

Saratoga County Soil & Water Conservation District
4H Training Center
Minutes of Regular Meeting 10/26/2022

In Attendance:

District Directors:

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

District Staff:

Dustin Lewis– District Manager

Outside Agencies

Regrets: Kate Girard

Meeting called to order at 3:04 by Chairman Ropitzky.

1. **Minutes of September 2022 Meeting:** Motion to approve with corrections made by Grasso, seconded by Garlanda, all others approved.

2. **September 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 Garlanda, carried unanimously.

3. **Field Report: (Attachment D)**

4. **Cooperating Agency Reports:**

- a. **NRCS:**
- b. **FSA:** Report distributed by email.
- c. **RC&D:** No report.
- d. **NYSSWCC:** Report distributed by email.
- e. **NYACD:** No report.
- f. **CCE:** No report.

5. **Old Business:**

- a. **Water Quality Coordinating Committee:** No meeting this month.

- b. **Grants:** Lewis reported on the following:

- i. Agricultural Environmental Management – Koval Brothers farm completed their cover cropping for this year and designs are almost complete for the fuel storage projects. One project may need an archaeological investigation through NRCS. Motion made by Garlanda seconded by Matthews to pay \$1,250.16 to Koval Brothers Dairy for the completion of their cover crop for 2022, Koval abstained, passed unanimously.
- ii. Septic – Two landowners completed projects and have been approved for payment. The county is just waiting to receive the funds from the state prior to sending out checks. One more application has been received and approved. This grant officially ends on December 31st so all claims for payment must be submitted prior to then. An extension has been requested but we have not heard back from the state yet.
- iii. Roadside Erosion – Work has been completed in Hadley and Edinburg and the District will need to submit for payment soon.
- iv. Resiliency Training – All trainings have been completed. The closeout needs to be completed and a voucher for payment sent.
- v. NYG&C Grant – Project is complete and final paperwork is being completed to seek the final payment.

- c. **Saratoga County Lease Agreement – Building Bids:** Tabled

- d. **Part C Performance Measures 2022:** Scott Fickbohm is planning to attend the November meeting and will provide District Law training to the staff and Board.
6. **New Business:**
 - a. **Annual Plan of Work 2023 – Approval of Plan:** A motion was made by Vietch and seconded by Matthews to approve the proposed 2023 annual plan of work, carried unanimously
 - b. **Part B 2023 – Approval of Project:** A motion was made by Bartow and seconded by Koval to approve the proposed 2023 Part B proposal, carried unanimously
 - c. **Mini Grant Program:** Discussion was had regarding the possibility of starting a minigrant program utilizing part C funding in 2023.
7. **Other Business:**
 - a. **Office Staffing:** Shannon McCarthy submitted her resignation letter and her last day as a District employee will be Friday October 28th 2022. Discussion was held regarding the selection of her replacement.
 - b. **Executive Discussion:** No executive session.
8. **Correspondence: (Attachment F)**
9. **Next Meeting Date and Adjournment:** The next meeting is scheduled for Wednesday, November 16, 2022, at 3:00pm in the Cornell Room at 50 West High Street Ballston Spa, NY 12020. Meeting adjourned by at 4:32 .

Respectfully submitted: _____
Dustin Lewis, District Manager Steve Ropitzky – Chairman

ATTACHMENT A:

**Saratoga County SWCD
Receipts and Disbursements
SEPTEMBER 2022**

	Operations (Checking/Money Market/Accrued Liabilities)	Petty Cash	WQCC	Envirothon	Roadside Erosion	AEM Projects	Micro Irrigation
BOOK BALANCE as of 08/31/2022	\$293,694.45	\$100.00	\$1,982.54	\$2,760.90	\$19,852.19	\$52.42	\$2,440.05
RECEIPTS							
Interest	\$61.53			\$0.07		\$1.16	\$0.39
No Till Drill Rental Fees	\$480.00						
4 Hour Training Fees	\$300.00						
State Reimbursements					\$25,386.90	\$117,100.00	
TOTAL RECEIPTS	\$841.53	\$0.00	\$0.00	\$0.07	\$25,386.90	\$117,101.16	\$0.39
DISBURSEMENTS							
Directors Per Diem for Meetings	\$260.00						
Office Manager	\$3,257.80						
District Manager	\$5,414.40						
Technician(s)	\$7,428.40						
Payments to Cooperators & Others					\$28,465.20		
Conservation Practice Supplies	\$198.81						
Directors Travel/Training	\$149.65						
Employees Travel/Training	\$100.00						
Telephone/Internet	\$120.00						
Office Supplies	\$271.99						
Postage	\$0.57						
Bank/Credit Card Fees	\$41.84						
Part C Project Materials	\$1,985.33						
4 Hour Training Expense	\$52.57						
Health/Dental Insurance	\$5,112.64						
Employer Share FICA/Medicare	\$1,182.55						
TOTAL DISBURSEMENTS	\$25,576.55	\$0.00	\$0.00	\$0.00	\$28,465.20	\$0.00	\$0.00
BOOK BALANCE as of 09/30/2022	\$268,959.43	\$100.00	\$1,982.54	\$2,760.97	\$16,773.89	\$117,153.58	\$2,440.44

ATTACHMENT B:

BUDGET TO ACTUAL REPORT SEPTEMBER 2022			
	BUDGET 2022	ACTUAL SEP 2022	ACTUAL JAN - AUG 2022
RECEIPTS			
District Tree & Shrub Program	\$37,500.00		\$36,471.92
Fish Stocking Program Sales	\$3,000.00		\$4,422.90
Tire Recycling Program	\$4,000.00		\$1,968.00
No Till Drill Rental Program	\$4,250.00	\$480.00	\$1,950.00
4 Hour ESC Training Program	\$6,000.00	\$300.00	\$8,850.00
Interest	\$90.00	\$61.53	\$132.23
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	\$132,180.00		\$99,120.24
State Grants	\$10,000.00		(\$0.60)
State Reimbursements	\$208,874.08		\$231,445.26
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	\$1,000.00		\$465.18
Other	\$0.00		\$0.00
Fund Balance Transfer	\$100,000.00		\$0.00
TOTAL RECEIPTS	\$546,979.08	\$841.53	\$388,707.16
DISBURSEMENTS			
Directors Per Diem for Meetings	\$1,200.00	\$260.00	\$800.00
Office Manager	\$41,911.38	\$3,257.80	\$29,869.00
District Manager	\$70,657.92	\$5,414.40	\$50,083.20
Field Technician (Senior)	\$53,037.81	\$4,111.80	\$38,034.15
Field Technician	\$43,281.63	\$3,316.60	\$30,678.55
Field Intern	\$5,250.00		\$0.00
Furniture and Fixtures	\$0.00		\$0.00
Office Equipment	\$1,000.00		\$38.48
Motor Vehicle Equipment	\$40,000.00		\$47,652.50
Field Equipment / Supplies	\$500.00		\$0.00
District Trees Expenses	\$28,000.00		\$21,054.92
Fish & Pond Stocking	\$2,000.00		\$3,281.88
Conservation Practice Supplies	\$2,439.27	\$198.81	\$1,586.15
WOCC	\$0.00		\$0.00
Directors Travel/Training	\$500.00	\$149.65	\$338.15
Employees Travel/Training	\$2,500.00	\$100.00	\$784.97
Telephone/Internet	\$3,060.00	\$120.00	\$1,037.71
Office Supplies	\$2,500.00	\$271.99	\$1,827.31
Meeting Expenses	\$1,000.00		\$0.00
Educational Expenses	\$500.00		\$20.00
Auto/Field/Liability Insurance	\$4,800.00		\$4,958.16
Workers' Compensation/Disability Insurance	\$2,800.00		\$2,871.86
State, National Dues	\$0.00		\$0.00
State Fair	\$100.00		\$100.00
Postage	\$200.00	\$0.57	\$176.24
Bird Item Expenses	\$1,500.00		\$897.00
Bank/Credit Card Fees	\$1,000.00	\$41.84	\$1,574.56
Part C Project Materials	\$20,000.00	\$1,985.33	\$13,686.93
4 Hour Training Expense	\$0.00	\$52.57	\$647.22
Repairs to Truck & Field Equipment	\$300.00		\$0.00
Gas & Oil	\$1,500.00		\$2,888.13
Health/Dental Insurance	\$60,441.07	\$5,112.64	\$43,366.51
Retirement Benefits	\$38,000.00		\$32,141.00
Employer Share FICA/Medicare	\$16,000.00	\$1,182.55	\$10,876.99
Sales Tax Disbursement	\$1,000.00		\$560.59
Records Retention Grant	\$0.00		\$10,965.55
Other	\$0.00		\$8,798.00
Storage Building Fund	\$100,000.00		\$0.00
TOTAL DISBURSEMENTS	\$546,979.08	\$25,576.55	\$361,575.71
NET TOTAL	\$0.00	(\$24,735.02)	\$27,131.45

ATTACHMENT C:

2022 MEETING VOUCHERS - OCTOBER								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 103	CCE - Saratoga	2022 Telephone/Internet Fees	\$2,001.04				\$2,001.04	
General 104	The Hartford	Disability : 06/01/22 - 09/30/22	\$24.93	10/20/22	10435	\$24.93	\$0.00	
General 105	Saratoga County General Services	Postage	\$6.84				\$6.84	
General 106	Saratoga County Gas Account	Gasoline: August 2022	\$591.76				\$591.76	
General 107	Curtis Lumber	Part C Materials	\$27.77				\$27.77	
General 108	EJ Prescott	Part C Materials	\$980.00				\$980.00	
General 109	Blueshield of NENY	Health/Dental: October 2022	\$6,014.90	10/06/22	10431	\$6,014.90	\$0.00	
General 110	De Lage Financials	Copier Lease: October 2022	\$125.00				\$125.00	
General 111	Quill	Office Supplies	\$251.16				\$251.16	
General 112	Bank of America (Dustin's Card)	Office Supplies, Part C, Registration Fee	\$465.00				\$465.00	
General 113	Tolls by Mail	09/20 - 09/21 Toll Fees	\$14.24				\$14.24	
General 114	Saratoga County Gas Account	Diesel: October 2022	\$15.52				\$15.52	
General 115	Monaco's Auto Service	2021 Chevy: Oil Change, Inspection	\$144.00				\$144.00	
Envirothon 116	Northwind Graphics	Envirothon Shirts	\$87.00				\$87.00	
TOTAL VOUCHERS			\$10,749.16			TOTAL DUE	\$4,709.33	
Bills to be Paid Before Next Board Meeting:								
General	Blue Shield of NENY	Health Insurance - February 2022	\$5,625.56					
TOTAL			\$5,625.56					

ATTACHMENT D:

October 2022 Field Report

- Hydro seed Town of Wilton
- Hydro seed Town of Hadley
- Hydro seed Town of Edinburg
- Hydro seed Town of Ballston
- Hydro seed Town of Charlton
- Ag assessment (Malta)
- Training Con-Skills (Cortland)
- AEM Micro-irrigation complete
- AEM Mollie Kennedy tier 1 vegetable producer
- AEM tier 3 conservation plan Ropitsky
- AEM Conservation plan Crest Royal Horse Farm
- AEM No-till Gregory & Smiths
- AEM Saratoga Mercantile/ high tunnel veg production
- Northcountry Stormwater Tradeshow Attendance
- NYACD annual meeting Attendance
- Held two Stormwater classes in Washington County and one in Saratoga County
- Septic grant payments in Clifton Park and one site visit (Clifton Park)
- Envirothon Meeting to plan the 2023 Envirothon
- Mohawk Watershed Chestnut meeting
- State Committee meeting
- PRISM strategic planning meeting

ATTACHMENT E:

CORRESPONDENCE - Saratoga County SWCD
October 26, 2022

E-Mailed:

- Fall Round Up Grazier Mtg
- RFP0279 - AEM Implementation on NYSG&C Farms Rd. 3
- FSA Report
- Governor Hochul Announces New York State Awarded \$60 Million in Federal Funds to Advance Smart Climate Practices for New York Farms and Forests | Governor Kathy Hochul
- Field to Pint Tour registration
- GOVERNOR HOCHUL ANNOUNCES NEARLY \$7.9 MILLION TO HELP NEW YORK FARMS ADDRESS IMPACTS OF CLIMATE CHANGE
- Conservation Clips -09/23/22
- NYACD Annual Meeting
- Fridays on the Farm: A Young Farmer's Mission to Make an Impact
- Admin Conference Survey
- National Conservation Planning Partnership (NCP) - HHB Awards
- Hugh Hammond Bennett Award Nominations
- New Yorkers' Debt is on the Rise
- Posting for Job
- Seneca-Keuka Watershed Partnership Newsletter: Autumn 2022 Issue
- 2022 North Country Stormwater Conference and Tradeshow
- eResource – 09/27/22
- activities for CDEA Div 6 report
- Cons skills Reimbursement
- 2017 Interseeder Grain Drill
- CDEA Meeting October 5th (For immediate release)
- Special Assistant (Executive Director of the New York State Soil and Water Conservation Committee) position
- Conservation Clips -09/30/22
- NACD Forestry Notes – 09/30/22
- NYC Puts Federal Relief Aid to Work to Drive Recovery
- Summer 2022 Edition of NACD's The Resource
- CDEA Treasurer Zoom Meeting
- Monroe County SWCD Fall Newsletter
- eResource – 10/04/22
- Erosion Control Workshop
- RFP0279 - AEM Implementation on NYSG&C Farms Rd. 3
- Not RE: Policy
- Conservation Clips – 10/07/22
- 2023 Course Poll

- State Pension Fund Is Investing in NY Companies and Generating Solid Returns
- Thanks and see you next year
- eResource – 10/11/22
- Oct 2022 SWCC Report
- FW: NYS SWCC Meeting
- skeet/trap short fundraising event for Frank Bratt Scholarship
- Reminder 2023 Part B Request
- Vacancy- Schenectady SWCD District Technician
- A Special Announcement from the State Archives and Archives Partnership Trust
- NYSDEC Part 601 and 602 Regulatory Revision Information Session
- Conservation Clips – 10/14/22
- Fridays on the Farm: Embracing Conservation on a Florida Cattle Ranch
- Onondaga SWCD Water Chestnut Educational Interview
- Fighting Public Corruption
- WE NEED YOU!!!!
- Special Edition: NACD Forestry Webinar, Oct 26
- NYS SWCC Draft Minutes - September 20th, 2022
- GOVERNOR HOCHUL ANNOUNCES OVER \$13 MILLION TO PROTECT CLEAN WATER AND SUPPORT NEW YORK FARMERS IN THE FIGHT AGAINST CLIMATE CHANGE
- eResource – 10/18/22
- Ontario County Soil & Water Conservation District Autumn Newsletter
- Conservation Skills Workshop
- Statewide District Managers Meeting SAVE THE DATE - December 13th and 14th
- FW: Wyoming County SWCD Fall Newsletter
- ? for NYS SWCD's
- FSA Report
- Conservation Clips – 10/21/22
- Round 6 CRF and Round 28 Plan of Work Webinar
- New York's Homeownership Rates Lowest in the Nation
- FW: Zoom Invite - NYSCDEA Treasurer's Position
- Relocation: Rensselaer County SWCD Office/ USDA Service Center
- Amended District Law Resolution
- eResource – 10/26/22