



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

March 11, 2024

Meeting called to order by Meg at 10:05AM.

In attendance:

Directors – Meg Kennedy (Chair), Darin Hickling (Vice Chair), Brian Danforth (Acting Treasurer), Ed Lentz (left at 12:30), Helene Kraham, Jennifer Mickle, Doug Roberts

District Staff – Christos Galanopoulos

Guests – Lauren and Tanya from Thistlemint Farm

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

Motion to approve

Operating Fund Abstract 03-2024 (\$59,109.00)

Part C Fund Abstract 02-2024 (\$1,175.44)

Buoy Fund Abstract 03-2024 (\$21.98)

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

Motion to accept February financial report by Jennifer, second by Helene. Vote to adopt 7-0.

Motion to appoint Brian Acting Treasurer by Ed, second by Darin. Vote to adopt 7-0.

Motion to approve District Combined Response to Report of Examination and Corrective Action Plan and return to NYSOSC for insertion into finalized Report of Examination by Brian, second by Helene. Vote to adopt 7-0.

NYS Sales & Use Tax Report filed 3/01/2024.

Motion to accept Seedway quote (\$3,647) as the lowest responsible bid for hydroseeder materials (Part B funds).

Motion to accept Epic Landscapes Inc quote (\$3,030.50) as the lowest responsible bid for the upcoming lawn care season and pay in full to benefit from the 5% discount by Helene, second by Jennifer. Vote to adopt 7-0.

Investment opportunities will be reviewed at the next meeting.

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

March 11, 2024

Page 2

New vehicle bids will be reviewed at the next meeting.

Motion to approve the disposition of surplus items and trash in and around the pole barn by Helene, second by Darin. Vote to adopt 7-0.

Motion to accept and approve execution of State Contract C012524 by Jennifer, second by Darin. Vote to adopt 7-0.

Motion to approve 25% claim for payment on State Contract C012524 by Darin, second by Jennifer. Vote to adopt 7-0.

Christos invited FSA and NRCS to discuss building upgrades and repairs. They generated a good working list which will be prioritized and put into action. Currently-scheduled is a repair to the interior FSA door and the replacement of exterior door locks

Motion to advertise 2024 Mini Grant program. Applications will be accepted between 3/01-4/30/2024 for the 18-month project period from June 2024-December 2025 by Jennifer, second by Darin. Vote to adopt 7-0.

Motion to approve Meg to sign Memorandum of Understanding dated 5/31/2023 between USC and SWCD by Helene, second by Darin. Vote to adopt 7-0.

A claim for 65% payment was made for the Climate Resiliency project in May 2023 and has been received. District responsibility remains the same but the contract may have to be re-negotiated with the State to adjust for pricing changes since inception. The project is still in need of an engineer.

Christos will schedule a March meeting to execute the District/Landowner Agreement for Project #37-1.

Three out of the four Non-Ag NPS Otsego Lake Tributary Assessment Applications for stream mapping and assessment were successful: Cripple Creek; Hayden Creek; and Shadow Brook. Willow Brook was not successful. The projects will be bid out according to District Procurement Policy.

Three towns have been identified as candidates for salt shed projects funded through DEC: Pittsfield, New Lisbon, and Springfield.

Motion to enter Executive Session at 12:19PM for the purpose of discussing matters related to the appointment of a particular person by Jennifer, second by Darin. Vote to adopt 7-0.

(Ed left at 12:30.)

Motion to exit Executive Session at 1:57PM for the purpose of discussing matters related to the appointment of a particular person by Jennifer, second by Darin. Vote to adopt 6-0 (Meg, Darin, Brian, Helene, Jennifer, Doug).

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

March 11, 2024

Page 3

Motion to appoint Shamar Fitzpatrick for the position of Buffer Steward Coordinator beginning 3/25/2024 at a rate of \$45,000 (partly-funded by USC) by Helene, second by Jennifer. Vote to adopt 6-0 (Meg, Darin, Brian, Helene, Jennifer, Doug). The appointment will be provisional with a 6-month probationary period.

Motion to procure a laptop for the District Treasurer at a cost not to exceed \$1,000 by Jennifer, second by Helene. Vote to adopt 6-0 (Meg, Darin, Brian, Helene, Jennifer, Doug).

Christos extended an invitation to the Board to participate in this year's Envirothon on Wed, 4/24/2024.

Christos will participate in the OCCA Earthfest on 4/20/2024 at Milford Central School. He has reserved a display table.

The next meeting is scheduled for 10AM on Monday, 4/08/2024, at the Meadows Complex Classroom A.

Motion to adjourn the meeting at 2:08PM by Jennifer, second by Darin. Vote to adopt 6-0 (Meg, Darin, Brian, Helene, Jennifer, Doug).

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, 11 March 2024

10:00 AM

Meadows Complex, Classroom A

Agenda

I. Call to order

II. Presentation: Chris Starr, NYCLASS – investment opportunity

III. Acceptance of Meeting Minutes – 2/12/2024

IV. Treasurer's report

- A. Approval of claims, Operating Fund Abstract 03-2024
- B. Approval of claims, Buoy Fund Abstract 03-2024
- C. Approval of claims, Part C Fund Abstract 02-2024
- D. Acceptance of financial report –February 2024, filed for audit
- E. *Annual Report of the Treasurer* submitted 2/14/2024 with CRF 25% payment amended to “Deferred Revenue”

V. District reports

A. District Secretary/Assistant Treasurer

- 1. NYSOSC audit and District responses, drafts
- 2. NYS Sales & Use Tax report filed 3/01/2024
- 3. Hydroseeder RFP
- 4. Groundskeeping RFP
- 5. Money Market quotes
- 6. New vehicle bids – State Contract offers
- 7. Continue working on charging station options and quotes
- 8. Disposition of surplus and trash stored in and around pole barn

B. District Manager

- 1. State Contract C012524 – approve acceptance and execution.
 - a) 25% CFP
- 2. Building upgrades
- 3. Mini – Grant announcement
- 4. USC- MOU
- 5. Tree Sale progress report

Otsego County Soil & Water Conservation District

11 March 2024

Agenda

6. Existing Projects
 - a) Climate resiliency
7. Round 29 – Project #37-1
 - a) SWCD-Landowner Contract
8. Update - Radar Station
9. Otsego 9E planning
 - a) Non-Ag NPS Otsego Lake Tributary Assessment Application
10. Salt sheds
11. Department reports
12. Outreach events
 - a) Legislative Days attendance and payment
 - b) Water Quality Symposium attendance and payment

VI. NRCS

VII. FSA

VIII. Other reports

A. Old business

1. Replace 2013 Chev Equinox LS – State Contract proposals received.
2. Update on EV infrastructure –

IX. New Business

1. Envirothon Logo – final selection
2. Invitation to Board to participate in Envirothon event.
3. Riparian Buffer Coordinator Interviews (~12:30) – USC representative invited.

1. Next Meeting

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

Otsego County Soil and Water Conservation District

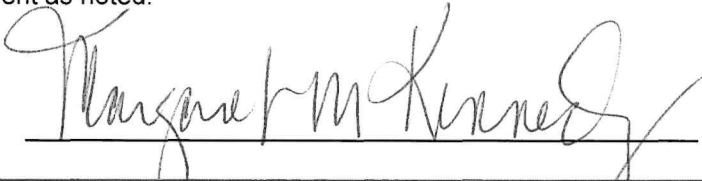
Abstract of Claims 02-2024 - 12 Feb 2024

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>		

Otsego County Soil and Water Conservation District

Abstract of Claims 02-2024 - 12 Feb 2024

<i>continued from page 1</i>				
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			

31 claim(s)	<p style="text-align: right;"><i>14,355.32</i></p> <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> <div style="text-align: center;">  </div>
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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	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	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 Reint	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	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	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	
	current abstract	GL corrections	adj YTD	2024 adopted	budget mod		revised
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 Unappropri				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							
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)				500		500	(500)
0.422 · Payments to others (soil sample							
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	
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							
0.4605 · Grant Expenses	1,000		1,000	203,727		203,727	(202,727)
0.4606 · Part B Prog - Hydroseeding				6,000		6,000	(6,000)
0.4607 · Cover Crops				45,900		45,900	(45,900)
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		10,806	57,120		57,120	(46,314)
0.83 - Dental Ins	170		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							
8730.90 · Fixed Asset - Building - Other							
Total 8730.90 · Fixed Asset - Building	4,127		5,091	15,475		15,475	
Total Operating Expense	46,574		62,402	991,898		991,898	
9950.1 · Capital Reserve				10,000		10,000	(10,000)
Total Expense	46,574		62,402	1,001,898		1,001,898	
Net Income	(290,677)		(274,849)	(0)		(0)	274,849
							15,828



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
Board Report
2/6-3/5/2024

AEM # 077-0543 CNMP:

1. Meeting with producer, Reya & Christos
2. Farmstead evaluation/assessment, manure sample
3. Animal Waste Management Plan (Waste Storage Facility design)
4. Utilities Map
5. Farmstead Water Flow Path Map
6. Pasture Map
7. Winter & Wet Weather Manure Spreading Guidelines Narrative
8. Winter & Wet Weather Manure Spreading Risk Analysis
9. Nutrient Management Plan Narrative
10. 2024 Nutrient Management Plan
11. Farmstead & Pasture BMP Planning
12. CPA-52 Environmental Evaluations for Farmstead, Cropland & Pasture
13. Conservation Plan
14. BMP Implementation Schedule
15. Proposed BMP Map
16. Emergency Action Plan Narrative
17. Emergency Action Plan Map
18. Low-Risk Emergency Manure Stockpiling Location Map
19. Operation & Maintenance Plan
20. Record Keeping Requirements Narrative
21. Manure Spreading Log spreadsheet
22. Farm Records spreadsheet

MISC.:

1. Garage cleaning/Tree Program prep.
2. Envirothon planning/ prep.

Training:

1. Cornell Whole Farm Efficiency webinar series
2. Urban Nutrient Management Program (USC/DEC)
3. Cover Crops: Putting your Goals into Practice (CCA)
4. Emergency Stream Intervention
5. Optimizing Nitrogen Fertilizer



Otsego County Soil & Water Conservation District

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2024 February Forestry Report

February entailed attendance at the Society of American Foresters meeting in Syracuse, NY which provided ample opportunity to reacquaint with many of my peers and presentations on developing Forestry topics. Discussions occurred centering on reforestation of county lands. A surprise that entailed meeting an intern from 4 to 6 years ago that I worked with at the Great Swamp Conservancy that has since graduated from SUNYESF in Syracuse with a degree in Forestry. I received public thanks from him for influencing him to become a Forester, in front of my peers. This amounted to one of my best professional accomplishments! Welcome Forester Michael!

I also did some AEM Forestry work with landowner Mark Segina and explored through webinar about becoming a NRCS technical planner. I responded to the Otsego County planning committee request with a detailed listing of county parcels needing surveying and having ash timber.

Much time has been devoted to the 2024 Otsego County Envirothon research and planning. Planning also has involved the New York Forest Owners proposed meeting here in Cooperstown focusing on a venue; hopefully the Meadows complex. Additional site work involved the Forest of the Dozen Dads and Chase memorial forest. Chestnut restoration, after the storm tree shelter maintenance and tree tubes webinars were attended also. NYFOA farm days in Syracuse was attended also. Posting of signs as per agreement with Landowner Loveace was completed at Taylor hill. While posting I came across a neighbor taking firewood from county land, told him to stop; and reported the incident to the county.

Daniel Zimmerman
Forester



Otsego County Soil & Water Conservation District

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Reya Mertz
Board Report
2/7/2024-3/7/2024

Tree Sale:

- \$14,972.25 in sales to date
- Admin tasks such as adding and removing inventory to match demand, coordinating pickups and logistics, and website admin
- On track to make a profit!

Stream Work:

- Provided technical assistance for Morrow property wetlands, drainage ditches, stream hydrology, and vernal pool creation
- Completed NRCS Stream Assessment for Ellsworth as part of Tier 3b
- Created wetland plant profiles spreadsheet as a tool for planning wetland plantings

AEM:

- Completed multiple Tier 1 and Tier 2s and worked with colleagues on Tier 3b

Training:

- Achieved NAACC non-tidal streams protocol certificate
- Working on online EPA Watershed Academy training previous stream technician recommended

Envirothon:

- Found and organized volunteers and roles

Programming and Software Support:

- Fixed outstanding bug in Chris' AWM software that had been hindering AEM work for the past few years
- Finished automated ag assessment program: 550 lines of code that reduce average ag assessment time from 30 minutes to 3 minutes; this allowed us to fit in numerous farmers we otherwise would have had to turn away and increases consistency and accuracy of each ag assessment

Misc:

- Fixed bathroom door handle
- Helped clean out garage

