ariel	Sara Apple	Vincek	Winney
<b>BOOK BALANCE as of 12/31/18</b>	<b>\$60,508.89</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$769.45</b>	<b>\$10,884.81</b>	<b>\$10,882.52</b>	<b>\$3,110.08</b>	<b>\$10,882.52</b>
<b>RECEIPTS</b>								
Interest	\$1.60	\$0.00	\$0.00	\$0.03	\$0.46	\$0.46	\$0.13	\$0.46
Ag Value - Soil Group Worksheet	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Reimbursement	\$0.00	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$326.60</b>	<b>\$54.00</b>	<b>\$0.00</b>	<b>\$0.03</b>	<b>\$0.46</b>	<b>\$0.46</b>	<b>\$0.13</b>	<b>\$0.46</b>
<b>DISBURSEMENTS</b>								
Office Manager	\$2,711.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,532.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,193.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Field Equipment	\$1,854.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Trees Expenses	\$3,321.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$8.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$194.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone/Internet	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$187.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Educational Expenses	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers' Comp & Disability Insurance	\$2,548.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Fair	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$10.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$1,560.51	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas & Oil	\$65.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$4,247.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$970.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$28,647.49</b>	<b>\$54.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BOOK BALANCE as of 01/31/19</b>	<b>\$32,188.00</b>	<b>\$250.00</b>	<b>\$4,112.53</b>	<b>\$769.48</b>	<b>\$10,885.27</b>	<b>\$10,882.98</b>	<b>\$3,110.21</b>	<b>\$10,882.98</b>

**ATTACHMENT B:**

Saratoga County Soil and Water Conservation District		
Budget vs Actual		
January 2019		
	BUDGET 2019	ACTUAL JAN 2019
<b>RECEIPTS</b>		
District Tree & Shrub Program	\$45,000.00	\$0.00
Fish Stocking Program Sales	\$3,000.00	\$0.00
Interest	\$75.00	\$1.60
Topo Map/Guidebook Sales	\$0.00	\$0.00
Bird Item Sales	\$300.00	\$0.00
Sale of Equipment	\$28,000.00	\$0.00
Ag Value - Soil Group Worksheet	\$1,500.00	\$325.00
Staking Fees/Mine Plans	\$50.00	\$0.00
County Appropriation	\$122,220.00	\$0.00
State Grants	\$41,829.25	\$0.00
State Reimbursements	\$156,000.00	\$0.00
Federal Grants or Reimbursements	\$1,000.00	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$398,974.25</b>	<b>\$326.60</b>
<b>DISBURSEMENTS</b>	<b>BUDGET 2019</b>	<b>ACTUAL JAN 2019</b>
Directors Per Diem for Meetings	\$1,200.00	\$0.00
Office Manager	\$37,109.80	\$2,711.87
District Manager	\$62,025.60	\$4,532.64
Field Technician (Senior)	\$46,974.20	\$3,432.73
Field Technician	\$37,780.29	\$2,761.08
Intern	\$6,300.00	\$0.00
Furniture and Fixtures	\$0.00	\$0.00
Office Equipment	\$2,200.00	\$0.00
Motor Vehicle Equipment	\$29,000.00	\$0.00
Field Equipment	\$1,200.00	\$1,854.47
District Trees Expenses	\$26,306.22	\$3,321.07
Fish & Pond Stocking	\$2,000.00	\$0.00
Flags and Stakes	\$500.00	\$0.00
Conservation Practice Supplies	\$500.00	\$8.90
WQCC	\$1,500.00	\$0.00
Directors Travel/Training	\$1,000.00	\$0.00
Employees Travel/Training	\$2,000.00	\$194.00
Telephone/Internet	\$3,000.00	\$120.00
Office Supplies	\$3,000.00	\$187.85
Meeting Expenses	\$200.00	\$0.00
Educational Expenses	\$700.00	\$20.00
Auto/Field/Liability Insurance	\$3,500.00	\$0.00
Workers' Compensation/Disability Insurance	\$2,200.00	\$2,548.01
State, National Dues	\$1,500.00	\$0.00
RC&D Dues	\$0.00	\$0.00
State Fair	\$100.00	\$100.00
Postage	\$1,000.00	\$10.43
Bird Item Expenses	\$120.00	\$0.00
Credit Card Fees	\$1,000.00	\$0.00
Part C Project Materials	\$20,000.00	\$1,560.51
Repairs to Truck & Field Equipment	\$2,100.00	\$0.00
Gas & Oil	\$2,500.00	\$65.54
Health/Dental Insurance	\$52,987.32	\$4,247.70
Retirement Benefits	\$33,100.18	\$0.00
Employer Share FICA/Medicare	\$14,370.64	\$970.69
<b>TOTAL DISBURSEMENTS</b>	<b>\$398,974.25</b>	<b>\$28,647.49</b>
<b>NET TOTAL</b>	<b>\$0.00</b>	<b>(\$28,320.89)</b>

**ATTACHMENT C:**

<b>FEBRUARY 2019 MEETING VOUCHERS</b>								
<b>ACCOUNT</b>	<b>#</b>	<b>PAYEE</b>	<b>EXPLANATION</b>	<b>AMOUNT</b>	<b>DATE PAID</b>	<b>CHECK #</b>	<b>AMOUNT PAID</b>	<b>BALANCE DUE</b>
General	23	Chemung County SWCD	Lewis - Application Fee	\$150.00	02/07/19	9841	\$150.00	\$0.00
General	24	NYCDEA	WQS Registration Fees 2019	\$1,180.00	02/07/19	9843	\$1,180.00	\$0.00
General	25	Curtis Lumber	Windshield Antifreeze	\$7.17	02/07/19	9842	\$7.17	\$0.00
General	26	Petty Cash	Car Wash	\$20.00	03/21/19	9863	\$20.00	\$0.00
General	27	Blue Shield of NENY	Health/Dental for February 2019	\$4,997.32	02/07/19	9844	\$4,997.32	\$0.00
General	28	Bank of America (Lewis)	Monthly Payroll Fee, Office Supplies	\$169.01	03/07/19	9861	\$169.01	\$0.00
General	29	Andrea M. James	Mileage Reimbursement - Jan. 2019	\$208.80	02/28/19	9854	\$208.80	\$0.00
General	30	Saratoga County Gas Account	Gasoline - January 2019	\$172.57	03/21/19	9866	\$172.57	\$0.00
General	31	Saratoga County General Services	Postage - January 2019	\$11.35	03/21/19	9867	\$11.35	\$0.00
General	32	Quill	Office Supplies	\$155.70	03/21/19	9865	\$155.70	\$0.00
General	33	Upper Hudson Watershed Coalition, Inc.	Grant Administration Fee	\$2,000.00	03/21/19	9873	\$2,000.00	\$0.00
General	34	Rose & Kiernan	Insurance 2019	\$4,027.18	02/28/19	9855	\$4,027.18	\$0.00
<b>TOTAL VOUCHERS</b>				<b>\$13,099.10</b>			<b>TOTAL DUE</b>	<b>\$0.00</b>

**ATTACHMENT D:****February 2019 Field Report**

- AEM tier 4 Welcome Stock rock chute design Rugg Rd (Northumberland)
- 22 Ag Assessments (County wide)
- Tree & Shrub brochure delivery (County wide).
- Attended Law and Finance and County Board of Supervisors meeting for Septic Grant Payment
- Site visit to Scanlon's to discuss another high tunnel (Saratoga)
- Site visit to Macica's to discuss a high tunnel (Saratoga)
- Site visit to Mathews for high tunnel
- Attended Saratoga County Planning Conference
- Invasive sign set up at Fruit growers meeting (Desmond)
- Invasive sign Charlton town hall (Hemlock woolly adelgid)
- Site visit to farm to discuss a manure issue (Charlton)
- AEM tier 1-2 Macica farm / Kim Scanlin
- AEM record updates

**ATTACHMENT E:****CORRESPONDENCE - Saratoga County SWCD**  
**February 20, 2019**

## Mailed:

- NYACD letter dated 01/31/19
- Resolution to the NYCDEA

## E-Mailed:

- Governor Cuomo's Proposed SFY 2019-2020 Budget – EPF
- New Grown and Certified Grant
- 2019 Wetland Status and Trends Webinar Information
- National Conservation Planning Partnership (NCP) Employee Update
- Wildlife, Fish & Marine Life Newsletter: funding for Invasive Species programs
- Mohawk Meeting Information
- Municipal Subcommittee Meeting - new date 02/28/19
- Upcoming Hemp Meeting
- NACD Announces \$1 Million in Urban Ag Conservation Grants
- NYACD Resolutions Hearings Reports
- Space Available for NACD February U&C Webinar
- Montgomery County Growing Industrial Hemp Meeting
- DEC Announces New Trees for Tribes 'Buffer in a Bag' Initiative
- NCDEA Annual Report