



## Otsego County Soil & Water Conservation District Board of Directors Regular Meeting Minutes and Order of Business

11 December 2023

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

### **In attendance:**

*Directors* – Meg Kennedy (Chair), Ed Lentz (Treasurer), Brian Danforth, Helene Kraham, Jennifer Mickle (left at 2:30pm), Doug Roberts

*District Staff* – Christos Galanopoulos (DM), Chris Andreassen (by phone for annual review), Reya Mertz (for annual review), Dan Zimmerman (for annual review)

### **Absent:**

*Directors* - Darin Hickling (Vice Chair)

**Motion** to accept Meeting Minutes of 11/13 with the following edit and clarification by Ed, second by Helene. Vote to adopt 6-0.

- Insert departure times of Directors within the body of the Minutes and name each director voting on all motions after a departure.
- Clarify 11/13/2023 motion authorizing Dan to advertise and develop a Forest Management Plan program as follows.
  - Working within the AEM forestry guidelines, Dan is granted authority to expend District resources to advertise and develop Forest Management Plans for private landowners whose forests are agricultural or productive forestlands.
  - The total acreage of a project will not exceed 25 acres per private landowner.

### Treasurer Report

**Motion** to approve

Abstract 18-2023 (\$21,520.17)

WQCC Abstract 06-2023 (\$29.95)

Part C Abstract 05-2023 (\$24,905.58)

by Jennifer, second by Helene. Vote to adopt 6-0.

**Motion** to approve 2023 Budget Modifications by Ed, second by Jennifer. Vote to adopt 6-0.

<b>INCR</b>	4989E	Buffer Stewards Program	2,204.00	contract extension
<b>INCR</b>	8730.1530	Intern	2,204.00	contract extension

**Otsego County Soil & Water Conservation District  
Board of Directors Meeting  
Minutes and Order of Business**

13 November 2023

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<b>FROM</b>	8730.4510	Insurance - Auto and Field Equipment	25,206.51	correct over budget lines
<b>FROM</b>	8730.8100	NYSLRS	4,529.13	correct over budget lines
<b>TO</b>	8730.1530	Intern	596.25	correct over budget lines
<b>TO</b>	8730.2100	Furniture & Furnishing	725.40	correct over budget lines
<b>TO</b>	8730.2500	Equipment - Other	2,166.00	correct over budget lines
<b>TO</b>	8730.4130	Purchase survey supplies	157.10	correct over budget lines
<b>TO</b>	8730.4160	Misc Supplies for Cons.	23.65	correct over budget lines
<b>TO</b>	8730.4410	Light & Heat	26.08	correct over budget lines
<b>TO</b>	8730.4605	Grant Expenses	24,674.04	correct over budget lines
<b>TO</b>	8730.9100	Building Maintenance	1,367.12	correct over budget lines

**Motion** to approve modifications to 2024 Budget (appended) for additional projected revenue sources by Ed, second by Doug. Vote to adopt 6-0.

**Motion** to approve transfer \$10,000 from operating fund to Capital Reserve, conditioned upon availability of funds after all 2023 transactions are complete by Ed, second by Jennifer. Vote to adopt 6-0.

**Motion** to accept November 2023 Financial Reports by Helene, second by Jennifer. Vote to adopt 6-0.

District Secretary/Assistant Treasurer Reports

**Motion** to amend Personnel Policy to return the two-day Christmas holiday to employees by Jennifer, second by Helene. (Wording was inadvertently removed with the 2023 update.) Vote to adopt 6-0.

**Motion** to approve opening a new checking account exclusively for payroll by Helene, second by Ed. Vote to adopt 6-0.

A Surplus Tools & Equipment Policy will be drafted for Board approval.

District Manager Reports

**Motion** to approve extension of partnership with USC for Buffer Steward Intern Program and allow Christos to execute *Upper Susquehanna Coalition Skilled Services Agreement* for an amount not to exceed \$24,000 by Ed, second by Jennifer. Vote to adopt 6-0.

**Motion** to approve partnership with USC for BMP implementation and allow Christos to execute *2024 Upper Susquehanna Coalition Practices Implementation Reimbursement Agreement* for an amount not to exceed \$19,000 by Ed, second by Helene. Vote to adopt 6-0.

**Motion** to approve *Part B – 2023 Conservation Project Financial Assistance Final Report* and allow Christos to submit by Ed, second by Jennifer. Vote to adopt 6-0.

**Motion** to open and post position for *Conservation District Technician – Stream Tech* by Helene, second by Jennifer. Vote to adopt 6-0.

No updates on climate resiliency project.

**Otsego County Soil & Water Conservation District**  
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Regarding Round 29 Project #37-1, Christos will send the SWCD/Landowner Contract to the County Attorney for review before the Board takes any action.

**Motion** to revise the 3/13 minutes to show \$3140.18 as the actual amount claimed for reimbursement in the Carleton Cleveland project (paid on Part C Abstract 4-2023) by Ed, second by Helene. Vote to adopt 6-0.

**Motion** to purchase and take ownership of the radar station procured by Doug Willies for the purpose of stream water monitoring by Ed, second by Jennifer. Motion to adopt 7-0. The equipment will be property of SWCD and leased, likely for \$0 and for negotiable lengths of time, to those wishing to collect data; data will be property of SWCD; lessees will include SWCD as "other insured" on their liability policies; and lessees will be responsible for ordinary maintenance and repairs.

**Motion** to enter into Executive Session at 12:45PM for the purpose of discussing the the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation by Jennifer, second by Ed. Vote to adopt 6-0.

Jennifer left at 2:30PM, during Executive Session.

**Motion** to exit Executive Session at 2:47PM by Helene, second by Ed. Vote to adopt 5-0 (Meg, Ed, Brian, Helene, Doug.)

**Motion** to adopt pay rate increases and incorporate into 2024 Budget by Doug, second by Helene. Vote to adopt 5-0 (Meg, Ed, Brian, Helene, Doug.)

**Motion** to approve tree procurement schedule submitted by Reya (from Meadowview for an amount not to exceed \$8000 and from Pikes Peak for \$2695.50) by Helene, second by Doug. Vote to adopt 5-0 (Meg, Ed, Brian, Helene, Doug.)

Next meeting 8 January 2024 at 10:00AM in the Meadows Complex, Classroom A.

**Motion** to adjourn at 3:05PM by Helene, second by Doug. 6-0 (Meg, Ed, Brian, Helene, Doug.)

Respectfully submitted,



Robin Moshier, District Secretary





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## Otsego County Soil & Water Conservation District

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

**Monday, 11 December 2023**

**10:00 AM**

**Meadows Complex, Classroom A**

### **Agenda**

**I. Call to order**

**II. Acceptance of Meeting Minutes – 11/13/2023**

**III. Treasurer's report**

- A. Approval of claims, Abstract 18-2023
- B. Approval of claims, WQCC Abstract 6-2023
- C. Approval of claims, Part C Abstract 4-2023
- D. Acceptance of financial report –November 2023
- E. Proposed 2024 Budget mod

**IV. District reports**

A. District Secretary/Assistant Treasurer

1. Personnel Policy & apparent holiday discrepancy
2. NACDE donation
3. Surplus tools & equipment policy
4. Checking account for payroll

B. District Manager

1. USC 2024 BMP Contract execution
2. USC 2023 Buffer Steward Intern Contract Extension
3. Approve *Part B – 2023 Conservation Project Financial Assistance Final Report*
4. Post position for Conservation District Technician (Stream Tech)
5. Existing Projects
  - a) Climate resiliency
6. Round 29 – Project #37-1
  - a) SWCD-Landowner Contract
  - b) Budget Conversation
7. DEC Sediment Erosion Control Training
8. Radar Station
9. Otsego 9E planning

## Otsego County Soil & Water Conservation District

11 December 2023

Agenda

- a) Non-Ag NPS Otsego Lake Tributary Assessment Application
- 10. Effective Board meetings, Director responsibilities
- 11. Salt shed installations
- 12. Department reports

### **V. NRCS**

### **VI. Other reports**

- A. Old business
  - 1. Replace 2013 Chev Equinox LS – vehicle specs and procurement method

### **VII. New Business**

### **VIII. Annual Employee Performance Review**

- A. District Technicians
- B. District Secretary/Assistant Treasurer
- C. District Manager

### **IX. Next Meeting**

Monday, 8 January 2024  
10:00AM  
Meadows Complex, Classroom A

Otsego County Soil and Water Conservation District

Abstract of Claims 18-2023

voucher	amount	vendor	description	account	check
273	\$560.73	NYSEG	electric	8730.4410	
274	\$1,558.00	the Cincinnati Insurance Co	liability - Nov & Dec	8730.4510	
275	\$123.14	Shamar Fitzpatrick	USC Task Force meeting	8730.4310	
276	\$149.98	Charter Communications	internet	8730.4420	
277	\$82.90	Paychex	payroll	8730.4040	eft
278	\$82.90	Hummel's	3-ring binders	8730.4430	
279	\$1,686.25	Epic	2023-2024 snow removal	8730.9100	
279	\$6,745.00	Epic	2023-2024 snow removal	A480	
280	\$45.00	Putnam Pest Control	Nov	8730.9100	
281	\$443.31	Otsego County Highway	gas - Oct & Nov	8730.4630	
282	\$34.99	Westlake Ace Hardware	led lighting	8730.9100	
283	\$600.00	Mike Ross	cleaning	8730.9100	
284	\$2,166.00	General Security	security system	8730.2500	
285	\$37.78	KeyBank, Adobe	software	8730.4430	
286	\$135.86	KeyBank, Amazon	office supplies	8730.4040	
287	\$20.17	KeyBank, Mirabito	gas	8730.4310	
288	\$90.74	KeyBank, Gasway	gas	8730.4310	
289	\$157.10	KeyBank, NY Pizzeria	training events	8730.4130	
290	\$209.50	United Concordia	dental	8730.8000	
291	\$5,952.60	Excellus	health	8730.8000	
292	\$202.66	LEAF	copier agreement	8730.4430	
293	\$264.06	Verizon	phones	8730.4420	
294	\$2.25	Petty Cash - USPS	postage	8730.4040	
295	\$4.59	Petty Cash - Grand Union	cleaning supplies	8730.9100	
296	\$26.25	Petty Cash - Schneiders	birthdays	8730.4040	
297	\$38.00	the Water Bottle	water	8730.4040	
298	\$100.41	Ed & Ed	copier agreement	8730.4040	
<b>Total</b>	<b>\$21,520.17</b>				

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.


27 claim(s)







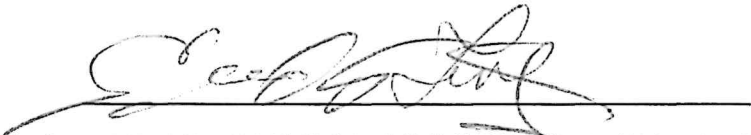
WQCC Abstract 6-2023 - 11 December 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
11	\$29.95	Westlake Ace Hardware	marking paint	8730.4250
<b>Total</b>	\$29.95			
1 claims	<p>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.</p> 			

Margaret M Kennedy



Part C Abstract 5-2023 - December 11, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
6	\$3,140.18	JB's Excavation Services Inc	NRCS partnership	8730.4605
7	\$225.00	Otsego SWCD	reimburse poster	8730.4440
8	\$21,540.40	Doug Willies	contest radar station	8730.4605
<b>Total</b>	\$24,905.58			
2 claims	<p>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.</p> 			

Margaret M Kennedy



Ossego County Soil Water Conservation District  
2024 Adopted Budget

2024												
ADOPTED BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Income</b>												
2160 · Revenue												
2160D · Other Revenue / Services	500	42	42	42	42	42	42	42	42	42	42	38
2160F · District Tree Program	15,000	7,500	7,500									
2160 · Revenue - Other												
<b>Total 2160 · Revenue</b>	<b>15,500</b>	<b>7,542</b>	<b>7,542</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>38</b>
2401 · Interest	43	4	4	4	4	4	4	3	3	3	3	3
2414 · Rental of Equipment												
2655 · Sales of Supplies												
2675 · Gain on Disposition of Assets												
2705 · Gifts & Donations												
2765 · County Appropriations & Grants												
2765A · County Appropriations & Grants												
2765B · County Forestry Program Funds	165,000		41,250	41,250	41,250	41,250	41,250	41,250	41,250	41,250	41,250	41,250
2765C · County Forestry Program Funds - Other	45,000		11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250
<b>Total 2765 · County Appropriations &amp; Grants</b>	<b>210,000</b>		<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>
2770 · Misc Revenue												
2770A · Ag Value - Soil Group Worksheet	3,500				700	700	700	700	700	700	700	
2770B · Envirothon	1,000	333	333	333								
2770C · Field Conservation Days							667	667	667			
2770D · Buoy Fund	2,000											
2770E · NRCS Rent	60,860	5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,068
2770F · Agency funded AEM												
2770G · OCCA Projects Income												
2770H · Soil & Water Coalition Grants												
2770I · Erosion Class Income												
2770 · Misc Revenue - Other												
<b>Total 2770 · Misc Revenue</b>	<b>67,360</b>	<b>5,405</b>	<b>5,405</b>	<b>5,072</b>	<b>5,072</b>	<b>5,772</b>	<b>6,439</b>	<b>6,439</b>	<b>6,439</b>	<b>5,772</b>	<b>5,072</b>	<b>5,068</b>

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Otsego County Soil Water Conservation District  
2024 Adopted Budget

2024												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>ADOPTED BUDGET</b>												
3989 - State Aid, Grants, Reimb												
3989A - NYS Part A Funding	60,000	60,000										
3989B - NYS Part B Funding	6,000	6,000										
3989C - NYS Performance Measures	206,000	206,000										
3989E - NYS Misc Funding								97,500				
3989F - NYS AEM Funding	130,000	32,500										
3989G - NYS CRF Unadilla Farm	18,200							18,200				
3989H - NYS AgNPS	165,527							165,527				
3989 - State Aid, Grants, Reimb - Other												
<b>Total 3989 - State Aid, Grants, Reimb</b>	<b>585,727</b>	<b>304,500</b>						<b>183,727</b>	<b>97,500</b>			
3989.01 - Ag & Markets Repayment												
4989 - Federal Aid, Grants, Reimb												
4989A - NRCS EQIP Funding												
4989B - NRCS Wetland Reserve Prog	10,000	833	833	833	833	833	833	833	833	833	833	837
4989C - NRCS Conservation Reserve Prog												
4989D - USC Cover Crops Program	45,900	45,900										
4989E - USC Buffer Stewards Program	15,750			2,625	2,625	2,625	2,625	2,625	2,625	2,625		
4989F - USC BMP Verification	19,000									19,000		
4989G - USC Riparian Buffer Technician support	18,720											18,720
4989 - Federal Aid, Grants, Reimb - Other												
<b>Total 4989 - Federal Aid, Grants, Reimb</b>	<b>109,370</b>	<b>46,733</b>	<b>833</b>	<b>833</b>	<b>3,458</b>	<b>3,458</b>	<b>3,458</b>	<b>3,458</b>	<b>3,458</b>	<b>22,458</b>	<b>833</b>	<b>19,557</b>
911 - Fund Bal - Unreserved Unapprop	13,898											13,898
<b>Total Income</b>	<b>1,001,898</b>	<b>364,184</b>	<b>13,784</b>	<b>5,951</b>	<b>8,576</b>	<b>61,776</b>	<b>9,943</b>	<b>9,942</b>	<b>246,169</b>	<b>125,775</b>	<b>5,950</b>	<b>91,064</b>

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Otsego County Soil W Conservation District  
2024 Adopted Budget

2024												
Expense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1990.4 - Contingent Account	5,000	417	417	417	417	417	417	417	417	417	417	413
<b>8730.1 - Personal Services</b>												
0.11 - Directors Expense	1,720	143	143	143	143	143	143	143	143	143	143	147
0.12 - District Secretary	57,750	4,813	4,813	4,813	4,813	4,813	4,813	4,813	4,813	4,813	4,813	4,807
0.13 - District Manager	63,000	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250
0.14 - Conservation Technicians	158,125	13,177	13,177	13,177	13,177	13,177	13,177	13,177	13,177	13,177	13,177	13,178
0.15 - Other Employees												
0.151 - Forestry Tech	56,800	4,733	4,733	4,733	4,733	4,733	4,733	4,733	4,733	4,733	4,733	4,733
0.152 - Conservation Aide												
0.153 - Intern	18,751	1,563	1,563	1,563	1,563	1,563	1,563	1,563	1,563	1,563	1,563	1,558
0.15 - Other Employees - Other												
<b>Total 0.15 - Other Employees</b>	<b>75,551</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,296</b>	<b>6,291</b>
<b>8730.1 - Personal Services - Other</b>												
<b>Total 8730.1 - Personal Services</b>	<b>356,146</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,679</b>	<b>29,673</b>
<b>8730.2 - Equipment</b>												
0.21 - Furniture & Furnishing	1,000					1,000						
0.22 - Office Equipment	5,000		2,500					2,500				
0.24 - Field Equipment	50,000		50,000									
0.25 - Other Equipment												
<b>8730.2 - Equipment - Other</b>												
<b>Total 8730.2 - Equipment</b>	<b>56,000</b>		<b>52,500</b>			<b>1,000</b>		<b>2,500</b>				

Otsego County Soil Water Conservation District  
2024 Adopted Budget

	2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8730.4 - Contractual													
0.401 - Construction													
0.402 - Reforestation													
0.403 - Woodland													
0.404 - Other													
0.4041 - Financial Audit	20,000	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,663
0.404 - Other - Other	20,000	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,663
Total 0.404 - Other	40,000	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,326
0.405 - District Tree Program	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
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.	1,000	83	83	83	83	83	83	83	83	83	83	83	87
0.420 - Payments to NRCS													
0.421 - Payments to Cornell (soil samp)													
0.422 - Payments to others (soil sample)	500	42	42	42	42	42	42	42	42	42	42	42	38
0.425 - Water Quality Committee - Buoy	1,500												
0.430 - Travel/Training exp (Directors)	2,500	208	208	208	208	208	208	208	208	208	208	208	212
0.431 - Travel/Training exp (Employees)	6,000	500	500	500	500	500	500	500	500	500	500	500	500
0.440 - Rent expense													
0.441 - Light and Heat	16,234	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,351



Otsego County Soil W Conservation District  
2024 Adopted Budget

2024												
ADOPTED BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0.442 - Telephone/Internet	514	514	514	514	514	514	514	514	514	514	514	508
0.443 - Office Supplies	583	583	583	583	583	583	583	583	583	583	583	587
0.444 - Outreach (Envirothon/Newsletter)	417	417	417	417	417	417	417	417	417	417	417	413
0.450 - Insurance												
0.451 - Auto and Field Equipment						4,314						
0.452 - Liability						6,074						
0.453 - Inland Marine						867						
0.454 - Professional Liability						500						
0.455 - Surety Bonds												
0.456 - Disability Insurance												
0.450 - Insurance - Other												
<b>Total 0.450 - Insurance</b>						<b>11,755</b>						
0.460 - Other Contractual												
Ag Value Assess.												
0.4601 - State & other dues	217	217	217	217	217	217	217	217	217	217	217	213
0.4602 - County Stream Prog Expenses	417	417	417	417	417	417	417	417	417	417	417	413
0.4603 - County Ag Plastic Prog Expenses												
0.4604 - Erosion Control Class Expenses												
0.4605 - Grant Expenses	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,980
0.4606 - Part B Prog - Hydroseeding												
0.4607 - Cover Crops											45,900	
0.460 - Other Contractual - Other												
<b>Total 0.460 - Other Contractual</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,611</b>	<b>17,606</b>

Otsego County Soil Water Conservation District  
2024 Adopted Budget

2024												
ADOPTED BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0.461 - Repairs to field equip	417	417	417	417	417	417	417	417	417	417	417	413
0.463 - Gas & Oil for machinery	158	158	158	158	158	158	158	158	158	158	158	162
0.464 - Small tools												
<b>8730.4 - Contractual - Other</b>												
Total 8730.4 - Contractual	26,470	26,470	32,470	26,970	26,470	38,225	26,970	26,970	26,470	26,470	72,370	26,453
<b>8730.8 - Employee Benefits</b>												
0.81 - NYSLR												34,982
0.82 - Health Ins	4,760	4,760	4,760	4,760	4,760	4,760	4,760	4,760	4,760	4,760	4,760	4,760
0.83 - Dental Ins	172	172	172	172	172	172	172	172	172	172	172	177
0.84 - NYS Dbl						300						
0.85 - Social Security	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,830
0.86 - Medicare	427	427	427	427	427	427	427	427	427	427	427	426
<b>8730.8 - Employee Benefits - Other</b>												
Total 8730.8 - Employee Benefits	7,184	7,184	7,184	7,184	7,184	7,484	7,184	7,184	7,184	7,184	7,184	42,175
<b>8730.90 - Fixed Asset - Building</b>												
8730.91 - Building Maintenance Expenses	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,285
<b>8730.92 - Building Extension Expenses</b>												
8730.90 - Fixed Asset - Building - Other	13,750			13,750		13,750						
Total 8730.90 - Fixed Asset - Building	15,040	1,290	1,290	15,040	1,290	15,040	1,290	1,290	1,290	1,290	1,290	1,285
Total Operating Expense	78,790	65,040	123,540	79,290	65,040	91,845	79,290	65,540	67,540	65,040	110,940	99,999
9950.1 - Capital Reserve												10,000
Total Expense	1,001,898	76,790	123,540	79,290	65,040	91,845	79,290	65,540	67,540	65,040	110,940	109,999
Net Income	0	285,394	-51,256	-73,339	-56,464	-30,069	-69,347	-55,598	178,629	60,735	-104,990	-18,935

4  
4  
(4)

## PART B - 2023 CONSERVATION PROJECT FINANCIAL ASSISTANCE FINAL REPORT

11-a. 1(b) ...provide financial assistance to each soil and water conservation district in an amount of up to six thousand dollars...for the purposes of carrying out projects which conserve, restore, and enhance the soil and water resources of this state...

SWCD annual reporting includes documenting completion of Part B - Conservation Project Financial Assistance. Complete the following form for each project that received financial assistance under 11-a. 1(b). *The completed project report must be consistent with your pre-approved project proposal.*

Otsego COUNTY SOIL AND WATER CONSERVATION DISTRICT

Name of Project: Hydroseeding Grant

Name of category that best describes the project. Refer to original request.

Conserve, restore and enhance the soil and water resources of the State

Date completed (project must be completed between 12/19/2022 - 12/31/2023): 09/05/2023

Project Partners (municipalities, NGO's, etc.): Municipalities

Project Location: Otsego County NY on County Highway 80 with specific locations being the towns of Hartwick and the village of Milford

**Narrative description of the project:** Briefly describe what was implemented and what outcomes were achieved or problems solved. Please include information on what the tangible outcome of the project was and what reportable metric was used to measure performance of the project. Reportable metric may include amount of waste diverted from landfill, number of livestock excluded from stream, amount of runoff diverted thru Green Infrastructure, etc.

Done in conjunctions with the county and city/town/village highway departments, the Hydroseeding program provided by the district helps address erosion sediment loading into the county's streams and lakes. Since the lakes and their tributaries/ rivers are both a source of income and drinking water, their overall health is paramount to the betterment of the county. Through the hydroseeding program, the district procures materials for said highway department to use in any road repair projects that they might require. For the year of 2023, a rough total of 528,000 sq ft were hydroseeded due to the road repairs said departments needed to conduct during the year of 2023.

**Supporting Materials:** Attach photographs, project designs, news articles, letters, etc. that will provide additional information about the project.

### Part B - Final Budget Summary

Complete the Part B Final Budget Summary below. Detailed financial documentation does not need to be attached to the report. However, documentation should be available at the District office to verify all items claimed in the budget summary.

\*Project budgets should include the total cost of the project for tracking purposes.

Expenditure Category	Part B Funding	Other Funding	Source	Final Amount
Personnel Services (wages & fringe benefits)				

Expenditure Category	Part B Funding	Other Funding	Source	Final Amount
Consultant Services	\$0.00			\$0.00
Travel Expenses	\$0.00			\$0.00
Equipment (limited to project use)	\$0.00			\$0.00
Supplies and Materials (limited to project use)	\$5,880.00			\$5,880.00
Communication and Outreach	\$0.00			\$0.00
Total	\$5,880.00			\$5,880.00



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## Otsego County Soil & Water Conservation District

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

Chris Andreassen

## 2023 Annual Board Report

### AEM # 077-0536 CNMP:

1. Plan maps updated
2. Conservation Plan
3. BMP Implementation Schedule
3. Conservation Plan
4. Proposed BMP Map
5. Manure Application Schedule
6. CPA-52 (Farmstead Environmental Evaluation)
7. Emergency Action Plan
  - Emergency Action Plan Map
  - Emergency Manure Stockpiling and Spreading Map
  - Utilities Map
8. Record Keeping Requirement narrative
9. Record Keeping charts provided
10. Soil Management Plan Summary
11. Soil Management Plan
12. Operation & Maintenance Plan
13. Farmstead Flow Map completed
14. 2023 & 2024 Nutrient Management Plan
15. Manure Storage Design updates/coordination with engineers
16. CNMP completed and delivered to producer. Q and A session/explanation of Record Keeping Requirements/short term manure management practices/funding availability, etc.
17. Overall CNMP BMP cost estimate completed (OCSWCD Grant Cost Estimate Spreadsheet)
18. Anticipated 2023 Grant application cost estimate completed (NRCS EQIP Cost Calculator)
19. Multiple meetings with producer, NRCS, USC and engineers planning project implementation

### AEM # 077-0529 CNMP: (CNMP Requested by NRCS)

1. Tier 1 and 2
2. Farm Maps (Farmstead, Facilities, Farmstead Water Flow, Utilities, Soils, Cultural Resources, Stream, Wetlands, Aquifer, Roads, Environmental Resource Mapper Map, HUC 12 Map, Topography, FEMA Floodplain Map)
3. Manure Spreading Setback Map
4. Existing Conditions narrative



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## Otsego County Soil & Water Conservation District

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5. Farmstead Spreadable Acres
6. Multiple contact attempts made via phone/email (documented in Con-6 notes), and correspondence with FSA & NRCS to move CNMP forward. As of today, no responses, CNMP halted.

### AEM # 077-0438 CNMP: (CNMP Requested by NRCS)

1. Tier 1 and 2
2. Maps (Farmstead, Facilities, Farmstead Water Flow, Utilities, Soils, Cultural Resources, Stream, Wetlands, Aquifer, Roads, Environmental Resource Mapper Map, HUC 12 Map, Topography, FEMA Floodplain Map)
3. Soil samples (42 fields)
4. Nutrient Management Plan created (Cropware.net)
5. Soil analyses and plan maps delivered to producer. Producer requested soil analyses only for pH adjustments and declined to commit to full CNMP. Documentation and CNMP halted.

### AEM # 077-0538 CNMP:

1. Soil sampling (12 fields)/ Manure sample
2. 2023 & 2024 Nutrient Management Plans (Cropware.net)
3. Manure Spreading Risk Analysis
4. Manure Spreading Setback Map
5. Tier 2 updates
6. RUSLE 2 soil erosion plan
7. Conservation Plan (continuing)
8. BMP Implementation Schedule (continuing)
9. Proposed BMP Map (continuing)
10. Emergency Action Plan contacts
11. Emergency Manure Spreading & Stockpiling maps

### AEM # 077-0266 CNMP:

1. Soil sampling (78 fields)/ Manure sample
2. RUSLE2 plan for new fields
3. Manure Spreading Setback Maps/Topo maps/Manure Spreading Risk Analysis (new fields)
4. 2023 and 2024 Nutrient Management Plans (Cropware.net)
5. CNMP updated and delivered to producer
6. Ag. Nonpoint Source grant application assistance
7. Meeting with farm owners to discuss and review CNMP and applicable NYS DEC and NYS Ag. & Markets Law, NRCS Practice Standards and Cornell University Nutrient Management Spear Program Guidelines as required by New York State for Ag. Nonpoint Source funding and NRCS 590.



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## **Otsego County Soil & Water Conservation District**

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### AEM # 077-0526 CNMP:

1. At request of the owners, I confirmed to FSA that I developed a CNMP for the farm, enabling them to secure a loan for farm expansion. I plan to update this plan in 2024 so they can apply for EQIP and Ag. Nonpoint Source funds in the next round of funding, if authorized by the District Board.
2. Nutrient Management Plan data entry/updates/Cropware.net

### AEM # 077-0029 CNMP:

1. Multiple meetings with management
2. Soil sampling (35 fields)
3. RUSLE2 plan for new fields
4. Manure Spreading Setback Maps/Topo maps/Manure Spreading Risk Analysis (new fields)
5. 2023 and 2024 Nutrient Management Plans
6. Plan updates
7. Plan 99% complete. Awaiting final meeting (several attempts) to obtain data needed complete plan.

### AEM # 077-0543 CNMP:

1. Soil sampling (9 fields-completed by Christos, Reya and Shamar)
2. Maps (Farmstead, Facilities, Farmstead Water Flow, Utilities, Soils, Cultural Resources, Stream, Wetlands, Aquifer, Roads, Environmental Resource Mapper Map, HUC 12 Map, Topography, FEMA Floodplain Map)
3. Tier 1 completed
4. Tier 2 worksheets completed. Farmstead assessment to be completed
5. Nutrient Management Plan created (Cropware.net)
6. Manure Spreading Setback maps

### SWCD District Core:

1. Tree Program assistance
2. Russell Hughes grant assistance
3. Provided step-by-step directions for BMP Verifications and managing soil samples brought in by customers
4. Envirothon planning
5. Gilbert Lake Permit
6. All Nutrient Management Plans integrated into Cropware.net as required by NRCS 590
7. BMP verification
8. Secretary/District Manager advertisements in Pennysaver, Allotsego, Daily Star, & District Website



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### **Otsego County Soil & Water Conservation District**

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9. Reporting assistance (Christos)
10. Ag. Nonpoint Source grant assistance
11. AEM Hour Tracker (constantly updated)
12. Snow plowing/shoveling
13. Ag. Assessments & training for Christos/Reya
14. Perc Tests (2) & training for Christos/Reya
15. District Website updates
16. Ag. Nonpoint Source grant cost estimates
17. North Atlantic Aquatic Connectivity Collaborative (NAAC) training & certification of Reya (potentially)
18. Multiple AEM Tier 1 and 2s and training to Christos and Reya
19. 2023 Annual Report
20. 2024 Employee Development Plan
21. 2024 Annual Plan of Work

#### Training:

1. Sexual Harassment Training
2. Cornell Dairy Technology Tuesdays Webinar Series
3. NYS DEC Erosion and Sediment Control training/certification
4. CPR Training/certification
5. FAA Recreational Remote Pilot training/certification
6. Certified Crop Advisor Continuing Education
7. Cropware.net (Water Quality Symposium)
8. 2023 Sustainable Agronomy Conference
9. Herkimer CCE Solar & Agriculture webinar series





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**Otsego County Soil & Water Conservation District**

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## **Otsego County Soil & Water Conservation District**

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

Reya Mertz  
Board Report  
2023 Annual Report

### AEM:

- Completed multiple Tier 1, Tier 2, and Tier 4 assessments, and began work on a Tier 3a plan for one new farming operation
- Gained access to reporting database and updated inaccurate historical data
- Audited AEM ID creation, found many historical errors in AEM filing, contacted and worked with Scott Fickbohm to create a plan of action, and began fixing errors and creating a new system for AEM ID creation
- Updated timesheets to auto-populate AEM information to reduce errors and make AEM codes consistent throughout department

### Ag Assessments:

- Completed 12 Ag Assessments
- Fixed multiple incorrect ag assessments and fixed office template and worksheet to prevent future errors
- Updated template and instructions to use up to date more accurate software

### Cover Crop Assessments

- Completed \$35,839.84 worth of cover crop assessments, our highest amount of farmer reimbursements ever
- Recruited new farmers into the program using FSA contacts - around 15 potential new farmers who have historically cover cropped that we didn't know about
- Used them as an opportunity to get farmers to complete Tier 1 assessments and get into AEM

### Training:

- Conservation Skills Workshop: Intro to AEM, AEM Tier 2, 3a, Applied Hydrology and Hydraulics
- Setup office computer with programs to handle modeling culverts, ditches, and stream flooding events
- CPR and First Aid Certification
- 4-hr Erosion and Sediment Control Certification
- Completed Erosion and Sediment Control Class in Auburn, NY pursuant to CPESC certification
- Contacted neighboring SWCDs for advice on trainings and certifications to pursue to develop stream restoration program in Otsego county



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## **Otsego County Soil & Water Conservation District**

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- Compiled and began studying various stream restoration and erosion control technical documents

### Tree Sale

- Finalized 2024 species list and confirmed availability with nurseries
- Found nurseries and vendors and setup order/pickup timeline
- Spoke with President of the New York chapter of the American Chestnut Foundation to sell germinated seeds at the tree sale pending this winter's germination rate
- Contacted other Districts to create action plan for tree sale and gather information on how other counties run theirs
- Took inventory of current tree sale supplies in garage
- Organized with BOCES to create bird boxes for sale

### Partnering Agencies:

- Worked with FSA to provide cover crop reporting data in exchange for them providing landowner contacts, maps and spreading the word about our cover crop program – thus increasing funding opportunities for OSWCD, increasing funding available to farmers, and making FSA crop reporting easier
- Evaluated NRCS as-builts on Carlton Cleveland field visit
- Worked with Cornell to produce soil liming recommendations for Brian Ryther

### Percolation Tests:

- Completed first perc test with Chris and Christos to begin offering perc testing again

### BMP Verification:

- Worked with USC to make sure all yearly BMP Verification data was sent correctly
- Documented BMP requirements / timeline so yearly reporting will go more smoothly in the future
- Scheduled BMP Verification training with USC coordinator for our county

### Buffer Maintenance:

- Worked with Shamar to replant multiple sites
- Maintenance, tree planting, and live staking willows for streambank stabilization at Parker, Gemma Hall, and Jason Jordan
- Created planning maps for new Bassett planting
- Initial work on Cleveland upland planting and wetland creation project with USC



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### **Otsego County Soil & Water Conservation District**

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- Created Segina project plan and bid for contractor estimates

#### Office work / Software Fixes:

- Consolidated GIS files onto separate server to free up Office Share drive space and improve computer speed for all users
- Fixed broken database links in geospatial software
- Updated all county, state, and federal layer files for GIS mapping, some of which were 10 years out of date – made connections with county GIS office to get automatic updates on these new files
- Created elevation hillshade layer files for 2022 state orthoimagery
- Used new layer files to create maps for Frank Harte to present to the town of Middlefield regarding emergency services road access in the case of 100-year flood events



# The Current



A gift to Gilbertsville graced the afternoon sky following a fall shower.

Photo by Kathy Cummings

## Fulfilling our Mission

*Our mission is to encourage the Butternut Creek watershed to become an even better place to live, work, and play. Our activities connect communities, protect the environment and promote the arts.*

As we approach the end of another calendar year, I've been reflecting on BVA's Mission Statement and on what we've been doing to achieve our mission.

Organizations need a common purpose so that all involved persons are working toward the same goal, paddling in the same direction.

We work to ensure that all our projects, events and programs are aligned with our mission. Our four main events in 2023 (see pages 2-3) promote the arts, promote local food and agriculture, build a sense of community and belonging, showcase our natural resources, promote recreation and enjoyment of our beautiful environment and bring visitors into our community.

Other actions and accomplishments in 2023 also furthered our mission.

Our designation by the DEC as Stewards of Texas Schoolhouse and General Jacob Morris State Forests and our Hemlock Woolly Adelgid survey, riparian plantings, water quality monitoring and creek clean-ups protect our environment while engaging residents in community action.

Our work with Morris Central School

and the Upper Susquehanna Coalition to develop a walking path connecting the Butternut Creek with Main Street and to rehabilitate the Butternut Creek protects the environment and enhances recreation and a sense of community.

Our historical programs on mills educate residents about the history and roots of our watershed.

Other efforts, like our outreach to the county tourism agency, engagement and alliances with other organizations, speaking out against the closing of the Morris branch of Community Bank and participation in the Holiday Lights event are also aimed at achieving our mission.

It is both gratifying and heartening to know that our efforts over the 15 years of the organization's existence have made a difference and have been recognized and are appreciated within the watershed and beyond. I can't help but be excited about what lies ahead! I hope that we can continue to count on area residents to support us and to join us in our efforts as we continue to strive to make the watershed an even better place to live, to work and to play.

Ed Lentz  
Chairperson, BVA



## November 2023

- Strategic Plan
- Arts
- Community
- VSA, Environment

## 2024 Events

Earth Day

April

On the Trail of Art

June

Summer Harvest Festival

August

Butternut Creek Fun Float

September

Butternut Valley Gravel Grinder

October

Mill History Part 4

October



Connecting and Sustaining  
the Butternut Creek Watershed

# On the Trail of Art Grows

More artists, more music, story tellers, free plants and post-exhibits marked its expansion.

On the Trail of Art continues to be a successful event in support of arts in the community and of the environment. In its third year, this year's two-day show was presented on a new trail in development at



Photo by Michele Farwell

General Jacob Morris State Forest. In partnership with New York Department of Environmental Conservation, the new hiking route was mapped out and cleared in preparation for the June 10-11 festival. Future plans include additional clearing and the installation

of trail markers delineating the route. On the Trail of Art is about connections — student artists with professionals, art with the natural environment, communities with each other. Students have the rare opportunity to exhibit their artwork side-by-side with professional artists and visitors are able to view the enormous amount of talent resident in the Butternut Valley. Students from

of trail markers delineating the route.

Local musician Doug Ernst enlisted fellow artists to provide musical entertainment on both days. Set up in a natural glen along the trail, a trombone ensemble on Saturday and a wind ensemble on Sunday lent a pleasant background as guests enjoyed the hanging artwork. The glen also provided a natural reading area for Teresa Winchester who shared some of her writings

“ It has really been a delight to host this awesome exhibit, many folks have enjoyed it and it has really brightened up our space. Many thanks again for sharing this youth talent with us. ”

~Michelle Connelly, Executive Director, Earlville Opera House

Edmeston, Gilbertsville–Mount Upton and Morris Central Schools participate using materials supplied by Golden Artist Colors.

To celebrate art in nature, BVA transforms a forest into an art gallery for the weekend and then restores the trail to its original state. Trees define the gallery spaces and, as visitors walk along the trail, exhibits unfold and beckon viewers onward. Individual pieces, nestled among the foliage, create surprising finds.

The event brings together a variety of communities — artists with their public, nature lovers with art appreciators, residents with natural resources in their area. Attendees, drawn to see the artwork, are often surprised that the state forest trails exist and express their desire to return for hikes. Visitors comment on the depth of talent exhibited by the students and a new understanding of the number of artists who live and create in the area.

This year, over 350 guests viewed artwork by more than 150 local students and 36 professional artists. Strolling musicians, plein air painters and performance artists were also on the trail.



Photo by Tom Washbon

Selected student art hung in the staircase of Earlville Opera House this summer.

Local musician Doug Ernst enlisted fellow artists to provide musical entertainment on both days. Set up in a natural glen along the trail, a trombone ensemble on Saturday and a wind ensemble on Sunday lent a pleasant background as guests enjoyed the hanging artwork.

The glen also provided a natural reading area for Teresa Winchester who shared some of her writings

with an audience who appreciated the opportunity to relax and be entertained in beautiful surroundings.

Reading was also an aspect of one of the participation installations in this year's show and, in what has become a feature of the festival, more ribbons were added to Rick O'Keefe's prayer wheel.

More live artistry was encountered along the trail as visitors met roving



Photo by Bob Thomas

Artists used the backdrop of the forest to inform their installations like "Muriel and Friends" by Doreen Charon.



Photo by Lydia Brinkley

Landowner Andrew Hulley from Burlington happily loaded his car with trees and bushes from USC.



# Community Support

Enjoying a harvest festival, a creek float and a bike ride.

fiddlers, melodica and harmonica players. Plein air painters Greg Watson, Carrie Mae Smith and Glen Noto were seen along the trail as well.

This year, Earlville Opera House, administrators of the Statewide Community Re-grants Program that helps support On the Trail, invited BVA to develop a post-exhibit to showcase the event at their entertainment venue in Earlville. Twelve student artists were selected by a panel and their pieces were hung along the stairway to the balcony and refreshment center of the Opera House. The exhibit then traveled to Maple Grove to provide background to an outdoor dinner event

BVA's commitment to the community includes a number of events each year. Free to the public, these opportunities encourage participants to commune — with each other and with our natural resources. BVA relies upon the support of local businesses and

individuals who contribute products and volunteers. This year, Bassett Cancer Service Program provided 18 volunteers for the Gravel Grinder while Gates-Cole Insurance, Get the Scoop and Empire House fed Summer Harvest Festival attendees.



Photo by Michele Farwell

Plein air painter Greg Watson visits with walkers on the trail.

hosted by Otsego Land Trust.

Another addition to this year's show was partnership with Upper Susquehanna Coalition (USC) who provided a grant for the event as well as offering free tree and bush plantings to attendees. "It was a natural fit to engage with On the Trail of Art as many local landowners attended who are interested in forests and art," explained Lydia Brinkley, USC Riparian Buffer Coordinator. "We were able to engage and follow up with landowners interested in creating forests on their land."

Photo by Peter Martin



Photo by Alyx Brauntius

A rainy day did not dampen the spirits of this year's Butternut Valley Gravel Grinder riders.



Photo by Les Hasbargen

Music on a sunny day at the Summer Harvest Festival.

Paddlers wait to head downstream during the annual Creek Float.

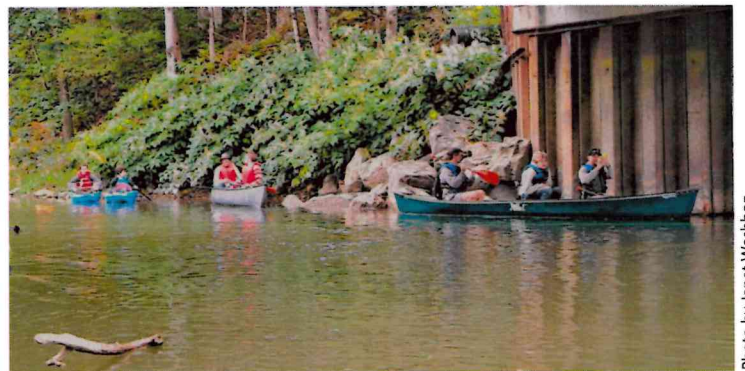


Photo by Janet Washbon

# Visionary Scholar Award Environment

Hannah Bonczkowski, this year's recipient of the Visionary Scholar Award, is a 2023 graduate of Gilbertsville-Mount Upton Central School attending her freshman year at SUNY Morrisville as a journalism major. In her words: "This poem uses words to paint a picture of the Valley,

highlighting the aesthetics of both nature and humanity... the sustainable future of the Butternut Valley will be continuously pursued not only by nature but by its residents as well...nature and humanity working alongside each other, coexisting to sustain the attributes of the environment."

## The Butternut Valley

*Although 2040 seems far away,  
There's plenty I can find to say.  
2040 will be a wonderful sight.  
Imagining this time is such a delight.  
This valley we lovingly call our own,  
Will flourish into something we have grown.  
The hills will be alive, dazzling in green,  
The brightest flora you've ever seen.  
The aging forests will be sweet and tall,  
Guiding young saplings that are hardy yet small.  
The animals will be frolicking side by side,  
Each one showing their distinctive pride.  
The farms will be smart, the farms will be new,  
Tirelessly providing the food that's good for you.  
The people will be joyful, the people will be kind,  
Propelling the ambitions on each person's mind.  
Continuing the innovation of our Butternut Valley.  
Now that is something each person can rally!  
2040 will be full of unwavering hope,  
2040 won't be the end of the rope.  
It is up to us to meet these earnest demands,  
For the future will be placed in our hands.*

Hannah Bonczkowski



Photo by Mary Hankey

Earth Day tire collection.

As an alliance, BVA often partners with other organizations to accomplish larger goals. This approach has proven quite effective with our environmental activities.

For the third year, BVA has joined Morris Rotary Club and Morris Central School in hosting Earth Day community cleanup activities. Morris Rotary organized roadside trash collection as it has done for decades. Students from SUNY Oneonta's Geology Department joined 50 community members to collect 33 bags of trash and

an old washer and dryer.

Additional activities included collection of non-standard recyclables such as styrofoam and electronics. Also collected were tires from a previous creek cleanup in preparation for the creation of pollination gardens along a new walking path in development at Morris Central School.

BVA also partners with Upper Susquehanna Coalition to provide volunteers for Riparian Buffer planting and maintenance days. Using BVA's social media presence and membership list allows USC to reach a wider audience of participants.

Photo courtesy of Upper Susquehanna Coalition



Volunteers maintained the riparian buffer planting on the outskirts of Morris.

## Ensure the Future of BVA

- Make a generous donation by check, online or with the QR code
- Become a member and invite your friends
- Join our Board of Directors and become an influencer
- Volunteer your time. Register at [bva.exec@gmail.com](mailto:bva.exec@gmail.com)

Photo by Jake Jacobs



BVA is a 501(c)(3) serving communities within the watershed of the Butternut Creek.  
[www.butternutvalleyalliance.org](http://www.butternutvalleyalliance.org) ~ Box 43, Morris, NY 13808 ~ [info@butternutvalleyalliance.org](mailto:info@butternutvalleyalliance.org)



## Your Neighbors, Our Board

**Chair:** Edward T. Lentz

**Vice-Chair:** Maggie Brenner

**Secretary:** Bob Thomas

**Treasurer:** Rick O'Keefe

Alyx Braunius

Glen Noto

John Braunius

Tom Washbon

Carla Hall

Mary Hankey

Les Hasbargen

Flo Loomis

Peter Martin

