

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 06/15/2022

In Attendance:

District Directors:

Janet Bartow – Grange
Victoria Garlanda – At Large
Jennifer Koval – At Large Farmer
Steven Ropitzky –Chairman

District Staff:

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

Regrets: Joe Grasso, Jay Matthews, Kevin Veitch, Kate Teale

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

1. **Minutes of May 2022 Meeting:** Motion to approve by Koval, seconded by Garlanda, carried unanimously.
2. **May 2021 Financial Reports:**
 - a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers:** (*Attachment A, B & C*)
Motion to approve made by Bartow, seconded by Koval, carried unanimously.
3. **Field Report:** (*Attachment D*)
4. **Cooperating Agency Reports:**
 - a. **NRCS:** Girard was not able to attend but sent the following updates: 1 high tunnel completed (Middle Grove), site visit for possible large tree planting project in Moreau, continuing to work on Conservation Stewardship Program application for beef producer in Galway – including grazing practices, fuel storage, and forage testing. 1 additional high tunnel application (Gansevoort) approved.
 - b. **FSA:** Report distributed by email.
 - c. **RC&D:** Meeting held last week, a plan to dissolve was presents and approved, remaining funds to be turned over to UHWC.
 - d. **NYSSWCC:** Report distributed by email.
 - e. **NYACD:** Annual meeting in October.
 - f. **CCE:** Bleachers are being put up at the fair, District staff surveyed for the pad.
5. **Old Business:**
 - a. **Water Quality Coordinating Committee:** (*Attachment E*)
 - b. **Grants:** Lewis reported on the following:
 - i. Agricultural Environmental Management – Work is continuing.
 - ii. Septic – Requests received outside of eligible area.
 - iii. Roadside Assistance – Plan on meeting with Edinburgh next week.
 - iv. Resiliency Training – Extension has been approved, grant now ends in October.
 - v. Micro Irrigation Grant – Controller & pump should be in next week. suggested to get approval to pay but not pay until they have been received.
 1. Bank Account Approval – A **motion** to open a bank account for the Micro Irrigation Grant was made by Garlanda, seconded by Koval, carried unanimously.
 2. Payment Approval – A **motion** to make a partial payment of \$5520.00 to the farm pending final pieces of equipment be received was made by Bartow, seconded by Koval, carried unanimously.
 - vi. Record Retention – McCarthy reported that she plans on submitting the final closeout paperwork later this month or early next month. Currently waiting to hear if the District was awarded a grant for the 2022 – 2023 round.
 - c. **Saratoga County Lease Agreement:** Lewis advised the lease was tabled at Buildings & Grounds Committee until July's meeting. Lewis explained he had a discussion with the County on length of lease, he stated the District is looking for 100 years. Lewis was told the County was hesitant to do anything over 20 years as they do not want to handcuff future Board of Supervisors. A discussion on time was held, the District is looking to hold firm at 50+ years due to costs of construction the building and that the building reverts to the County once lease is complete.
6. **New Business:**
 - a. **2023 Budget Committee:** The Budget Committee meeting will be held at 2pm on July 20th. Ropitzky & Bartow agreed to serve on Committee. McCarthy to reach out to absent members to invite, no more than 3 members should attend.
 - b. **Fair 2022:** The District will be highlighting its 75th anniversary at the Fair this year.
 - c. **Approval to submit bids for new truck:** A **motion** to submit bids for a new truck was made by Koval, seconded by Bartow, carried unanimously.

ATTACHMENT B:

BUDGET TO ACTUAL REPORT			
MAY 2022			
RECEIPTS	BUDGET 2022	ACTUAL MAY 2022	ACTUAL JAN - MAY 2022
District Tree & Shrub Program	\$37,500.00	\$4,323.49	\$32,855.67
Fish Stocking Program Sales	\$3,000.00	\$19.98	\$4,422.90
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	\$2,100.00	\$5,625.00
Interest	\$80.00		\$36.56
Bird/Bat Sales	\$3,000.00	\$47.43	\$1,298.28
Sale of Equipment	\$38,000.00		\$0.00
Gifts and Donations	\$0.00		\$150.00
Ag Value - Sol Group Worksheet	\$1,500.00		\$1,680.00
Sales Tax Credit	\$35.00		\$0.00
County Appropriation	\$132,160.30		\$33,040.08
State Grants	\$10,000.00	\$7,959.85	\$7,959.85
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	\$0.38	\$465.18
Other	\$0.00		\$0.00
Fund Balance Transfer	\$132,603.82		\$0.00
TOTAL RECEIPTS	\$579,763.20	\$14,463.20	\$314,630.53
DISBURSEMENTS	BUDGET 2022	ACTUAL MAY 2022	ACTUAL JAN - MAY 2022
Directors Per Diem for Meetings	\$1,200.00		\$300.00
Office Manager	\$41,911.38	\$3,211.60	\$15,255.10
District Manager	\$70,657.92	\$5,414.40	\$25,718.40
Field Technician (Senior)	\$53,037.81	\$4,111.80	\$19,531.05
Field Technician	\$43,281.63	\$3,316.60	\$15,753.85
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	\$543.88	\$18,942.63
Fish & Pond Stocking	\$2,000.00	\$3,281.88	\$3,281.88
Conservation Practice Supplies	\$2,439.27	\$125.00	\$866.74
WQCC	\$0.00		\$0.00
Directors Travel/Training	\$500.00		\$57.57
Employees Travel/Training	\$2,500.00	\$218.67	\$541.79
Telephone/Internet	\$3,060.00	\$120.00	\$677.71
Office Supplies	\$2,500.00	\$359.36	\$1,343.46
Meeting Expenses	\$500.00		\$0.00
Educational Expenses	\$500.00	\$571.39	\$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	\$6.27	\$120.52
Bird Item Expenses	\$1,500.00	\$897.00	\$897.00
Bank/Credit Card Fees	\$1,000.00	\$85.59	\$1,403.41
Part C Project Materials	\$20,000.00	\$5,417.60	\$6,445.36
4 Hour Training Expense	\$500.00		\$523.70
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00	\$9.89	\$1,531.22
Health/Dental Insurance	\$60,441.07	\$4,781.74	\$23,908.70
Retirement Benefits	\$38,000.00		\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$1,191.99	\$5,562.33
Sales Tax Disbursement	\$1,000.00		\$560.59
Records Retention Grant	\$0.00	\$3,250.00	\$9,365.56
Other	\$0.00		\$8,798.00
Storage Building Fund	\$100,000.00		\$0.00
TOTAL DISBURSEMENTS	\$579,763.20	\$36,914.66	\$249,339.67
NET TOTAL	\$0.00	(\$22,451.46)	\$65,290.86

ATTACHMENT C:

2022 MEETING VOUCHERS - JUNE								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 65	Staples	Office Supplies	\$187.86	06/16/22	10404	\$187.86	\$0.00	
General 66	Blueshield of NENY	Health/Dental: June 2022	\$5,625.56	06/02/22	10396	\$5,625.56	\$0.00	
General 67	NAPA	Part C Materials	\$23.38	06/16/22	10400	\$23.38	\$0.00	
General 68	Curtis Lumber	Part C Materials	\$35.37	06/16/22	10397	\$35.37	\$0.00	
General 69	De Lage Financials	Copier Lease: June 2022	\$125.00	06/16/22	10398	\$125.00	\$0.00	
General 70	Meadowview	T&S 2022 Final Payment	\$625.00	06/16/22	10399	\$625.00	\$0.00	
General 71	Bank of America (Dustin's Card)	Monthly Payroll Fee, EZ Pass, Office Supplies	\$127.11	06/16/22	10402	\$127.11	\$0.00	
General 72	Bank of America (Scott's Card)	Part C Materials	\$29.99	06/16/22	10401	\$29.99	\$0.00	
General 73	Rid-o-vit	Tire Recycling Trailer Rental	\$2,850.00	06/16/22	10403	\$2,850.00	\$0.00	
General 74	Tolls by Mail	Tolls	\$3.00	06/16/22	10405	\$3.00	\$0.00	
TOTAL VOUCHERS			\$9,632.27			TOTAL DUE	\$0.00	
Bills to be Paid Before Next Board Meeting:								
General	Blue Shield of NENY	Health Insurance - July 2021	\$5,625.56					
TOTAL			\$5,625.56					

ATTACHMENT D:

June 2022 Field Report

- ? Hydro seed Town of Wilton
- ? Hydro seed Town of Greenfield
- ? Hydro seed Town of Charlton
- ? Ag drainage for Holbrook (Charlton)
- ? Ag drainage for Wolf (Stillwater)
- ? AEM - No-till for Smith (Charlton)
- ? Willow stakes Zim Smith Trail (Halfmoon)
- ? Ag drainage for Bowman (Clifton Park)
- ? AEM Farm visits with Warren County SWCD
- ? AEM Lue Deritter farm visit (tier 1)
- ? Tire collection at the Ballston Town Hall
- ? SLPID overlay district meeting

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD **June 15, 2022**

E-Mailed:

- Field Days
- Conservation Clips – 05/20/2022
- Re: Quarterly Safety Topics
- New York Mourns Those Killed in the Racist Attack in Buffalo
- CRF Working Group Meeting
- NACDE: Call for Articles
- 2022 NACDE Awards Nomination Application
- Frank Bratt Scholarship reminder
- 2022 ReLeaf Conference Registration Open - early bird pricing ends June 1!
- Independent Oversight: OSC's Contract Review Safeguards Public Funds
- eResource – 05/24/22
- USDA Masking requirements for the week of May 2
- USDA Office guidance for the week of May 23rd
- The new name of this group is the "New York Soil Health Alliance"
- Spread the word about the 2022 NY SH and Climate Resiliency Field Day
- Conservation Skills Workshop 2022
- an attempt at a final RC&D meeting to dissolve the organization
- Mass Email Request
- CDEA Meeting June 1st
- Conservation Clips – 05/27/2022
- DEC Camps 75th Anniversary - Come Celebrate with Us!
- Mourning the Innocent Lives Lost from Another Mass Shooting
- Fish On Challenge
- National Conservation Planning Partnership (NCP) Update
- Washington State district explores forest farming opportunities
- USDA Covid update and masking requirements for the week of May 31
- Updated Claim for Payment Cover Sheet - Return Funds Cover Sheet
- eResource – 05/31/22
- 2022 State Fair Booth Volunteer Request
- STATE AGRICULTURE COMMISSIONER CONGRATULATES STUDENT WINNERS OF THE 2022 NEW YORK STATE ENVIROTHON COMPETITION
- CRF Working Group meeting 6/3/22 @ 10am
- Empire Farm Days 2022
- Claim for Payment Cover Sheet - Return Funds Cover Sheet
- Conservation Clips – 06/03/2022
- NYS DEC 4Hr Erosion & Sediment Control Training - June class
- Upcoming NACD Forestry Webinar
- USDA update and Mask Guidance for the week of June 6
- NYC's Labor Force Makes an Uneven Recovery
- eResource – 06/07/22
- Next NYS Soil and Water Conservation Committee Meeting - June 21st, 2022
- Conservation Clips – 06/10/2022
- Update on New York's Unemployment Insurance Trust Fund
- Warren County SWCD - new email addresses
- More Needs to Be Done to Provide Mental Health Training to School Staff
- Scoping Plan Comment Period Extended
- Upcoming Event- New York State Erosion and Sediment Control Certificate Program Review Course
- Conservation technician vacancy
- eResource – 06/14/22
- June Updates from New York FSA
- Cattaraugus County District Field Manager Job Announcement
- May 2022 SWCC Report