



Otsego County Soil & Water Conservation District Board of Directors Meeting Minutes

February 12, 2024

Meeting called to order by Meg at 10:10AM.

In attendance:

Directors – Meg Kennedy (Chair), Darin Hickling (Vice Chair), Ed Lentz (Treasurer) (left at 11:30), Brian Danforth, Helene Kraham, Jennifer Mickle, Doug Roberts

District Staff – Christos Galanopoulos

NYS Ag&M – Scott Fickbohm

Scott provided District Law Training, bringing all members into compliance for that particular 2023 Performance Standard.

Motion to accept Meeting Minutes of 1/08/2024 by Jennifer, second by Darin. Vote to adopt 7-0.

Motion to approve

Operating Fund Abstract 02-2024 (\$14,355.32)

Envirothon Fund Abstract 01-2024 (\$633.00)

Part C Fund Abstract 01/2024 (\$1,000.00)

Buoy Fund Abstract 02-2024 (\$15.36)

by Helene, second by Jennifer. Vote to adopt 7-0.

Motion to authorize investment of idle funds in FDIC-insured Money Market account by Ed, second by Darin. Vote to adopt 7-0.

Motion to approve Annual Report of the Treasurer after verifying final AEM Claim for Payment and authorize Treasurer to sign and submit. Vote to adopt 7-0

Motion to continue AirGas USA LLC lease on air tanks for Buoy Fund by Jennifer, second by Darin. Vote to adopt 7-0.

Hydroseed quotes will be considered at the March 11 meeting.

Applications for the Stream Tech are being reviewed and the pool will be narrowed to 3 or 4 for Board consideration. Christos agreed receive applications through Friday, 2/16/2024.

Otsego County Soil & Water Conservation District
Board of Directors Meeting Minutes

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Motion to enter into a new agreement with USC for Summer (2024) Buffer Interns by Brian, second by Darin. Vote to adopt 7-0.

Tree sale is progressing well.

The CRF project is looking for a different Ag Engineer, one willing to do irrigation work. The previous Engineer was dismissed for apparent lack of interest in the project.

Christos will sign the SWCD-Landowner Contract for Project #37-1 then upload it to SHARE.

The Radar Station is running smoothly and has been the subject of good publicity.

One application for Non-ag NPS was rejected but there are still three more for the current round.

There are a few salt shed applications and the new round of WQIP is due to open later in the week.

Legislative Days is scheduled for March 5 and the following SWCD plan to attend: Meg, Darin, Brian, Helene, Jennifer, Christos, and Robin.

Emergency Stream Erosion Intervention Training is scheduled for Thursday, 2/15.

Motion to fund NYSDEC Erosion & Sediment Control Training is planned for Friday, 4/05, through Part C monies and admission fees by Helene, second by Darin. Vote to adopt 7-0.

Motion to approve \$1000 donation to National Envirothon using Part C monies by Helene, second by Darin. Vote to adopt 7-0.

Scott updated the Board on SWCC matters, which were detailed in the newsletter distributed via email prior to the meeting. Among the highlights were reporting dates, upcoming meeting with the State Committee (an open meeting to which all are invited to attend), the transition away from Grants Gateway for Consolidated Funding Applications, the Don Ahrens and the Frank Bratt scholarships for college courses and continuing education, and an upcoming webinar on nutrient management.

Motion to adjourn the meeting at 1:18PM by Jennifer, second by Darin. Vote to adopt 7-0.

Respectfully submitted,



Robin Moshier, District Secretary



Otsego County Soil & Water Conservation District

967 CO HWY 33 – RIVER ROAD – COOPERSTOWN, NEW YORK 13326-9222 – PHONE (607) 547-8337
ext. 4

Monday, 12 February 2024

10:00 AM

Meadows Complex, Classroom A

Agenda

I. Call to order

II. Acceptance of Meeting Minutes – 1/08/2024

III. District Law Training – Scott Fickbohm, NYS Dept of Ag & Markets

IV. Treasurer's report

- A. Approval of claims, Abstract 02-2024
- B. Approval of claims, Envirothon Fund Abstract 01-2024
- C. Approval of claims, Part C Fund Abstract 01-2024
- D. Approval of claims, Buoy Fund Abstract 02-2024
- E. Acceptance of financial report – January 2024
- F. Approval of Annual Report of the Treasurer, authorize Treasurer to sign and submit

V. District reports

- A. District Secretary/Assistant Treasurer
 - 1. Approve Airgas USA LLC lease renewal for Buoy Fund
 - 2. Building security system installed
 - 3. Offsite records storage option awaiting comments of County Attorney
 - 4. Hydroseeder materials bids (Part B fund)
- B. District Manager
 - 1. Update - Conservation District Technician (Stream Tech)
 - 2. USC – Summer Buffer Intern agreement
 - 3. Annual Reports read for submission
 - 4. Tree Sale progress report
 - 5. Existing Projects
 - a) Climate resiliency
 - 6. Round 29 – Project #37-1
 - a) SWCD-Landowner Contract
 - b) Budget Conversation
 - 7. Update - Radar Station

Otsego County Soil & Water Conservation District

12 February 2024

Agenda

8. Otsego 9E planning
 - a) Non-Ag NPS Otsego Lake Tributary Assessment Application
9. Salt shed installations
10. Department reports
11. Outreach events - upcoming
 - a) Legislative Days attendance and payment
 - b) Water Quality Symposium attendance and payment

VI. NRCS

VII. FSA

VIII. Other reports

A. Old business

1. Checking account for payroll
2. Replace 2013 Chev Equinox LS – 3 proposals to review
3. Update on EV infrastructure –

IX. New Business

X. Next Meeting

Monday, 11 March 2024

10:00AM

Meadows Complex, Classroom A

Otsego County Soil and Water Conservation District

Abstract of Claims 02-2024 - 12 Feb 2024

voucher	amount	vendor	description	account	paid (check#) in advance of Audit of Claims
29	\$132.00	USPS	postage stamps	8730.4040	10357
30	\$130.35	Christos Galanopoulos	mileage	8730.4310	
31	\$45.00	Putnam Pest Control	monthly inspection	8730.9100	
32	\$25.00	NYS CDEA	balance payment for Water Quality Symposium	8730.4310	
33	\$329.27	Ed & Ed	metered usage	8730.4040	
34	\$425.59	LEAF	copier lease	8730.4040	
35	\$124.35	Paychex	payrolls 1/03, 1/17, 1/31	8730.4040	
36	\$77.71	Montgomery Co. SWCD	Watershed Coalition website	8730.4440	
37	\$1,500.00	NYACD	2024 assessment	8730.4040	
38	\$149.98	Charter Communications	internet	8730.4420	
39	\$51.45	Otsego County Highway	fuel	8730.4630	
40	\$1,336.34	NYSEG	light & heat	8730.4410	
41	\$592.04	Cincinnati Insurance	insurance	8730.4510	
41	\$841.32	Cincinnati Insurance	insurance	8730.4520	
41	\$124.64	Cincinnati Insurance	insurance	8730.4530	
42	\$210.00	General Security	monitoring	8730.9100	
43	\$675.00	Mike Ross	cleaning - Jan	8730.9100	
44	\$28.14	Robin Moshier	travel	8730.4310	
44	\$85.65	Robin Moshier	Notary Public commission renewal	8730.4040	
45	\$189.00	Iron String Press, Inc.	AllOtsego ad - Dr B Harman	8730.4040	
46	\$38.00	the Water Bottle	drinking water	8730.4040	
47	\$6.83	Petty Cash	dish detergent, USPS	8730.4040	
47	\$53.00	Petty Cash	post card stamps for tree sale	8730.4050	
47	\$11.66	Petty Cash	USPS - ag assesments	8730.4600	
48	\$5,952.60	Excellus BC/BS	health premium	8730.8200	
49	\$209.50	United Concordia	dental premium	8730.8300	
			<i>please see page 2</i>		

Abstract of Claims 02-2024 - 12 Feb 2024

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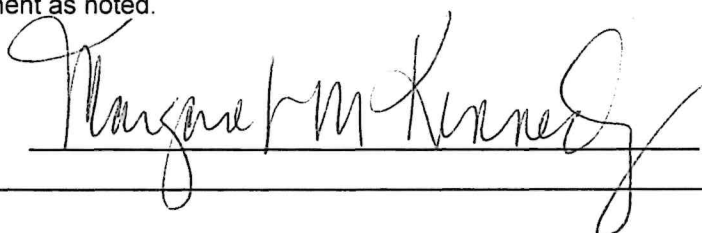
50	\$264.06	Verizon	cell phones	8730.4420
51	\$15.35	Dan Zimmerman	travel	8730.4310
52	\$150.00	Otsego Co Fair Assoc	booth fee	8730.4440
53	\$10.00	OCCA	19th Annual Earth Festival	8730.4440
54	\$138.49	KeyBank	Uline - paper supplies	8730.4040
55	\$53.00	KeyBank	USPS - postage	8730.4040
56	\$43.18	KeyBank	Adobe - Acrobat Pro	8730.4040
57	\$1.08	KeyBank	Shopify - credit card app	8730.4050
58	\$107.99	KeyBank	Real Estate Portal USA software	8730.4160
59	\$34.00	Russ Smith	trash removal	8730.9100

Total	\$14,161.57			
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14,395.32

The Board Chair certifies that this Abstract of Claims has been audited by the required number of Board members and is approved for payment as noted.

31 claim(s)



**Otsego County Soil & Water Conservation District
Profit & Loss Budget vs. Actual
2024**

	Actual			Budget			Variance
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	revised	
Income							
2160 · Revenue							
2160D · Other Revenue / Services	10		10	500		500	(490)
2160F · District Tree Program	3,571		3,571	15,000		15,000	(11,429)
2160 · Revenue - Other							
Total 2160 · Revenue	3,581		3,581	15,500		15,500	
2401 · Interest	2		2	43		43	(41)
2414 · Rental of Equipment	75		75				75
2655 · Sales of Supplies							
2675 · Gain on Disposition of Assets							
2705 · Gifts & Donations	200		200				200
2765 · County Appropriations & Grants							
2765A · County Allocation Income				165,000		165,000	(165,000)
2765B · County Forestry Program Funds				45,000		45,000	(45,000)
2765 · County Appropriations & Grants - Other							
Total 2765 · County Appropriations & Grants				210,000		210,000	
2770 · Misc Revenue							
2770A · Ag Value - Soil Group Worksheet	630		630	3,500		3,500	(2,870)
2770B · Envirothon				1,000		1,000	(1,000)
2770C · Field Conservation Days							
2770D · Buoy Fund	1,500		1,500	2,000		2,000	(500)
2770E · NRCS Rent	5,072		5,072	60,860		60,860	(55,788)
2770.1 - PY NRCS Retnt	27,387		27,387				27,387
2770F · Agency funded AEM							
2770G · OCCA Projects Income							
2770H · Soil & Water Coalition Grants							
2770I · Erosion Class Income							
2770 · Misc Revenue - Other							
Total 2770 · Misc Revenue	34,589		34,589	67,360		67,360	
3989 · State Aid, Grants, Reimb							
3989A · NYS Part A Funding	60,000		60,000	60,000		60,000	
3989B · NYS Part B Funding	6,000		6,000	6,000		6,000	
3989C · NYS Performance Measures	230,000		230,000	206,000		206,000	24,000
3989E · NYS Misc Funding							
3989F · NYS AEM Funding				130,000		130,000	(130,000)
3989 · State Aid, Grants, Reimb - Other*				183,727		183,727	(183,727)
Total 3989 · State Aid, Grants, Reimb	296,000		296,000	585,727		585,727	
3989.01 · Ag & Markets Repayment							
4989 · Federal Aid, Grants, Reimb							

**Otsego County Soil & Water Conservation District
Profit & Loss Budget vs. Actual
2024**

	Actual			Budget		Variance (over) under
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	
4989A · NRCS EQIP Funding				10,000		10,000 (10,000)
4989B · NRCS Wetland Reserve Prog						
4989C · NRCS Conservation Reserve Prog				45,900		45,900 (45,900)
4989D · USC Cover Crops Program	2,804		2,804	15,750		15,750 (12,946)
4989E · USC Buffer Stewards Program				19,000		19,000 (19,000)
4989F · USC BMP Verification				18,720		18,720 (18,720)
4989G · USC Riparian Buffer Technician support						
4989 · Federal Aid, Grants, Reimb - Other						
Total 4989 · Federal Aid, Grants, Reimb	2,804		2,804	109,370		109,370
911 · Fund Bal - Unreserved Unapprop				13,898		13,898 (13,898)
Total Income	337,251		337,251	1,001,898		1,001,898
Expense						
1990.4 · Contingent Account				5,000		5,000 (5,000)
8730.1 · Personal Services						
0.11 · Directors Expense				1,720		1,720 (1,720)
0.12 · District Secretary	4,442		4,442	57,750		57,750 (53,308)
0.13 · District Manager	4,846		4,846	63,000		63,000 (58,154)
0.14 · Conservation Technicians	8,702		8,702	158,125		158,125 (149,423)
0.15 · Other Employees						
0.151 · Forestry Tech	4,370		4,370	56,800		56,800 (52,430)
0.152 · Conservation Aide						
0.153 · Intern	2,400		2,400	18,751		18,751 (16,351)
0.15 · Other Employees - Other						
Total 0.15 · Other Employees	6,770		6,770	75,551		75,551
8730.1 · Personal Services - Other						
Total 8730.1 · Personal Services	24,760		24,760	354,426		354,426
8730.2 · Equipment						
0.21 · Furniture & Furnishing				1,000		1,000 (1,000)
0.22 · Office Equipment				5,000		5,000 (5,000)
0.24 · Field Equipment				50,000		50,000 (50,000)
0.25 · Other Equipment						
8730.2 · Equipment - Other						
Total 8730.2 · Equipment				56,000		56,000
8730.4 · Contractual						

**Otsego County Soil & Water Conservation District
Profit & Loss Budget vs. Actual
2024**

	Actual			Budget		Variance	
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	revised	(over) under
0.401 · Construction							
0.402 · Reforestation							
0.403 · Woodland							
0.404 · Other							
0.4041 · Financial Audit				20,000		20,000	(20,000)
0.404 · Other - Other	2,053	3,065	5,119	20,000		20,000	(14,881)
Total 0.404 · Other	2,053		5,119	40,000		40,000	
0.405 · District Tree Program	3,116	54	3,170	15,000		15,000	(11,830)
0.406 · Cover Crops Program							
0.407 · Fish Program							
0.408 · Pond Stocking							
0.409 · No till							
0.41 · Ag & Markets Repayment Expense							
0.410 · County Ag Plastic Program							
0.411 · Purchase of tile & pipe							
0.412 · Purchase of maps							
0.413 · Purchase survey supplies							
0.416 · Misc Supplies for Cons.	108		108	1,000		1,000	(892)
0.420 · Payments to NRCS							
0.421 · Payments to Cornell (soil samp)							
0.422 · Payments to others (soil sample				500		500	(500)
0.425 · Water Quality Committee - Buoy	15	34	49	1,500		1,500	(1,451)
0.430 · Travel/Training exp (Directors)	1,379		1,379	2,500		2,500	(1,121)
0.431 · Travel/Training exp (Employees)		199	199	6,000		6,000	(5,801)
0.440 · Rent expense							
0.441 · Light and Heat	2,181	1,336	3,517	16,234		16,234	(12,717)
0.442 · Telephone/Internet	414	414	828	6,162		6,162	(5,334)
0.443 · Office Supplies	348		348	7,000		7,000	(6,652)
0.444 · Outreach (Envirothon/Newsletter	33	871	904	5,000		5,000	(4,096)
0.450 · Insurance							
0.451 · Auto and Field Equipment		592	592	4,314		4,314	(3,722)
0.452 · Liability		841	841	6,074		6,074	(5,233)
0.453 · Inland Marine		125	125	867		867	(742)
0.454 · Professional Liability				500		500	(500)
0.455 · Surety Bonds							
0.456 · Disability Insurance							
0.450 · Insurance - Other							
Total 0.450 · Insurance			1,558	11,755		11,755	
0.460 · Other Contractual							

Otsego County Soil & Water Conservation District Profit & Loss Budget vs. Actual

2024

	Actual			Budget		Variance	
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod	revised	(over) under
Ag Value Assess.							
0.4601 · State & other dues	70		70	2,600		2,600	(2,530)
0.4602 · County Stream Prog Expenses				5,000		5,000	(5,000)
0.4603 · County Ag Plastic Prog Expenses							
0.4604 · Erosion Control Class Expenses		1,000	1,000	203,727		203,727	(202,727)
0.4605 · Grant Expenses				6,000		6,000	(6,000)
0.4606 · Part B Prog - Hydroseeding				45,900		45,900	(45,900)
0.4607 · Cover Crops							
0.460 · Other Contractual - Other		12	12				12
Total 0.460 · Other Contractual	70		1,082	263,227		263,227	
0.461 · Repairs to field equip	394		394	5,000		5,000	(4,606)
0.463 · Gas & Oil for machinery		51	51	1,900		1,900	(1,849)
0.464 · Small tools							
8730.4 · Contractual - Other							
Total 8730.4 · Contractual	10,004		18,705	382,778		382,778	
8730.8 · Employee Benefits							
0.81 - NYSLR	904		904	34,982		34,982	(34,078)
0.82 - Health Ins	4,854	5,953	10,806	57,120		57,120	(46,314)
0.83 - Dental Ins	170	210	379	2,069		2,069	(1,690)
0.84 - NYS Dbl	(13)		(13)	300		300	(313)
0.85 - Social Security				21,905		21,905	(21,905)
0.86 - Medicare				5,123		5,123	(5,123)
8730.8 · Employee Benefits - Other	1,770		1,770				1,770
Total 8730.8 · Employee Benefits	7,683		13,845	121,499		121,499	
8730.90 · Fixed Asset - Building							
8730.91 · Building Maintenance Expenses	4,127		5,091	15,475		15,475	(10,385)
8730.92 · Building Extension Expenses		964					
8730.90 · Fixed Asset - Building - Other							
Total 8730.90 · Fixed Asset - Building	4,127		5,091	70,475		70,475	(55,000)
Total Operating Expense	46,574		62,402	991,898		991,898	
9950.1 · Capital Reserve							
Total Expense	46,574		62,402	1,001,898		1,001,898	(10,000)
Net Income	(290,677)		(274,849)	(0)		(0)	274,849
		15,828					



AEM Base Program Round 17
Contract Period January 1, 2022 – December 31, 2023
Close Out Procedure Checklist

County: Otsego

Contract #: C012384

Please complete the following summary table for the AEM Base Program Technical Assistance Track and the Tier 4 Cost-Share Implementation Track, below. Double click on the table to reveal an Excel spreadsheet; close the spreadsheet with a single click outside the table.

AEM Base Program Technical Assistance Track Summary

Technical Assistance Track Activity	Hours	Rate (\$)	Total (\$)
Tier Work			
Tier 1	78.75	\$48.00	\$3,780.00
Tier 2	103.5	\$48.00	\$4,968.00
Tier 3A	73	\$48.00	\$3,504.00
Tier 3B	1641.5	\$48.00	\$78,792.00
Tier 3C	0	\$48.00	\$0.00
Tier 4	324	\$48.00	\$15,552.00
Tier 5A	3.5	\$48.00	\$168.00
Tier 5B Plan Updates	8.5	\$48.00	\$408.00
Tier 5B BMP Evaluations	0	\$48.00	\$0.00
Non-Tier / Supporting Activities			
Education	85	\$48.00	\$4,080.00
Outreach	117	\$48.00	\$5,616.00
Program Evaluation / Data Management	25.5	\$48.00	\$1,224.00
Partnership Activities	39.5	\$48.00	\$1,896.00
Reporting	57.5	\$48.00	\$2,760.00
Total Technical Assistance Work	2557.25		\$122,748.00
% Non-Tier / Supporting Activities	13%		
Testing Services			
	Number	Flat Rate/Test (\$)	Total (\$)
Basic Soil Nutrient Tests	281	\$20.00	\$5,620.00
Manure or Compost Nutrient Tests	9	\$40.00	\$360.00
Soil Health Tests	0	\$115.00	\$0.00
Total Testing Services (not to exceed \$10,000 for entire AEM Base Round)			\$5,980.00
Grand Total Earned - Technical Assistance Track			\$128,728.00

If the AEM17 contract did not include Tier 4 Cost-Share projects, please leave this section blank.

AEM Base Program Tier 4 Cost-Share Implementation Track Summary

Number of Tier 4 Cost-Share Track Projects completed within the Contract Period	0
Total Tier 4 Cost-Share Track Amount Claimed from State*	\$0.00

*Please enter the total amount of State-share funds claimed for reimbursement for Tier 4 Cost-Share Track BMP expenses, contractual services, and/or engineering services incurred within the AEM Round 17 contract period (1/1/2022 – 12/31/2023).

The **Final Report Form** (spreadsheet) has been completed and submitted to the State Committee, identifying all farms by AEM Identification Number that have work-in-progress in the Tiers or have fully completed an AEM Tier during the Round 17 Program. All columns are complete. Significant “Supporting Activities” (education, outreach, program evaluation, partnership, and reporting) have also been documented and do not significantly exceed 25% of the total earnings unless pre-approved by the District’s AEA.

Checklists for all completed Tier 3, Tier 4, and Tier 5B work have been finalized and submitted with this close out package.

A **Time Log** has been completed and submitted with this close out package that documents all hours claimed for payment with appropriate data columns including identification of employees or consultants performing the work, dates work was performed, number of hours per day, payment rate, activity description, and AEM ID # when appropriate.

All reports necessary to close out **Tier 4 Cost-Share Track implementation projects** per the AEM Base Program and Contract Policy document.

Comments:

The individual identified below certifies that all information represented is accurate and meets minimum program requirements. This information may be subject to administrative and technical spot check by the NYS SWCC. **No signatures required.**

SWCD Representative:	Chrstos Galanopoulos	Date:
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