

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

January 17, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held January 17, 2017 at the district office. Terry called the meeting to order at 10:02 a.m. Thad was introduced as a new associate director.

PRESENT

Terry Davis, ch	Thad Tharp, assoc. director
Matt Dutton, v ch	Wendy Brokaw, administrative coordinator, SWCD
Merrill Martin, director	

ABSENT - Richard Youngquist, sec.-treas. and Jamie Martin, director

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

INCOME:	AISWCD, NRCS EQIP/CSP administration	583.00
	CCCA, Jeff Jensen, overage payment	3,641.02

EXPENSES:

Prairie Hills RC&D, dues	225.00
Turner-Vermont Agency, O&D insurance	837.00
Cardmember Services, internet	<u>69.99</u>
TOTAL BILLS (less personnel expenses)	\$1,131.99

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

REPORTS: NRCS – No report.

Wendy balanced all checking accounts and printed finance reports for December; paid monthly taxes; submitted NRCS administration report for December and CRP admin report for Nov-Jan; working on newsletter.

Terry reported the AISWCD has hired Becky Doyle to facilitate the development of a strategic plan for districts. A questionnaire will be sent out to districts. IDOA has sent state grant vouchers to the comptroller's office and direct deposited into district accounts. Hopefully funds will be received in January. The AISWCD is working on a 1/10% tax, bringing in \$160 million. Farm Bureau does not support this. Don Moffitt has been named assistant director under IDOA Director, ~~Terry Poe~~
Raymond

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

COMMITTEES: PERSONNEL – There will be a 6-month employee review. **FINANCE** – No report. **LEGISLATIVE** – Legislative Day is scheduled for Feb. 28. **EDUCATION/ INFORMATION** – 3rd Grade Ag Day is Feb. 23. **CEDAR CREEK CONSERVATION AREA** – See old business.

OLD BUSINESS:

Judge James Standard has been assigned to our case. There is a court date set for Feb. 7.

Wendy talked to Fred Hall about clearing the west fence line (700 ft.) of trees/hedge between the CCCA pasture and Neal Anderson and complete brush management on 3.4 acres. Neal Anderson is one his customers and he felt he could get back to the pasture, through Neal's land, without too much trouble. He will check with Neal. Fred wants to do the work in the summer for a neater project.

The district is receiving \$15,000 in cost-share funds to be used in the priority watershed area. The directors want to split the funds into 2 parts: well sealing and cover crops. Cover crops will be offered to owners/operators who sign up for 20 acres of cost-share and agree to plant an additional 20 acres to cover crops. The cost share rate will be up \$40 per acre on 20 acres. Matt moved to put \$1200 toward well sealing and the remainder to cover crop up to \$40 per acre on 20 acres; seconded by Merrill; motion carried. Merrill moved to approve the Land Use Council 4 proposal for dividing the technical funds among the Council districts; seconded by Matt; motion carried unanimously. Warren County would receive \$23,246.40.

Wendy contacted a couple of fertilizer/chemical companies to find out what they are telling producers about nitrogen application and cover crops. She felt she had talked to the extremes. One company promoted split application of nitrogen and chemical program planning with customers based on whether cover crops are used or not. They were concerned that customers are getting correct information. The other didn't really talk to their customers about anything. The board wants another cover crop meeting for producers and fertilizer dealers, using Tim Smallwood for drilled cover crop and Rex Lester for aerial application; maybe including the IL Fertilizer Association and/or Corn Growers. The meeting needs to be held the last week of February.

Thad Tharp of Monmouth and Ron Moore of Roseville have agreed to be associate directors. Matt will contact Daryl Shike and Merrill will contact Ed Lee to ask about being associate directors. Thad has also agreed to be on the ballot for a director at the general election. There was no other old business.

NEW BUSINESS:

Directors signed a petition to hold an election for IDOA. With funds expected by the end of the month, the district needs to update its budget. The directors suggested waiting until funds are received to complete a new budget, hopefully at the February meeting. Since the total funds Warren County SWCD is to receive from the state does not cover the expenses of hiring a resource conservationist, Wendy suggested requesting funds from the Pattee Foundation. The directors thought this to be a good suggestion and directed Wendy go forward with the request, based on the figures she presented and with suggestions from the directors.

January 17, 2017

Page 3

Mat moved to approved the changes to the resource conservationist job description; seconded by Merrill; motion carried unanimously. There was no action taken on the request for donations to the state Envirothon. The next board meeting will be February 21, which is the same day as the director general election. Voting will be from 6:30 am to 5:30 pm.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, February 21, 2017 at 1:00 pm. There being no further business, Matt moved the meeting be adjourned at 1:50 pm; seconded by Merrill; motion carried unanimously.

COMING EVENTS:

Land Use Council 4 – February 16 at Roseville

Presidents Day, Office Closed – February 20

General Election of Directors – February 21 at the district office from 6:30 am to 5:30 pm

Next Board Meeting – February 21 at 1:00 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

February 21, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held February 21, 2017 at the district office at 1:00 pm. Terry called the meeting to order at 1:09 pm.

PRESENT

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

ABSENT - Jamie Martin, director

MINUTES and FINANCE: In the minutes, Director Poe needs to have his first name corrected to Raymond. Matt moved to approve the January minutes as corrected, January treasurer reports, time sheets and the following income and expenses be approved:

INCOME:	AISWCD, NRCS EQIP/CSP administration	583.00
	State of Illinois (IDOA): district operations	22,680.41
	LUC 4 technical funds	104,375.00
	(Warren received 23,246.40 of this)	
	Cost-share funds	<u>15,000.00</u>
	TOTAL INCOME	142,638.41

EXPENSES:

Kellogg Printing, newsletter	922.78
AISWCD, quarterly insurance/worker comp.	175.42
Jerry Hendel, computer repair	50.00
Roseville Lanes, LUC meeting	21.04
GateHouse Media, election notice	46.40
LUC 4 counties, technical funds paid out	81,128.60
Cardmember Services, internet, QB payroll program	<u>582.39</u>
TOTAL BILLS (less personnel expenses)	\$82,926.63

seconded by Rich; motion passed unanimously. Since the district has received state funding, Wendy transferred \$5000 from the District acct back to the CREP account. Rick Winbigler was paid \$2000 out of CREP for the completion of the streambank status reviews. Terry reviewed the bank statements. Wendy paid out technical funds to other LUC 4 SWCD's.

REPORTS: Cathy gave her NRCS report. She has 4 active EQIP projects and 5 active CSP projects. There were 6 applications submitted for EQIP, but none were funded. There is still money available for livestock projects. She has 7 active CSP projects. NRCS will be sending out names for status reviews in March. Cathy will begin searching for active erosion sites upstream from Little Swan Lake. The SWCD's NRCS assistance grant workload was discussed. State-wide districts need to be doing more administrative work.

Wendy balanced all checking accounts and printed finance reports for January; paid monthly taxes; submitted NRCS administration report for January; completed and mailed newsletter; did the radio show twice; one school in Warren County is planning on participating in the LUC 4 Envirothon; and fish orders are ready. Wendy contacted speakers and developed flyer for the Nutrient Management/Cover Crop meeting the district is co-sponsoring with the Warren-Henderson Farm Bureau on Feb. 28. She prepared registration sheets and ballots for the director election. She also submitted the funding proposal for Land Use Council 4 and mailed checks when it was approved by IDOA. There is an IEPA meeting on TMDL's, which includes Downing Fork in southern Warren County. Rick completed the CREP streambank status reviews, along with pictures, and found all sites to be in working order.

Land Use Council 4 re-elected Terry as president and delegate. Terry reported on the AISWCD's efforts for developing a strategic plan for districts. Directors, staff and partners have been asked to complete a survey by the end of the week. Strategy meetings are being set up around the state. Our closest meeting is March 16 at Galesburg.

There was no IDOA report from the reg. representative. However, it was mentioned that reg. reps. are no longer being considered for layoffs. Correspondence was the AISWCD's weekly and monthly reports and NACD monthly reports.

COMMITTEES: PERSONNEL – A 6-month employee review will be completed after the board meeting. **FINANCE** – State funds have been received. **LEGISLATIVE** – Legislative Day is re-scheduled for March 14. **EDUCATION/ INFORMATION** – 3rd Grade Ag Day is Feb. 23. Wendy and Shannon (RC-Henderson SWCD) will present a session on point and non-point pollution. **CEDAR CREEK CONSERVATION AREA** – See old business.

OLD BUSINESS:

Wendy attended the court date on Feb. 7. Judge James Standard asked why a land survey has not been completed. Mr. Whitman, attorney for Mrs. Beiderbeck, informed the judge that because there is a creek involved, the cost would be prohibitive. The judge said a map would be useful. The next court date is March 10th at 1:30pm. After leaving the courtroom with Mr. DeJoode, Wendy asked if he had seen the original maps the district had received from IDOT/IDOC. He had not. DeJoode came the district office and maps were pulled out. DeJoode took copies with him.

A copy of Jeff Jensen's insurance for the CCCA pasture was received. Fred Hall has talked to Neal Anderson about clearing part of the west fence line (700 ft.) of trees/hedge between the CCCA pasture and Neal Anderson. Neal will not allow the downed trees to be piled on his property as he had originally told Rick Winbigler he would. He also wants the district to take out the entire fence line. Whatever is agreed upon with Neal Anderson, the district wants it in writing. The board discussed their plans with DC Cathy Olson. She said the interior fences on the east 2/3rds of the property were scheduled to be completed first on the EQIP project. Merrill moved to complete the east portion of the fencing, instead of the west side; seconded by Matt; motion carried unanimously. Wendy will need to contact fence builders for bids. The board also discussed maintaining a property fence around the entire property. They would like to see a picture of the north property line fence. Wendy will call Fred about the change in plans.

The district has received funds from the state, but there is not enough money to hire another employee to do technical work. There is \$23,246.40 to be used for technical work. The district wants to use some of the funds for technical contract work. One of the big projects is the "T" transect for IDOA. Wendy cannot do it by herself. Matt moved to offer Rick Winbigler \$600 to help complete all areas of the transect work that have been done in past years; seconded by Rich; motion carried unanimously. Wendy is having difficulty keeping up with the district's workload and also doing work for NRCS. Matt moved to increase Wendy's hours to 32 hours per week, beginning immediately and including the previous day; seconded by Merrill; motion carried unanimously. With states funds received, IODA is requiring an updated budget. A proposal was handed out last month. Merrill moved to accept the proposed budget; seconded by Matt; motion carried unanimously.

The Nutrient Management/Cover Crop Meeting being co-sponsored with W-H Farm Bureau is scheduled for Feb. 28th. Wendy has handled setting up the speakers and the FB is taking care of the food. Wendy handed out the flyers. Most of the directors plan on attending. Matt has not contacted Daryl Shike about being an associate director. Adam Sanberg had been asked, but he suggested asking his brother, Ben. Merrill contacted Ed Lee and he was not interested. Linda McGuire has asked to be removed as an associate director. The proposal to the Pattee Foundation to request funds to hire a technical person was denied. There was no other old business.

NEW BUSINESS:

At 3:43 a voice vote was taken to review closed meeting minutes from Aug. 19, 2103 in closed session: Terry – yes; Matt – yes; Rich – yes; and Merrill – yes. At 3:59 the directors came back into open meeting with the following vote: Terry – yes; Matt – yes; Rich – yes; and Merrill – yes. Cathy reviewed NRCS's civil rights with the board members.

The director general election is on-going until 5:30 pm.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, March 21, 2017 at 1:00 pm. There being no further business, Matt moved the meeting be adjourned at 4:10 pm; seconded by Merrill; motion carried unanimously.

COMING EVENTS:

- General Election of Directors – February 21 at the district office from 6:30 am to 5:30 pm
- 3rd Grade Ag Day – February 23 at Monmouth
- Next Board Meeting – March 21 at 1:00 pm
- LUC 4 Envirothon – April 4 at Roseville
- Fish Sales – April 11

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

March 21, 2017

ORGANIZATIONAL: The organizational meeting of the Warren County SWCD board was held March 21, 2017 at 1:15 p.m. at the district office. The general election resulted in Merrill Martin and Thaddeus Tharp getting the most votes for 2-year terms. The Acceptance of Office forms were signed. Merrill moved to nominate the same slate as last year, 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 21, 2017 at the district office. Terry called the meeting to order at 1:20 p.m.

PRESENT

Terry Davis, ch
Matt Dutton, v ch (departed at 2:58)
Richard Youngquist, sec./treas.
Merrill Martin, director
Thad Tharp, director
Wendy Brokaw, administrative coordinator, SWCD

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

INCOME: AISWCD, NRCS EQIP/CSP administration	583.00
EXPENSES:	
Postmaster, bulk permit	225.00
Cardmember Services (2): internet, LUC meals	91.84
internet, AC meal, fish permit	95.10
Warren-Henderson farm Bureau, nutrient meeting meal (partial)	150.00
AISWCD, disability & life insurance	59.21
AISWCD, dues	1,377.80
NACD, dues	300.00
Gatehouse Media, election results printed	55.60
TOTAL BILLS (less personnel expenses)	2,354.55

seconded by Merrill; motion passed unanimously. Wendy opened a program checking account for cost-share funds. Thad reviewed the monthly bank statements for all accounts.

It was announced that Mark Phillipson, CED for FSA in Monmouth, will be retiring at the end of the month. The board would like to give him a certificate and plaque for all the support he has given to the district over the years. The board directed Wendy to get a plaque for Jamie, as past director.

REPORTS: NRCS did not have a report. Wendy had set up and organized a nutrient management/cover crop meeting, co-sponsored with Farm Bureau. She had uploaded payments for EQIP/CSP; copied and filed conservation plans and contracts for CRP; completed paper work for director elections; met with LUC staff to organize Council 4 Envirothon; attended LaMoine River watershed and TMDL meeting; and attended strategic planning meeting at Galesburg. Wendy and Shannon (Henderson RC) presented to 3rd graders about point and non-point pollution. She is working on Spoon River streambank CREP paperwork for IDNR.

Terry reported AISWCD is looking for a funding source. He attended Legislative Day. The numbers were disappointing due to the weather. The feeling at the Capitol was frustration over getting along. Legislators were more relaxed at Boone's. They seemed more interested in listening. Terry, Matt, Rich and Wendy attended the strategic plan meeting at Galesburg. The main issue brought up was funding. A suggestion came out to have a SWCD logo for the entire state. Marty's Regional Rep/BLWR Report was reviewed.

COMMITTEES: PERSONNEL – Terry and Rick completed a 6-month employee review for Wendy after the last board meeting. She received a more than satisfactory rating. **FINANCE** – Money previously marked as technical funds are listed as additional operation funds by IDOA. **LEGISLATIVE** – Legislative Day was discussed earlier. **EDUCATION/ INFORMATION** – The LUC 4 Envirothon is April 4th. 4th grade trees will be packaged with the assistance of Warren-Henderson Farm Bureau on April 17. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

OLD BUSINESS:

A court date was held on March 10. Judge Standard decided to set aside the original judgement against Walters' and allow the case to start all over again. Ownership still seems to be an issue. The next court date is May 15 at 10:30. Matt moved to continue the case for a settlement; seconded by Merrill; motion carried unanimously.

Wendy showed pictures of the current fence on the northeast corner of the pasture. Wendy with Mary Johnson, NRCS technician, did not see a property fence through the trees. There will be some clearing when the new fence is built. Wendy will get fencing estimates.

Rick Winbigler agreed to help Wendy with the "T" transect for \$600. He will do all the stages he has done in previous years. Merrill moved to offer Rick \$100 to update the district's website and \$25/every other month to continue the updates; seconded by Rich; motion carried unanimously. Matt Dutton departed at 2:58. Wendy would like to get new checks for some of the checking accounts, so they don't all match. The board directed her to get estimates. New associate directors have not been contacted as yet. There was no other old business.

NEW BUSINESS:

Thad has completed the Open Meetings Act training as required by new directors. Marty, Reg. Rep., has sent Thad new director training programs. The directors were reminded to fill out Statements of Economic Interest by May 1.

QuickBooks Pro 2014 needs to be upgraded to continue using the payroll option the district purchases every year. The cheapest 2017 version Wendy has found so far is \$200. She will get other prices. Merrill moved to support LUC 4 donating \$250 to the state Envirothon; seconded by Thad; motion carried unanimously. Thad moved to allow Wendy to attend the state Envirothon if one other staff person in the Council can attend; seconded by Merrill; motion carried unanimously. After some debate on which date would be best for the next meeting, the directors decided to stick with the regular monthly date – April 18.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, April 18 at 7:30 pm. There being no further business, adjourned the meeting at 3:17 pm.

COMING EVENTS:

- Envirothon – April 4 at Roseville Community Center
- Next Board Meeting – April 18 at 7:30 pm
- Fish Sale – April 11 at 12:00 noon
- Package 4th Grade Trees – April 17
- Summer Conference – July 24-25, 2017

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

April 18, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held April 18, 2017 at the district office. Terry called the meeting to order at 7:40 p.m.

PRESENT

Terry Davis, ch

Thad Tharp, director

Richard Youngquist, sec./treas.

Merrill Martin, director

Ron Moore, associate director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT – Matt Dutton, v ch

MINUTES and FINANCE: Thad moved the March minutes be approved; seconded by Rich; motion passed unanimously. Merrill moved March treasurer reports, time sheets and the following bills be approved:

CMRS-FP, reimburse postage meter	73.17
Logan Hollow Fish Farm, fish sales	<u>1,352.25</u>
TOTAL BILLS (less personnel expenses)	\$1,425.42

seconded by Thad; motion passed unanimously. Rich reviewed the monthly bank statements for all accounts. Wendy ordered 2 sets of checks and covers for 2 accounts that don't have regular checkbooks available.

Income included:

Jeff/Russ Jensen CCCA annual pasture rent – 10,666.20

AISWCD, monthly NRCS administration (2 months) – 1,166.68

DRAM Antitrust Settlement – 100.00

REPORTS: There was no NRCS report. Wendy paid taxes, balanced checkbooks and printed finance reports for the past month. She completed the necessary schedules, registration forms and score sheets for the LUC 4 Envirothon held on April 4. She has completed the Open Meeting Act training and the FOIA training. Mark Phillipson, FSA CED, as officially retired on March 30. He was given a friend in conservation plaque, which he deeply appreciated. All election, annual meeting and organizational materials have been sent to IDOA. Wendy completed the scanning and organizing the CREP streambank status reviews and pictures to a thumb drive to be mailed this week to the IL Dept. of Natural Resources. Fish sales were April 11. We did not have many orders. 4th grade trees were packaged the previous day with the help of the local Farm Bureau.

Kaila is leaving the AISWCD. Terry attended a Strategic meeting which included representation from various partners and organizations to provide input to the strategic plan for districts. Wendy noted "Weekly Wonders" stated a 5-year agreement is being worked out with NRCS for continued administration work with districts. The Regional Rep/BLWR Report was reviewed this month. The directors were reminded to fill out Statements of Economic Interest by May 1. Thad and Rich did not know if they had received them. Wendy will check on them with the County Clerk.

COMMITTEES: PERSONNEL – No report. FINANCE – No report. LEGISLATIVE – No report. EDUCATION/ INFORMATION – The LUC 4 Envirothon was April 4th with United in attendance. 4th grade trees were packaged by Warren-Henderson Farm Bureau on April 17. Wendy will deliver the trees to the schools and offer presentations. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

DeJooode sent a copy of the petition the defendants sent to the courts requesting the law suit be dismissed. May 15 is the next court date. Fencing for Jeff Jensen's EQIP contract was discussed. Wendy will contact fencing companies as soon as the fence design is completed for Jeff. Fencers will have to be able to remove a few trees. No associate directors have been contacted yet.

No other landowners or operators have signed up for cost-share cover crops. Wendy will include the map of the priority area and cost-share article from the winter newsletter for the spring newsletter. Directors suggested contacting big farmers to build interest for cover crop cost-share. Wendy looked for bids for QuickBooks 2017. Amazon was the lowest. Thad moved to purchase QB 2017 from Amazon for \$149; seconded by Rich; motion carried unanimously. There was no other old business.

NEW BUSINESS:

The AISWCD annual meeting is July 24-25 in Springfield. Terry will be going and Thad might go. Wendy will make hotel reservations for them. She will be going for just one day. The district's annual meeting will be August 24 in conjunction with a pond tour. Darren DeJaynes has offered his pond and garage for the tour and fish fry. Wendy emailed copies of the district's gift, ethics and investment policies to all the directors and associates for their review.

Since there are no plans to have a May board meeting, the June monthly board meeting will be June 20, 2017 at 1:00 pm.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, June 20 at 1:00 pm. There being no further business, Terry adjourned the meeting at 9:22 pm.

COMING EVENTS:

- Memorial Day, office closed – May 29
- Land Use Council 4 – June 8 at 10:00 am at Roseville Lanes
- Next Board Meeting – June 20 at 1:00 pm
- Summer Conference – July 24-25, 2017

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

June 20, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held June 20, 2017 at the district office. Terry called the meeting to order at 1:04 p.m.

PRESENT

Terry Davis, ch

Cathy Olson, district conservationist, NRCS

Matt Dutton, v ch

Wendy Brokaw, administrative coordinator, SWCD

Richard Youngquist, sec./treas.

Merrill Martin, director

Thad Tharp, director

MINUTES and FINANCE: Matt moved the April minutes, April and May treasurer reports, time sheets and the following bills be approved; seconded by Rich; motion passed unanimously.

Cardmember Services, internet (2), tile probes, meals, frames, plaque, checks, QuickBooks, water test kit folders, batteries	851.93
Prairie Hills Forestry, 4 th grade trees	142.50
Land Use Council 4, dues	50.00
Warren County Clerk, copies of deeds for CREP and CCCA	20.50
Kellogg Printing, newsletter	894.01
Wendy Brokaw, mileage	173.34
Director Mileage	<u>376.65</u>
TOTAL BILLS (less personnel expenses)	\$2,508.93

Wendy requested a new chair. The directors gave her a \$150 limit. Thad reviewed the monthly bank statements for all accounts.

Income included:

AISWCD, monthly NRCS administration – 583.34

REPORTS: Cathy's NRCS report included completion of status reviews and working with Knox County EQIP projects. The back parking lot is having work done on it. Wendy paid taxes, balanced checkbooks and printed finance reports for the past two months. Wendy has completed corrections of ownership on a few of the CREP streambank folders. She gave presentations to all 4th graders on trees for Earth Day/Arbor Day. Completed the driving portion of the "T" transect with the help of Rick Winbigler. Wendy sent out thank you notes to Envirothon and nitrogen reduction/cover crop speakers. Completed quarterly newsletter. Mailed letters to potential cover crop farmers on the cost-share program available. Tried using the nitrogen test kit, but ran into problems. Having is checked out on Friday.

The Land Use Council 4 meeting had Brandon Hall giving a presentation on his recent trip to New Zealand for soils judging. The remainder of the meeting was a discussion on the direction of the AISWCD and how that affects districts. AISWCD Annual Meeting includes several sessions on director training and reviewing the strategic plan. Districts need to decide who they want to get guidance from; where funds are going to come from; and how redesigning the AISWCD Foundation can be used to look for donators. There was no Regional Rep/BLWR Report this month.

COMMITTEES: PERSONNEL – No report. FINANCE – No report. LEGISLATIVE – There is not state budget yet. EDUCATION/ INFORMATION – Wendy is working with Warren-Henderson Farm Bureau to start up 6th Grade Conservation Day again. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

The defendants petitioned the court to dismiss the law suit. It was denied. Fencing for Jeff Jensen's EQIP contract was discussed. Wendy sent out copies of the fence designs to three fence contractors. Only one has shown any interest and Wendy will be meeting with him on Saturday to look at the pasture. Neal Anderson was in the office to report he had talked to Mike McMahon, new township road commissioner, to ask about improving the road on the east side of the CCCA pasture.

Thad is unable to attend Summer Conference. Terry will serve as the district's delegate to the AISWCD Annual Meeting. The district's annual meeting and pond tour will be August 24. Cathy will not be able to assist. Wendy has contacted Darren DeJaynes to host the pond tour at his pond. He has offered to have the meeting and dinner at his shed. He suggested contacting First Street Armory to borrow tables and chairs. One other operator signed up for cost-share cover crops. Directors admitted this was a difficult year for cover crops. The next newsletter will have a short article with Terry, Matt and Tim Smallwood phone numbers for farmers looking for information and suggestions. The directors decided to open up the use of cost share funds for all previously approved practices from FY 2016, including wells. There was no other old business.

NEW BUSINESS:

Rich moved to pass the prevailing wage ordinance for 2018; seconded by Merrill; motion carried unanimously. Matt moved for Warren County to continue to be the lead county for the Land Use Council 4 financial distribution; seconded by Rich; motion carried unanimously. There was no information on the next NRCS sub-agreement. There was a discussion on who the directors thought would provide the best leadership role to districts: AISWCD/IDOA/IDNR/Other? The board felt IDOA had the most knowledge and guidance to provide.

Thad gave Wendy Brokaw signature authority for the LCD lawsuit; seconded by Matt; motion carried unanimously. Wendy emailed copies of the district's personnel policies to all the directors and associates for their review.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, July 18 at 1:00 pm. There being no further business, Terry adjourned the meeting at 3:40 pm.

COMING EVENTS:

- 4th of July, office closed – July 4
- Next Board Meeting – July 18 at 1:00 pm
- Summer Conference – July 24-25, 2017
- SWCD Annual Meeting/Pond Tour – August 24

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

July 18, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held July 18, 2017 at the district office. Terry called the meeting to order at 1:06 p.m.

PRESENT

Terry Davis, ch

Matt Dutton, v ch

Richard Youngquist, sec./treas.

Merrill Martin, director (departed 2:56)

Thad Tharp, director (arrived 1:35)

Wendy Brokaw, administrative coordinator, SWCD

MINUTES and FINANCE: Rich moved the June minutes and June treasurer reports be approved; seconded by Matt; motion carried unanimously. Matt moved the time sheets and the following bills be approved; seconded by Rich; motion passed unanimously.

Cardmember Services (2): internet & filter fabric	1,019.99
internet & LUC 4 meals	89.45
CMRS-FP, general postage	<u>52.24</u>
TOTAL BILLS (less personnel expenses)	\$1,161.68

Matt reviewed the monthly bank statements for all accounts.

Income included:

Warren County, partial tax levy payment – \$2,000.00

REPORTS: NRCS did not have a report. Wendy paid taxes, balanced checkbooks and printed finance reports for the month of June. She sent out letters to newsletter advertisers to renew their listing in the directory. She answered legal questions for the CCA timber case. Met with Astoria Fence contractor along with Russ Jensen and Thad. The sensor unit on the nitrogen test kit was bad. A replacement has been received. The summer newsletter and Annual Report is being pulled together. Wendy has completed the financial report for FY 2017 and has begun work on the FY 2018 budget. She has 9 days of vacation to use before September 1st.

The Strategic Plan for districts was discussed. Terry thinks conservation will be moving towards a watershed basis versus county. The mission statement will be changed to "Clean Water – Healthy Soil". AISWCD Annual Meeting includes a discussion of the strategic plan and several sessions on director training. The AISWCD Foundation may be changed so it is managed by a separate board from the AISWCD board. There was no Regional Rep/BLWR Report this month.

COMMITTEES: PERSONNEL – Employee performance evaluation will be Aug. 15 at 12:30 with Terry and Rich. Thad arrived at 1:35. FINANCE – Illinois has a budget now. There is \$3 million for cost share and \$10.5 for district operations. There is no information on how this money will be allocated to districts. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – The 6th Grade Conservation Day is set for Sept. 21. Farm Safety Day is Sept. 14. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Wendy had filled out and submitted a questionnaire as requested by DeJoode for the defense attorney. DeJoode also requested information on possible witnesses and what they know.

Thad, Wendy and Russ Jensen met with the fence contractor, Astoria Fencing. There is a major problem with trees on the fence line. Either the trees need to be pushed back to put the fence on the original fence line or the fence will need to be moved into the pasture 5-10' feet and lose several acres of pasture. The directors want to put the fence in right. Merrill departed at 2:55. Thad has an appointment with Cory Kitchen to look at the tree issue and give an estimate. Matt moved to allow \$7,000 for tree removal and \$7,000 for fencing; seconded by Thad; motion carried unanimously. Terry will contact Neal Anderson and ask him to allow the trees on the north fence line to be pushed onto his property. Wendy will continue to work on an access permit off of US 34.

Thad is unable to attend Summer Conference. Terry will serve as the district's delegate to the AISWCD Annual Meeting. Resolutions 1, 2 and 3 were discussed along with the strategic plan. Rich moved to support resolutions 1, 2 and 3; seconded by Matt; motion carried unanimously. The board told Terry to use his best judgement when voting on the strategic plan.

Wendy had another individual sign up for cost share for cover crops. There are a lot of funds needing to be allocated. She has already paid on the 3 well sealing projects as originally allocated. Rich moved to open up cost share to include practices approved by the district for FY 2017; seconded by Matt; motion carried unanimously. The next newsletter will have a short article with Terry, Matt and Tim Smallwood phone numbers for farmers looking for information and suggestions.

The district's annual meeting and pond tour will be August 24. Cathy will not be able to assist. Darren DeJaynes has agreed to host the pond tour at his residence. The second pond to look at belongs to Doug McClintock. Cost of renting tables and chairs is \$10/table and \$.85/chair from People's Do-It. Have the items delivered to DeJaynes' the morning of the tour and directors will help set up that afternoon. Matt moved to participate in the new AISWCD sub-agreement to provide administrative assistance to NRCS for EQIP and CSP programs; seconded by Thad; motion carried unanimously. There was no other old business.

NEW BUSINESS:

Matt moved to approve the FY 2017 financial report to be put in the Annual Report/newsletter; seconded by Thad; motion carried unanimously. Wendy handed out the proposed budget for FY 2018. Thad moved to table the topic until the next monthly meeting to see if more information on the state budget would be available; seconded by Matt; motion carried unanimously. Matt moved to approve a new Section 105 to defer taxes on medical expenses; seconded by Rich; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, August 15 at 1:00 pm. There being no further business, Terry adjourned the meeting at 4:30 pm.

COMING EVENTS:

- Summer Conference – July 24-25, 2017
- Next Board Meeting – Aug. 15 at 1:00 pm
- SWCD Annual Meeting/Pond Tour – August 24

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

August 15, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held August 15, 2017 at the district office. Matt called the meeting to order at 1:04 p.m.

PRESENT

Matt Dutton, v ch.

Richard Youngquist, sec./treas.

Merrill Martin, director

Cathy Olson, district conservationist, NRCS

Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Terry Davis, ch; Thad Tharp, director

MINUTES and FINANCE: Rich moved the July monthly minutes and July special board meeting minutes, July treasurer reports, time sheets and the following bills be approved; seconded by Merrill; motion passed unanimously.

Cardmember Services: internet, supplies, hotel at AISWCD mtg	274.55
Kellogg Printing: print/mail newsletter (approx.)	1,000.00 +/-
AISWCD, quarterly insurance payment	175.42
Monmouth Township, prevailing wage legal notices	<u>13.72</u>
TOTAL BILLS (less personnel expenses)	\$1,463.69 +/-

Rich reviewed the monthly bank statements for all accounts.

Income included:

Warren County, AISWCD sub-agreement payment – \$583.34

REPORTS: Cathy reported there will be a staffing change in her grouping, but it will not affect Warren. NRCS is under a hiring freeze. She has been working on reports for the end of the fiscal year. She talked about workload and lack of interest in watershed. Everyone needs to sell conservation to get interest built up. Wendy paid taxes, balanced checkbooks and printed finance reports for the month of July. She completed the annual report/summer newsletter and sent it to the printers. Wendy contacted advertisers. She has contacted speakers for 3 different events and working on the pond tour. She needs to make contact with Rick Winbigler to help answer legal questions about potential witnesses for the CCCA timber case. The water test kit has not been used yet. Wendy has 3.5 days of vacation to use before September 1st.

The approved Strategic Plan can be found on the AISWCD web site. Terry left materials he had collected from Summer Conference if anyone was interested. There was no Regional Rep/BLWR Report this month. The Conservation Cropping seminars are set. The nearest location is in Peoria on January 25, 2018. LUC 4 counties are ok with Warren being lead county.

COMMITTEES: PERSONNEL – Employee performance evaluation was completed Aug. 14 at 11:00 with Terry and Rich. Rich reported Wendy had received a “more than satisfactory” rating. **FINANCE** – There is still no information on how state money will be allocated to districts, although it appears it may be watershed based. **LEGISLATIVE** – No Report. **EDUCATION/ INFORMATION** – The pond tour/annual meeting is Aug. 24. The 6th Grade Conservation Day is set for Sept. 21. Farm Safety Day is Sept. 14. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

8/15/17
July 18, 2017
Page 2

OLD BUSINESS:

Wendy is waiting for Rick to help with the potential witness list and what they know for the CCCA lawsuit. Cory Kitchin has not started taking down trees. If Cory can gain access through Wallace's pasture, the district will not need to obtain access from Route 34. Wendy will put that request on hold for the time being. Monmouth Township road commissioner, Mike McMahon, is willing to put rock on the road on the east side of the pasture. He will work something out with Cory. After talking with NRCS, an entrance on the northeast corner of the pasture is not practical. The district is not allowed to move the fence line from around a stand of trees and a deep ravine in the northeast section of the pasture. The district needs to follow the original design plans.

NRCS has looked at the two animal walk ways. There is quite a bit of erosion. The trail near the east entrance needs to have operation and maintenance performed. Cory should be able to help with this. The second walk way is over a draw and culvert. The practice appears to have failed. More rock needs hauled in and NRCS suggests putting in a riser to put the water underground. Cathy will check if the EQIP contract can include correcting this project. Wendy will have Flatt's contact the contractor to reset the north waterer.

The district's annual meeting and pond tour will be August 24. We will begin the pond tour at Darren DeJaynes pond at 880 240th Ave, north of Monmouth, just east of Route 67. The second pond to look at belongs to Doug McClintock. We will hold the supper at this location. There is an empty shed we can use. Cost of renting tables and chairs is \$10/table and \$.88/chair from People's Do-It. Have the items delivered to McClintock's the morning of the tour and directors will help set up at 3:30 that afternoon. We can get port-a-potties from Pioneer at Bushnell. Hopefully Terry can pick them up. We need coolers for the fish.

Merrill moved to table the FY 2018 budget until next month to see if more information on the state budget would be available and to continue using FY 2017 budget figures until then; seconded by Rich; motion carried unanimously. Cost-share funds need to be allocated soon. The filter fabric roller needs to be scrapped.

At 3:10 Rich moved to go into closed session to review closed meeting minutes and personnel; Merrill seconded the motion with an 'aye' vote. Matt also voted yes. At 3:22 Merrill moved to return to open session; Rich seconded the motion with an 'aye' vote. Matt voted yes. There was no other old business.

NEW BUSINESS:

Wendy's contract is up for renewal on Sept. 1. She requested a 5% raise. Not knowing when or how much state funds will be available to the district, Rich moved to extend the contract through to Sept. 30 and table the new contract until the Sept. meeting; seconded by Merrill; motion carried unanimously. There was discussion on hiring a Resource Conservationist. What type of position do we want to have? How much money will the district get this year? Will there be funds available in future years? Merrill moved to table the subject until next month; seconded by Rich; motion carried unanimously.

Rich moved to set the General Election on Tuesday, February 20, 2018; seconded by Merrill; motion carried unanimously. Bob Shimmin reviewed the FY 2017 finances and found no inconsistencies of general accounting practices. Rich moved to accept Bob's report; seconded by

8/15/17
~~July 18, 2017~~
Page 3

Merrill; motion carried unanimously. To accommodate the harvest season, Merrill moved to hold a September board meeting and move it forward one week to the second Tuesday (the 12th); seconded by Rich; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, September 12 at 1:00 pm. Depending on the harvest, the meeting may be moved to 7:00 pm. There being no further business, Matt adjourned the meeting at 3:38 pm.

COMING EVENTS:

- Pond Tour/Annual Meeting – August 24
- Labor Day, Office Closed – September 4
- Next Board Meeting – Sept. 12 at 1:00 pm
- W-H Farm bureau Farm Safety Day – Sept 14 at Stronghurst
- 6th Grade Conservation Day – Sept. 21

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

September 12, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held September 12, 2017 at the district office. Terry called the meeting to order at 1:08 p.m.

PRESENT

Terry Davis, ch

Thad Tharp, director

Matt Dutton, v ch.

Cathy Olson, district conservationist, NRCS

Richard Youngquist, sec./treas.

Wendy Brokaw, administrative coordinator, SWCD

Merrill Martin, director

MINUTES and FINANCE: Matt moved the August monthly minutes, August treasurer reports, time sheets and the following bills be approved; seconded by Thad; motion passed unanimously.

Income included:

AISWCD sub-agreement NRCS Admin payments	\$1,316.68
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Cardmember Services: internet, supplies, summer conf.	159.72
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AISWCD, quarterly insurance payment	<u>144.75</u>
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TOTAL BILLS (less personnel expenses)	\$304.47
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CCCA Expenses – Kitch’s Excavating, clearing trees on pasture	\$6,600.00
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Matt reviewed the monthly bank statements for all accounts.

REPORTS: There was no NRCS report. Wendy paid taxes, balanced checkbooks and printed finance reports for the month of August. The annual report/summer newsletter has a mistake on the directors/employees. They were from two years ago. She has not been able to catch Rick Winbigler to help answer legal questions about potential witnesses for the CCCA timber case. The directors suggested contacting the witnesses directly for the answers to the questions. Wendy is spending time setting up the 6th Grade Conservation Day. It will be an all-day event at Young’s Lake at Kirkwood. Have several more cover crop applications for cost-share. USDA will no longer have postage meters in the building. This means the district will need to purchase stamps after September 30.

The district’s annual meeting went well. Terry reported AISWCD’s executive directors, Kelly Thompson, has resigned. There was no Regional Rep/BLWR Report this month. The Conservation Cropping seminars are set. The nearest location is in Peoria on January 25, 2018.

COMMITTEES: PERSONNEL – No report. FINANCE – Figures have been sent out with each district getting a flat rate. The information included how much money each Land Use Council is getting and how much cost-share each district was receiving. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – The 6th Grade Conservation Day is set for Sept. 21. Farm Safety Day is Sept. 14. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Wendy is waiting for Rick to help with the potential witness list and what they know for the CCCA lawsuit. Cory Kitchin has not started taking down trees. If Cory can gain access through

Wallace's pasture, the district will not need to obtain access from Route 34. Wendy will put that request on hold for the time being. The fencing project cannot be started until Kitchin has removed a tree line and other shrubs. Monmouth Township road commissioner, Mike McMahon, is willing to put rock on the road on the east side of the pasture. He will work something out with Cory. After talking with NRCS, an entrance on the northeast corner of the pasture is not practical. The district is not allowed to move the fence line from around a stand of trees and a deep ravine in the northeast section of the pasture. The district needs to follow the original design plans.

NRCS has looked at the two animal walk ways. There is quite a bit of erosion. The trail near the east entrance needs to have operation and maintenance performed. Cory should be able to help with this. The second walk way is over a draw and culvert. The practice appears to have failed. More rock needs hauled in and NRCS suggests putting in a riser to put the water underground. Cathy will check if the EQIP contract can include correcting this project.

Merrill moved to table the FY 2018 budget until next month to see if more information on the state budget would be available and to continue using FY 2017 budget figures until then; seconded by Rich; motion carried unanimously. Cost-share funds need to be allocated soon. The filter fabric roller needs to be scrapped.

Wendy's extended contract is up for renewal on Oct. 1. She had previously requested a 5% raise. Matt moved to give Wendy a 2 1/2% raise beginning October 1st; seconded by Merrill; motion carried unanimously. The board continued the discussion of hiring an additional personnel. There is concern of where funding would come from and whether there would be enough funding for more than just a year. Thad moved to table the subject until next month; seconded by Matt; motion carried unanimously. Matt moved to accept the proposed FY 2018 budget with the RC salary number removed and adding \$3000 for technical assistance; seconded by Thad; motion carried unanimously.

NEW BUSINESS:

Rich approved signing the IDOA grant agreement, which includes a line the district needs access to technical assistance; seconded by Thad; motion carried unanimously. Matt moved to table the FY 2018 Plan of Work and the NRCS review of 1619; seconded by Rich; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, October 17 at 1:00 pm. Depending on the harvest and rain, the meeting may be moved to 7:00 pm. There being no further business, Terry adjourned the meeting at 3:58 pm.

COMING EVENTS:

- W-H Farm Bureau Farm Safety Day – Sept 14 at Stronghurst
- 6th Grade Conservation Day – Sept. 21 at Young's Lake
- Next Board Meeting – October 17 at 1:00 pm
- General Election of Directors – February 20, 2018

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

October 17, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held October 17, 2017 at the district office. Terry called the meeting to order at 7:10 p.m.

PRESENT

Terry Davis, ch

Matt Dutton, v ch.

Merrill Martin, director

Thad Tharp, director

Cathy Olson, district conservationist, NRCS

Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Richard Youngquist, sec./treas.

MINUTES and FINANCE: Thad moved the September monthly minutes, September treasurer reports, time sheets and the following bills be approved; seconded by Matt; motion passed unanimously. Thad reviewed the monthly bank statements for all accounts.

Income:	Warren County Tax Levy Payment	\$2,000.00
Expenses:		
	Cardmember Services: internet, pond tour food, tables/chairs, supplies	361.47
	Logan Hollow Fish Farm, fish sales	1,338.00
	US Postal Service, stamps	53.20
	Review Atlas, legal notice	80.00
	NACD, dues	<u>300.00</u>
	TOTAL BILLS (less personnel expenses)	\$2,132.67
CCCA Expenses	– Astoria Fencing, deposit on CCCA fencing	\$8,000.00

REPORTS: Cathy's NRCS report was the staffing changes in her district grouping and program updates in Warren County. Wendy paid taxes, balanced checkbooks and printed finance reports for the month of September. Met with Young's Lake individual to set up for 6th Grade Conservation Day. It was cancelled due to weather. Wendy rescheduled the day and had to look for replacement speakers. It was cancelled a second time due to weather. She completed the financial management forms for IDOA for FY 2017. Assisted with Farm Bureau's 5th Grade Safety Day. So far 10 individuals have signed up cover crop cost-share. There may be 3-4 more. The current balance of uncommitted funds is \$5,548. Attended a meeting with all LUC employees to discuss IDOA's example of dividing funds among the 6 districts. Went out to CCCA pasture to view the fence.

Terry reported AISWCD's executive director has resigned. There have been interviews and two are getting interviewed again. The strategic plan is still getting the final touches. There was a brief discussion on whether the AISWCD should get involved with accumulating GPS data. There were no direct answers. The big item in the Regional Rep/BLWR Report this month was the "T" transect will be run again next year. It is unusual to complete the transect two years in a row.

COMMITTEES: PERSONNEL – No report. FINANCE – No state funds have been sent out yet. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – 6th Grade Conservation

Day was cancelled, rescheduled and cancelled again. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Wendy sent letters to potential witnesses, asking them to complete the three questions DeJoode had asked in his last email about what they know about CCCA timber theft lawsuit. The farmers sent their letters with questions filled out. One of the IDNR personnel was told not to answer the questions, another IDNR person did not respond and nothing was received from Rick Winbigler. Wendy will get in touch with DeJoode to find out what can be done.

Cory Kitchin took out trees on the northeast corner of the property and Terry had him remove some other shrub areas. Cory also graded the road. His bill was \$6600 and there was a lot more work to do. Astoria Fencing moved in two weeks later. The fencer wanted to be paid 1/2 up front. He had estimated the job at \$16,000. Did an email to all the directors and they agreed with paying fencing company \$8,000. The fencing bill was sent during the board meeting. The balance is \$10,792. Since the district paid the up-front money, the balance should be paid by the tenant, Jeff Jensen. There was more fencing and gates than was listed on the contract. Cathy will make a modification. Cathy will submit the bill for payment. Since it was agreed that the district would manage the EQIP project and Rick is no longer with the district, one person needs to be project manager. Matt moved Thad be appointed the project manager; seconded by Merrill; motion carried unanimously.

Merrill moved to approve the FY 2018 Annual Plan of Work; seconded by Matt; motion carried unanimously. The directors reviewed and signed NRCS's 1619 and sexual harassment policies.

NEW BUSINESS:

Wendy passed out the Land Use Council 4 Funding Dispersal Plan the SWCD employees had put together with information received from IDOA. Matt moved to accept the plan; seconded by Thad; motion carried unanimously. A discussion was held on who to get to check the cover crop plantings for cost-share payment. The board thought this was something that Wendy could do. All she had to look for was seeded fields that were green in the next month or two.

Usually the board gives employees an extra day at Thanksgiving. Thad moved to give the employee Thanksgiving and the following day off; seconded by Matt; motion carried unanimously. After some discussion it was decided to have a day meeting in November, unless harvest problems arise.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, November 21 at 1:00 pm. There being no further business, Thad and Merrill moved to adjourn the meeting at 9:02 pm.

COMING EVENTS:

- Next Board Meeting – November 21 at 1:00 pm
- Thanksgiving Day, office closed – November 23-24
- General Election of Directors – February 20, 2018

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

November 21, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held November 21, 2017 at the district office. Matt called the meeting to order at 1:05 p.m.

PRESENT

Matt Dutton, v ch.

Thad Tharp, director

Richard Youngquist, sec.-treas.

Ron Moore, associate director

Merrill Martin, director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Terry Davis, ch.

MINUTES and FINANCE: Rich moved the October minutes, October treasurer reports, time sheets and the following bills be approved; seconded by Thad; motion passed unanimously. Rich reviewed the monthly bank statements for all accounts.

Expenses:

Cardmember Services: internet, office chair, marking flags	557.58
Kellogg Printing, print and mail newsletter	907.67
Review Atlas, legal notices	<u>62.80</u>
TOTAL BILLS (less personnel expenses)	\$1,528.05

CCCA Expenses – Jeff Jensen, CCCA fencing exp. not covered by EQIP \$732.46

REPORTS: Cathy did not have a NRCS report. Wendy paid taxes, balanced checkbooks and printed finance reports for the month October. Eleven individuals have signed up for cover crop cost-share. The current balance of uncommitted funds is \$4748. Worked on an NACD grant application with McDonough County for funding for a technician. Went out with NRCS to CCCA pasture to view the completed fence. A tree has fallen on the new fence. Jensens will be contacted to repair it. Wendy received a call from IDOA, concerning the LUC 4 dispersal plan submitted last month. She was asked to explain where the numbers came from. LUC 4's plan will likely be accepted. There was no AISWCD or Regional Rep/BLWR Report this month.

COMMITTEES: PERSONNEL – No report. FINANCE – IDOA sent a noted explaining why state funds are still unavailable. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – No Report. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Rick Winbigler stopped at the office last week to help Wendy fill out the questions from the defense attorney on what witnesses knew and what they might present in court. Wendy sent the information to DeJoode.

The district paid the tenant, Jeff Jensen, the balance of the fencing bill not covered by EQIP, \$732.46. There is a tree down on the new fence already. Jensens' should be responsible for fixing it. Wendy will contact Jeff.

Some of the bills for the cover crop cost share are starting to come in. The bills are very low compared to the \$800 maximum. The pay is 60% of the bills, not to exceed \$66.67/acre. Wendy suggested the board increase the acres from 20 to 40, eligible for cost share payment. A director recommended printing out machinery rental rates from farm.doc so the expenses might be more correct. The discussion was tabled until December. No other old business.

NEW BUSINESS:

Based on the figures Wendy put together, Rich moved to ask for \$4992 for the 2017 county tax levy request; seconded by Thad; motion carried unanimously. Wendy submitted a grant with McDonough Co. SWCD through NACD. The Illinois Insurance Group requires any district receiving insurance services to pay a yearly fee. Merrill moved to pay the \$188.53 insurance invoice; seconded by Thad; motion carried unanimously. Rich moved to purchase trees for 4th graders in the spring; seconded by Merrill; motion carried. Paying ISWCDEA dues was discussed, but no motion was made.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, December 19 at 1:00 pm. We will be having lunch at 12 noon. There being no further business, Thad and Merrill moved to adjourn the meeting at 2:27 pm.

A director made a comment that Wendy works for the district and ought not to side with NRCS. She replied, "Yes, I do work for the district. But part of my job is to make sure all rules and regulations are followed".

COMING EVENTS:

Thanksgiving Day, office closed – November 23-24
Employee Winter Training - December 5-6 at Springfield
Next Board Meeting – December 19 at 1:00 pm
General Election of Directors – February 20, 2018

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

December 19, 2017

REGULAR: The regular monthly meeting of the Warren County SWCD board was held December 19, 2017 at the district office. Terry called the meeting to order at 1:00 p.m.

PRESENT

Terry Davis, ch.

Gary Gaskill, associate director

Matt Dutton, v ch.

Wendy Brokaw, administrative coordinator, SWCD

Richard Youngquist, sec.-treas.

Merrill Martin, director

ABSENT: Thad Tharp, director

MINUTES and FINANCE: Matt moved the November minutes, November treasurer reports, time sheets and the following bills be approved; seconded by Merrill; motion passed unanimously. Rich reviewed the monthly bank statements for all accounts.

Expenses:

Cardmember Services: internet	71.98
Director Mileage, July-December	437.52
Wendy Brokaw, employee mileage July-December	<u>276.60</u>
TOTAL BILLS (less personnel expenses)	\$786.10

REPORTS: Cathy did not have a NRCS report. But, she is working on deadlines. Wendy paid taxes, balanced checkbooks and printed finance reports for the month November. She looked at all the cover crop fields signed up for state cost-share. Some fields had decent growth, some had moderate springs, some had barely there and some had nothing. Lack of moisture is a big problem. Wendy attended winter training. One of the topics was about getting the "message" out to younger and newer farmers.

Terry told the board the AISWCD Executive Director, hired last month, was fired after just a few days. She did not take direction well. The Association will begin a new search in January. The secretary also quit. Summer Conference is scheduled for July 24-25 at the Wyndam in downtown Springfield. There was no Regional Rep/BLWR Report this month. Council 4's Funding Dispersal Plan was approved by IDOA.

COMMITTEES: PERSONNEL – No report. FINANCE – No report. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – No Report. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

There was no new information on the timber lawsuit. Neal Anderson's erosion problem needs looked at. Wendy doesn't know if the new pasture fence has been repaired by Jensen yet. She will check on it.

As discussed last month, the bills for the cover crops are all in. Most of the bills are very low compared to the \$800 maximum. The cost-share is 60% of the bills, not to exceed \$66.67/acre. Wendy explained that by using only a portion of the original cost-share will cause the current balance of \$4348 to increase to over \$9000. The money must be paid out by December 28, 2018. Which doesn't leave enough time to cost-share a second year of cover crops and use up all the FY 2017 allocation. If funds are not allocated and spent, it will have a negative effect on future cost-share funding. Wendy suggested the board increase the cost-share for cover crops from 20 to 40 acres. Matt moved to pay cost-share on cover crops on a maximum of 40 acres; seconded by Merrill; motion carried unanimously. Three directors are up for election: Terry Davis, Matt Dutton and Rich Youngquist. All are running again. No other old business.

NEW BUSINESS:

The board has only two associate directors at this time and only one may be interested in moving onto the board in the future. Wendy read off a list of possible names. Matt will ask Ben Sanberg and David Shike if they would be interested in being an associate director.

Wend asked the board if they wanted a winter meeting, geared toward younger farmers to talk about financial incentives and/or opportunities available to them from various agencies and organizations. These may include: the district, NRCS, FSA and their farm loan department. Terry suggested working with the Midwest Row Crop Collaboration. The directors would like a meeting set up the end of February. They would like to have a joint meeting with Knox and Henderson SWCDs and the Farm Bureaus.

The IL Envirothon donation request was reviewed, but no action was taken. Merrill moved the approve Wendy's request for vacation Jan. 29 to Feb. 2; seconded by Matt; motion carried unanimously. The board and office staff will meet for a Dutch-treat holiday dinner on January 6 at Petey's at 6:30 pm.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, January 16 at 1:00 pm. There being no further business, Matt and Merrill moved to adjourn the meeting at 2:45 pm.

COMING EVENTS:

- Christmas Day, office closed – December 25
- New Year's Day, office closed – January 1, 2018
- ML King Birthday, office closed – January 15
- Next Board Meeting – January 16
- General Election of Directors – February 20

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator