

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

January 19, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held Tuesday, January 19, 2016 at the district office. Terry called the meeting to order at 1:07 p.m.

PRESENT

Terry Davis, ch	Rich Youngquist, assoc. director
Matt Dutton, v ch	Gary Gaskill, assoc. director
Jule Allaman, sec.-treas.	Rick Winbigler, resource conservationist, SWCD
Merrill Martin, director	Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Jamie Martin, director

MINUTES and FINANCE: Matt moved the December minutes, December treasurer reports, time sheets and the following bills be approved:

Cardmember Services, internet, flags, tile probes, QB Payroll	716.91
AISWCD, district insurance for this quarter	266.15
& additional payment from last quarter	85.25
AISWCD, employee health, disability, and life insurance	<u>962.77</u>
(Does not include personnel salaries, retirement or taxes)	2,031.08

seconded by Jule; motion passed unanimously. Wendy transferred extra funds in December to cover Sec. 105 (health expenses) payments to the employees. The district received funds from AISWCD of \$386.66 for NRCS subcontract work. Jule reviewed the bank statements.

REPORTS: Cathy's NRCS report was reviewed. Rick has been working on nutrient management planning. Wendy has been working on end of year taxes. IRS has set mileage reimbursement at \$.54 per mile.

There is a Land Use Council meeting set for February 2nd to discuss AISWCDs proposals. AISWCD has not been consistent about anything they have sent out. Terry said the AISWCD sent out a proposal on the 14th and requested the AISWCD council delegates vote to support it Friday morning, the 15th. Terry contacted the SWCDs in council 4 to find out how they wanted him to vote – NO. Terry voted no. The proposal passed. Friday the proposal was sent out again, but it was worded differently than what was voted on. The effect of the fluidity is causing confusion and distrust within SWCDs and the AISWCD. Both the AISWCD proposal sent on the 14th and the one sent on the 15th are attached to these minutes.

A meeting for chairmen only was set for Feb. 15th. When pressed by directors, AISWCD allowed directors to bring one person with them, ex. employee. Then the meeting was cancelled last week due to scheduling conflict and room space. Tuesday (19th) the meeting on Feb. 15th is back on, but only the chairman or another designated director are allowed to attend.

There was no IDOA-BLWR newsletter for the month. Correspondence was a reminder of the Conservation Cropping Seminar next week and a Knox County newsletter. Knox has come up with some new ways to make money. Wendy asked the directors to try to think of new sales items that are not easily found in Monmouth which the district might consider selling.

COMMITTEES: PERSONNEL – Jule suggested not doing 6-month employee evaluations. All directors present agreed. **FINANCE** – All Illinois Funds accounts have been closed. All funds have been transferred to Midwest Bank in Monmouth. **LEGISLATIVE** – AISWCD legislative day will be held March 2nd. Wendy already has 2 other meetings set up that same day. **EDUCATION/ INFORMATION** – 3rd Grade Ag Day is

February 23. Rick and Shannon (Henderson) usually present. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

No news on CCCA court case. There is no EQIP action at this time. Terry has talked to pasture renters and they are very pleased with the agreement they have with the district and willingness of office employees to work with them. District finances were previously discussed earlier in the meeting. Rick is being allowed to use his vacation time to supplement his pay check. (15 hours per week). Since this is using up vacation which would be paid for out of the SOA account in the long run, Wendy will transfer funds from the SOA account to the checking account monthly to cover the expenses of vacation used above the 25-hour work week.

The new plan of work to complete CRP work for NRCS was submitted to AISWCD. AISWCD is only able to pay 16% of all the proposals submitted. A revised agreement will reduce our payment to a maximum of \$754. Directors present signed a petition to hold a general election. Once all directors have signed it, it will be sent to IDOA-BLWR. Wendy will be talking to Shannon Pence to develop a nutrient loss reduction meeting with Henderson SWCD. Directors suggested a discussion with experienced cover crop users: ex. Smallwoods and Duttons.

NEW BUSINESS:

The AISWCD Funding Proposal was to be discussed, but as mentioned above, there are too many discrepancies between the proposals sent out. The board will wait until there is more precise information available. Matt moved to approve the 2016 Section 105 agreements with the employees; seconded by Jule; motion carried. Since renewing the CREP agreement with IDNR does not cost the district anything, Jule moved to renew the agreement; seconded by Merrill; motion carried. Rick has already ordered trees for 4th graders. Packaging and delivery will be completed the week of Earth Day (April 22). No action was taken on the state Envirothon donation request. The Land Use Council 4 will likely donate instead.

Jule moved the directors go into executive session to reviewed executive session minutes from July 14, 2015. Matt voted yes; Merrill voted yes; Terry voted yes. Executive session began at 3:08 and ended at 3:10. The issue discussed in the closed minutes has been resolved. Jule moved to leave the minutes opened. They will be filed with the July 14, 2015 board minutes.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, February 16 at 1:00 pm. There being no further business, Terry adjourned the meeting at 3:15 pm.

COMING EVENTS:

- President's Day, Office Closed – February 15
- Land Use Council 4 – February 2 at Roseville Lanes at 10:00 am
- General Election of Directors – February 16, 2016 from 6:30 to 5:30
- Next Board Meeting – February 16 at 1:00 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

Jan. 15, 2016

Soil & Water Conservation Districts

Performance-based Funding Structure

The Association of Illinois Soil and Water Conservation Districts (AISWCD) has developed a new funding plan and opportunity for the Soil and Water Conservation Districts (SWCDs) throughout Illinois that factors in accountability for the funding received from the State of Illinois while also allowing for money to be allocated based on workload and areas with major resource concerns.

The outlined plan is still in draft form and portions of the plan will need continued modification as issues arise. While the plan does encompass all SWCDs present in the State, the bulk of the funding will be distributed based on **two factors**:

1. **Base-level funding for all 97 SWCDs.**
2. **Performance-based funding.** This funding will be determined through previous workload records from State, Federal and private conservation workload as recorded by the Illinois Department of Agriculture, AISWCD, NRCS and others. The goal is to allow local District Board members to make local staffing decisions based on need.

1 DISTRICT FUNDING — STATE FUNDING

There are currently 97 Soil and Water Conservation Districts (District) within the State of Illinois. Each District is considered a “local unit of government” and is governed by a 5-member Board of Directors. The Districts typically have between a part-time employee or two-plus full-time employees. The employee counts ranges from north to south and east to west.

The **base-level funding** will be distributed among the 97 SWCDs throughout the State. The funding will allow Districts to operate at a level determined by the local Board of Directors. A required amount of staff hours will need to be considered to receive a base-level funding. The details on how this base amount will be discussed and determined at a later date.

Next, the **performance-based funding** will be distributed based on workload from local SWCDs. Workload has been collected by IDOA, NRCS and others over the years. An analysis will be done to accurately allocate funding based on the SWCDs ability to complete functions above and beyond the base amount.

2 CONSERVATION IMPLEMENTATION — PROJECT FUNDING

Since Districts main focus is developing and implementing **conservation practices**, it is only natural to devote a large amount of time and energy on funding conservation projects throughout the State. AISWCD has in place, a Foundation, non-for-profit 501 (c)3. The Foundation will add an Affiliate Member group to help seek private funders for local projects. The process will use the Nutrient Research and Education Council’s (NREC) structure as a template along with their RFP process and key organizations involved.

The Affiliate Members will include the following:

- Ag Commodity Organizations
- Ag Policy Group
- Other Ag Organizations
- Environmental Policy Groups
- State Agencies
- Federal Agencies
- Others, if deemed appropriate

Funding application will take place through a Request for Proposal process. Funding will be granted upon receiving application, matching funds and a list of qualifications. The process would be similarly structured to various other grant processes.

Affiliate Members will have the following roles and responsibilities:

- Identify priority regions based on the NLRs document
- Set conservation goals for implementation of BMPs
 - o Identify goals, benchmarks, milestones based on priority regions for implementation of conservation practices for N, P, sedimentation and erosion
- Report to the AISWCD Board, IDOA, and NLRs Working Groups
- Provide funding for conservation projects - \$XX per year
- Develop an effective RFP process to award conservation project funding to local SWCDs for projects
- Serve in an advisory and financial role as directed by the AISWCD Board

Jan. 14, 2016

Soil & Water Conservation Districts

1 DISTRICT FUNDING — STATE FUNDING

There are currently 97 Soil and Water Conservation Districts (District) within the State of Illinois. Each District is considered a “local unit of government” and is governed by a 5-member Board of Directors. The Districts typically have between a part-time employee or two-plus full-time employees. The employee counts ranges from north to south and east to west.

Each District needs a **base funding** amount to support local, **administrative assistance-type activities** and efforts. After all, Districts were created to assist the Natural Resources Conservation Service (NRCS) with administrative duties as well as education and outreach for the conservation-related Farm Bill programs. This base level funding allows Districts to make local decisions and determine if they can afford to hire a full-time Administrative Assistant or if they must partner with a neighboring District or possibly two Districts to hire the employee.

Next, the **technical assistance (TA)** dollars will be what remains after the “base funding” is distributed. The TA allocation will be determined and set by the **Nutrient Loss Reduction Strategy (NLRs) Priority Areas watershed map**, as noted in the NLRs document. The TA funding can be obtained through a Request for Proposal (RFP) approach or based on need set by Illinois Department of Agriculture in conjunction with Association of Illinois Soil and Water Conservation Districts (AISWCD). Funding for TA will be focused on technical staff as a priority followed by projects.

Each District Board will be given job descriptions for the **Conservation Nutrient Specialist (CNS)** position; salary guidelines; education, training and experience recommendations in order to qualify for the position. The Conservation Nutrient Specialist will be an employee of the local District. A total of 30-60 CNS's will be hired and paid-for by the State's grant agreement. Any additional staff will be hired by the local SWCD Board of Directors if additional funding is available. Local District Boards will be making the decision to hire staff as they deem necessary.

2 CONSERVATION IMPLEMENTATION — PROJECT FUNDING

Since Districts main focus is developing and implementing **conservation practices**, it is only natural to devote a large amount of time and energy on funding conservation projects throughout the State. AISWCD has in place, a Foundation, non-for-profit 501 (c)3. The Foundation will add an Affiliate Member group to help seek private funders for local projects. The process will use the Nutrient Research and Education Council's (NREC) structure as a template along with their RFP process and key organizations involved.

The **Affiliate Members** will include the following:

- Ag Commodity Organizations
- Ag Policy Group
- Other Ag Organizations

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

February 16, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held Tuesday, February 16, 2016 at the district office. Terry called the meeting to order at 1:10 p.m.

PRESENT

Terry Davis, ch	Rich Youngquist, assoc. director
Matt Dutton, v ch	Cathy Olson, district conservationist, NRCS
Jule Allaman, sec.-treas.	Rick Winbigler, resource conservationist, SWCD
Merrill Martin, director	Wendy Brokaw, administrative coordinator, SWCD
Jamie Martin, director	

MINUTES and FINANCE: Matt moved the January minutes, January treasurer reports, time sheets and the following bills be approved:

Cardmember Services, internet, LUC meals, printer ink	113.61
Gate House Media, election notices	38.80
SWCD of Illinois Insurance Group, RC health insurance (Feb.)	834.00
Prairie Hills RC&D, dues	225.00
Kellogg Printer, mail & print newsletter	<u>915.35</u>
(Does not include personnel salaries, retirement or taxes)	2,146.76

seconded by Jamie; motion passed unanimously. Jule moved that Wendy's extra hours worked (8) the last two pay periods to get her jobs completed be added to her compensation time; seconded by Jamie; motion carried unanimously. Wendy transferred funds from CREP and SOA accounts in January. Wendy noted the CREP bank account has a balance of \$16,195. Jamie reviewed the bank statements.

REPORTS: Cathy's NRCS report was reviewed. Mary is expected back to work March 7. Mary has been working on a lot on CRP pollinator sign ups. Cathy asked if the SWCD's mule is going to be recertified for NRCS. The board said "yes". Rick attended the conservation cropping seminar with Matt. It was really interesting and presented information on cover crops. Rick has been working on soil maps and election materials. Wendy finished mailing out end of year taxes; completed election materials; sent notices for the director election; and showed her to-do lists (showing a list of jobs to be completed).

Terry attended a special Land Use Council meeting held February 2nd to discuss funding and AISWCD. The AISWCD has not been consistent about anything they have sent out. Illinois Dept. of Agriculture requested AISWCD put together a funding proposal for \$2 million; \$5 million; \$7.5 million and \$10 million budgets with hopefully a \$2.5 million for a cost share program. They do not want employee input for these proposals. There is poor communication from AISWCD.

A meeting for all district chairmen was back on for Feb. 15th. It had previously been cancelled. Employees had been allowed to attend with a director, but the AISWCD president withdrew that option. Only one director from a district could attend. The meeting was for the AISWCD to present their funding plan to everyone. Terry attended the meeting. Robert's Rules of Order were to be used. The AISWCD's plan was presented, but there was no detail to it; no numbers. It was not voted on. The employee's plan was not to be presented, but the pressure put on by numerous district directors, changed the association president's mind and allowed the plan to be heard.

There was no IDOA-BLWR newsletter for the month. Correspondence were weekly reports from AISWCD. Wendy asked the directors to try to think of new sales items that are not easily found in Monmouth which the district might consider selling.

COMMITTEES: PERSONNEL – No report. **FINANCE** – No report. **LEGISLATIVE** – AISWCD legislative day will be held March 2nd. **EDUCATION/ INFORMATION** – 3rd Grade Ag Day is February 23. Rick and Shannon (Henderson) usually present. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

OLD BUSINESS:

A CCCA timber court date is set for Monday, Feb 29 at 11:00. Cathy has given the CCCA renters (Jensens) seeding recommendations for their EQIP contract, including a frost planting option. Gary Distin asked Rick if Boy Scouts could plan and complete their Eagle Scout projects on CCCA. The board agreed to the request. Several projects have been completed over the years. Due to economics, there is nothing the district can do to clear the trees on the CCCA cropland. There are numerous large bills coming due soon. Further discussion on finances/personnel will take place during closed session under new business.

The revised CRP sub-agreement with AISWCD reduces our payment to a maximum of \$754. Rick talked to Shannon Pence to plan a nutrient loss reduction meeting with Henderson SWCD. Henderson does not want to do a meeting until July. The July meeting would be closer to planting dates and Henderson believes producers will start making their cover crop decisions. Warren Co. still interested in holding a joint meeting this summer. Directors suggested several speakers and a panel discussion with experienced cover crop users: ex. Tim Smallwood, Matt Dutton & Ken Curtis.

NEW BUSINESS:

The AISWCD funding proposal was discussed under reports. No one was in favor of the AISWCD proposal. The directors need to come up with suggestions for associate directors. Discussion was considered for employees to switch work days: as long as the practice was not abused.

Jule moved the directors go into closed session to review closed session minutes from August 19, 2013 and discuss finances and personnel and invite Rich to attend as he will likely be a board member next month; seconded by Jamie. Voice vote was taken: Matt – yes; Merrill – yes; Terry – yes; Jule – yes; and Jamie – yes. Closed session began at 3:25 and ended at 4:00. Voice vote was taken to return to open meeting: Matt – yes; Merrill – yes; Terry – yes; Jule – yes; and Jamie - yes.

Jule moved to leave the 8/19/13 minutes sealed; Merrill seconded the motion; motion carried unanimously. Jule moved to layoff Rick Winbigler, RC, indefinitely due to lack of financial support from the state; seconded by Matt; motion carried unanimously. The layoff will begin March 4 with March health insurance being paid by the district.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, March 15 at 1:00 pm. There being no further business, Terry adjourned the meeting at 4:33 pm.

COMING EVENTS:

- 3rd Grade Ag Day – February 23 at Monmouth
- Legislative Day – March 2 at Springfield
- Next Board Meeting – March 15 at 1:00 pm
- Land Use Council – March 17 at 10:00 am at Roseville
- LUC 4 Envirothon – April 5 at Roseville
- Fish Sales – April 12

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

March 15, 2016

ORGANIZATIONAL: The organizational meeting of the Warren County SWCD board was held March 15, 2016 at 1:12 p.m. at the district office. The general election resulted in Matt Dutton, Richard Youngquist and Terry Davis getting the most votes for two 2-year terms. The Acceptance of Office forms were signed. Merrill moved to nominate Terry Davis as chairman; Matt Dutton as v. chairman; Richard Youngquist as secretary/treasurer and to cast a unanimous ballot; seconded by Matt; motion carried unanimously.

REGULAR: The regular monthly meeting of the Warren County SWCD board was held March 15, 2016 at the district office. Terry called the meeting to order at 1:15 p.m.

PRESENT

Terry Davis, ch

Matt Dutton, v ch

Richard Youngquist, sec./treas.

Merrill Martin, director

Rick Winbigler, guest

Marty McManus, regional representative, IDOA

Cathy Olson, district conservationist, NRCS

Wendy Brokaw, administrative coordinator, SWCD

ABSENT – Jamie Martin, director

MINUTES and FINANCE: Matt moved the February minutes, February treasurer reports, time sheets and the following bills be approved:

Postmaster, bulk permit	225.00
Gatehouse Media, election results printed	<u>7.20</u>
TOTAL BILLS (less personnel expenses)	\$232.20

seconded by Merrill; motion passed unanimously. Matt reviewed the monthly bank statements for all accounts. Account balances were discussed. Pay out for Rick Winbigler's vacation is approx. \$4000.

REPORTS: Cathy's NRCS report included work on EQIP/CSP/CRP. The Mississippi Drainage Area grant proposal submitted to IEPA was not funded. It included Warren, Knox and Henderson Counties. Wendy showed a listing of activities completed and activities upcoming. She is trying to work some activities on a non-work day to allow for time to complete other activities on regular work days. 18 hours per week is not much time. Fish sales are April 12.

Land Use Council will meet on March 17. Discussion will include funding plan developed by AISWCD and ISWCDEA (employees). Terry did not attend the AISWCD quarterly board. Larry Sterett (Henderson director) did attend in Terry's place. The AISWCD proposed plan was voted on and did not pass. However, when directors were told if no plan was approved there would be NO money coming to SWCDs, directors voted to support the proposed plan.

The Soil & Water Advisory Board met after the quarterly board. The board advised the AISWCD that they should combine their proposed financial plan with the ISWCDEA proposed plan and submit it to IDOA and the Governor's office. It presented several funding level scenarios. It was suggested the \$5 million option be the least amount requested. Even so the Governor still has SWCD funds suspended.

Marty gave his Regional Rep/BLWR Report. As long as IDOA reg. reps are in arbitration, they will be paid. There is \$70,000 FY 2014 cost-share funds to be used in the next couple of months. Cropping seminars were well attended with over 300 in attendance.

COMMITTEES: PERSONNEL – Reviewed state unemployment claim form for Rick Winbigler. **FINANCE** – The state's FY 2017 budget is not expected to be passed until after January 2017. It includes \$4 million for SWCDs - \$2 million for operations and \$2 million for cost share. **LEGISLATIVE** – Legislative Day was well attended with 24 employees and 34 directors. **EDUCATION/ INFORMATION** – The LUC Envirothon is April 5th. 4th grade trees will be packaged by Warren-Henderson Farm Bureau on April 18. **CEDAR CREEK CONSERVATION AREA** – There were 2 Eagle Scout projects presented to the board to work on the trails and wetland overlook. Matt moved to approve the projects at no expense to the district; seconded by Merrill; motion carried unanimously.

OLD BUSINESS:

A court date was held on February 29 for Walters' attorney to request Judge Morrison to hear the case. However, due to Judge Morrison's illness that may not be possible. Dates were set for petition responses from both parties to the courts. May 9 is the next court date. The EQIP contract with Jeff Jensen was discussed. The seeding has been completed and work will need to be done on heavy use areas. The district might need to request a petition from Illinois Department of Transportation to gain access to the pasture along US Route 34 again. That depends on the best way to get rock hauled to various locations on the pasture. Pasture rent will be paid soon. The funds need to be kept separate from other district funds. Matt moved to open a new bank account to hold pasture rent and use those funds to cover overage expenses on the EQIP pasture project; seconded by Merrill; motion carried unanimously.

The personnel policies state that employees let go due to finances are given one month notice. Rick Winbigler was given 2 weeks' notice. Matt moved to offer Rick two week's pay (50 hours) to correct the issue; seconded by Merrill; motion carried unanimously. Since Rick has already signed up for unemployment, he will have to decide to accept or decline the additional two week pay. Rick wants to spread out payment of his earned compensatory time and vacation time. Rick has also asked about receiving severance pay. One option was for the district to give Rick the mule (est. value \$4,000-\$5,000). Another option was to offer severance based on years of service. Item was tabled until next month when more exact figures could be presented to the board.

Associate directors were briefly discussed. Directors need to come up with suggestions. There was no other old business.

NEW BUSINESS:

The AISWCD funding proposal was discussed in reports. No motion was made. The directors were reminded to fill out Statements of Economic Interest by May 1. Equipment storage was discussed. Trailers are stored in the office building's parking lot. The airway is currently there also, but it needs to be stored somewhere else in to summer and winter. The mule is at Rick Winbigler's mother's house. The NRCS 4-wheeler needs to be moved from the storage unit so the district's mule can be stored.

Does the district still want to sell filter fabric? Wendy cannot unroll the fabric by herself – too heavy. Terry offered to move it to his building, but that presents problems for payment and pickups. The district needs new ideas for sale items. Richard Youngquist is required to complete the Open Meetings Act training in the next 3 months. Wendy also must complete the OMA and the Freedom of Information Act training. Many of the directors had conflicts with the date of an evening April meeting. The meeting will be changed to the 2nd Monday in April (11th) at 7:30.

The **NEXT SCHEDULED BOARD MEETING** will be Monday, April 11 at 7:30 pm. There being no further business, adjourned the meeting at 3:46 pm.

COMING EVENTS:

- Land Use Council 4 Meeting – March 17 at 10:00 at Roseville
- Envirothon – April 5 at Roseville Community Center
- Next Board Meeting – April 11 at 7:30 pm
- Fish Sale – April 12 at 12:00 noon
- Package 4th Grade Trees – April 18
- Summer Conference – July 25-26, 2016

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

April 11, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held April 11, 2016 at the district office. Terry called the meeting to order at 7:35 p.m.

PRESENT

Terry Davis, ch

Matt Dutton, v ch

Richard Youngquist, sec./treas.

Merrill Martin, director

Linda McGuire, associate director

Cathy Olson, district conservationist, NRCS

Wendy Brokaw, administrative coordinator, SWCD

ABSENT – Jamie Martin, director

MINUTES and FINANCE: Matt moved the March minutes, March treasurer reports, time sheets and the following bills be approved:

LUC 4, dues	50.00
Cardmember Service, filter fabric, internet, fuel, fish sales license	<u>1,137.56</u>
TOTAL BILLS (less personnel expenses)	\$1,187.56

and continue to hold the NACD dues bill; seconded by Merrill; motion passed unanimously. Rich reviewed the monthly bank statements for all accounts. Account balances were discussed. Directors signed new bank forms. CCCA pasture rent was placed in the CCCA bank account for EQIP expenses.

REPORTS: Cathy's NRCS report updated work on EQIP/CSP/CRP projects. She is required to go to Knox and Henderson Counties at least one day each week. Cathy and Mary are assisting M-R School with a proposed outdoor classroom project. Wendy showed a listing of activities completed, including the Envirothon. She has completed the Open Meeting Act training, but has not yet completed the FOIA training. 18 hours per week is not enough time. Fish sales are April 12. Very few orders.

Land Use Council 4 met on March 17. The report mostly covered the discussion of the funding plan submitted by AISWCD to Springfield. No one has checked with government officials to find out what they think of the proposed plan. Senate bill 2059 has passed which includes \$7.5 million for districts. It goes to the House next. There are several figures being tossed around in Springfield: \$7.5 million, \$5 million and \$4 million. AISWCD continues to push for \$5 million. Terry questioned why they would not support the \$7.5 million figure if it's offered. Everyone was in agreement that the AISWCD needs to be more open with districts in their dealings and with their finances. There was not a Regional Rep/BLWR Report this month.

COMMITTEES: PERSONNEL – No report. FINANCE – No state budget yet. LEGISLATIVE – If Senate bill 2059 passes the House, the Governor is expected to veto it. EDUCATION/ INFORMATION – The LUC Envirothon was April 5th. 4th grade trees will be packaged by Warren-Henderson Farm Bureau on April 18. Wendy will deliver the trees to the schools, but will not have time to offer presentations this year. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

DeJoode sent a copy of the petition he sent to the courts. The defendant will have until the end of the month to submit their petition to the courts. May 9 is the next court date. The EQIP contract with Jeff Jensen was discussed. A new permit will have to be submitted to the Illinois Department of Transportation, requesting access to the pasture along US Route 34 to haul in rock and do construction work for heavy use areas, trails and walkways.

Wendy had sent to all directors figures on remaining expenses and income for FY 2016; three options if severance pay is offered; and 6 month startup costs if the district has to shut down temporarily. Rick decided to accept the pay of two additional weeks (25 hours/week) which was offered to match the layoff notice in the Personnel Policies. That will be paid at the end of the week. Matt moved to make the final payout of compensation time, vacation time and medical funds to Rick by the end of the month; seconded by Merrill; motion passed unanimously.

Wendy asked if the board would continue to pay short term and long term disability and life insurance for her position at \$47/quarter. Matt moved to pay it; seconded by Rich; motion carried unanimously. The selling of the district's equipment was discussed. Since NRCS has their own 4-wheel equipment, the district's mule is no longer needed. Matt moved to sell the mule and two trailers by bid and set minimum bids at: mule - \$5,000; red trailer - \$200; and the black trailer - \$500; seconded by Merrill; motion carried unanimously.

Matt moved to bring the severance pay topic off the table and to the floor; seconded by Merrill. Severance pay and its options were discussed at length: pros of longevity and value vs cons of finances and precedent. Matt moved to not offer severance pay to employees; seconded by Merrill; motion passed.

Wendy is not able to get her work done in 18 hours most weeks. Matt moved Wendy be allowed to work up to 24 hours/week when necessary, but still work a minimum of 18 hours/week; seconded by Merrill; motion carried. Associate directors were briefly discussed. Directors need to come up with suggestions. The directors were reminded to fill out Statements of Economic Interest by May 1. Several questioned receiving them. Wendy will check on them with the County Clerk. There was no other old business.

NEW BUSINESS:

An updated FY 2016 budget was presented. It removed all income from state funding and replaced the income by using funds from the CREP and SOA accounts. Merrill moved to approve the updated budget; seconded by Rich; motion carried unanimously. Matt moved to approve the updated Section 105 plan for Rick Winbigler due to changed hours and health insurance payments; seconded by Merrill; motion carried unanimously.

The district does not need to purchase a bulk mailing permit if we no longer print a newsletter. However, advertising brings in additional income to the district which covers the cost of the newsletters. The board advised Wendy to continue with the newsletter and advertising as usual. The district's desktop computer has died and needs to be replaced at a cost of \$1075. Most, if not all the data on the old computer, can be stored on an external hard drive and accessed by the district's laptop computer. Rich moved to purchase an external hard drive (\$75) and the necessary Microsoft programs (\$350) to provide access from the laptop; seconded by Matt; motion carried unanimously.

The storage unit rent expires August 2016. No action was taken at this time. The annual meeting was briefly discussed. Since the district will continue with its newsletters, there is time to make plans for the summer issue. The AISWCD/IDOA Annual Meeting/Summer Conference will be held July 25-26 at Springfield. Directors need to check calendars for attendance. The voting delegate will Terry Davis. Since there are no plans to have a May board meeting, the June monthly board meeting will be moved forward one week from the usual date to June 14, 2016 at 1:00 pm.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, June 14 at 1:00 pm. There being no further business, Terry adjourned the meeting at 10:15 pm.

COMING EVENTS:

Memorial Day, office closed – May 30

Land Use Council 4 – May 31

Next Board Meeting – June 14 at 1:00 pm

Summer Conference – July 25-26, 2016

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

June 16, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held June 16, 2016 at the district office. Terry called the meeting to order at 1:04 p.m.

PRESENT

Terry Davis, ch
Matt Dutton, v ch (departed 3:15)
Richard Youngquist, sec.-treas.
Merrill Martin, director
Jamie Martin, director (departed 3:24)

Cathy Olson, district conservationist, NRCS
Wendy Brokaw, administrative coordinator, SWCD

ABSENT - None

MINUTES and FINANCE: Matt moved the April minutes, April and May treasurer reports, time sheets and the following bills be approved:

Cardmember Service (1&2), internet (2), LUC meals	161.02
Cardmember Service (3), internet, printer ink, flags, checks	540.67
Kellogg Printing, print/mail newsletter	904.61
Prairie Hills Forestry, 4 th grade trees (1 1/2 years)	190.00
Gatehouse Media, equipment sales ad	12.00
CMRS-FP, reimburse postage (paid quarterly)	23.40
Jerry Hendel, computer repair/computer programs	575.00
Logan Hollow Fish Farm, fish sales	2,475.50
AISWCD, quarterly insurance (April-June)	192.15
AISWCD, quarterly insurance (July-Sept)	175.42
Employee Mileage (AC)	29.70
Director/Assoc. Mileage	<u>332.64</u>
TOTAL BILLS (less personnel expenses)	\$5,612.11

seconded by Jamie; motion passed unanimously. Jamie reviewed the bank statements.

REPORTS: NRCS - Status reviews are complete. There are a couple of tracts that may be out of compliance. Mary is working on CRP contracts. The Warren-Henderson Farm Bureau assisted with packaging 4th grade trees. Wendy delivered the trees, but did not give presentations due to a lack of time. Wendy completed the spring newsletter. She has been working 18 hours about half the weeks and 24 hours the other weeks. She has completed the FOIA training.

Terry attended the Land Use Council 4 meeting. There were several resolutions discussed. The Council voted to approve the following resolutions: 1) to update AISWCD dues to allow for employee health insurance; 2) eliminate the dues requirement to participate in the contribution sub-agreements; 3) to include transparency within AISWCD policies; 4) to affirm a no confidence resolution for the current AISWCD president and executive director.

Terry also attended the AISWCD quarterly board meeting. Again the resolutions were the main subject of discussion. Terry did not vote what the Council voted on some of the resolutions, because after reading them more carefully after the Council meeting, he felt some the wording

was not correct for what the resolution was to accomplish. These changes elicited much unhappiness from members and staff of the council. Terry voted on the following resolutions: 1) AISWCD continue to hold insurance package for SWCDs – Yea; 2) Obtain dedicated funding for SWCDs – Yea; 3) Support Bond SWCD to request FY 2016 from the state – Yea; 4) Transparency within AISWCD – Nay; 5) Do not include health insurance funds in AISWCD dues formula – Nay; 6) Eliminate AISWCD dues requirement to participate in contribution sub-agreements – Nay; 7) No confidence with current AISWCD President or Executive Directors – Nay; and two by-law changes on AISWCD dues – Nay to both.

There was not an IDOA-BLWR regional representative report available. Correspondence was the AISWCD's weekly and monthly reports and NACD reports. Directors can get new IDs if they chose.

COMMITTEES: PERSONNEL – Several past directors have died in the last few months: Jerry Hanson, Mary Frances Miller and Harold Beard. The directors want to continue the practice of sending \$10 for each memorial. **FINANCE** – See Old Business. **LEGISLATIVE** – Continue to contract legislators. See Old Business. **EDUCATION/ INFORMATION** – No Report. **CEDAR CREEK CONSERVATION AREA** – Four-wheeler tracks have been seen at the nature. County Sheriff's office recommend the Boy Scouts stay out of the area until they have checked it out. Wendy will contact the two boys working on Scout projects when the "all clear" is given. The district needs to spray boundary trees with purple paint. The color represents "No Trespassing". See Old Business for more information.

OLD BUSINESS:

A circuit court date is set with Judge Morrison in Knox County for June 21 at 10:00 am to hear the defense request to set aside the settlement due to inadequate council. Wendy contacted IDOT to obtain a permit to cut the fence on US Route 34 to gain access for hauling and installing rock and lime on the pasture area. Someone needs to take pictures before the fence is cut for access. The letter with questions for the access request information about protecting the paved shoulder of the highway. Terry suggested putting rock on the shoulder and removing it when entering/exiting is complete for hauling. The district is required to obtain a \$25,000 Highway surety bond (\$250) before a 90-day permit is approved.

Finances were discussed. The district has not had to borrow from the CREP account this past month. Matt departed at 3:15. If the district cancels its storage unit, Jamie has space available for a few items. Jamie moved to cancel the district's storage unit; seconded by Merrill; motion carried unanimously. Jamie departed at 3:24.

AISWCD Annual Meeting/Summer Conference is July 25-26. Terry will be attending and acting as voting delegate. Resolutions were reviewed. An annual meeting for the district was discussed; maybe hold it with board meeting or have it separate the week of August 22nd. There was a suggestion to hold a conservation tour on pollinators or the nutrient reduction loss strategy and discuss cover crops. A possible speaker/sponsor to consider is Rex Lester. There was no other old business.

NEW BUSINESS:

There are two new AISWCD sub-agreements with NRCS. One is to help NRCS with CRP. The other is to help NRCS with EQIP and CSP contract maintenance. The board wants to participate. Wendy and Cathy will complete the proposals. The district will sell the aerway and dolly for a minimum offer of \$6000. Merrill moved to pass the prevailing wage ordinance for 2017; seconded by Richard; motion carried unanimously. Rich moved to approve vacation for Wendy; seconded by Merrill; motion carried unanimously. The July meeting is set for Tuesday, July 19 at 1:00.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, July 19 at 1:00. There being no further business, meeting adjourned at 3:55 pm.

COMING EVENTS:

4th of July Holiday, office closed – July 4

Next Board Meeting – July 19 at 1:00 pm

AISWCD A.M./Summer Conference – July 25-26 at Springfield

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

July 19, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held July 19, 2016 at the district office. Terry called the meeting to order at 1:10 p.m.

PRESENT

Terry Davis, ch
Richard Youngquist, sec.-treas.
Merrill Martin, director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT - Matt Dutton, v ch; Jamie Martin, director

MINUTES and FINANCE: Merrill moved the June minutes, June treasurer reports, time sheets and the following bills be approved:

Cardmember Service, internet	69.99
CMRS-FP, general postage	<u>32.93</u>
TOTAL BILLS (less personnel expenses)	\$102.92

seconded by Rich; motion passed unanimously. Rich reviewed the bank statements.

REPORTS: NRCS – A written report was passed out. Terry voiced a concern that NRCS make sure producers planting pollinators understand all that is required for the program. Wendy has attended a farm safety meeting and an ag education advisory meeting. She has completed the end of year finance reports; sent renewal notices for newsletter advertising; updated FY 2016 budget; developed a FY 2017 budget; worked on CCCA highway permit; contacted the local IDOT office to ask about road closure signs. The district's storage needs to be emptied by the end August. AISWCD was discussed in old business. There has been discussion on whether AISWCD must follow the FOIA standards as districts. If a new law passes, AISWCD may be required to follow the FOIA laws if they receive a certain percentage of their funding from government organizations. There was no IDOA report. Correspondence was the AISWCD's weekly and monthly reports and NACD reports. Also a letter was received from Steve Stierwalt requesting support for running for AISWCD president.

COMMITTEES: PERSONNEL – The committee needs to meet to complete employee performance evaluations. **FINANCE** – The state has passed a 6-month budget. It includes funds for district operations and cost-share. However, no one knows how the funds are going to be split up. **LEGISLATIVE** – No report. **EDUCATION/ INFORMATION** – No Report. **CEDAR CREEK CONSERVATION AREA** – County Sheriff's office continues to recommend the Boy Scouts stay out of the area until they have checked it out.

OLD BUSINESS:

On June 21 at 10:00 am Wendy attended the circuit court with Jeff DeJoode before Judge Morrison in Knox County to hear the defense request to set aside the settlement due to inadequate council. DeJoode submitted paperwork showing proof that the district owns the area where timber was unlawfully cut. Defense still contends that ownership is in doubt. We are waiting to hear from Judge Morrison on his decision in the matter.

Thompson Trucking has been contacted for an estimate on delivering rock and lime to the CCCA. They are the only company to deliver everything on a single day as per the limited access permit along US Highway 67. Wendy will ask for contractor bids for placement of the rock, lime and filter fabric from Olsons, Hall and McLouth.

AISWCD Annual Meeting/Summer Conference is July 25-26. Terry will be attending and acting as voting delegate. The following resolutions were supported: 1) AISWCD insurance package policy (remove specific insurance company name); 2) SWCD dedicated funding source; 3) Support Bond County SWCD; 4) AISWCD transparency; 5) Update AISWCD dues to exclude employee health insurance; 6) Eliminate AISWCD dues requirement to participate in contribution sub-agreements; 8) All districts allowed to participate in grants and programs where AISWCD receives admin. Fees and pass through funds. The following resolution was not supported: 7) No confidence in the current AISWCD president and executive directors.

The district's annual meeting was discussed. Check to see if the Farm Bureau is interested in co-sponsoring a cover crop tour or nutrient management meeting at the end of August as part of the SWCD annual meeting. A possible speaker/sponsor to consider is Rex Lester. Merrill moved to approve the final FY budget for 2016 as presented; seconded by Rich; motion carried unanimously. The aerway will be sold. The advertisement will be in the district's newsletter and in the Penny Saver. The aerway will be on display in the back parking lot. Bids will be accepted until noon on the Friday, Aug. 19. The district will be submitting sub-agreements to the AISWCD for NRCS work on CRP and EQIP/CSP contract maintenance. There was no other old business.

NEW BUSINESS:

Merrill moved to approve the FY 2016 end of year finance report; seconded by Rich; motion carried. Merrill moved to approve the state's average FY 2017 cost share practices and rates with the exception of not offering the practices of no-till, strip-till, mulch till, rain gardens, nutrient management, erosion control blankets and high capacity well decommissioning; seconded by Rich; motion carried unanimously. Due to a conflict, the August meeting is set for Tuesday, August 23 at 1:00. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, August 23, 2016 at 1:00. There being no further business, meeting adjourned at 3:55 pm.

COMING EVENTS:

AISWCD A.M./Summer Conference – July 25-26 at Springfield
Next Board Meeting – August 23 at 1:00 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

August 23, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held August 23, 2016 at the district office. Terry called the meeting to order at 1:06 p.m.

PRESENT

Terry Davis, ch

Wendy Brokaw, administrative coordinator, SWCD

Richard Youngquist, sec.-treas.

Jamie Martin, director

Merrill Martin, director

ABSENT - Matt Dutton, v ch

GUEST - Marty McManus, IDOA reg. rep.

MINUTES and FINANCE: Jamie moved the July minutes, July treasurer reports, time sheets and the following bills be approved:

Cardmember Service, internet, filter fabric, hotel stay (AISWCD Conf)	676.79
Kellogg Printing, print & mail newsletter	1,039.71
AISWCD, quarterly insurance payment	175.42
Troxell, highway bond insurance	<u>250.00</u>
TOTAL BILLS (less personnel expenses)	\$2,141.92

seconded by Rich; motion passed unanimously. The district has been receiving quarterly unemployment reports. It is very likely that the district's unemployment rate will increase quite a bit come January 2017. Jamie reviewed the bank statements.

REPORTS: NRCS - No report. Wendy has been working with Carol Ricketts at the Farm Bureau to set up a joint meeting on nutrient reduction loss strategy (NRLS) and cover crops as part of the district's annual meeting. Several businesses did not renew in the district's newsletter directory. She will need to make new contacts to increase participation and funding. She corrected the proposed FY 2017 budget; worked on CCCA highway permit. The district's storage unit needs to be emptied by the end of the week; probably the next day.

Terry reported on the AISWCD Annual Meeting. Terry attended and acted as voting delegate. The mood at the meeting was guarded at the beginning, but later was pretty good. Steve Stierwalt is the new AISWCD president. The voting results on the resolutions were: 1) AISWCD insurance package policy Passed; 2) SWCD dedicated funding source Passed; 3) Support Bond County SWCD was Withdrawn; 4) AISWCD transparency Failed; 5) Update AISWCD dues to exclude employee health insurance Failed; 6) Eliminate AISWCD dues requirement to participate in contribution sub-agreements Passed; 7) No confidence in the current AISWCD president and executive directors Failed; 8) All districts allowed to participate in grants and programs where AISWCD receives admin. Fees and pass through funds Withdrawn. The Board listened on a phone conversation between Terry and Steve Stierwalt. Steve has been and will continue to attend meetings with various organizations to gain support for districts. Ultimately he would like to see a unity of ag organizations for NRLS; similar to what Iowa has done.

Marty's reg. rep. IDOA report was an update on how long reg. representatives will be working, based on the state's finances. It is unclear when that might be. Correspondence was the AISWCD's weekly and monthly reports and NACD monthly reports.

COMMITTEES: PERSONNEL – An employee performance evaluation for Wendy was completed during the meeting. Wendy received a more than satisfactory rating. **FINANCE** – The state's 6-month budget includes \$5 million for SWCDs. \$2.2 million will be split evenly among the 97 districts; a little over \$22,000 each. There is ongoing discussions on how the remaining \$2.8 million will be split. **LEGISLATIVE** – AISWCD wants districts to remain in contact with their legislators. **EDUCATION/ INFORMATION** – Farm Bureau ag day is Sept. 9 and farm safety day is Sept. 15. **CEDAR CREEK CONSERVATION AREA** – The district office was notified that the Boy Scouts could start working on the nature trails again.

OLD BUSINESS:

We are still waiting to hear from Judge Morrison on his decision in the matter of ownership. Bids for placement of the rock, lime and filter fabric were received from Olson Brothers and Fred Hall. Rich moved to accept Olsons' bid which was the lowest; seconded by Jamie; motion carried unanimously. There was discussion on going ahead and removing trees while there was a dozer there. The board decided against this as there will be more trees to be removed for the fencing portion of the EQIP contract.

The district's annual meeting will be co-sponsored with the Warren-Henderson Farm Bureau on Tuesday, August 30, 2016. The evening program will discuss the Nutrient Reduction Loss Strategy; cover crops; and water testing. The advertisement for the sale of the aerway was in the district's newsletter and in the Penny Saver. The aerway is on display in the back parking lot. No bids were submitted. It will be advertised again in the Penny Saver for two weeks with bids submitted by noon on Sept. 16. Wendy will contact past renters for interest. Merrill moved a minimum bid of \$4500 be set; seconded by Jamie; motion carried unanimously.

Wendy handed out an improved FY 2017 budget. The original one presented did not accurately address income and expenses for the coming year. Jamie moved to approve the improved budget; seconded by Merrill; motion carried unanimously. The board approved a changed sub-agreement with the AISWCD for NRCS work on CRP.

A motion was made to go into closed meeting to review closed meeting minutes at 3:21. The directors voted: Terry – yes; Jamie – yes; Merrill – yes and Rich – yes. Merrill moved to return to open meeting at 3:26; seconded by Rich; motion carried unanimously. Closed meeting minutes reviewed will remain closed. There was no other old business.

NEW BUSINESS:

Personnel benefits and salary were discussed. Wendy informed the board that given the reduced hours she has been working, it is virtually impossible to use vacation time. The personnel policies state vacation hours may not be more than 240 hours by September 1st. So she will be giving up 30.75 hours of vacation. Wendy requested her hours go up to 24 hours per week. There is no way for her to keep up with work. A motion was made to return to closed meeting at 3:30 to discuss personnel. The directors voted: Terry – yes; Jamie – yes; Merrill – yes; and Rich – yes. Jamie moved to come back to open meeting at 3:39; seconded by Rich; motion carried unanimously. Closed meeting minutes are included with these minutes. In closed session the directors discussed employee salary, benefits and compensation.

Merrill moved to pay Wendy for 30.75 hours of vacation as a bonus; seconded by Jamie; motion carried unanimously. Jamie moved to sign an employment contract with Wendy for 24 hours per week and maintain all benefits and salary as in the previous year's contract; seconded by Merrill; motion carried unanimously. She will work 6-hour days on Monday, Tuesday, Thursday and Friday.

Jamie moved to set the General Election on Tuesday, February 21, 2017; seconded by Merrill; motion carried unanimously. There will not be a September board meeting, unless there is several items for business. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, October 18, 2016 at 7:00 pm. There being no further business, meeting adjourned at 3:56 pm.

COMING EVENTS:

Annual Meeting with NRLS and cover crops with Farm Bureau – August 30 at 4:00 pm

Labor Day, Office Closed – September 5

W-H Farm Bureau Farm Safety Day – September 15 at Stronghurst

Next Board Meeting – October 18 at 7:00 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

October 18, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held October 18, 2016 at the district office. There was not a meeting in September due to harvest. Terry called the meeting to order at 7:14 p.m.

PRESENT

Terry Davis, ch	Wendy Brokaw, administrative coordinator, SWCD
Matt Dutton, v ch	Cathy Olson, district conservationist, NRCS
Richard Youngquist, sec.-treas.	
Merrill Martin, director	

ABSENT - Jamie Martin, director

MINUTES and FINANCE: Matt moved the August minutes, August and September treasurer reports, time sheets and the following income and expenses be approved:

INCOME:	AISWCD, NRCS administration (2 payments)	1,306.24
	Warren County, tax levy (partial)	2,000.00
	Aerway Sale	4,600.00
	Sold storage unit items and received deposit (\$30)	<u>96.37</u>
	TOTAL INCOME	\$8,002.61
EXPENSES:		
	Cardmember Service, Annual Meeting expenses	159.72
	Cardmember Service, internet (2 mo.)	148.19
	Logan Hollow Fish Farm – fish sales	325.00
	CMRS-FP, general postage	59.86
	Gatehouse Media, aerway ads	<u>41.50</u>
	TOTAL BILLS (less personnel expenses)	\$586.08
EQUIP: (funds taken out of CCCA account)		
	SELCO, Inc, CCCA highway signs (rent for 1 day)	2,200.00
	Cardmember Service, CCCA filter fabric	1,350.00
	Thompson Trucking, CCCA rock & hauling	9,762.70
	Olson Brothers, CCCA construction work	<u>2,350.00</u>
	TOTAL CCCA BILLS submitted for EQUIP	\$15,662.70
	EQUIP payment to Jensen's	<u>9,849.00</u>
	Balance remaining to be paid by SWCD	\$5,813.70

seconded by Rich; motion passed unanimously. Terry reviewed the bank statements.

REPORTS: NRCS – Cathy reported FSA mailed out 45 CRP reenrollment notices. Reenrollment is on a first come-first serve basis. The CSP program has been overhauled. Training will be later in the month. Cathy has been spending several days in Knox County working on grazing. NRCS's trailer has been damaged by a tire blowout. Cathy is waiting for approval to get it fixed. This makes NRCS's 4-wheeler unavailable for field work at this time.

Wendy has completed the comptroller's report for IDOA; contacted speaker and sent thank you notes for the nutrient loss/cover crop meeting; updated the Annual Plan of Work; updated the AC employee evaluations including some RC items; completed paper work for possible reimbursement on computer anti-trust lawsuits; updated some newsletter addresses with Kellogg's; working on fall newsletter; completed a poor fish sale; processed grant codes to be eligible for state grant monies; finished the highway permit for the CCCA and contacted sign companies for estimates; met with all CCCA project parties to set dates and review plans; and spent the day at CCCA directing traffic for rock hauling. The district's storage unit was emptied with the help of Merrill Martin. Odds and ends items were taken to Burns' and auctioned off.

The Annual Meeting was held in conjunction with a meeting on nutrient reduction loss strategy (NRLS) and cover crops held with the Farm Bureau to hold. Matt presented his experiences on using cover crops. There was a pretty good turnout. Participants seemed pleased with the information presented. Terry reported the new IDOA grant agreement is 34 pages long, compared to 2-4 pages in the past. There was no IDOA report from the reg. representative. Correspondence was the AISWCD's weekly and monthly reports and NACD monthly reports.

COMMITTEES: PERSONNEL – No report. FINANCE – Every district will receive a little over \$22,000 this year. \$1.6 million will be divided up equally to each Land Use Council (16). \$1.1 million is to be used for cost share in 60 priority watershed. 2/3rds of Warren County falls in a priority watershed. LEGISLATIVE – No report. EDUCATION/ INFORMATION – Wendy attended Farm Bureau's ag day on Sept. 9 and farm safety day on Sept. 15, using her vacation time. CEDAR CREEK CONSERVATION AREA – Boy Scout, Jared Bolon, completed his eagle project on the nature trails. He cleared the trails and removed downed trees around the wetland overlook.

OLD BUSINESS:

There has been no progress on the lawsuit. The judge died. We are waiting for the courts to assign a new judge to the case. The next phase of the EQIP project on the CCCA pasture has been completed. The work looks good. Jeff Jensen has submitted all the bills to NRCS. (See financial section for figures.) The boy scouts reported they saw 2 deer stands in the nature trail area. The board wants these removed and purple paint sprayed on the trees to help ward off trespassing.

The board revisited the approved practices Warren County will pay cost share on. They felt since nutrient loss management is a big deal in the state. Matt moved to include the practice in the approved practices list for FY 2017; seconded by Rich; motion carried unanimously. There was no other old business.

NEW BUSINESS:

The county has been notified by IL Dept. of Natural Resources that CREP streambanks and easements need to have monitoring reports completed on them in the next 6 months. There are 37 streambanks and 5 easements. Wendy will have a hard time getting them done. The directors wondered if Rick Winbigler would be interested in contract work to do the monitoring on the streambanks. Wendy will contact Rick to ask.

Wendy went over the changes made from the previous year's plan of work. Merrill moved to accept the FY 2017 annual plan of work as presented; seconded by Matt; motion carried unanimously. Wendy's new employee evaluation was reviewed. Some little items were taken out and some RC items were added. Merrill moved to approve the new evaluation; seconded by Matt; motion carried unanimously.

LUC funding was discussed. Each LUC will submit a plan to IDOA on how it wants to spend its share (approx. \$100,000). Terry reported the money was to be used for implementing cost share. This was in contrast with information Wendy had received from Steve Chard at IDOA that the funds could be used for any general expenses purposes. A council meeting will be set up soon. Hopefully, all directors can attend. IDOA will be asked to present the state's guidelines on LUC funding use.

Terry and Wendy went to the W-H Farm Bureau board meeting where Warren County SWCD and Henderson County SWCD were presented with a water test kit to share. Training will be set up later this month. To follow Henderson County's testing price, Matt moved to not charge a fee for the first year; seconded by Merrill; motion carried unanimously. The health insurance administering county is requesting all districts pay an annual fee to cover its expenses for the program. The issue was tabled.

Cathy reviewed the 1619 Agreement with the board and the chairman signed it. Matt moved to have Wendy attend Winter Training on December 6-7; seconded by Rich; motion carried unanimously. Matt moved to give employees the day after Thanksgiving Day as a holiday; seconded by Rich; motion carried unanimously. The next board meeting will be November 15 at the district office.

There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, November 15, 2016 at 1:00 pm. There being no further business, meeting adjourned at 9:40 pm.

COMING EVENTS:

- Next Board Meeting – November 15 at 1:00 pm
- Thanksgiving Holiday – November 24-25
- Employee Winter Training – December 6-7 at Springfield
- General Election of Directors – February 21, 2017

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

November 22, 2016

REGULAR: Due to lack of a quorum on November 15, the meeting was re-scheduled for the following week. The regular monthly meeting of the Warren County SWCD board was held November 22, 2016 at the district office. Terry called the meeting to order at 1:25 p.m.

PRESENT

Terry Davis, ch	Wendy Brokaw, administrative coordinator, SWCD
Matt Dutton, v ch	Cathy Olson, district conservationist, NRCS
Richard Youngquist, sec.-treas.	
Merrill Martin, director	

ABSENT - Jamie Martin, director

MINUTES and FINANCE: Rich moved the October minutes, October treasurer reports, time sheets and the following income and expenses be approved:

INCOME:	AISWCD, NRCS administration (2 payments)	583.00
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EXPENSES:

Kellogg Printing, newsletter printing/postage	917.32
Gatehouse Media, election ads	<u>26.80</u>
TOTAL BILLS (less personnel expenses)	\$944.12

seconded by Merrill; motion passed unanimously. Jamie reviewed the bank statements the previous week.

REPORTS: NRCS – Cathy reported she and Wendy had attended an information meeting for residents and land owners in the Little Swan Lake watershed on November 9th. It was well attended with a number of resource concerns voiced. There will be a second meeting on November 30. Hopefully there will be a few more land owners/operators present. NRCS's trailer has been repaired and waiting for the bill to be paid.

Wendy completed internet work for possible reimbursement on computer anti-trust lawsuits; submitted NRCS administration report and CRP quarterly report; attended watershed information meeting at Little Swan Lake; set up, prepared for and attended Land Use Council meeting; developed contract for completing status reviews on CREP streambanks; completed the CARS grant information; completed EQIP payment to J. Jensen and paid remaining bills on CCCA; completed fall newsletter; attended meeting the ag education advisory committee; and started working on LUC Envirothon. Wendy attended the water test kit training in Henderson County with Caroline Wade from IL Corn Growers. Caroline advised against charging for the test, so the test would not be certified. It would just be a service. She also suggested waiting and to start testing in the spring. Wendy signed a new CRP sub-contract for about \$350.

Minutes from the Land Use Council 4 meeting on Nov. 7 were passed out. Steve Stierwalt, the AISWCD president, answered questions. He discussed his plan to develop a strategic plan for the AISWCD and SWCDs to meet the requests of the state office of budget. The LUC was required

by IDOA to develop a plan on how to spend \$104,375 among the 6 districts. A motion was voted on and passed to give five districts \$16,488 each and give the remaining \$21,945 to Knox County. There was no IDOA report from the reg. representative. Correspondence was the AISWCD's weekly and monthly reports and NACD monthly reports.

COMMITTEES: PERSONNEL – No report. **FINANCE** – Every district will receive \$22,680 this year. The district will receive \$16,488 from the Land Use Council funds. 2/3rds of Warren County falls in a priority watershed and will receive \$15,000 for cost share. **LEGISLATIVE** – After the election the state houses remain democratic. **EDUCATION/ INFORMATION** – No report. **CEDAR CREEK CONSERVATION AREA** – See old business.

OLD BUSINESS:

There has been no progress on the lawsuit. The judge died. We are waiting for the courts to assign a new judge to the case. The amount Jeff Jensen paid for the EQIP project and the amount the district paid, plus the amount the EQIP paid Jeff; Jeff owes the district \$86.30. The next phase in the project is to clear the west fence line (700 ft.) of trees/hedge between the pasture and Neal Anderson and complete brush management on 3.4 acres. The board wants to send a letter to the contractors advertising in the district's newsletter, requesting bids for the work. The work needs to be completed by spring. A new fence on the west side will need to be built by early spring. Mott moved to pay dues to ISWCDEA; seconded by Rich; motion carried unanimously. There was no other old business.

NEW BUSINESS:

Merrill moved Warren County be the lead county for the Land Use Council 4 funds; seconded by Matt; motion carried unanimously. This has been approved by the other districts in the LUC. The proposed LUC dispersal plan was presented. Matt moved to approve the plan, giving Warren County \$16,488; seconded by Rich; motion carried unanimously. Rich moved to approve the IDOA grant agreement; seconded by Merrill; motion carried unanimously. The grant provides Warren County with \$22,680 in operations funds, \$104,375 additional operations through LUC, and \$15,000 in cost share funds.

The directors discussed how best to use the cost share money. Who can help do the technical work? Would promoting cover crops best utilize the funds without a lot of field work? Nutrient plans might be better, but who can do the plans? The subject will be tabled until the next meeting. Rick Winbigler has agreed to contract to complete monitoring reports on CREP streambanks. Matt moved to sign a contract with Rick for \$2,000 to complete the monitoring reports; seconded by Rich; motion carried unanimously.

Wendy developed a county tax levy request of \$5255. Her concern is how much unemployment will be increased while unemployment is being drawn. She will try to contact the IL Dept. Employment Security for more information. It will be revisited next month. Merrill moved to purchase trees (approx. \$150) for Earth/Arbor Day next spring; seconded by Matt; motion carried unanimously. The Christmas gathering will be discussed next month.

The next board meeting was discussed. Wendy is having surgery and would like the meeting to be before December 15th. The board decided on December 14 at 10:00 am at the district office. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Wednesday, December 14, 2016 at 10:00 am. There being no further business, Matt moved the meeting be adjourned at 3:26 pm; seconded by Rich; motion carried unanimously.

COMING EVENTS:

Thanksgiving Holiday, office closed – November 24-25
Employee Winter Training – December 6-7 at Springfield
Next Board Meeting – December 14 at 10:00 am
Christmas Holiday, office closed – December 26 (Monday)
General Election of Directors – February 21, 2017

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

December 14, 2016

REGULAR: The regular monthly meeting of the Warren County SWCD board was held December 14, 2016 at the district office. Terry called the meeting to order at 10:02 a.m.

PRESENT

Terry Davis, ch
Matt Dutton, v ch
Richard Youngquist, sec.-treas.
Merrill Martin, director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT - Jamie Martin, director

MINUTES and FINANCE: Rich moved the November minutes, November treasurer reports, time sheets and the following income and expenses be approved:

INCOME: AISWCD, NRCS EQIP/CSP administration 583.00

EXPENSES:

AISWCD, quarterly insurance payment	175.42
Director Mileage, July-Dec.	396.90
Wendy Brokaw, mileage July-Dec.	174.96
Cardmember Services, internet	<u>69.99</u>
TOTAL BILLS (less personnel expenses)	\$817.27

seconded by Matt; motion passed unanimously. Rich reviewed the bank statements.

REPORTS: NRCS – Cathy and Wendy had attended the second information meeting for residents and land owners in the Little Swan Lake watershed on November 30th. It was well attended with a number of resource concerns voiced. She will start looking for erosion sites next.

Wendy balanced all checking accounts and printed finance reports for November; paid monthly taxes; submitted NRCS administration report for November; attended the second watershed information meeting at Little Swan Lake; updated mailing list for newsletter; sent letters to contractors to get bids for tree removal on CCCA pasture; completed indirect cost form for state grant; attended employees' training in Springfield on Dec. 6 and 7; and met with LUC 4 employees to begin work for LUC Envirothon on April 4, 2017. The administration insurance fees will be mandatory next year for every district carrying employee insurance.

Terry reported the AISWCD has hired Becky Doyle to facilitate the development of a strategic plan for districts. Carol Hays will be helping with background information. A questionnaire will be sent to all districts after the first of the year. AISWCD president Steve Stierwalt is hoping to put together an Illinois Ag Group in order to develop a state plan for agriculture. IDOA has sent state grant vouchers to the comptroller's office and direct deposited into district accounts. Hopefully funds will be received in January. Just wait and see.

There was no IDOA report from the reg. representative. Correspondence was the AISWCD's weekly and monthly reports and NACD monthly reports.

COMMITTEES: PERSONNEL – No report. FINANCE – No report. LEGISLATIVE – No report. EDUCATION/ INFORMATION – No report. CEDAR CREEK CONSERVATION AREA – See old business.

OLD BUSINESS:

A new judge has been assigned to our case. There is not court date set at this time. The seeding bills Jeff Jensen turned in was for \$3,098.26 and the amount he received in EQIP funds was for \$6,654.42. Jeff owes the district \$3,556.16 plus \$84.86 from the trail/rock work for a total of \$3,641.02. Matt moved to send Jeff a letter with the payment owed and an explanation; seconded by Merrill; motion carried unanimously. There was very little response to the contractor letter Wendy sent out for bids to clear the west fence line (700 ft.) of trees/hedge between the pasture and Neal Anderson and complete brush management on 3.4 acres. One contractor (Olsons) could not guarantee the work until at least spring. Another contractor (Fred Hall) left a note saying summer would work for him and believed he could get Neal Anderson's permission to go across his property to the fence line. The directors want Wendy to contact Fred to find out more about crossing Anderson's property. Will access need to be purchased?

The district is receiving \$15,000 in cost-share funds. Kara Downin (Knox Co SWCD) said she would be willing to help with cost-share. She is also able to write nutrient management plans. Should the funds be split into priorities, like cover crops, nutrient management or wells? If cover crops are promoted, every operator who signs up for 20 acres of cost-share must agree to match an additional 20 acres to cover crops. The directors are concerned about fertilizer/chemical companies are telling producers. What kind of program are they providing for nutrient management, ex. 4Rs (right time, right place, right product, right rate)? The board want to check into having another cover crop meeting for producers and fertilizer dealers, using Tim Smallwood for drilled cover crop and Rex Lester for aerial application. Other possible speakers: Mike Plummer (Cardondale) and/or an Iowa farmer (speaker for Henderson Co. SWCD annual meeting).

A concern had been raised about the district's unemployment rate for next year. The rate next year will be \$952 per employee. Wendy suggested using the current rate for the tax levy as it will catch up next year. Based on the figures Wendy put together, Matt moved to ask for \$5255 for the 2016 county tax levy request; seconded by Rich; motion carried unanimously. The Christmas gathering will be dutch treat on January 7th at 6:00 at Petey's. There was no other old business.

NEW BUSINESS:

The board needs to come up with some names to serve as associate directors for times when new directors as needed. Rich moved to pay Wendy \$1382.00 for final payment of this year's section 105 plan and to sign a new 6-month 105 plan to match the district's fiscal year; seconded by Merrill; motion carried unanimously. Matt moved to approve Wendy's request for vacation time January 30 – February 3; seconded by Rich; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, January 17, 2017 at 10:00 am. There being no further business, Matt moved the meeting be adjourned at 12:40 pm; seconded by Merrill; motion carried unanimously.

COMING EVENTS:

Christmas Holiday, office closed – December 26 (Monday)
New Year's Day, office closed – January 2, 2017 (Monday)
ML King Birthday, office closed – January 16
Next Board Meeting – January 17 at 10:00 am
General Election of Directors – February 21

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator