

**Saratoga County Soil & Water Conservation District**  
4H Training Center  
**Minutes of Regular Meeting 09/15/2021**

**In Attendance:**

District Directors:

Victoria Garlanda – At Large  
Jay Matthews – At Large Farmer  
Darren O'Connor – Legislator  
Steven Ropitzky –Chairman

District Staff:

Dustin Lewis– District Manager  
Shannon McCarthy– Office Manager

Outside Agencies

Kate Girard – NRCS

Regrets: Janet Bartow, Joe Grasso, Jennifer Koval

Meeting called to order at 3:06pm by Chairman Ropitzky.

1. **Minutes of August 2021 Meeting:** Motion to approve by O'Connor, seconded by Matthews, carried unanimously.
2. **August 2021 Financial Reports:**
  - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Matthews, seconded by O'Connor, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
  - a. **NRCS:** Girard reported that things are being wrapping up fiscal year, which ends September 30<sup>th</sup>. This year NRCS has obligated 10 contracts in Saratoga County, heavy on high tunnels. Sign up deadline for most programs is November 1<sup>st</sup> this year. Offering an Ag Assistance Program again this year, all the high tunnels projects that applied were funded this year. Doing some compliance reviews, 1 pending on an old violation but others were all good. Out flagging wetlands currently, also doing other wetland determinations. Update on the lease of current office space, she advised there was a delay, but it is being worked on, expects no more hiccups, this is a 5-year extension. There is no more renewal option after this, NRCS would have to negotiate a completely new lease for the future.
  - b. **FSA:** No report.
  - c. **RC&D:** No report.
  - d. **NYSSWCC:** Report distributed by email. Lewis was contacted by Steinmuller requesting site visits with Ag & Markets staff to some projects that were funded by Ag & Markets. Site visits to Kovals & Ariels will be on September 24<sup>th</sup> in the morning.
  - e. **NYACD:** No report. Annual meeting is coming up, Lewis would like to attend for a day at a cost of \$200. A motion to spend up to \$200 for Lewis to attend the NYACD Annual Conference was made by Garlanda, seconded by O'Connor, carried unanimously.
  - f. **CCE:** No report. Lewis advised that hydroseeding will be done at the fair in the next few weeks.
5. **Old Business:**
  - a. **Water Quality Coordinating Committee:** No meeting this month.
  - b. **Grants:** Lewis reported on the following:
    - i. Agricultural Environmental Management – Lewis inquired about allowing Board members to apply as it is now allowed by NYS. If allowed will need a Conflict-of-Interest policy & any board members that may want to apply for funding at any point would have to recuse themselves from voting on the policy. Also, any time their application was up for review, that board member would need to recuse themselves. After a discussion, Lewis advised he will reach out to the State for more information. Will be available at the next meeting.
    - ii. CAFO – Scott Fickbohm to attend the next board meeting to provide District Law training if everyone can attend. Fickbohm will be at the office to review the Welcomestock grant closeout paperwork.
    - iii. Septic – 1 finished project, which was completed prior to submitting application. As the project qualifies for the grant, Lewis contacted DEC to see if we could still pay on it, DEC approved funding the project. 2 other applications received that have been approved for funding.
    - iv. Roadside Erosion – Will be hydroseeding in the next few weeks & collect bills so we can submit for reimbursement.
    - v. Resiliency Training – None scheduled at this time, will be requesting an extension.
    - vi. Micro Irrigation Grant – No current activity, waiting on growing season to be complete.
  - c. **Compensation Study Request:** No new info since last month.

- d. **Audit of 2020 Books:** McCarthy reported that there are 2 months of vouchers that need to be signed to be able to hold the audit. Audit needs to be done at the end of the year for Part C. McCarthy to contact board members to schedule annual audit.
  - e. **Tire Collection:** 55 car/truck tires and 1 Ag Tire registered to date. If registrations stay low, staff will rent a U-Haul & bring them down to Casings like we did last time. McCarthy advised that participants can now register online using a Google Form.
  - f. **Office Staffing:** NRCS is requiring anyone in the office to fill out a form advising of vaccination status. Masks are required to allow entrance into the office.
6. **New Business:**
- a. **Arial Photos:** County Planning has agreed to put on scans on maps on the County website. Staff will need to put together a layer & Lewis would like to put a District watermark on the photos. The photos will be available by PDF for downloading. Monica working with Skidmore to try & get the files back from them instead of having to rescan them all.
  - b. **Virtual Meetings:** Open Meeting Law has adjusted until January. McCarthy will send an email out to contact members on how they would like to attend meetings.
  - c. **Executive Session:** A **motion** was made to move into executive session at 4:00pm was made by O'Connor, seconded by Matthews, carried unanimously. A **motion** to come out of executive session with no action taken at 4:15pm was made by O'Connor, seconded by Matthews, carried unanimously.
  - d. **ESC Trainings:** Lewis reported that there are 5 separate 4 Hour training classes in the next five months that he will be helping to teach.
7. **Other Business:**
8. **Correspondence: (Attachment F)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, October 20, 2021, at 3:00pm. Meeting adjourned by at 4:20pm.

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

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

**ATTACHMENT A:**

Saratoga County SWCD							
Receipts and Disbursements							
AUGUST 2021							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	Welcomstock CAFO	AEM Projects
<b>BOOK BALANCE as of 07/31/2021</b>	<b>\$251,182.93</b>	<b>\$250.00</b>	<b>\$4,082.53</b>	<b>\$1,972.50</b>	<b>\$28,232.16</b>	<b>\$231.23</b>	<b>\$678.25</b>
<b>RECEIPTS</b>							
Interest	\$5.55			\$0.04			\$0.02
County Appropriation	\$31,471.50						
<b>TOTAL RECEIPTS</b>	<b>\$31,477.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.02</b>
<b>DISBURSEMENTS</b>							
Office Manager	\$3,088.40						
District Manager	\$5,206.40						
Technician(s)	\$7,142.80						
Conservation Practice Supplies	\$365.03						
Telephone/Internet	\$120.00						
Office Supplies	\$38.90						
Educational Expenses	(\$532.23)						
Part C Project Materials	\$4,125.00						
Gas & Oil	\$88.00						
Health/Dental Insurance	\$4,832.45						
Employer Share FICA/Medicare	\$1,115.73						
<b>TOTAL DISBURSEMENTS</b>	<b>\$25,590.48</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 08/31/2021</b>	<b>\$257,069.50</b>	<b>\$250.00</b>	<b>\$4,082.53</b>	<b>\$1,972.54</b>	<b>\$28,232.16</b>	<b>\$231.23</b>	<b>\$678.27</b>

**ATTACHMENT B:**

BUDGET TO ACTUAL REPORT			
AUGUST 2021			
	BUDGET 2021	ACTUAL AUG 2021	ACTUAL JAN - AUG 2021
<b>RECEIPTS</b>			
District Tree & Shrub Program	\$40,000.00		\$37,800.51
Fish Stocking Program Sales	\$3,000.00		\$1,417.62
Interest	\$80.00	\$5.55	\$66.99
Sales	\$15,000.00		\$1,104.88
Sale of Equipment	\$28,000.00		\$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		\$3,642.56
County Appropriation	\$125,886.00	\$31,471.50	\$94,414.50
State Grants	\$15,960.00		\$0.00
State Reimbursements	\$204,218.00		\$217,067.33
Federal Grants/Reimbursements	\$0.00		\$0.00
Sales Tax Received	\$1,000.00		\$705.27
PRISM MOU	\$0.00		\$5,500.00
Payroll Liabilities	\$0.00		\$93.93
<b>TOTAL RECEIPTS</b>	<b>\$436,749.00</b>	<b>\$31,477.05</b>	<b>\$363,286.25</b>
<b>DISBURSEMENTS</b>			
Directors Per Diem for Meetings	\$1,200.00		\$540.00
Office Manager	\$40,156.65	\$3,088.40	\$25,633.72
District Manager	\$67,086.73	\$5,206.40	\$43,129.60
Field Technician (Senior)	\$50,818.90	\$3,953.60	\$32,500.72
Field Technician	\$40,866.31	\$3,189.20	\$26,364.10
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	\$28,788.15		\$24,421.45
Fish & Pond Stocking	\$2,500.00		\$1,074.99
Flags and Stakes	\$0.00		\$0.00
Conservation Practice Supplies	\$1,544.02	\$365.03	\$1,533.08
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$1,200.00		\$65.10
Employees Travel/Training	\$4,000.00		\$465.00
Telephone/Internet	\$3,400.00	\$120.00	\$1,037.71
Office Supplies	\$3,300.00	\$38.90	\$2,321.26
Meeting Expenses	\$750.00		\$384.46
Educational Expenses	\$1,500.00	(\$532.23)	\$20.00
Auto/Field/Liability Insurance	\$4,500.00		\$4,710.16
Workers' Compensation/Disability Insurance	\$3,500.00		\$2,621.59
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$500.00		\$95.53
Bird Item Expenses	\$1,000.00		\$1,566.00
Credit Card Fees	\$1,000.00		\$1,281.44
Part C Project Materials	\$25,000.00	\$4,125.00	\$13,770.92
Repairs to Truck & Field Equipment	\$500.00		\$30.00
Gas & Oil	\$4,500.00	\$88.00	\$1,290.61
Health Insurance	\$59,742.24	\$4,832.45	\$38,669.63
Retirement Benefits	\$33,000.00		\$0.00
Employer Share FICA/Medicare	\$15,500.00	\$1,115.73	\$9,353.15
Sales Tax Disbursement	\$800.00		\$678.04
Payments to Cooperators and Others	\$0.00		\$6,039.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$436,749.00</b>	<b>\$25,590.48</b>	<b>\$240,814.98</b>
<b>NET TOTAL</b>	<b>\$0.00</b>	<b>\$5,886.57</b>	<b>\$122,471.27</b>

**ATTACHMENT C:**

2021 MEETING VOUCHERS - SEPTEMBER								
ACCOUNT	#	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General	103	A.G. Ammon Nursery	T&S 2021 Order - Shipping Charges	\$289.40	09/16/21	10281	\$289.40	\$0.00
General	104	Blueshield of NENY	Health/Dental: September 2021	\$5,625.56	09/02/21	10279	\$5,625.56	\$0.00
General	105	Saratoga County Gas Account	Gasoline: July 2021	\$328.66	09/16/21	10284	\$328.66	\$0.00
General	106	De Lage Fianancial	Copier Lease: September 2021	\$125.00	09/16/21	10282	\$125.00	\$0.00
General	107	NYSCEA	Conservation Skills Workshop Fee	\$60.00	09/02/21	10280	\$60.00	\$0.00
General	108	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$6.42	09/16/21	10283	\$6.42	\$0.00
				<b>TOTAL VOUCHERS</b>			<b>\$6,435.04</b>	<b>\$0.00</b>
<b>Bills to be Paid Before Next Board Meeting:</b>								
General		Blue Shield of NENY	Health Insurance - October 2021	\$5,685.29				
TOTAL				\$5,625.56				

**ATTACHMENT D:**

**September 2021 Field Report**

- ? Hydro seed for Town of Greenfield
- ? Hydro seed for Town of Wilton
- ? AEM No-Till delivery and setup for Gannon (Stillwater)
- ? AEM No-Till delivery and setup for Ariel (Wilton)
- ? AEM No-Till delivery and setup for Vincek (Wilton)
- ? AEM tier 3a conservation plan (Half a Chance Farm)
- ? AEM Round 17 Base program webinar
- ? Truck maintenance/recall
- ? Stormwater, Culvert replacement (Moreau)
- ? Ag. Tire recycling
- ? Fish Creek dredging meeting
- ? Septic Replacement on Bruno Rd (Clifton Park)
- ? Meeting with AFT to discuss farm Solar policy
- ? Horse farm site visit on Thomas rd. (Northumberland)
- ? Mohawk Watershed Meeting

## ATTACHMENT E:

### CORRESPONDENCE - Saratoga County SWCD September 15, 2021

#### E-Mailed:

- Frank Bratt Scholarship Deadline- September 1st
- AEM Base Program Round 17 (January 1, 2022 - December 31, 2023)
- Conservation Clips – 08/20/2021
- FW: RFP releases on Grants Gateway
- Position vacancy
- Problems Plague State's Rent Relief Program
- Retirement
- USDA Vaccination Verification for Employees, Partners, and Contractors
- Upstate Transportation Authorities Suffer Revenue Plunge
- eResource – 08/24/2021
- FW: Technician Vacancy
- NYACD Awards!!!
- NACD Forestry Notes – 08/26/2021
- Conservation Clips – 08/27/2021
- State Pension Fund Lowers Employers' Contribution Rates  
2022 Part B
- Changes to Approval Authorities for State Programs
- Grain Storage Training Sept 21st
- Correction, Sept 23rd Grain Storage Training Sept 23rd
- RE: AEM Base Program Round 17 (January 1, 2022 - December 31, 2023)
- USDA Natural Resources Conservation Service – 08/31/2021
- eResource – 08/31/2021
- 2020 Soil and Water Conservation Committee Annual Report
- Webinar for Saturated Buffer RFP
- 2021 Conservation Skills Workshop
- CDEA News needs your news by September 3
- OML Temporary Change back to remote meeting
- Conservation Clips – 09/03/2021
- Edible Capital District article
- Comptroller DiNapoli Attends New York State Fair
- ESI training
- Sept 2021 SWCC Report
- Webinar - Technical Training on Saturated Buffers
- STATE AGRICULTURE COMMISSIONER ANNOUNCES REPORT FROM DIVERSITY AND RACIAL EQUITY  
WORKGROUP TO FOSTER INCLUSION IN NEW YORK AGRICULTURE
- Erosion & Sediment Control 4 Hour Training
- Water Quality Symposium class planning meeting Sept. 15, 9 - 12
- eResource – 09/07/2021
- Important dates!!!
- NYS SWCC Cost Share Program Interim Reporting and Amendment Guidance  
Conservation Clips – 09/10/2021
- Drone services fee schedule
- CSW Covid masking requirements
- A Remembrance Message From State Comptroller DiNapoli
- CRF Track 2 Class - last day of registration
- Webinar for Saturated Buffer Pilot Program
- Webinar for Erosion and Sediment Control Implementation in the Genesee River and Finger Lakes Watersheds
- NACDE Conservation Awards Nominations - Deadline - September 30, 2021
- Draft Agenda & Registration: NACD Northeast Regional Meeting
- eResource – 09/14/2021
- Native Meadows Design Workshop October 5 at Teatown Lake Reservation
- Fall Fish Stocking Sale
- NYS Soil and Water Conservation Committee - September 21, 2021
- 2022 Water Quality Symposium Survey