

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 07/20/2022

In Attendance:

District Directors:

Janet Bartow – Grange
Victoria Garlanda – At Large
Jay Matthews– At Large Farmer
Steven Ropitzky –Chairman

District Staff:

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

Outside Agencies

Kate Teale Girard – NRCS

Regrets: Joe Grasso, Jennifer Koval, Kevin Veitch

Meeting called to order at 3:12pm by Chairman Ropitzky.

1. **Minutes of June 2022 Meeting:** Motion to approve by Bartow, seconded by Matthews, carried unanimously.
2. **June 2022 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** Motion to approve made by Matthews, seconded by Bartow, carried unanimously.
3. **Field Report: (Attachment D)**
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard reported that NRCS will have an OSHA inspection on 07/21/22, they are looking for chemicals, that the hallways are clear, etc. Had 1 high tunnel contract obligation in Rexford, 2 more moving forward; paid out 1 high tunnel in Gansevoort, received 2 more applications. Soil health assessments were completed, 1 site visit for a covered barnyard. A professor at Skidmore is working on carbon mapping on Farms, this is part of a nationwide project. He is looking for more farms in Hudson Valley are and is offering test kits for farms to do on their own, cost is on a case-by-case basis.
 - b. **FSA:** No report.
 - c. **RC&D:** Lewis reported that a meeting was held for purposes of giving RC&D President the ability of working with an attorney to start the closeout process. Any leftover funds will be given to UHWC. UHWC will hold those funds for any additional RC&D expenses after the closeout.
 - d. **NYSSWCC:** Monthly report was distributed by email. State Committee meeting is next Tuesday, Lewis expects the CRF rankings will be given at that meeting.
 - e. **NYACD:** Annual meeting coming up in October.
 - f. **CCE:** The Fair is this week. The District has a booth with multiple displays.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** Draft minutes were distributed to all.
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Projects are moving along, Palemire has spoken with an engineer on Tier 4 projects and will be doing AEM farm visits for both Saratoga & Warren SWCDs.
 - ii. Septic – Multiple calls have been received for information on the grant but no callers reside in the eligible area.
 - iii. Roadside Erosion –
 1. Approval of payments when funds are rec'd: A **motion** was made to issue payment of \$13,086.00 to Essex SWCD and \$15,379.20 to Washington SWCD pending funds from NYS, Matthews made a motion, seconded by Garlanda, carried unanimously.
 - iv. Resiliency Training – This grant ends in October. Franklin County recently held a training, a training is being planned in Fulton County & Saratoga County is required to hold one more training. The last training will probably be held in October, it will be geared towards Highway Depts & local municipalities.
 - v. Micro Irrigation Grant – Have not gotten confirmation on if all the parts have been received.
 - vi. Records Retention Grant - McCarthy is working on the closeout of the grant and advised that the District was not awarded a grant for the 2022 – 2023 round.
 - c. **Saratoga County Lease:** The County has provided an approved Lease for signature. The rental rate is \$1.00 per year, the term is 30 years with an option for renewal. The lease begins 09/01/22 and ends 08/31/52. A **motion** to enter into a lease with Saratoga County and start the bid process for the building was made by Garlanda, seconded by Matthews, carried unanimously.
 - d. **2023 Budget (Attachment E):** Discussion was held on 2 proposed budgets with different pay increases for the staff. A decision was made to table further discussion until the next meeting in hopes of having

more Directors available for discussion. The Board requested that Lewis email Directors to request feedback on both budgets in case someone cannot make the next meeting.

6. **New Business:**
- a. **WQIP Applications:** Lewis advised the staff would like to submit 2 applications for WQIP. 1 grant would be funding for hydroseeding materials. The other application would be on behalf of Galway Highway Department for a new salt shed. The current shed is small, falling and is inadequate for their needs. The Highway Department reached out to the District for assistance in applying for a grant. A motion to submit 2 applications for the WQIP Program as described was made by Bartow, seconded by Matthews, carried unanimously.
7. **Executive Session (if needed):** A motion to enter into Executive Session for the purpose of discussing the health/medical of a current employee was made at 4:30pm by Bartow, second by Matthews, carried unanimously. A motion was made to come out of Executive Session was made at 4:49pm by Matthews, second by Bartow, carried unanimously.
8. **Other Business:**
9. **Correspondence: (Attachment F)**
10. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, August 17, 2022, at 3:00pm. Meeting adjourned by Chairman at 4:51pm.

Respectfully submitted: _____
 Shannon J. McCarthy, Secretary Steve Ropitzky – Chairman

ATTACHMENT A:

Saratoga County SWCD							
Receipts and Disbursements							
JUNE 2022							
	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects	Micro Irrigation
BOOK BALANCE as of 05/31/2022	\$307,228.95	\$100.00	\$3,482.53	\$3,332.06	\$19,852.19	\$52.42	\$0.00
RECEIPTS							
District Tree & Shrub Program	\$3,616.25						
Interest	\$11.68			\$0.08			
No Till Drill Rental Fees	\$585.00						
4 Hour Training Fees	\$1,875.00						
County Appropriation	\$33,040.08						
State Grants	(\$7,960.45)				\$0.60		\$7,959.85
Tire Recycling Fees	\$1,968.00						
TOTAL RECEIPTS	\$33,135.56	\$0.00	\$0.00	\$0.08	\$0.60	\$0.00	\$7,959.85
DISBURSEMENTS							
Directors Per Diem for Meetings	\$240.00						
Office Manager	\$4,840.50						
District Manager	\$8,121.60						
Technician(s)	\$11,142.60						
Payments to Cooperators & Others							\$5,520.00
District Trees Expenses	\$625.00						
Conservation Practice Supplies	\$194.11						
WQCC	\$1,499.99						
Directors Travel/Training	\$130.93						
Employees Travel/Training	\$63.18						
Telephone/Internet	\$120.00						
Office Supplies	\$195.86						
Bank/Credit Card Fees	\$74.93						
Part C Project Materials	\$2,938.74						
4 Hour Training Expense	\$70.95						
Gas & Oil	\$138.01						
Health/Dental Insurance	\$4,781.69						
Employer Share FICA/Medicare	\$1,797.81						
Records Retention Grant	\$1,599.99						
TOTAL DISBURSEMENTS	\$38,575.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,520.00
BOOK BALANCE as of	\$301,788.62	\$100.00	\$3,482.53	\$3,332.14	\$19,852.79	\$52.42	\$2,439.85

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
JUNE 2022			
RECEIPTS	BUDGET 2022	ACTUAL JUNE 2022	ACTUAL JAN - JUNE 2022
District Tree & Shrub Program	\$37,500.00	\$3,616.25	\$36,471.92
Fish Stocking Program Sales	\$3,000.00		\$4,422.90
Tire Recycling Program	\$4,000.00	\$1,968.00	\$1,968.00
No Till Drill Rental Program	\$4,250.00	\$585.00	\$1,245.00
4 Hour ESC Training Program	\$6,000.00	\$1,875.00	\$7,500.00
Interest	\$90.00	\$11.68	\$48.24
Bird/Bat Sales	\$3,000.00		\$1,298.28
Sale of Equipment	\$35,000.00		\$0.00
Gifts and Donations	\$0.00		\$150.00
Ag Value - Soil Group Worksheet	\$1,500.00		\$1,680.00
Sales Tax Credit	\$35.00		\$0.00
County Appropriation	\$132,160.30	\$33,040.08	\$66,080.16
State Grants	\$10,000.00	(\$7,960.45)	(\$0.60)
State Reimbursements	\$208,874.08		\$225,683.26
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		\$753.75
Sales Tax Received	\$1,200.00		\$465.18
Other	\$0.00		\$0.00
Fund Balance Transfer	\$132,803.82		\$0.00
TOTAL RECEIPTS	\$579,763.20	\$33,135.56	\$347,766.09
DISBURSEMENTS	BUDGET 2022	ACTUAL JUNE 2022	ACTUAL JAN - JUNE 2022
Directors Per Diem for Meetings	\$1,200.00	\$240.00	\$540.00
Office Manager	\$41,911.38	\$4,840.50	\$20,095.60
District Manager	\$70,657.92	\$8,121.60	\$33,840.00
Field Technician (Senior)	\$53,037.81	\$6,167.70	\$25,698.75
Field Technician	\$43,281.63	\$4,974.90	\$20,728.75
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		\$47,652.50
Field Equipment / Supplies	\$500.00		\$0.00
District Trees Expenses	\$28,000.00	\$625.00	\$19,567.63
Fish & Pond Stocking	\$2,000.00		\$3,281.88
Conservation Practice Supplies	\$2,439.27	\$194.11	\$1,060.85
WQCC	\$0.00	\$1,499.99	\$1,499.99
Directors Travel/Training	\$500.00	\$130.93	\$188.50
Employees Travel/Training	\$2,500.00	\$63.18	\$604.97
Telephone/Internet	\$3,060.00	\$120.00	\$797.71
Office Supplies	\$2,500.00	\$195.86	\$1,539.32
Meeting Expenses	\$500.00		\$0.00
Educational Expenses	\$500.00		\$591.39
Auto/Field/Liability Insurance	\$4,800.00		\$4,586.16
Workers' Compensation/Disability Insurance	\$3,000.00		\$2,843.57
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$200.00		\$120.52
Bird Item Expenses	\$1,500.00		\$897.00
Bank/Credit Card Fees	\$1,000.00	\$74.93	\$1,478.34
Part C Project Materials	\$20,000.00	\$2,938.74	\$9,384.10
4 Hour Training Expense	\$500.00	\$70.95	\$594.65
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00	\$138.01	\$1,669.23
Health/Dental Insurance	\$60,441.07	\$4,781.69	\$28,690.39
Retirement Benefits	\$38,000.00		\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$1,797.81	\$7,360.14
Sales Tax Disbursement	\$1,000.00		\$560.59
Records Retention Grant	\$0.00	\$1,599.99	\$10,965.55
Other	\$0.00		\$8,798.00
Storage Building Fund	\$100,000.00		\$0.00
TOTAL DISBURSEMENTS	\$579,763.20	\$38,575.89	\$287,915.56
NET TOTAL	\$0.00	(\$5,440.33)	\$59,850.53

ATTACHMENT C:

2022 MEETING VOUCHERS - JULY							
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE
General 75	Monaco's	NYS Inspection - 2016 Chevy	\$840.86	07/21/22	10415	\$840.86	\$0.00
General 76	Saratoga County General Services	Postage (May, June), Office Supplies	\$55.15	07/21/22	10419	\$55.15	\$0.00
General 77	Saratoga County Gas Account	Gasoline: May 2022	\$485.32	07/21/22	10410	\$485.32	\$0.00
General 78	Rid-o-vit	Tire Recycling Addtl Charges	\$405.00	07/21/22	10417	\$405.00	\$0.00
General 79	Amsure	Surety Bond	\$372.00	07/21/22	10412	\$372.00	\$0.00
General 80	Blueshield of NENY	Health/Dental: July 2022	\$5,625.56	07/14/22	10408	\$5,625.56	\$0.00
General 81	A.G. Ammon Nursery	T&S 2022 Order Less Previous Payments	\$1,487.29	07/21/22	10411	\$1,487.29	\$0.00
General 82	Saratoga County Gas Account	Diesel: June 2022	\$13.58	07/21/22	10418	\$13.58	\$0.00
General 83	De Lage Financials	Copier Lease: July 2022	\$125.00	07/21/22	10413	\$125.00	\$0.00
General 84	Bank of America (Scott's Card)	Car Wash	\$25.68	07/21/22	10409	\$25.68	\$0.00
General 85	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$16.00	07/21/22	10416	\$16.00	\$0.00
General 86	Saratoga SWCD	Reimbursement of Expenses	\$1,499.99	07/25/22	1556	\$1,499.99	\$0.00
Envirothon	Saratoga SWCD	Reimbursement of Expenses	\$571.39	07/25/22	1168	\$571.39	\$0.00
General 88	The Hartford	Disability : 04/01/22 - 06/30/22	\$28.29	07/21/22	10414	\$28.29	\$0.00
TOTAL VOUCHERS			\$11,551.11			TOTAL DUE	\$0.00
Bills to be Paid Before Next Board Meeting:							
General	Blue Shield of NENY	Health Insurance - August 2022	\$5,625.56				
TOTAL			\$5,625.56				

ATTACHMENT D:

July 2022 Field report

- Hydroseed – Town of Saratoga
- WQIP – grant applications
- Saratoga Plan And Ag & Markets Meeting (AEM tier 3 Plans)
- Spiedel – Field tile Site Visits
- No-till rental info, Scott Casey
- Salt Shed Site Visit Galway Highway department
- Ag.District Map for town of Milton Grange
- AEM - Fair Set up
- 4 hour Erosion and sediment control course
- AEM High tunnel visit Scanlan
- Pond site visit (Fascia)
- AEM - 17 project site visits
- AEM - Micro Irrigation Site visit
- AEM – tier 3 conservation plan Brookdale farm

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
July 20, 2022

E-Mailed:

- Cattaraugus County District Field Manager Job Announcement
- NYS Soil and Water Conservation Committee Meeting - June 21, 2022
- Funding Available for Conservation Planning-Type Training
- Conservation Clips – 06/17/2022
- Open Meetings Law Important Updates
- Investing in New York State Businesses
- Wetland Delineator Class
- Otsego SWCD Clerk/Secretary Vacancy
- Monroe County SWCD Summer 2022 Newsletter
- NYS Envirothon & NCF-Envirothon Membership forms
- May CDEA News hot off the press
- eResource: 06/21/2022
- NYS DEC pesticide renewal application fee: \$900.00
- 21st Annual NYSCDEA Golf Tournament
- Farmers.gov: Soil Health is the Key to a Healthy Planet.
- Conservation Clips – 06/24/2022
- NYC Transportation and Warehousing Sector Fares Better Than Other Sectors in Recovery
- NYACD Letter Dated 06/27/22 w/ Annual Mtg Info
- Spring 2022 Edition of NACD's The Resource
- eResource: 06/28/2022
- The Economic Impact of the Great Outdoors boom sprayer mtg
- National Conservation Planning Partnership (NCP) Update
- Conservation Clips – 07/01/2022
- Closing NY's Broadband Internet Gap
- eResource: 07/05/2022
- Ohio River Basin Listening Session - you're invited!
- RFA 0181a - Source Water Buffer Program - Addendum
- 2021 Monroe County Soil & Water Conservation District Annual Report
- LI Cover Crop Workshop
- 2017 Ram 1500 Laramie Longhorn Crew Cab 4X4
- Conservation Clips – 07/08/2022
- Ontario County Soil & Water Conservation District Summer Newsletter
- CDEA Website Update
- The Economic Impact of the Great Outdoors
- NYACD Letter 06 30 2022
- Next NYS Soil and Water Conservation Committee Meeting - Date change: 7/26/22
- eResource: 07/12/2022
- AFT's 2023 Farm Bill Policy Platform Debut on July 26th!
- State Fair Booth Schedule Volunteer Request #2
- July CDEA News
- Wyoming County SWCD
- Number of New Yorkers Behind on Utility Bills Soared During Pandemic
- Executive Order 11.8
- NYS SWCC Meeting
- New Yorkers Struggling to Pay Utility Bills
- RE: May 2022 SWCC Report
- Position Announcements
- eResource: 07/19/2022
- Onondaga 2021 Newsletter- Tile Drainage Research Issue