



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

13 October 2023

Meeting called to order by Meg at 10:00AM.

**In attendance:**

*Directors* – Meg Kennedy (Chair), Ed Lentz (Treasurer), Helene Kraham, Jennifer Mickle

*District Staff* – Christos Galanopoulos, Reya Mertz

**Motion** to accept Meeting Minutes of 9/11 by Ed, second by Helene. Vote to adopt 4-0.

Treasurer Report

**Motion** to approve Abstract 16-2023 (\$23,207.00) by Helene, second by Ed. Vote to adopt 4-0.

**Motion** to approve WQCC Abstract 04-2023 (\$1,746.35) by Ed, second by Jennifer. Vote to adopt 4-0.

**Motion** to approve Mini Grant Part C Abstract 03-2023 (\$1,000.00) by Ed, second by Jennifer. Vote to adopt 4-0.

**Motion** to accept August 2023 (audited at last meeting) and September 2023 Financial Reports by Jennifer, second by Helene. Vote to adopt 4-0.

Presentation of 2024 Proposed Budget. Discussion postponed until next regular meeting.

District Secretary/Assistant Treasurer Reports

**Motion** to approve General Ledger reclassifications & budget modifications by Helene, second by Jennifer. Vote to adopt 4-0.

**Motion** to approve retroactive (Dec 2022-Oct 202) payment of insurance buyout (\$1916.67) to Dan by Helene, second by Jennifer. Vote to approve 4-0.

District Manager Reports

**Motion** to attendance at Erosion Sediment Control certification course (Nov 15-17) for Christos and Reya made by Ed, second by Jennifer. Vote to approve 4-0.

Existing Projects

- a) Climate Resiliency – Geological survey done and Engineering designs are underway. Coordination with Jeanine, NRCS, continues.

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

13 October 2023

Page 2

- b) Round 29 – Award letter received. Contract from the State expected to be available early next year and, after that, the talks with the landowner will begin. Round 29 projects begin in 2024 and with completion in 2028.
- c) Due November 1<sup>st</sup> is the Annual Plan of Work Draft, which has been forwarded to Directors.
- d) AEM Action Plan Draft covering the two-year period January 2024 - December 2025 is also due November 1<sup>st</sup>. The request is for the full amount, which this term is \$260,000. Also, the hourly rate for labor has increased to \$51 or \$52 per hour.
- e) SAM account has been reactivated and allows for Federal government to deposit monies.
- f) USC reporting and billing for this summer's stewards will be done this month.
- g) OCSWCD owns a plastics baler, but there no organized way to market the baled plastics.
- h) Christos will attend the SWCC meeting on Tuesday.
- i) OCCA poster contest was successful. There were 11 posters in the High School competition, 3 in the Elementary, and 1 in the Middle School.
- j) Otsego Lake Association is looking for a partner fund or own a radar monitoring station at Shadowbrook. More information is needed to determine what OCSWCD contribution could be.
- k) DEC Erosion & Sediment Control training is set for the 27<sup>th</sup>.

**Motion** for Christos to submit 2024 APOW with revisions to Scott Fickbohm Ben Luskin and 2024/2025 by Ed, second by Jennifer. Vote to adopt 4-0.

**Motion** for Christos to submit AEM Action Plan to Ben Luskin by Ed, second by Jennifer. Vote to adopt 4-0.

Christos will begin the staff performance evaluation process. The Board will meet with him in November to review them and then schedule time in December with each employee for face-to-face reviews.

Christos introduced new Conservation Technician Reya Mertz, who spoke about her experience here so far and her plans for the position going forward.

Christos will confirm the AEM training with Scott is scheduled for the next Board meeting now that Reya is on-board.

Department reports were distributed.

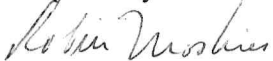
Banking RFP responses from NBT, Community Bank NA, and Wayne Bank.

**Motion** to continue banking at NBT by Ed, second by Jennifer. Vote to adopt 4-0.

Next meeting 13 November 2023 at 10:00AM in the Meadows Complex, Classroom A.

**Motion** to adjourn at 11:41AM by Helene, second by Jennifer. Vote to adopt 4-0.

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

**Tuesday, 10 October 2023**

**10:00 AM**

**Meadows Complex, Classroom A**

### **Agenda**

#### **I. Call to order**

#### **II. Acceptance of Meeting Minutes – 11 September**

#### **III. Treasurer's report**

- A. Approval of claims, Abstract 16-2023
- B. Approval of claims, WQCC Abstract 04-2023
- C. Approval of claims, Mini Grant [Part C] Abstract 03-2023
- D. Acceptance of financial report – August 2023 (audited 9/11) & September 2023
- E. Presentation of 2024 Proposed Budget

#### **IV. District reports**

##### **A. District Secretary/Assistant Treasurer**

1. Approval of General Ledger reclassifications & budget modifications
2. Previous years' insurance buyout – Dan \$2833.33
3. BMP Verification billing to USC - \$14,000, per agreement
4. County share - \$41,250; Forestry agreement - \$11,250
5. Continue to secure data and organize office spaces
6. Attended NYSLRS training at Homer - 10/06

##### **B. District Manager**

1. Approval for Christos & Reya to attend NYS Erosion and Sediment Control Certificate Program Review Course and Exam in Auburn, NY. The review course will be held November 15th and 16th and the exam will be held November 17th
2. Existing Projects
  - a) Climate resiliency
3. Round 29 – Project #37-1
4. Reporting Forms
  - a) Annual Plan of Work Draft
  - b) AEM Plan of Work Draft
5. AEM
  - a) OCCA Poster Contest

## Otsego County Soil & Water Conservation District

10 October 2023

Agenda

- b) DEC Erosion and Sediment Control Training
- 6. Otsego 9E planning
  - a) Non-Ag NPS Otsego Lake Tributary Assessment Application
- 7. Effective Board meetings, Director responsibilities
- 8. Department reports

### V. NRCS

### VI. Other reports

- A. Old business
  - 1. Review performance measures
    - a) Grants management
  - 2. Replace 2013 Chev Equinox LS

### VII. New Business

- A. Visit from State Senator Peter Oberacker, 10/05

### VIII. Next Meeting

Monday, 13 November 2023  
10:00AM  
Meadows Complex, Classroom A

Otsego County Soil and Water Conservation District

Abstract of Claims 16-2023

voucher	amount	vendor	description	account	check
195	\$188.42	Christopher M Andreassen	reimburse employee for witnneid PFL contribution	8730.8000	
196	\$38.17	Shamar C Fitzpatrick	reimburse employee for witnneid PFL contribution	8730.8000	
197	\$178.50	Christos Galanopolous	reimburse employee for witnneid PFL contribution	8730.8000	
198	\$110.29	Karl A Giroux	reimburse employee for witnneid PFL contribution	8730.8000	
199	\$38.97	Bennett C Mertz	reimburse employee for witnneid PFL contribution	8730.8000	
200	\$101.01	Robin Moshier	reimburse employee for witnneid PFL contribution	8730.8000	
201	\$164.61	Daniel M Zimmerman	reimburse employee for witnneid PFL contribution	8730.8000	
202	\$81.20	PayChex	payroll 9/13 & 9/27	8730.4040	
<del>203</del>	<del>\$167.60</del>	<del>United-Concordia</del>	<del>dental insurance</del>	8730.8000	
204	\$328.71	Ed & Ed	metered reads, plotter service call	8730.4040	
205	\$298.00	The Daily Star	1-year subscription	8730.4040	
206	\$11,328.40	Excellus BC/BS	health insurance - Oct & Nov	8730.8000	
207	\$1,264.00	Dairy One Cooperative	soil & manure tests	8730.4220	
208	\$149.98	Charter Communications	internet	8730.4420	10258
209	\$149.36	KeyBank - Forestry Suppliers	string trimmer string, insect repellent	8730.4160	
210	\$920.00	KeyBank - NYSCDEA	NYSCDEA registration - Christos & Reya	8730.4310	
211	\$115.00	KeyBank - SWCS	membership	8730.4040	
212	\$30.64	KeyBank - Adobe	software license	8730.4040	
213	\$40.63	Hummel's OP	office supplies	8730.4430	
214	\$80.14	Bennett C Mertz	Upper Susquehanna Watershed Forum	8730.4310	
215	\$1,502.00	Cincinnati Insurance	Sep & Oct premium	8730.4510	
216	\$20.00	Tioga County SWCD	registration - conservation skills workshop	8730.4310	
217	\$659.80	NYSEG	967 Co Hwy 33	8730.4410	10257
218	\$109.50	Petty Cash - NBT Bank	checkbook, postage, County Clerk, batteries	8730.4040	
219	\$100.00	Rochester Institute of Tech	Envirothon 2022 - S Adams, Worcester	8730.4440	
220	\$5.87	Westlake Ace Hardware	field supplies	8730.4160	
221	\$18.00	Michael Parker	overpayment, invoice 4032	A200	
222	\$865.00	Mike Ross	September	8730.4041	
223	\$1,683.00	UCX - Otsego Computer eXperts	install new computer, update software & stations	8730.4430	
224	\$251.40	United Concordia	dental insurance	8730.8000	
		<i>please see next page</i>			

22,052.280 +  
 81.200 +  
 149.980 +  
 659.800 +  
 263.740 +  
 005.....  
 \* 23,207.000

188.420 +  
 38.170 +  
 178.500 +  
 110.290 +  
 38.970 +  
 101.010 +  
 225.000 +  
 389.000 +  
 1,200.000 +  
 155.000 +  
 26.000 +  
 127.660 +  
 032.....  
 \* 22,052.280

10/16/2023  
 out  
 Payments

Positivity  
 of Audit

May 16

*Margaret M. Kinney*

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.

37 claim(s)

voucher	amount	vendor	description	account	check
225	\$263.74	Verizon	cell phone	8730.4420	10259
226	\$225.00	OCCA	poster contest prizes	8730.4440	
227	\$389.00	NYACD	Annual Meeting - Dan	8730.4310	
228	\$1,200.00	Schuyler Co SWCD	Erosion & Sediment Control - Christos, Reya	8730.4310	
229	\$155.00	SAF	membership	8730.4040	
230	\$26.00	The Water Bottle	water	8730.4040	
231	\$127.66	LEAF	copier agreement	8730.4430	
<b>Total</b>	<b>\$23,374.60</b>				

Abstract of Claims 16-2023

# Otsego County Soil & Water Conservation District

## Profit & Loss Budget vs. Actual

2023

	current			Budget			(over) under
	Jan 1 - Oct 5	Abstract	corrections	Adj YTD	Budget	amendments	
<b>Income</b>							
2160 · Revenue							
2160A · Const/Stream Stabil.							
2160B · Tree Planting Services							
2160C · Woodland							
2160D · Other Revenue / Services	400.07			400.07	2,000.00		1,599.93
2160E · State Tree Program							
2160F · District Tree Program	14,421.63			14,421.63	15,000.00		578.37
2160G · Fish Program							
2160H · Pond Treatment							
2160 · Revenue - Other	5.00			5.00			(5.00)
<b>Total 2160 · Revenue</b>	14,826.70			14,826.70	17,000.00		2,173.30
2401 · Interest	32.13			32.13	100.00		67.87
2414 · Rental of Equipment	450.00			450.00	500.00		50.00
2655 · Sales of Supplies	10.00			10.00			(10.00)
2665 · Sale of Equipment	5,200.00		(5,200.00)		2,500.00		2,500.00
2675 · Gain on Disposition of Assets			5,200.00	5,200.00			(5,200.00)
2680 · Insurance Recoveries							
2701 · Refund of Prior Year Exp							
2705 · Gifts & Donations	249.09			249.09			(249.09)
2765 · County Appropriations & Grants							
2765A · County Allocation Income							
2765B · County Forestry Program Funds	123,750.00			123,750.00	166,000.00	(1,000.00)	41,250.00
2765C · County Ag Plastic Program Funds	45,000.00		(11,250.00)	33,750.00	45,000.00		11,250.00
2765 · County Appropriations & Grants - Other							
<b>Total 2765 · County Appropriations &amp; Grants</b>	168,750.00		11,250.00	11,250.00			(11,250.00)
2770 · Misc Revenue							
2770A · Ag Value - Soil Group Worksheet	3,165.00			3,165.00	3,500.00		335.00
2770B · Envirothon					2,500.00		2,500.00
2770C · Field Conservation Days							
2770D · Buoy Fund					3,500.00		3,500.00
2770E · NRCS Rent	34,487.36			34,487.36	51,731.00		17,243.64
2770F · Agency funded AEM	80.00			80.00	23,000.00		22,920.00
2770G · OCCA Projects Income							
2770H · Soil & Water Coalition Grants					25,000.00		25,000.00
2770I · Erosion Class Income							
2770 · Misc Revenue - Other	-35.00			(35.00)			35.00

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

	2023				Budget amendments	revised Budget	(over) under Budget	
	current Jan 1 - Oct 5	Abstract	corrections	Adj YTD				Budget
8730.1 · Personal Services - Other	202,163.39			202,163.39	282,600.00	8,800.00	291,400.00	89,236.61
8730.2 · Equipment								
0.21 · Furniture & Furnishing	194.08			194.08		194.08	194.08	
0.22 · Office Equipment	999.79		(999.79)		5,000.00	(1,096.25)	3,903.75	3,903.75
0.24 · Field Equipment					2,000.00		2,000.00	2,000.00
0.25 · Other Equipment								
8730.2 · Equipment - Other								
Total 8730.2 · Equipment	1,193.87			194.08	7,000.00	-902.17	6,097.83	5,903.75
8730.4 · Contractual								
0.401 · Construction	38.00		(38.00)					
0.402 · Reforestation								
0.403 · Woodland	334.79			334.79	10,000.00		10,000.00	9,665.21
0.404 · Other								
0.4041 · Financial Audit								
0.404 · Other - Other	18,657.78	865.00	(2,114.26)	17,687.57	20,000.00		20,000.00	2,312.43
Total 0.404 · Other	18,657.78	865.00	(2,114.26)	17,687.57	20,000.00		20,000.00	2,312.43
0.405 · District Tree Program	18,297.24			18,887.36	35,000.00	3,297.24	18,297.24	35,000.00
0.407 · Fish Program								
0.408 · Pond Stocking								
0.409 · No fill								
0.41 · Ag & Markets Repayment Expense	87,509.44			87,509.44		87,509.44	87,509.44	
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.	6,429.80	155.23	(5,880.00)	705.03	1,000.00		1,000.00	294.97
0.420 · Payments to NRCs								
0.421 · Payments to Cornell (soil samp)					500.00	(500.00)		
0.422 · Payments to others (soil sample	1,508.00	1,264.00	13.50	2,785.50	4,500.00	4,500.00	4,500.00	1,714.50
0.425 · Water Quality Committee - Buoy	4,530.83			4,530.83	3,500.00	1,030.83	4,530.83	
0.430 · Travel/Training exp (Directors)	2,008.00			2,008.00	1,500.00	508.00	2,008.00	
0.431 · Travel/Training exp (Employees)	2,543.74	2,609.14		5,152.88	5,000.00		5,000.00	(152.88)
0.440 · Rent expense								
0.441 · Light and Heat	12,175.43	659.80		12,835.23	14,000.00		14,000.00	1,164.77
0.442 · Telephone/Internet	4,635.12	413.72	(13.50)	5,035.34	8,200.00		8,200.00	3,164.66
0.443 · Office Supplies	6,268.58	1,851.29		8,119.87	5,000.00	2,766.81	7,766.81	(353.06)
0.444 · Outreach (Envirothon/Newsletter	1,925.38	325.00	1,437.71	3,688.09	5,000.00		5,000.00	1,311.91

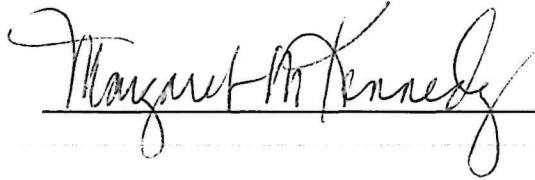


WQCC Abstract 4-2023 - October 9, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
7	\$333.14	Key Bank -Trident Diving	parts & supplies	8730.4250
8	\$1,413.21	Key Bank -1st Chain	chains & couplers	8730.4250
<b>Total</b>	\$1,746.35			


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.

2 claims

  
 \_\_\_\_\_



Mini Grant [Part C] Abstract 3-2023 - October 9, 2023

Inv #	Inv \$	Vendor	Brief Descr	Acct Code
3	\$1,000.00	Cornell Cooperative	mini grant	8730.4605
<b>Total</b>	\$1,000.00			
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> <p style="text-align: center;">   <hr/> </p>			

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

Total Other Income  
 Other Expense  
 8999 - Expense Unknown  
 9950.1 - Capital Reserve  
 Total Other Expense  
 Net Income / (Loss)

	current 2023	Abstract	corrections	Adj YTD	Budget	Budget amendments	revised Budget	(over) under Budget
Jan 1 - Oct 5								
					10,000.00		10,000.00	10,000.00
					10,000.00		10,000.00	10,000.00
	21,563.02	23,356.60	3,679.96	(42,208.33)				
	(18.00)		08-08					
			08-13					

Otsego County Soil and Water Conservation District  
Proposed General Ledger Corrections

ref	Account	Description	From	To	Notes
08-01	3989	State Aid, Grants, Reimb - Other	247,746.76		reclass receipts for NYS Parts A, B, & C funding
	3989A	NYS Part A Funding		60,000.00	reclass receipt of 03/02/2023
	3989B	NYS Part B Funding		6,000.00	reclass receipt of 01/03/2023
	3989C	NYS Performance Measures		181,746.76	reclass receipt of 03/20/2023
08-02	2765B	County Forestry Program Funds	11,250.00		prior-year County Allocation not billed until 2023
	2770	Misc Revenue - Other		11,250.00	prior-year County Allocation not billed until 2023
08-03	2665	Sale of Equipment	5,200.00		to record disposition of 2013 Chev Equinox
	2675	Gain on Disposition of Assets		5,200.00	to record disposition of 2013 Chev Equinox
08-04	8730.4500	Insurance - Other			reclass Cincinnati Insurance premiums, Jan - Aug
	8730.4510	Insurance - Auto and Field Equipment	6,731.04	6,731.04	reclass Cincinnati Insurance premiums, Jan - Aug
08-05	8730.4000	Contractual - Other	1,561.67		reclass KeyCard charges from March
	8730.4000	Contractual - Other	5.68		reclass Tolls by Mail charge from June
	8730.4600	Other Contractual - Other	20.00		reclass Otsego County Transfer Station charge from May
	8730.4040	Contractual - Other - Other		1,587.35	reclass various "Others"
08-06	8730.4160	Misc Supplies for Cons.	5,880.00		reclass Seedway invoice from May
	8730.4606	Part B Prog - Hydroseeder		5,880.00	reclass Seedway invoice from May
08-07	8730.4605	Grant Expenses	1,455.00		reclass Custom Shirts & Apparel invoice from April
	8730.4440	Outreach (Envirothon/Newsletter)		1,455.00	reclass Custom Shirts & Apparel invoice from April
08-08	A720	Group Insurance - Excellus BCBS	21,879.78		reclass Excellus payments from Jan, Mar, Apr
	8730.8000	Employee Benefits		21,879.78	reclass Excellus payments from Jan, Mar, Apr

Otsego County Soil and Water Conservation District  
Proposed General Ledger Corrections

ref	Account	Description	From	To	Notes
08-09	8730.2200	Office Equipment	999.79		reclass subscriptions, maintenance contracts Jan-Apr
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 1/02/2023
	8730.4040	Contractual -Other		218.76	LEAF 1/24/2023
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 2/02/2023
	8730.4040	Contractual -Other		300.00	Sentry Alarms, LLC 2/07/2023
	8730.4040	Contractual -Other		241.17	LEAF 2/07/2023
	8730.4040	Contractual -Other		217.66	LEAF 3/02/2023
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 3/02/2023
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 4/02/2023
08-10	8730.4040	Contractual - Other	4,849.98		reclass M Ross cleaning expense - Jan - Jul
	8730.91	Building Maintenance Expense		4,849.98	reclass M Ross cleaning expense - Jan - Jul
	8730.4040	Contractual - Other	80.75		reclass R Smith cleaning expense - Jan - Jul
	8730.91	Building Maintenance Expense		80.75	reclass R Smith cleaning expense - Jan - Jul
08-11	8730.4420	Telephone/Internet	13.50		reclass Dairy One 7/12/2023
	8730.4220	Payments to Others (soil samples)		13.50	reclass Dairy One 7/12/2023
08-12	8730.4440	Outreach (Envirothon/ newsletter)	17.29		reclass Bruce Hall Corp 5/09/2023
	8730.4610	Repairs to Field equip		17.29	reclass Bruce Hall Corp 5/09/2023
08-13	3989	State Aid, Grants, Reimb - Other	18,200.00		reclass deferred rev - Contract T012308 65% payment
	A691	Deferred Revenue		18,200.00	reclass deferred rev - Contract T012308 65% payment
08-14	8730.4010	Construction	38.00		reclass the Water Bottle - 9/12/2023
	8730.4040	Contractual - Other		38.00	reclass the Water Bottle - 9/12/2023
08-15	8730.4605	Grant Expenses	55.88		reclass checks for WQCC - June
	8730.4250	Water Quality committee - Buoy		55.88	reclass checks for WQCC - June
08-16	8730.4605	Grant Expenses	135.27		reclass Uline, N-95 resp - June
	8730.4250	Water Quality committee - Buoy		135.27	reclass Uline, N-95 resp - June

Otsego County Soil and Water Conservation District  
Proposed General Ledger Corrections

ref	Account	Description	From	To	Notes
08-01	3989	State Aid, Grants, Reimb - Other	247,746.76		reclass receipts for NYS Parts A, B, & C funding
	3989A	NYS Part A Funding		60,000.00	reclass receipt of 03/02/2023
	3989B	NYS Part B Funding		6,000.00	reclass receipt of 01/03/2023
	3989C	NYS Performance Measures		181,746.76	reclass receipt of 03/20/2023
08-02	2765B	County Forestry Program Funds	11,250.00		prior-year County Allocation not billed until 2023
	2770	Misc Revenue - Other		11,250.00	prior-year County Allocation not billed until 2023
08-03	2665	Sale of Equipment	5,200.00		to record disposition of 2013 Chev Equinox
	2675	Gain on Disposition of Assets		5,200.00	to record disposition of 2013 Chev Equinox
08-04	8730.4500	Insurance - Other	6,731.04		reclass Cincinnati Insurance premiums, Jan - Aug
	8730.4510	Insurance - Auto and Field Equipment		6,731.04	reclass Cincinnati Insurance premiums, Jan - Aug
08-05	8730.4000	Contractual - Other	1,561.67		reclass KeyCard charges from March
	8730.4000	Contractual - Other	5.68		reclass Tolls by Mail charge from June
	8730.4600	Other Contractual - Other	20.00		reclass Otsego County Transfer Station charge from May
	8730.4040	Contractual - Other - Other		1,587.35	reclass various "Others"
08-06	8730.4160	Misc Supplies for Cons.	5,880.00		reclass Seedway invoice from May
	8730.4606	Part B Prog - Hydroseeder		5,880.00	reclass Seedway invoice from May
08-07	8730.4605	Grant Expenses	1,455.00		reclass Custom Shirts & Apparel invoice from April
	8730.4440	Outreach (Envirothon/Newsletter)		1,455.00	reclass Custom Shirts & Apparel invoice from April
08-08	A720	Group Insurance - Excellus BCBS	21,879.78		reclass Excellus payments from Jan, Mar, Apr
	8730.8000	Employee Benefits		21,879.78	reclass Excellus payments from Jan, Mar, Apr

Otsego County Soil and Water Conservation District  
Proposed General Ledger Corrections

ref	Account	Description	From	To	Notes
08-09	8730.2200	Office Equipment	999.79		reclass subscriptions, maintenance contracts Jan-Apr
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 1/02/2023
	8730.4040	Contractual -Other		218.76	LEAF 1/24/2023
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 2/02/2023
	8730.4040	Contractual -Other		300.00	Sentry Alarms, LLC 2/07/2023
	8730.4040	Contractual -Other		241.17	LEAF 2/07/2023
	8730.4040	Contractual -Other		217.66	LEAF 3/02/2023
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 3/02/2023
	8730.4040	Contractual -Other		5.55	Go To Meeting (Key Bank) 4/02/2023
08-10	8730.4040	Contractual - Other	4,849.98		reclass M Ross cleaning expense - Jan - Jul
	8730.91	Building Maintenance Expense		4,849.98	reclass M Ross cleaning expense - Jan - Jul
	8730.4040	Contractual - Other	80.75		reclass R Smith cleaning expense - Jan - Jul
	8730.91	Building Maintenance Expense		80.75	reclass R Smith cleaning expense - Jan - Jul
08-11	8730.4420	Telephone/Internet	13.50		reclass Dairy One 7/12/2023
	8730.4220	Payments to Others (soil samples)		13.50	reclass Dairy One 7/12/2023
08-12	8730.4440	Outreach (Envirothon/ newsletter)	17.29		reclass Bruce Hall Corp 5/09/2023
	8730.4610	Repairs to Field equip		17.29	reclass Bruce Hall Corp 5/09/2023
08-13	3989	State Aid, Grants, Reimb - Other	18,200.00		reclass deferred rev - Contract T012308 65% payment
	A691	Deferred Revenue		18,200.00	reclass deferred rev - Contract T012308 65% payment
08-14	8730.4010	Construction	38.00		reclass the Water Bottle - 9/12/2023
	8730.4040	Contractual - Other		38.00	reclass the Water Bottle - 9/12/2023
08-15	8730.4605	Grant Expenses	55.88		reclass checks for WQCC - June
	8730.4250	Water Quality committee - Buoy		55.88	reclass checks for WQCC - June
08-16	8730.4605	Grant Expenses	135.27		reclass Uline, N-95 resp - June
	8730.4250	Water Quality committee - Buoy		135.27	reclass Uline, N-95 resp - June



Otsego County Soil and Water Conservation District

Proposed Budget Modifications

ref	Account	Descr	Increase	Decrease	Notes
m08-01	911	Fund Balance, Unreserved, Unappropriated	88,509.44		balance budget for late changes
	2765A	County Allocation Income		1,000.00	incorrect original amount budgeted
	8730.4100	Ag & Markets Repayment Expense	87,509.44		prior-year grant monies returned (McGrath)
m08-02	8730.4210	Payments to Cornell (soil samp)		500.00	recognize correct vendor
	8730.4220	Payment to others (soil samp)	500.00		recognize correct vendor
m08-03	8730.4560	Disability Insurance	32.20		NYSIF renewal
	1990.4000	Contingent Account		32.20	NYSIF renewal
m08-04	8730.4050	District Tree Program	3,297.24		over-budget
	1990.4000	Contingent Account		3,297.24	over-budget
m08-05	8730.4430	Office Supplies	499.96		B&H - upgrade network storage
	8730.4430	Office Supplies	87.00		Otsego Computer eXperts
	8730.4430	Office Supplies	143.97		web cams
	8730.4430	Office Supplies	69.32		Otsego Computer eXperts
	8730.4430	Office Supplies	296.00		Otsego Computer eXperts
	8730.2200	Office Equipment		1,096.25	
m08-06	8730.4430	Office Supplies	1,670.56		plan for remaining office purchases
	1990.4000	Contingent Account		1,670.56	plan for remaining office purchases
m08-07	911	Fund Balance, Unreserved, Unappropriated	222,773.95		
	8730.4605	Grant Expenses	147,193.33		prior-year grant monies returned (Buffer)
	8730.4605	Grant Expenses	27,617.37		prior-year grant monies returned (Hughes)
	8730.4605	Grant Expenses	3,050.00		prior-year grant monies returned (Beecher)
	8730.4605	Grant Expenses	44,913.25		prior-year grant monies disbursed (USC cover crops)
m08-08	3989	State Aid, Grants, Reimb - Other	8,800.00		USC Skilled Services Agreement extended through Nov
	8730.1530	Interns	8,800.00		USC Skilled Services Agreement extended through Nov
m08-09	8730.12	District Secretary		3,750.00	correct Forestry Tech overbudget
	8730.151	Forestry Tech	3,750.00		correct Forestry Tech overbudget

Otsego County Soil and Water Conservation District  
Proposed Budget Modifications

ref	Account	Descr	Increase	Decrease	Notes
m08-10	911	Fund Balance, Unreserved, Unappropriated	18,370.00		prior-year grant monies expended
	8730.4605	Grant Expenses	4,510.00		buffer - R Seamon
	8730.4605	Grant Expenses	13,860.00		buffer - Conservation Services
m08-11	8730.4510	Auto and Field Equipment Insurance		1,657.39	correct Grant Expenses overbudget
	8730.4605	Grant Expenses	1,657.39		correct Grant Expenses overbudget
m09-01	8730.4510	Auto & Field Equipment Insurance		194.08	correct F&F overbudget
	8730.2100	Furniture & Furnishing	194.08		correct F&F overbudget
m09-02	8730.4510	Auto & Field Equipment Insurance		4,000.00	correct Payments to Others overbudget
	8730.4220	Payments to Others (soil samples)	4,000.00		correct Payments to Others overbudget
m09-03	8730.4510	Auto & Field Equipment Insurance		1,030.83	correct Buoys overbudget
	8730.4250	Water Quality Committee - Buoy	1,030.83		correct Buoys overbudget
m09-04	8730.4510	Auto & Field Equipment Insurance		508.00	correct Travel/Training exp (Directors) overbudget
	8730.4300	Travel/Training exp (Directors)	508.00		correct Travel/Training exp (Directors) overbudget
m09-05	8730.4510	Auto & Field Equipment Insurance		212.15	correct Disability Insurance overbudget
	8730.4560	Disability Insurance	212.15		correct Disability Insurance overbudget
m09-06	8730.4510	Auto & Field Equipment Insurance		20,219.00	correct Grant Expenses overbudget
	8730.4605	Grant Expenses	20,219.00		correct Grant Expenses overbudget

Otsego County Soil and Water Conservation District  
Proposed Funds Transfers

<u>ref</u>	<u>FROM</u>	<u>TO</u>	<u>AMT</u>	<u>Descr</u>
x01	203 - Water Quality Coordinating Comm - Other	200 - NBT Checking	305.50	ch10091 (2/07/2023) Regulator Technologies
x02	204 - Leatherstocking Envir Checking	200 - NBT Checking	275.85	ch10127 (3/13/2023) The Trophy Guy
x03	203 - Water Quality Coordinating Comm - Other	200 - NBT Checking	102.90	ch10131 (3/13/2023) Airgas USA, LLC



# Otsego County Soil Water Conservation District

## Adjusted Budget vs. Actual Income Statement

January 1 through 18 October, 2023

### Actual Budget

Ordinary Income/Expense	Jan 1 - Oct 18, 2023	transfers	Adjusted	Adopted Budget	modifications	Modified Budget	\$ Over/Modified Budget
<b>Income</b>							
2160 · Revenue							
2160A · Const/Stream Stabil.	0.00		0.00	0.00		0.00	0.00
2160B · Tree Planting Services	0.00		0.00	0.00		0.00	0.00
2160C · Woodland	0.00		0.00	0.00		0.00	0.00
2160D · Other Revenue / Services	675.07		675.07	2,000.00		2,000.00	-1,324.93
2160E · State Tree Program	0.00		0.00	0.00		0.00	0.00
2160F · District Tree Program	14,461.63		14,461.63	15,000.00		15,000.00	-538.37
2160G · Fish Program	0.00		0.00	0.00		0.00	0.00
2160H · Pond Treatment	0.00		0.00	0.00		0.00	0.00
2160 · Revenue - Other	5.00		5.00	0.00		0.00	5.00
<b>Total 2160 · Revenue</b>	<b>15,141.70</b>		<b>15,141.70</b>	<b>17,000.00</b>		<b>17,000.00</b>	<b>-1,858.30</b>
2401 · Interest	32.13		32.13	100.00		100.00	-67.87
2414 · Rental of Equipment	450.00		450.00	500.00		500.00	-50.00
2655 · Sales of Supplies	10.00		10.00	0.00		0.00	10.00
2665 · Sale of Equipment	5,200.00	-5,200.00	0.00	2,500.00		2,500.00	-2,500.00
2675 · Gain on Disposition of Assets	0.00	5,200.00	5,200.00	0.00		0.00	5,200.00
2680 · Insurance Recoveries	0.00		0.00	0.00		0.00	0.00
2701 · Refund of Prior Year Exp	0.00		0.00	0.00		0.00	0.00
2705 · Gifts & Donations	249.09		249.09	0.00		0.00	249.09
2765 · County Appropriations & Grants			0.00			0.00	
2765A · County Allocation Income	123,750.00		123,750.00	166,000.00	-1,000.00	165,000.00	-41,250.00
2765B · County Forestry Program Funds	45,000.00	-11,250.00	33,750.00	45,000.00		45,000.00	-11,250.00
2765C · County Ag Plastic Program Funds	0.00		0.00	0.00		0.00	0.00
2765 · County Appropriations & Grants - Oth	0.00		0.00	0.00		0.00	0.00
<b>Total 2765 · County Appropriations &amp; Grants</b>	<b>168,750.00</b>		<b>157,500.00</b>	<b>211,000.00</b>		<b>210,000.00</b>	<b>-52,500.00</b>
2770 · Misc Revenue							
2770A · Ag Value - Soil Group Worksheet	3,165.00		3,165.00	3,500.00		3,500.00	-335.00
2770B · Envirothon	0.00		0.00	2,500.00		2,500.00	-2,500.00
2770C · Field Conservation Days	0.00		0.00	0.00		0.00	0.00



# Otsego County Soil Water Conservation District

## Adjusted Budget vs. Actual Income Statement

January 1 through 18 October, 2023

	Actual			Budget			\$ Over/Modified Budget
	Jan 1 - Oct 18, 2023	transfers	Adjusted	Adopted Budget	modifications	Modified Budget	
2770D · Buoy Fund	1,200.00		1,200.00	3,500.00		3,500.00	-2,300.00
2770E · NRCS Rent	34,487.36		34,487.36	51,731.00		51,731.00	-17,243.64
2770F · Agency funded AEM	80.00		80.00	23,000.00		23,000.00	-22,920.00
2770G · OCCA Projects Income	0.00		0.00	0.00		0.00	0.00
2770H · Soil & Water Coalition Grants	0.00		0.00	25,000.00		25,000.00	-25,000.00
2770I · Erosion Class Income	150.00		150.00	0.00		0.00	150.00
2770 · Misc Revenue - Other	-35.00	11,250.00	11,215.00	0.00		0.00	11,215.00
<b>Total 2770 · Misc Revenue</b>	<b>39,047.36</b>		<b>50,297.36</b>	<b>109,231.00</b>			
3989 · State Aid, Grants, Reimb							
3989A · NYS Part A Funding	0.00	60,000.00	60,000.00	60,000.00		60,000.00	0.00
3989B · NYS Part B Funding	0.00	6,000.00	6,000.00	6,000.00		6,000.00	0.00
3989C · NYS Performance Measures	0.00	181,746.76	181,746.76	180,000.00		180,000.00	1,746.76
3989D · NYS Hydroseeding Prog Funding	0.00		0.00	0.00		0.00	0.00
3989E · NYS Misc Funding	14,000.00		14,000.00	0.00		0.00	14,000.00
3989 · State Aid, Grants, Reimb - Other	459,016.72	-265,946.76	193,069.96	0.00	8,800.00	8,800.00	184,269.96
<b>Total 3989 · State Aid, Grants, Reimb</b>	<b>473,016.72</b>		<b>454,816.72</b>	<b>246,000.00</b>		<b>254,800.00</b>	<b>200,016.72</b>
3989.01 · Ag & Markets Repayment	0.00		0.00	0.00		0.00	0.00
4989 · Federal Aid, Grants, Reimb							
4989A · NRCS EQIP Funding	0.00		0.00	0.00		0.00	0.00
4989B · NRCS Wetland Reserve Prog	0.00		0.00	10,000.00		10,000.00	-10,000.00
4989C · NRCS Conservation Reserve Prog	0.00		0.00	0.00		0.00	0.00
4989 · Federal Aid, Grants, Reimb - Other	0.00		0.00	0.00		0.00	0.00
<b>Total 4989 · Federal Aid, Grants, Reimb</b>	<b>0.00</b>		<b>0.00</b>	<b>10,000.00</b>		<b>10,000.00</b>	<b>-10,000.00</b>
911 · Fund Bal - Unreserved Unappropriated	0.00		0.00	40,302.00	311,283.39	351,585.39	-351,585.39
<b>Total Income</b>	<b>701,897.00</b>		<b>683,697.00</b>	<b>636,633.00</b>			
Cost of Goods Sold							
50000 · Cost of Goods Sold	0.00		0.00	0.00		0.00	0.00
<b>Total COGS</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>701,897.00</b>		<b>683,697.00</b>	<b>636,633.00</b>			
Expense							
1990.4 · Contingent Account	0.00		0.00	5,000.00	-5,000.00	0.00	0.00









# Otsego County Soil Water Conservation District

## Adjusted Budget vs. Actual Income Statement

January 1 through 18 October, 2023

### Actual Budget

Jan 1 - Oct 18, 2023	transfers	Adjusted	Adopted Budget	modifications	Modified Budget	\$ Over/Modified Budget
0.405 · District Tree Program	18,297.24	18,297.24	15,000.00	3,297.24	18,297.24	0.00
0.407 · Fish Program	0.00	0.00	0.00		0.00	0.00
0.408 · Pond Stocking	0.00	0.00	0.00		0.00	0.00
0.409 · No till	0.00	0.00	0.00		0.00	0.00
0.41 · Ag & Markets Repayment Expense	87,509.44	87,509.44	0.00	87,509.44	87,509.44	0.00
0.410 · County Ag Plastic Program	0.00	0.00	0.00		0.00	0.00
0.411 · Purchase of tile & pipe	0.00	0.00	0.00		0.00	0.00
0.412 · Purchase of maps	0.00	0.00	0.00		0.00	0.00
0.413 · Purchase survey supplies	0.00	0.00	0.00		0.00	0.00
0.416 · Misc Supplies for Cons.	6,585.03	705.03	1,000.00		1,000.00	-294.97
0.420 · Payments to NRCS	0.00	0.00	0.00		0.00	0.00
0.421 · Payments to Cornell (soil samp)	0.00	0.00	500.00	-500.00	0.00	0.00
0.422 · Payments to others (soil sample	2,772.00	2,785.50	0.00	500.00	500.00	2,285.50
0.425 · Water Quality Committee - Buoy	6,277.18	6,468.33	3,500.00		3,500.00	2,968.33
0.430 · Travel/Training exp (Directors)	2,008.00	2,008.00	1,500.00		1,500.00	508.00
0.431 · Travel/Training exp (Employees)	5,072.74	5,072.74	5,000.00		5,000.00	72.74
0.440 · Rent expense	0.00	0.00	0.00		0.00	0.00
0.441 · Light and Heat	12,835.23	12,835.23	14,000.00		14,000.00	-1,164.77
0.442 · Telephone/Internet	5,048.84	5,035.34	8,200.00		8,200.00	-3,164.66
0.443 · Office Supplies	8,417.87	8,417.87	5,000.00	2,766.81	7,766.81	651.06
0.444 · Outreach (Envirothon/Newsletter	2,250.38	1,437.71	5,000.00		5,000.00	-1,311.91
0.450 · Insurance		0.00			0.00	
0.451 · Auto and Field Equipment	0.00	7,013.24	50,000.00		50,000.00	-42,986.76
0.452 · Liability	0.00	0.00	11,500.00		11,500.00	-11,500.00
0.453 · Inland Marine	0.00	0.00	0.00		0.00	0.00
0.454 · Professional Liability	0.00	0.00	0.00		0.00	0.00
0.455 · Surety Bonds	0.00	0.00	0.00		0.00	0.00
0.456 · Disability Insurance	494.35	494.35	250.00	32.20	282.20	212.15
0.450 · Insurance - Other	8,233.04	-7,013.24	0.00		0.00	1,219.80
<b>Total 0.450 · Insurance</b>	<b>8,727.39</b>	<b>8,727.39</b>	<b>61,750.00</b>		<b>61,782.20</b>	<b>-53,054.81</b>
0.460 · Other Contractual						







Otsego County Soil W Conservation District  
**Adjusted Budget vs. Actual Income Statement**

January 1 through 18 October, 2023

	Actual			Budget			\$ Over Modified Budget
	Jan 1 - Oct 18, 2023	transfers	Adjusted	Adopted Budget	modifications	Modified Budget	
9950.1 - Capital Reserve	0.00		0.00	10,000.00			0.00
Total Other Expense	0.00		0.00	10,000.00		0.00	0.00
Net Other Income	0.00	0.00	0.00	-10,000.00		0.00	0.00
Net Income	-3,520.87		-43,600.65	0.00		0.00	

