

Saratoga County Soil & Water Conservation District
Zoom Meeting
Minutes of Regular Meeting 02/16/2022

In Attendance:

District Directors:

Janet Bartow - Vice Chairman
Victoria Garlanda – At Large
Joe Grasso – Legislator
Jennifer Koval – At Large Farmer
Jay Matthews – At Large Farmer
Steven Ropitzky –Chairman
Kevin Veitch – Legislator

District Staff:

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

Regrets: Kate Girard

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

1. **Minutes of January 2022 Meeting:** Motion to approve by Bartow, seconded by Koval, carried unanimously.
2. **January 2022 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers:** (*Attachment A, B & C*) Motion to approve made by Veitch, seconded by Bartow, carried unanimously.
3. **Field Report:**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** No report. 75% compacity in the office per NRCS.
 - b. **FSA:** Reported distributed to all by email.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Monthly reported distributed to all by email. Lewis was mediator for Urban Ag discussion earlier today.
 - e. **NYACD:** No report.
 - f. **CCE:** No report.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Minutes were distributed to all by email.
 - a. A motion was to spend no more than \$2000 on the materials for augmented sand table and \$600 for SLIPID Water Meter was made by Garlanda, seconded by Veitch, carried unanimously.
 - b. **Grants:** Lewis reported on the following:
 - a. Agricultural Environmental Management – Palemire submitted closeout paperwork for Round 16 of AEM & has begun working on the paperwork for Round 17.
 - b. CAFO Grants – Welcomestock’s final payment was issue after funds from NYS were received and a request to close that bank account has been made.
 - c. Septic System – 1 payment issued last month from County for \$10,000, a reimbursement is expected to be approved in March, 1 project pending construction that has been approved.
 - d. Roadside Erosion – Additional funds were received from the state & the 2nd reimbursement payment to Essex SWCD has been issued.
 - e. Resiliency Training – Received extension through Oct 2022, Saratoga will be holding a training for roadside practices. The training will take place most likely in the Fall, in the northern part of County in conjunction with Warren County SWCD.
 - f. Micro Irrigation Grant – Bids have been received & is now pending construction.
 - g. Records Retention Grant – Purchased map case & proper shelving. Staff installed the new shelving, happy to report that this shelving is much more stable than previous shelving. Lewis had a meeting to discuss record imaging for next round of grants.
 - c. **Compensation Study Request:** Tabled until next meeting.
 - d. **T&S 2022:** McCarthy reported that the online shop is live & have received about 50 orders.
 - e. **Envirothon 2022:** McCarthy reported that Envirothon will be held virtually again this year.
 - f. **Audit of 2021 Books:** McCarthy advised that there is a backlog of paperwork that needs signatures before the audit can be scheduled. Board members were asked to arrive early to the new Board meeting to assist with signatures.
6. **New Business:**
 - a. **Selling of map cases:** Lewis advised that the District now has 2 improperly sized map cases & would like to list them for sale on Auctions international. A motion to list the 2 map cases for sale on Auctions International was made by Bartow, seconded by Koval, carried unanimously.
 - b. **Policy Review:** A motion to update the Policies as listed below was made by Veitch, seconded by Matthews, carried unanimously.
 - a. Building & Equip: change the word endure to ensure
 - b. Civil Rights: No changes
 - c. Communications Policy: Remove bullet point #3, Remove 2nd sentence from bullet point #4
 - d. District Director Attendance Policy: No Changes
 - e. Drug Free Workplace: No Changes
 - f. Code of Ethics: No changes
 - c. **Request for Building Space:** Lewis present an official request to the Buildings & Grounds Committee ask for space for to build a storage building for the District. Lewis also obtained 3 quotes from companies for a 30’ x 40’ (1200 sq ft) building. This building will house the hydroseeder hooked to a truck, the No Till Drill, the Billboard trailer, materials for hydroseeding & have space for Staff to work on equipment repairs/maintenance. Lewis is estimating a cost of approximately \$80,000 for construction not including electricity or water. Estimates include \$30,000 for the building and another \$30,000 for earthwork needed. Veitch asked if this would include additional space besides just the

building, Lewis advised he would revise the letter and explain that we would need a bigger footprint than just the building itself. He expects there will be a lease with the County for this building. Garlanda asked if there are any zoning restrictions, Lewis advised that would be up to the County as they own the property. Lewis advised the District would need to get a building permit for the work & building. Matthews asked about any required set back with the weather station being on the left of the plot, Lewis advised he would need to check in with Chad Cooke. The proposed location may have to be moved to south side, due to the weather station. Lewis added that we are not asking for a specific location, just for space on that property. A **motion** to support submitting the request to County was made by Veitch, seconded by Garlanda, carried unanimously.

7. Other Business:

a. Approval of AEM Ranking: Koval left the meeting at this time. Lewis reported that based on Board feedback the BMP focus for this round was Pesticide Application Replacement & Secondary Petroleum & Oil Products Storage. The District received a total of 7 applications. 3 applications for IPM Pesticide, 3 applications for Secondary Petroleum & Oil Products Storage, 1 application for Cover Crop. Per NYS Guideline, we can fund up to 87.5% of project costs. Staff looked at funding at 75% so all projections can have funding. Veitch asked about process, do farms get payments first? Lewis advised this program was a reimbursement program, most farms get loans to cover costs. Matthews asked if the farms were still likely to continue cover cropping without funding? Lewis advised there are other grant opportunities for cover cropping. No other sources for other BMPs in this County. Palemire stated that all Pesticides Applications have bids & pest management plans, expecting a quick turn around on those projects. Matthews stated he felt the District should using straight % for equal funding for all projects & asked if the projects were all being given different %s? Palemire advised the 87.5% is set by the State, the staff decided to utilize 75% to keep things equal with the ability to fund multiple projects. Garlanda asked when the funding would be available again? Lewis replied this is a 2 year-round, the next round will begin in 2024. Garlanda asked if we expect to receive the same amt in 2024? Lewis advised based on past funding, he expects the next Round amount will be the same. Board discussion on % of funding, Matthews stated he would like to see fund all projects at 75%, Ropitzky, Veitch, Garlanda, Bartow agreed. A **motion** to fund 7 applications at 75% was made by Garlanda, seconded by Bartow, carried unanimously.

8. Correspondence

9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, March 23, 2022 at 3:00pm. Meeting adjourned by Chairman at 3:59pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD							
Receipts and Disbursements							
JANUARY 2022							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envrothon	Roadside Erosion	Welcomstock CAFO	AEM Projects
BOOK BALANCE as of 12/31/2021	\$241,954.57	\$100.00	\$4,082.53	\$3,256.67	\$7,822.71	\$231.23	\$678.35
RECEIPTS							
Interest	\$4.21			\$0.08		\$0.19	\$0.02
Bird/Bat Item Sales	\$48.36						
No Till Drill Rental Fees	\$660.00						
State Reimbursements						\$41,519.77	
Sales Tax Received	\$3.64						
TOTAL RECEIPTS	\$716.21	\$0.00	\$0.00	\$0.08	\$0.00	\$41,519.96	\$0.02
DISBURSEMENTS							
Office Manager	\$2,408.70						
District Manager	\$4,060.80						
Technician(s)	\$5,571.30						
Office Equipment	\$38.48						
Payments to Cooperators & Others						\$33,771.00	
District Trees Expenses	\$8,728.45						
Conservation Practice Supplies	\$262.50						
Employees Travel/Training	\$200.00						
Telephone/Internet	\$120.00						
Office Supplies	\$459.80						
Workers' Comp & Disability Insurance	\$2,812.43						
Postage	\$81.31						
Bank/Credit Card Fees	\$137.54						
Part C Project Materials	\$1,016.77						
4 Hour Training Expense	\$297.94						
Gas & Oil	\$880.40						
Health/Dental Insurance	\$4,781.74						
Retirement Benefits	\$32,141.00						
Employer Share FICA/Medicare	\$856.56						
TOTAL DISBURSEMENTS	\$64,855.72	\$0.00	\$0.00	\$0.00	\$0.00	\$33,771.00	\$0.00
BOOK BALANCE as of 01/31/2022	\$177,815.06	\$100.00	\$4,082.53	\$3,256.75	\$7,822.71	\$7,980.19	\$678.37

ATTACHMENT B:

BUDGET TO ACTUAL REPORT		
January 2022		
RECEIPTS	BUDGET 2022	ACTUAL JAN 2022
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	\$660.00
4 Hour ESC Training Program	\$6,000.00	
Interest	\$90.00	\$4.21
Bird/Bat Sales	\$3,000.00	\$48.36
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	\$132,160.30	
State Grants	\$10,000.00	
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	\$1,200.00	\$3.64
Other	\$0.00	
Fund Balance Transfer	\$32,603.82	
TOTAL RECEIPTS	\$479,763.20	\$716.21

DISBURSEMENTS	BUDGET 2022	ACTUAL JAN 2022
Directors Per Diem for Meetings	\$1,200.00	
Office Manager	\$41,911.38	\$2,408.70
District Manager	\$70,657.92	\$4,060.80
Field Technician (Senior)	\$53,037.81	\$3,083.85
Field Technician	\$43,281.63	\$2,487.45
Field Intern	\$0.00	
Furniture and Fixtures	\$0.00	
Office Equipment	\$1,000.00	\$38.48
Motor Vehicle Equipment	\$77,834.12	
Field Equipment / Supplies	\$500.00	
District Trees Expenses	\$28,000.00	\$8,728.45
Fish & Pond Stocking	\$2,000.00	
Conservation Practice Supplies	\$2,439.27	\$262.50
WQCC	\$0.00	
Directors Travel/Training	\$500.00	
Employees Travel/Training	\$2,500.00	\$200.00
Telephone/Internet	\$3,060.00	\$120.00
Office Supplies	\$2,500.00	\$459.80
Meeting Expenses	\$500.00	
Educational Expenses	\$500.00	
Auto/Field/Liability Insurance	\$4,800.00	
Workers' Compensation/Disability Insurance	\$3,000.00	\$2,812.43
State, National Dues	\$0.00	
State Fair	\$100.00	
Postage	\$200.00	\$81.31
Bird Item Expenses	\$1,500.00	
Bank/Credit Card Fees	\$1,000.00	\$137.54
Part C Project Materials	\$20,000.00	\$1,016.77
4 Hour Training Expense	\$500.00	\$297.94
Repairs to Truck & Field Equipment	\$300.00	
Gas & Oil	\$1,500.00	\$880.40
Health/Dental Insurance	\$60,441.07	\$4,781.74
Retirement Benefits	\$38,000.00	\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$856.56
Sales Tax Disbursement	\$1,000.00	
Other	\$0.00	
TOTAL DISBURSEMENTS	\$479,763.20	\$64,855.72
NET TOTAL	\$0.00	(\$64,139.51)

ATTACHMENT C:

2022 MEETING VOUCHERS - FEBRUARY								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 19	De Lage Financials	Copier Lease: Jan 2022	\$131.25	02/17/22	EFT02172022	\$131.25	\$12.50	
General 20	Blueshield of NENY	Health/Dental: February 2022	\$5,625.56	02/03/22	10340	\$5,625.56	\$0.00	
General 21	Curtis Lumber	Snowbrush	\$10.99	02/03/22	10341	\$10.99	\$0.00	
General 22	Uline	Ladder, Records Storage Racks	\$2,182.15	02/17/22	10346	\$2,182.15	\$0.00	
General 23	Saratoga County Gas Account	Gasoline: January 2022	\$178.44	02/17/22	10345	\$178.44	\$0.00	
Roadside 24	Warren County SWCD	UHWG Grant Reimbursement	\$4,891.32	02/17/22	109	\$4,891.32	\$0.00	
General 25	Bank of America (Dustin's Card)	EZ Pass Replenishment, Microsoft 360 Renewal	\$132.99	02/17/22	10344	\$132.99	\$0.00	
General 26	Washington County SWCD	NYSCEA Silent Auction Donation 2022	\$20.00	02/17/22	10347	\$20.00	\$0.00	
TOTAL VOUCHERS			\$13,172.70			TOTAL DUE	\$12.50	
Bills to be Paid Before Next Board Meeting:								
General	Blue Shield of NENY	Health Insurance - March 2021	\$5,625.56					
TOTAL			\$5,625.56					

ATTACHMENT D:

Field Staff Report

February 14, 2022

- Ag-Assessments County wide
- AEM round 16 close out submittal
- AEM round -17 BMP project Budget/ prioritization and ranking
- AEM- Micro Irrigation grant Bid Submittal
- Septic Grant- one system installed and request for reimbursement filed
- Installed new shelves, new map case and worked with contractor for records retention
- Tree and Shrub online Store Review and inventory of stock
- Annual Reports review and compiling of report information
- Fish stocking pricing online store review
- SLPID meeting to discuss Algae blooms and Fish Creek issues
- Participated in State Technical Advisory Committee Meeting

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD February 16, 2022

E-Mailed:

- CDEA January Meeting
 - FY2023 Executive Budget
 - Natural Resource Conservationist Job Posting
 - Essex County Soil and Water Conservation Districts - 2021 Annual Newsletter
 - Draft CAFO General Permit posted on NYS DEC ENB
 - Comments Due NLT 2/18 - NRCS Conservation Practice Standards have been posted to the Federal Register and NRCS is seeking comment:
 - Farmers.gov: Cover Crops Play a Starring Role in Climate Change Mitigation
 - NACD News: Conservation Clips – 01/21/22
 - New link Grain School
 - Climate Resiliency and Adaptation language
 - State Comptroller: Helping to Improve Services for Older New Yorkers
 - Livestock & GHG webinar: Learn the biology of livestock methane (and ways to reduce it!), January 25 from 9-11am.
 - Ulster County SWCD Winter Newsletter
 - Who is your????
 - Community Forest Grant Announcement
 - Tools and References Wiki
 - CDEA Meeting Start Time
 - Agriculture Assessment Memo
 - Save the Date Next SWCC Meeting - February 16th, 2022
 - Warren SWCD office
 - Delaware County SWCD Annual Newsletter
 - Tioga SWCD Winter Newsletter
 - Please share with all NYS SWCD's & Partners
 - NACD News: eResource – 01/25/2022
 - NACD Forestry Notes: Indiana SWCDs assist statewide invasives program – 01/26/2022
 - NACD News: Conservation Clips – 01/28/22
 - District Technician Forum
 - 4-HR Erosion and Sediment Control Training - February Date
 - Comptroller's Early Warning Helps School Districts Manage Fiscal Issues
 - Ontario County Soil & Water Conservation District's 2021 Annual Report
 - Press Release: USDA to Invest up to \$225 Million in Partner-Driven Conservation on Agricultural and Forest Land
 - NEW YORK STATE ANNOUNCES TWO GRANT OPPORTUNITIES TO HELP NEW YORK FARMERS PROTECT SOIL AND WATER QUALITY
 - Job Announcement - Jefferson County SWCD
 - NYS Department of Agriculture and Markets: Your February Monthly Harvest is here!
 - Farmers.gov: USDA Announces Inaugural Federal Advisory Committee for Urban Agriculture
 - NACD News: eResource – 02/01/2022
 - Time Extension for 2022 CDEA Awards / Call for Nominations
 - Schoharie Co SWCD 2022 Newsletter
 - Farmers.gov: Save the Date! Update on Climate-Smart Agriculture and Forestry
 - NACD News: Conservation Clips – 02/04/22
 - Manure & GHG webinar: Learn how livestock farms can reduce methane by collecting & flaring methane from manure storage. Feb 8 Panel Discussion by practitioners, 9-11am
 - 2022 Water Quality Symposium
 - State Comptroller: Now Is the Time to Improve Roads and Bridges--the Right Way
 - FW: AEM LCA Nomination Announcement and Application Form
 - CRF R5 & AgNPS R28 Webinar
 - NRCS Updated Service Center Operation Status
 - USDA Announces \$1 Billion Investment in Partnerships for Climate-Smart Commodities
 - Vacancy Announcement Columbia County
 - New Email Address for Steuben SWCD
 - Your February NACDE E-News: District employees at work, networking and learning in Portsmouth, and more!
 - NACD News: eResource – 02/08/2022
 - Round 28 AGNPS RFP Q and A posted
 - National Employees Conservation District Association Annual Report
 - State Aid Reports due February 15
 - AGM Job Opportunity Announcement
 - February 2022 SWCC Report
 - A Special Opportunity to Participate in NACD's Annual Meeting
 - State Comptroller - Protecting the Long-Term Value of the Pension Fund
 - NACD News - Annual Meeting Daily Digest
 - Vehicle out to bid
 - NRCS Service Center Operations 2-14-22
 - CRF Round 6 RFP Q&A posted
 - Frank Bratt Silent Auction Donations
 - CDEA Silent Auction 2022
 - New Sentinel Landscapes to Strengthen Military Readiness, Address Climate Change and Other Natural Resource Challenges
 - 2022 WNY Stormwater Management Training Series
 - 2022 Water Quality Symposium registration - last call!
 - NYACD – Legislative Days Info
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