

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 03/23/2022

In Attendance:

District Directors:

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

District Staff:

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

Outside Agencies:

Kate Girard

Regrets: Kevin Veitch

Meeting called to order at 2:58pm by Chairman Ropitzky.

1. **Minutes of February 2022 Meeting:** Motion to approve by Matthews, seconded by Grasso, carried unanimously.
2. **February 2022 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers:** (*Attachment A, B & C*) Motion to approve made by Grasso, seconded by Matthews, carried unanimously.
3. **Field Report:** (*Attachment D*)
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard reported that just finished up EQIP Program, 9 applications received from Saratoga County farms, preapprovals will be announced on April 22nd. Currently working on 1 high tunnel in Gansevoort, 2 more were delivered in Saratoga Springs, 1 forestry project.
 - b. **FSA:** Distributed by email.
 - c. **RC&D:** No report.
 - d. **NYSSWCC:** Monthly reported distributed to all by email. Lewis advised he has been involved in discussion meetings. State is to apply for USDA funds & are looking for District input on how to utilize the funding & BMPs that should be focused on. The application is due in May, roughly \$60 million for NYS.
 - e. **NYACD:** No report, thank you letter forwarded by email.
 - f. **CCE:** No report. CCE has asked the District to review their property, they are looking to construct another building. The Fair is now connected to CCE, District has been asked for help surveying & grading the area for the new grandstand. Koval stated a new position was added to CCE. The funding for the 2-year position came from a grant for a Feasibility Study for a Food Hub. The person who wrote the grant was hired; he is working remotely at this time.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** No meeting this month.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Palemire has completed the Round 16 closeout paperwork and is working on applications for the grants approved at the last meeting. Planning to start construction ASAP on 3 projects, getting engineering on site.
 - ii. Septic System – 1 check should be mailed out this week, was approved at last Board of Supervisors meeting. Another application received earlier today.
 - iii. Roadside Erosion – Dormant due to weather, expecting to hydro once the weather breaks.
 - iv. Resiliency Training – Both Washington & Warren SWCDs are putting together trainings, will be sent to all Highway Depts.
 - v. Micro Irrigation Grant – Contractor should be starting groundbreaking very soon.
 - vi. Records Retention Grant – McCarthy reported that wrapping up the current grant, most of the materials have been purchased. Applied to next round of funding to digitize 2 records series – Aerial Maps & Cooperator Files, expects awards to be announced this summer.
 - c. **Compensation Study Request:** Tabled for this meeting, Lewis waiting on more details on funds needed for the new building. This amount is needed before this discussion can continue.
 - d. **T&S 2022:** McCarthy announced the order deadline is March 25th.
 - i. **Wages for T&S Workers 2022:** A motion was made by Grasso, seconded by Garlanda to pay Laurel Gailor \$14.00 and hour, not to exceed 50 hours of work, carried unanimously.
 - e. **Envirothon 2022:** McCarthy reported that Saratoga County has 3 teams registered, deadline was pushed to March 25th since it will be virtual this year.
 - f. **Audit of 2021 Books:** McCarthy advised this was being left on the agenda so that once the backlog of paperwork is signed, the Board can schedule the Audit.
6. **New Business:**
 - a. **Policy Review:** (*Attachment E*) A motion was made by Grasso, seconded by Bartow to accept revisions made to the listed policies, carried unanimously.
 - i. Farm Work Policy – change to “we will suggest that any non-cost shared practice should”
 - ii. FOIL Policy – no changes
 - iii. Mine Land Policy – change “for plans requested on this date will be free for Saratoga County municipalities only who need plans, no mine land plans will be completed for private landowners”
 - iv. Pond Policy – no changes
 - v. Vehicle Maintenance Policy – no changes
 - b. **Lease Agreement:** Lewis has been working with the County on the site District is requesting. The County is putting together a lease agreement for the property. The County will T the water line for the site, the District asked that the T be made s large as possible in case of filling hydroseeder & washing equipment. The County wants the District to have its own meter for billing purposes. The District will be responsible for working with National Grid on getting

power. To date, no timeframe has been given on the lease, there is a question if the County is willing to do site work or have the District hire an outside contractor. The District has requested a minimum of a 100-year lease with option of renewal with agreement if District dissolves ownership would revert to the County. Lewis is working with the County to hammer out details such as agreement on repairs, who is owner of the building, etc. Lewis advised the County that the District is looking to have construction completed this summer, if needed water & power can be done the following Spring. Grasso suggested creating a schedule showing our expectations to present to the County.

- c. **Resolution for CRF Grant:** Palemire advised he would like the District to apply for a \$93,666.00 grant. The funds would be used to purchase a No Till Drill and seeding materials for 4 farms. \$45,000 of the funds would be to purchase the No Till Drill, the rest would be used to purchase seed for 300 acres of cover crop, this is a 3-year project. The District would provide \$10,000 & time in kind. The purpose is for greenhouse grass reduction. Palemire reported that other Districts have been successful in being awarded a fund for same reason. Ropitzky inquired if staff has talked with any dealers, Palemire stated he researched prices but has not spoken with any dealers at this point. The estimated amount was based on what another District paid for their No Till, they just received funding for the same thing. A motion was made by Grasso, seconded by Koval to accept the resolution to apply to the CRF Grant, carried unanimously.

7. Other Business:

- a. **Truck Purchase:** Lewis reported that the order made from the last truck bid has been canceled. Staff is currently down to 1 truck for site visits and meetings, the next bid round is in July. Lewis asked the Board if we should wait for the next bid round before purchasing a vehicle, solicit bids from dealers, buy a smaller car, talk to purchasing about what they might be selling? Grasso suggested that the District should get a pickup based on needs, solicit bids & check with the County, see if Purchasing can solicit interest from Towns. Lewis to report on findings at the next Board meeting.

8. Correspondence: (Attachment F)

9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, April 20, 2022 at 3:00pm. Meeting adjourned by Chairman at 4:20pm.

Respectfully submitted: _____

Shannon J. McCarthy, Secretary

Steve Ropitzky – Chairman

ATTACHMENT A:

| Saratoga County SWCD | | | | | | | |
|--------------------------------------|---|-----------------|-------------------|-------------------|---------------------|---------------------|-----------------|
| Receipts and Disbursements | | | | | | | |
| FEBRUARY 2022 | | | | | | | |
| | Operations (Checking/Money Market/Accrued Liabilities) | Petty Cash | WQCC | Envirothon | Roadside Erosion | Welcomstock CAFO | AEM Projects |
| 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 |
| RECEIPTS | | | | | | | |
| District Tree & Shrub Program | \$9,457.02 | | | | | | |
| Fish Stocking Program Sales | \$407.01 | | | | | | |
| Interest | \$3.16 | | | \$0.07 | | | \$0.02 |
| Bird/Bat Item Sales | \$177.63 | | | | | | |
| Ag Value - Soil Group Worksheet | \$1,160.00 | | | | | | |
| 4 Hour Training Fees | \$1,875.00 | | | | | | |
| State Reimbursements | \$7,980.00 | | | | \$16,593.05 | | |
| Sales Tax Received | \$95.34 | | | | | | |
| TOTAL RECEIPTS | \$21,155.16 | \$0.00 | \$0.00 | \$0.07 | \$16,593.05 | \$0.00 | \$0.02 |
| DISBURSEMENTS | | | | | | | |
| Office Manager | \$3,211.60 | | | | | | |
| District Manager | \$5,414.40 | | | | | | |
| Technician(s) | \$7,428.40 | | | | | | |
| Payments to Cooperators & Others | | | | | \$14,004.00 | \$7,980.19 | |
| Conservation Practice Supplies | \$225.74 | | | | | | |
| Employees Travel/Training | \$25.00 | | | | | | |
| Telephone/Internet | \$120.00 | | | | | | |
| Educational Expenses | \$20.00 | | | | | | |
| Bank/Credit Card Fees | \$374.64 | | | | | | |
| Part C Project Materials | \$10.99 | | | | | | |
| Gas & Oil | \$178.44 | | | | | | |
| Health/Dental Insurance | \$4,781.74 | | | | | | |
| Employer Share FICA/Medicare | \$1,163.62 | | | | | | |
| Records Retention Grant Expenses | \$6,115.56 | | | | | | |
| TOTAL DISBURSEMENTS | \$29,070.13 | \$0.00 | \$0.00 | \$0.00 | \$14,004.00 | \$7,980.19 | \$0.00 |
| BOOK BALANCE as of 02/28/2022 | \$169,900.09 | \$100.00 | \$4,082.53 | \$3,256.82 | \$10,411.76 | (\$0.00) | \$678.39 |

ATTACHMENT B:

ATTACHMENT C:

| BUDGET TO ACTUAL REPORT | | | |
|---------------------------------|---------------------|--------------------|-----------------------|
| February 2022 | | | |
| RECEIPTS | BUDGET 2022 | ACTUAL FEB 2022 | ACTUAL JAN - FEB 2022 |
| District Tree & Shrub Program | \$37,500.00 | \$9,457.02 | \$9,457.02 |
| Fish Stocking Program Sales | \$3,000.00 | \$407.01 | \$407.01 |
| Tire Recycling Program | \$4,000.00 | | \$0.00 |
| No Till Drill Rental Program | \$4,250.00 | | \$660.00 |
| 4 Hour ESC Training Program | \$6,000.00 | \$1,875.00 | \$1,875.00 |
| Interest | \$90.00 | \$3.16 | \$7.37 |
| Bird/Bat Sales | \$3,000.00 | \$177.63 | \$225.99 |
| Sale of Equipment | \$35,000.00 | | \$0.00 |
| Gifts and Donations | \$0.00 | | \$0.00 |
| Ag Value - Soil Group Worksheet | \$1,500.00 | \$1,160.00 | \$1,160.00 |
| Sales Tax Credit | \$35.00 | | \$0.00 |
| County Appropriation | \$132,160.30 | | \$0.00 |
| State Grants | \$10,000.00 | | \$0.00 |
| State Reimbursements | \$208,874.08 | \$7,980.00 | \$7,980.00 |
| Federal Grants/Reimbursements | \$0.00 | | \$0.00 |
| Grants not State or Federal | \$0.00 | | \$0.00 |
| MOUs | \$0.00 | | \$0.00 |
| RC&D Time Reimbursement | \$550.00 | | \$0.00 |
| Sales Tax Received | \$1,200.00 | \$95.34 | \$98.98 |
| Other | \$0.00 | | \$0.00 |
| Fund Balance Transfer | \$32,603.82 | | \$0.00 |
| TOTAL RECEIPTS | \$479,763.20 | \$21,155.16 | \$21,871.37 |

| DISBURSEMENTS | BUDGET 2022 | ACTUAL FEB 2022 | ACTUAL JAN - FEB 2022 |
|--|---------------------|---------------------|-----------------------|
| Directors Per Diem for Meetings | \$1,200.00 | | \$0.00 |
| Office Manager | \$41,911.38 | \$3,211.60 | \$5,620.30 |
| District Manager | \$70,657.92 | \$5,414.40 | \$9,475.20 |
| Field Technician (Senior) | \$53,037.81 | \$4,111.80 | \$7,195.65 |
| Field Technician | \$43,281.63 | \$3,316.60 | \$5,804.05 |
| Field Intern | \$0.00 | | \$0.00 |
| Furniture and Fixtures | \$0.00 | | \$0.00 |
| Office Equipment | \$1,000.00 | | \$38.48 |
| Motor Vehicle Equipment | \$77,834.12 | | \$0.00 |
| Field Equipment / Supplies | \$500.00 | | \$0.00 |
| District Trees Expenses | \$28,000.00 | | \$8,728.45 |
| Fish & Pond Stocking | \$2,000.00 | | \$0.00 |
| Conservation Practice Supplies | \$2,439.27 | \$225.74 | \$488.24 |
| WQCC | \$0.00 | | \$0.00 |
| Directors Travel/Training | \$500.00 | | \$0.00 |
| Employees Travel/Training | \$2,500.00 | \$25.00 | \$225.00 |
| Telephone/Internet | \$3,060.00 | \$120.00 | \$240.00 |
| Office Supplies | \$2,500.00 | | \$459.80 |
| Meeting Expenses | \$500.00 | | \$0.00 |
| Educational Expenses | \$500.00 | \$20.00 | \$20.00 |
| Auto/Field/Liability Insurance | \$4,800.00 | | \$0.00 |
| Workers' Compensation/Disability Insurance | \$3,000.00 | | \$2,812.43 |
| State, National Dues | \$0.00 | | \$0.00 |
| State Fair | \$100.00 | | \$0.00 |
| Postage | \$200.00 | | \$81.31 |
| Bird Item Expenses | \$1,500.00 | | \$0.00 |
| Bank/Credit Card Fees | \$1,000.00 | \$374.64 | \$512.18 |
| Part C Project Materials | \$20,000.00 | \$10.99 | \$1,027.76 |
| 4 Hour Training Expense | \$500.00 | | \$297.94 |
| Repairs to Truck & Field Equipment | \$300.00 | | \$0.00 |
| Gas & Oil | \$1,500.00 | \$178.44 | \$1,058.84 |
| Health/Dental Insurance | \$60,441.07 | \$4,781.74 | \$9,563.48 |
| Retirement Benefits | \$38,000.00 | | \$32,141.00 |
| Employer Share FICA/Medicare | \$16,000.00 | \$1,163.62 | \$2,020.18 |
| Sales Tax Disbursement | \$1,000.00 | | \$0.00 |
| Records Retention Grant | \$0.00 | \$6,115.56 | \$6,115.56 |
| Other | \$0.00 | | \$0.00 |
| TOTAL DISBURSEMENTS | \$479,763.20 | \$29,070.13 | \$93,925.85 |
| NET TOTAL | \$0.00 | (\$7,914.97) | (\$72,054.48) |

| 2022 MEETING VOUCHERS - MARCH | | | | | | | | |
|--|----|----------------------------------|--|--------------------|-----------|---------|------------------|---------------|
| ACCOUNT | # | PAYEE | EXPLANATION | AMOUNT | DATE PAID | CHECK # | AMOUNT PAID | BALANCE DUE |
| General | 27 | Monaco's Auto Services | Oil Change - Chevy Silverado | \$102.72 | 03/25/22 | 10354 | \$102.72 | \$0.00 |
| General | 28 | Saratoga County General Services | Postage - January 2022 | \$26.05 | 03/25/22 | 10360 | \$26.05 | \$0.00 |
| General | 29 | Staples | Wireless Mouse x2 | \$3.50 | 03/25/22 | 10361 | \$3.50 | \$0.00 |
| General | 30 | Blueshield of NENY | Health/Dental: March 2022 | \$5,625.56 | 03/02/22 | 10348 | \$5,625.56 | \$0.00 |
| General | 31 | Montgomery County SWCD | Annual Fee for Website | \$77.71 | 03/25/22 | 10355 | \$77.71 | \$0.00 |
| General | 32 | De Lage Financials | Copier Lease: Feb 2022 | \$148.25 | 03/25/22 | 10352 | \$148.25 | \$0.00 |
| General | 33 | Meadowview Tree Nursery | T&S 2022 Order Less 25% Deposit | \$5,285.00 | 03/25/22 | 10353 | \$5,285.00 | \$0.00 |
| General | 34 | Alpha Nurseries | T&S 2022 Order Less 25% Deposit | \$3,952.93 | 03/25/22 | 10351 | \$3,952.93 | \$0.00 |
| General | 35 | Pine Grove Nursery | T&S 2022 Order Less 25% Deposit | \$202.50 | 03/25/22 | 10357 | \$202.50 | \$0.00 |
| General | 36 | Paragon Insurance Holdings | Liability & Commercial Insurance Policy Renewals | \$4,586.16 | 03/25/22 | 10356 | \$4,586.16 | \$0.00 |
| General | 37 | Bank of America (Dustin's Card) | Intuit Subscription Renewal | \$507.18 | 03/25/22 | 10358 | \$507.18 | \$0.00 |
| General | 38 | Vermont Wildflower Farm | T&S 2022 Order Less Deposit | \$472.00 | 03/31/22 | 10362 | \$472.00 | \$0.00 |
| General | 39 | Saratoga County Gas Account | Gasoline: February 2022 | \$84.10 | 03/25/22 | 10359 | \$84.10 | \$0.00 |
| General | 40 | Saratoga County General Services | Postage, 4 Hr Training Supplies | \$228.41 | 03/25/22 | 10360 | \$228.41 | \$0.00 |
| | | | TOTAL VOUCHERS | \$21,302.07 | | | TOTAL DUE | \$0.00 |
| Bills to be Paid Before Next Board Meeting: | | | | | | | | |
| General | | Blue Shield of NENY | Health Insurance - April 2021 | \$5,625.56 | | | | |
| | | TOTAL | | \$5,625.56 | | | | |

ATTACHMENT D:

| Field Report | |
|---------------------|---|
| March 2022 | |
| ? | Ag Assessments County wide |
| ? | Tree and shrub brochures in town halls and stores |
| ? | Soil map for Iron Spring Park (Ballston Spa) |
| ? | Prime & statewide importance soil map for town of Milton |
| ? | Wetland map & soil map for Coonradt (Galway) |
| ? | Wetland map for McNulty (Malta) |
| ? | AEM CRF No-till grant application |
| ? | AEM Site visit Kyle Donnan |
| ? | AEM Site visit Ariel Micro irrigation |
| ? | Water Quality Symposium |
| ? | Tire Collection preparation |
| ? | Septic training set up |
| ? | Continued work on the Building Lease with the County |
| ? | Septic System Grant work to secure payment for Sundell (Clifton Park) |

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD March 23, 2022

Mailed:

- NYACD – NYS Envirothon Packet

E-Mailed:

- Broome job opening
- 2022 WNY Stormwater Management Training Series
- FSA Report – 02/16/22
- Clean Energy Communities: 'What a Way to Set a Powerful Example'
- NYS DEC 4Hr Erosion & Sediment Control Training - March Date
- Cover Crop Rates and Claim for Payment Cover Sheet
- USDA Natural Resources Conservation Service – 02/18/22
- RE: CRF R6 & AgNPS R28 Webinar Recording
- State Comptroller - Diverse Investment Talent Helps Strengthen the State Pension Fund
- Nursery suggestions needed
- eResource – 02/22/22
- USDA Confirms Highly Pathogenic Avian Influenza in a Non-Commercial Backyard Flock (Non-Poultry) in New York
- Silent Auction Donations due 3/4
- WQS & CDEA Annual Report Updates
- Requesting Circulation to all County SWCD's and Partnering Agencies collecting Student Activities & Competitions Prize Donations.
- Conservation Clips – 02/25/22
- NACD Forestry Notes – 02/25/22
- FW: Frank Bratt Scholarship Reminder
- State Comptroller - Green Economy Boosts Job Growth In New York
- USDA Natural Resources Conservation Service – 02/28/22
- NYSCDEA Resolutions
- CRF Round 6 Q&A posted
- Follow Best Practices to Prevent the Spread of Bird Flu - Cornell Cooperative Extension
- Call for presentations please forward to watershed organizations as well
- NYSCDEA Election?
- Free Lunch N' Learn
- NYS Department of Agriculture and Markets – Monthly Harvest
- 2021 Performance Measure Evaluation Report review starting 3/2
- eResource – 03/01/22
- FW: Last call for donated items - due FRIDAY
- DEC Summer Camps Registration Postponed
- Conservation Clips – 03/04/22
- You're Invited to NACD's Virtual Fly-In Advocacy Training
- State Comptroller - Track NYC's Economic Recovery With Online Dashboards
- FW: [External Email]Pls FWD: CDEA News needs YOUR news - deadline: March 9
- CDEA News needs YOUR news
- Wyoming County Annual Report
- Stream Engineer Position
- 2021 PM/Part C award memo
- NRCS Watershed Programs Application Request - 2nd Round Cutoff Deadline March 31, 2022
- CRF Round 6 Q&A posting
- FW: NYS Soil and Water Conservation Committee Meeting: March 15, 2022
- RFP 0257 - Round 28 AGNPS - Q and A Updated
- eResource – 03/08/22
- FW: [External Email]WQS: Division VI Meeting
- Conservation Clips – 03/11/22
- 2019 Ram 1500
- CRF Round 6 final Q&A posting
- NACD News - You're Invited to a Special Partnerships for Climate Smart Commodities Webinar
- State Comptroller - NY's Temporary Reprieve from Sending More Revenue to DC Than It Receives
- Tractor, PTO and Equipment Safety Training
- Virtual Happy Hour: March 17 and 22, 6:30 p.m.
- Are You Ready for the 2022 Virtual Spring Fly-In?
- 2022 CDEA Annual Meeting For Statewide Distribution
- Restricted Funds
- eResource – 03/15/22
- FW: Silent Auction - OPEN
- NACD News - REMINDER: You're Invited to a Special Partnerships for Climate Smart Commodities Webinar
- Frank Bratt Scholarship Silent Auction Now Open
- Obituary for Kenneth Bush-Chemung County SWCD
- FW: [External Email] Virtual Happy Hour: March 17, 6:30 p.m.
- Virtual Happy Hour: March 17, 2022, 6:30 p.m
- CRF Round 6 - Deadline extended to May 16th
- Conservation Clips – 03/18/22
- State Comptroller - Marking the Pandemic's Second Anniversary
- ED job posting + description
- FSA Report – 03/21/22
- Items for sale
- FSA Bulletin
- Still time to bid on Silent Auction Items!
- Virtual Happy Hour: March 22, 6:30 p.m.
- eResource – 03/22/22