

Saratoga County Soil & Water Conservation District
50 West High Street Ballston Spa, NY 12020
Minutes of Regular Meeting 07/17/2019

In Attendance:

District Directors:

Victoria Garlanda – At Large
Jennifer Koval – At Large Farmer
Jay Matthews – At Large
Don Monica - Chairman
Darren O'Connor - Legislator
Steven Ropitzky – Vice Chairman

District Staff:

Dustin Lewis – District Manager
Shannon McCarthy – Office Manager
Scott Monica – Senior Technician
Daniel Palemire - Technician

Regrets: Ed Kinowski, Kate Teale

Meeting called to order at 3:05pm by Chairman Monica.

1. **Minutes of June 2019 Meeting:** **Motion** to approve by O'Connor, seconded by Koval, carried unanimously.
2. **June 2019 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers:** (***Attachment A, B & C***) **Motion** to approve made by Matthews, seconded by Ropitzky, carried unanimously.
 - b. **Bank Statements and Timesheets for June 2019:** were reviewed by Ropitzky who made a **motion** to approve, seconded by O'Connor, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** No report.
 - b. **FSA:** No report.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Report was distributed to all by e-mail.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Minutes from June meeting distributed to all.
 - b. **Grants:** Lewis reported on the following:
 - i. AEM – **Motion** to accept AEM Project Funding application by Ropitzky, seconded by O'Connor, carried unanimously.
 - ii. Upper Hudson Watershed Coalition
 1. RCPP Grant – Winding down, sign ups are over, \$10k currently still available for engineering. Submitting receipts this week to use up the \$10k, \$2500 for Knights, \$3750 each for Koval & Welcomestock.
 2. Watershed Plan – Starting to schedule winter meetings for the public to review the plan.
 - iii. NYS Grown and Certified – Last month Vincek, Saratoga Apple & Winney grants were all closed out. Knights in now the only grant left, Lewi & Palemire visited this week & saw that the basin & stone are in, looks that only concrete work left.
 - iv. CAFO grants – Koval: next step is the preconstruction meeting which is required by NRCS. The meeting will include 2 contractors, the engineer & the District to review & answer any questions. Once the meeting is held earth work can begin, possible middle to end of August. Welcomestock: 1 bid was received and was over \$700k, the grant will cover about \$500k. Welcomestock is considering redesign to not use as much concrete or drop the liner. Lewis has recommended he get more bids before making a decision.

- v. Septic grants – 1 system under construction in Clifton Park.
 - vi. Roadside Erosion – The funds were received & a new bank was account set up. Lewis plans to start the grant in the Fall, the District is only responsible for Hydroseeding for this grant.
 - c. **Purchase of new vehicle & Sale of Vehicle: Motion** to approve by Garlanda, seconded by Koval, carried unanimously.
 - d. **2020 Budget:** The Budget Committee meeting was held prior to the Board meeting. **Motion** to approve the proposed 2020 budget by Ropitzky, seconded by O'Connor, carried unanimously.
 - e. **Part C Performance Measures:** Lewis reminded the Board that we need 1 more Board member to attend an eligible meeting.
6. **New Business:**
- a. **Computer Purchase (Technician): Motion** to approve payment up to \$2,000 by O'Connor, seconded by Koval, carried unanimously.
 - b. **4 Hour Training Course:** Due to interest, another 4-hour course has been scheduled for Monday, November 4, 2019.
7. **Other Business:**
8. **Correspondence: (Attachment E)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, August 21, 2019 at 3:00pm. Meeting adjourned by Chairman at 3:49pm.

Respectfully submitted:

Shannon McCarthy – Secretary

Donald Monica – Chairman

Attachment A:

Saratoga County SWCD										
Receipts and Disbursements										
June 2019										
	Operations	Petty Cash	WQCC	Envirothon	Payroll Liabilities	Roadside Erosion	Knight's	Sara Apple	Vincek	Winney
BOOK BALANCE as of 5/31/19	\$173,125.36	\$250.00	\$4,112.53	\$833.57	\$0.00	\$0.00	\$10,882.84	\$180.42	\$2,797.86	\$884.43
RECEIPTS										
Interest	\$31.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	\$0.29	\$0.14
Tile/Pipe/Guard/Fitting Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Sales	\$170.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ag Value - Soil Group Worksheet	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants not State or Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$15,242.91	\$97,294.50	\$0.00	\$9,352.90	\$1,244.00	\$32,646.75
No Till Drill Rental Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Hour Training Fees	\$2,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County Appropriation	\$30,555.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Reimbursements	\$11,106.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Received	\$11.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$45,104.82	\$0.00	\$0.00	\$0.00	\$15,242.91	\$97,294.50	\$0.00	\$9,353.04	\$1,244.29	\$32,646.89
DISBURSEMENTS										
Directors Per Diem for Meetings	\$260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Manager	\$2,854.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Manager	\$4,771.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technician(s)	\$6,519.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payments to Cooperators & Others	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,533.46	\$4,042.15	\$33,531.32
District Trees Expenses	\$107.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fish & Pond Stocking	\$2,877.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Practice Supplies	\$169.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors Travel/Training	\$267.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employees Travel/Training	\$388.01	\$0.00	\$0.00	\$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	\$0.00	\$0.00
Office Supplies	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$149.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$154.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bird/Bat Item Expenses	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank/Credit Card Fees	\$31.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Part C Project Materials	\$3,732.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health/Dental Insurance	\$9,245.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employer Share FICA/Medicare	\$1,052.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Payroll Liabilities	\$15,242.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS	\$48,101.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,533.46	\$4,042.15	\$33,531.32
BOOK BALANCE as of 06/30/19	\$170,128.51	\$250.00	\$4,112.53	\$833.57	\$15,242.91	\$97,294.50	\$10,882.84	\$0.00	\$0.00	\$0.00
Closed 06/28/19										

Attachment D:

July 2019 Field Report

- Hydro seeding for the Town of Greenfield
- Hydro seeding for the Town of Wilton
- Hydro seeding for the Town of Northumberland
- ag assessments
- Invasive Sign to Saratoga Lake Boat launch (Saratoga)
- 4-hour Training in office
- AEM Worked on rock chutes on Cucuzo (Stillewater)
- Landowner assistance North Shore Rd Hadley
- Soil and wetlands maps for landowners x4
- Worked on permit for Nick Querques (Greenfield)
- Attended CAG meeting at Spa State Park
- Met with Joan Frank at her home on to discuss culvert issue (Galway)
- Worked on bids for storage grants (Northumberland, Saratoga)
- Met with Coughlin on Fitch Rd to discuss water issue from road (Saratoga)
- Szurek tile (Charlton)
- NYG&C Knight's project site visit (Ballston)
- Fair prep and setup (Ballston Spa)
- AEM tier 5b Kings Ransom site planning (Northumberland)
- Moved Invasive Sign and Hydro seeder to fair (Ballston Spa)
- Set up Stream Table for Children's Museum (Saratoga Springs)
- AEM 14 Close out
- AEM 16 Planning
- AEM tier 3 conservation planning

Attachment E:

CORRESPONDENCE - Saratoga County SWCD

July 17, 2019

Mailed:

- Saratoga Business Journal – July 2019

E-Mailed:

- Registration: Irrigation Water Management Training
- NYS Grown and Certified Honey
- NYSCDEA Annual Golf Tournament Announcement
- Round 25 AGNPS Ag Waste Storage Screening Tool
- Regional Managers Meetings Files
- Registration for the 2019 NACD Northeast Regional Meeting August 25-28
- NRCS and Mou's
- Round 25 AgNPS - Final Q and A posted
- July 2019 SWCC Report
- Updates on Registration for the 2019 NACD Northeast Regional Meeting August 25-28
- Irrigation Water Management Training
- Jefferson SWCD Address Change
- NYS Soil and Water Conservation Meeting - Wednesday July 17th, 2019
- Grasstravaganza conference