

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

January 16, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held January 16, 2018 at the district office. Matt called the meeting to order at 1:00 p.m.

PRESENT

Matt Dutton, v ch.

Richard Youngquist, sec.-treas.

Merrill Martin, director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Terry Davis, ch; Thad Tharp, director

MINUTES and FINANCE: Rich moved the December minutes, December 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.

Income: Warren County, tax levy	1,382.91	
State of Illinois, IDOA, partial payment	<u>22,680.41</u>	\$24,063.32

Expenses: Cardmember Services, internet		71.98
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REPORTS: Cathy's had a NRCS report. But, she is working on deadlines. Wendy paid taxes, balanced checkbooks and printed finance reports for the month December. She paid state cost-share payments to all 11 cover crop applicants.

There was no AISWCD report. The Regional Rep/BLWR Report included:

COMMITTEES: PERSONNEL – No report. FINANCE – SWCDs received the basic payment from IDOA. There has been no information when the LUC and cost-share funds will be available. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – 3rd Ag Day will be Feb. 15. Shannon will help Wendy present on point and non-point pollution. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

There was no new information on the timber lawsuit or the CCCA EQIP pasture project. After all the cover crop applications have been paid, the total bills for 40 acres actually totaled the same amount as cost-share allowed on 20 acres. There is a balance of \$4598.80. Knox and Henderson SWCDs wanted to wait for the next farm bill to come out before sponsoring a meeting. So Wendy suggested waiting also. Matt has talked to David Shike and he is interested in becoming an associate director. Wendy will email him some information. Matt will contact Ben Sanberg also. No other old business.

January 16, 2018

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NEW BUSINESS:

The directors signed a petition to hold a general election on Feb. 20 for IDOA.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, February 20 at 1:00 pm.
There being no further business, Merrill and Rich moved to adjourn the meeting at 1:58 pm.

COMING EVENTS:

Presidents Day, Office Closed – February 19
General Election of Directors – February 20
Next Board Meeting – February 20 at 1:00 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

February 20, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held February 20, 2018 at the district office. Terry called the meeting to order at 1:05 p.m.

PRESENT

Terry Davis, ch

Merrill Martin, director

Matt Dutton, v ch.

Thad Tharp, director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Richard Youngquist, sec.-treas.

Cory Kitchen stopped in to assist with the board's discussion on tree clearing on the CCCA pasture. The board is undecided on which section of the pasture to work on next. They want do not exceed bids for clearing trees on both the middle part of the pasture and the west side of the pasture.

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

Income: AISWCD, NRCS sub-agreement (2 months) \$1050.00

Expenses: Cardmember Services, internet, AC travel, printer ink	210.98
Cardmember Services, internet, annual QB payroll	536.98
Turner-Vermont, Directors & Officers insurance	837.00
Review Atlas, legal notices	39.60
Prairie Hills RC&D, dues	300.00
Total Expenses	\$1,924.56

REPORTS: Wendy paid taxes, balanced checkbooks and printed finance reports for the month January. The newsletter was completed and mailed out. She paid a state cost-share payment for well sealing. Otherwise there was very few activities since being off work for a week of vacation and off again Feb. 7-16 for eye surgery. Cathy (NRCS) has taken her maiden name back and now goes by "Froelich". Cathy has been working on contracting and grazing plans. She is working on how best to use NRCS staffing in the 3-county unit. She hopes to increase workload in Warren County. NRCS is going through some changes which may include possible office closures.

Terry reported the AISWCD has not hired an executive director yet. Hopefully advertising this position in the spring will help. The AISWCD is also going to hire an individual to do grant writing for the AISWCD Foundation. Terry plans on attending the Legislative Day in Springfield Feb. 27. They will be talking to the legislators about getting the districts the remaining \$2.8 million in the state budget. The AISWCD quarterly board meeting will be Feb. 28. The Regional

Rep/BLWR Report included: the schedule for regional meetings, statement of economic interest for directors, and due dates for annual meeting information and general elections.

Matt Dutton attended the Conservation Cropping Seminar. He said the meeting was pretty good. There was a presentation on the pros and cons of biodegradable matter and the application of cover crops by air.

COMMITTEES: PERSONNEL – No report. FINANCE – SWCDs received the basic payment from IDOA. There has been no information when the LUC and cost-share funds will be available. LEGISLATIVE – Legislative Day on Feb. 27. EDUCATION/ INFORMATION – 3rd Ag Day will be Feb. 15. W. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Martha Biederbeck has filed bankruptcy in Washington State Jeff DeJoode does not know how this will impact the timber lawsuit on the CCCA. Tree clearing bid requests will also be sent to Fred Hall and Olson Brothers. After paying the bill for a well sealing, there is a balance of \$4598.80. Knox and Henderson SWCDs were not interested in holding a winter meeting without any info on the next farm bill. Maybe hold a meeting in the summer. Matt contacted Ben Sanberg to be an associate director. He was interested.

There was a voted to go into closed session at 3:10 to review closed meeting minutes: Terry – yes, Matt – yes, Merrill – yes, Thad – yes. There was a vote to return to open session at 4:00: Terry – yes, Matt – yes, Merrill – yes, Thad – yes. No other old business.

NEW BUSINESS:

There was a very brief discussion on hiring a resource conservationist with technical and grant writing capabilities. Matt moved to investigate the possibility of hiring an RC; seconded by Merrill; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, March 20 at 1:00 pm. There being no further business, Merrill and Matt moved to adjourn the meeting at 4:20 pm.

COMING EVENTS:

- General Election of Directors – February 20
- Legislative Day – February 27 at Springfield
- Next Board Meeting – March 20 at 1:00 pm
- LUC Envirothon – April 10 at Roseville
- Fish Sales – April 12

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

March 27, 2018

ORGANIZATIONAL: The organizational meeting of the Warren County SWCD board was held March 27, 2018 at 1:00 p.m. at the district office. The general election resulted in Terry Davis, Matthew Dutton and Richard Youngquist getting the most votes for 2-year terms. The Acceptance of Office forms were signed. Thad 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 Merrill; motion carried unanimously.

REGULAR: The regular monthly meeting of the Warren County SWCD board was held March 27, 2018 at the district office. Matt called the meeting to order at 1:15 p.m.

PRESENT

Matt Dutton, v ch
Richard Youngquist, sec./treas.(arrived 1:12)
Merrill Martin, director
Thad Tharp, director (departed 2:55)

Wendy Brokaw, administrative coordinator, SWCD
Ron Moore, associate director

ABSENT: Terry Davis, ch

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

INCOME:

LUC Allocation	103,298.97
PFC Cost-Share Allocation	4,500.00
AISWCD, NRCS EQIP/CSP administration (2)	1,050.00
LCD Anti-Trust Settlement	47.46

EXPENSES:

Postmaster, bulk permit	225.00
Cardmember Services: internet	71.98
Kellogg Printing, print/mail newsletter	910.02
Ernie Robinson Memorial, past director	10.00
Gatehouse Media, election results printed	8.40
TOTAL BILLS (less personnel expenses)	1,225.40

SWCD LUC ALLOCATION PAYMENTS: (103,298.97)

Fulton County SWCD - \$15,705.84	Hancock County SWCD - 18,969.81
Henderson County SWCD - 17,625.82	Knox County SWCD - 17,049.83
McDonough County SWCD - 16,473.83	Warren County SWCD - 17,473.83

seconded by Merrill; motion passed unanimously. Rich reviewed the monthly bank statements for all accounts. Wendy had heard a few districts had decided to pay NACD dues over RC&D dues.

REPORTS: Cathy stopped at the board meeting to give her NRCS report. She encouraged the board to help sell conservation programs in the county. This would increase help increase workload. There are a few individuals eligible to renew CSP contracts. Conservation Compliance tracts have been selected for this year; Warren has 17. They will be completed by Aaron (Henderson) and Jennifer (Knox). Cathy gave an update on staff and what they are doing.

Wendy completed training for the annual open meeting act and the freedom on information act. The directors were reminded to fill out Statements of Economic Interest by May 1. Wendy participated in a conference call with LUC staff to organize Council 4 Envirothon. Wendy and Shannon (Henderson RC) were unable (due to illness) to present to 3rd graders about point and non-point pollution. Cathy was willing to do the presentation instead. THANK YOU, Cathy!

AISWCD has hired an executive director and a grants director. Legislative Day went well. Over 40 directors and employee attended. Summer Conference/AISWCD Annual Meeting is July 23-24 at the Wyndham Hotel in downtown Springfield. Marty's Regional Rep/BLWR Report was reviewed.

COMMITTEES: PERSONNEL – No Report. FINANCE – Received final 2018 operations funds and cost-share funds LEGISLATIVE – No Report. EDUCATION/ INFORMATION – The LUC 4 Envirothon is April 10th. 4th grade trees will be packaged with the assistance of Warren-Henderson Farm Bureau on April 16. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Martha Biederbeck's bankruptcy has thrown a wrench into the lawsuit. DeJoode is trying to get a court date set with the defense attorney to get the trial scheduled. The tree removal bids have been sent to Kitch's, Hall Enterprises and Olson Brothers. Not-to-exceed bids are due this coming Friday. This is in the middle section of the pasture. Thad is meeting with each contractor to show them the exact location of the work. Wendy has gotten in touch with Matt Vitner, IL Dept. of Transportation, to look at erosion problems at the pasture where IDOT's pipes come out under the road. If the culverts were extended, the problem might be solved. Thad, Wendy, and Cathy (NRCS) will meet with Vitner. US HIGHWAY 34 from Monmouth to Galesburg is being closed April to October to be upgraded. There is a balance of \$4599.00 in cost-share funds which need to be spent before December 2018.

NEW BUSINESS:

Discussion was held on how to use the "T" transect drive to gather additional information which can be used for watershed planning. It was decided that additional points would make the drive too cumbersome. Rich moved to ask Rick Winbigler to assist Wendy with the "T" transect for \$500; seconded by Merrill; motion carried. Rick will do all the stages he has done in previous years. Illinois Extension has hired a watershed planner. Maybe they can help. There was no other old business.

After some debate on which date would be best for the next meeting, the directors decided to stick with the regular monthly date – April 17.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, April 17 at 7:00 pm, unless it rains than a 1:00 time will be set. There being no further business, adjourned the meeting at 3:03 pm.

COMING EVENTS:

Land Use Council 4 – April 4 at Roseville Lanes at 8:30 am

Envirothon – April 10 at Roseville Community Center

Fish Sale – April 12 at 12:00 noon

Package 4th Grade Trees – April 16

Next Board Meeting – April 17 at 7:00 pm

Summer Conference – July 23-24, 2018

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

April 17, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held April 17, 2018 at the district office. Terry called the meeting to order at 1:15 p.m.

PRESENT

Terry Davis, ch

Ron Moore, associate director

Richard Youngquist, sec./treas.

Wendy Brokaw, administrative coordinator, SWCD

Merrill Martin, director

ABSENT:, Matt Dutton, v ch; Thad Tharp, director

MINUTES and FINANCE: A correction to the minutes was to change Terry calling the meeting to order to Matt. Rich moved the March minutes as corrected be approved; seconded by Merrill; motion carried unanimously. Rich moved the March treasurer reports, time sheets and the following income and expenses be approved:

INCOME:

AISWCD, NRCS EQIP/CSP administration	525.00
Jeff/Russ Jensen, CCCA pasture rent	10,666.20

EXPENSES:

J&J Farms, fish refund	100.00
Logan Hollow Fish Farm, fish sales	1,518.75
Cardmember Services: internet, fish permit	83.75
Roseville Lanes, LUC meals	31.53
Jerry Hendel, computer repairs	75.00
TOTAL BILLS (less personnel expenses)	1,809.03

seconded by Merrill; motion passed unanimously. Ron reviewed the monthly bank statements for all accounts.

REPORTS: Cathy did not have a NRCS report. Wendy completed preparation on schedules, registration forms and assignments for the LUC Envirothon. Two Warren County schools participated: United and Monmouth-Roseville. She prepared the agenda, minutes and finance report for the LUC meeting. With help from the ladies of Warren-Henderson Farm Bureau, she packaged over 200 trees for 4th graders. Wendy has given one school presentation and is scheduled to do the remaining schools on Thursday.

The last LUC 4 meeting was held April 4 at Roseville Lanes for breakfast. All officers were re-elected. Annual dues were set at \$50. Kara Downin gave a short presentation on AISWCD's task force plan on NLRs. AISWCD has hired Grant Hammer as executive director and Sarah Jones as grants director. Summer Conference/AISWCD Annual Meeting is July 23-24 at the Wyndham Hotel in downtown Springfield. Marty's Regional Rep/BLWR Report was reviewed. The district received a thank you note from the family of former district director Ernie Robinson, in appreciation of the memorial sent.

COMMITTEES: PERSONNEL – No Report. FINANCE – No Report. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – Monmouth-Roseville placed second at the LUC 4 Envirothon on April 10th. 4th grade trees were packaged with the assistance of Warren-Henderson Farm Bureau on April 16. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

There is no additional information on the timber theft at this time. Kitch's, Hall Enterprises and Olson Brothers submitted not-to-exceed tree removal bids to Thad Tharp. Thad sent out an email recommending that the bid of \$1950, submitted by Hall Enterprises, be accepted as well as Hall's bid of \$2500 for putting in a pipe in a major draw. Mr. Hall has a very good working relationship with the neighbor, Mr. Anderson. Anderson is allowing Hall to push the torn out trees onto his property making the process cheaper. After Thad talked to Hall, Hall suggested the original pipe quoted should be 10 feet longer to make a better crossing. The cost for the increased length of the pipe would be \$27.40 per foot.

Merrill moved to sign a tree removal/pipe installation contract with Hall Enterprises, and include the amendment of 10 additional feet of pipe; seconded by Rich; motion carried unanimously. Thad, Wendy, and Cathy (NRCS) hope to meet with Vitner in the next couple of weeks. There is a balance of \$4599.00 in cost-share funds which need to be spent before December 2018. There is not information available on Neil Anderson's proposed project. There was no other old business.

NEW BUSINESS:

A grant from NACD to hire a district technician jointly with McDonough County was approved. McDonough will be the home county as Warren's unemployment rate is much higher than McDonough's. McDonough's president signed the initial agreement and are now waiting for the first \$5000 to be sent. Wendy and Cindy, McDonough's AC, discussed possible items to put in a job description when looking for in a new employee with the NACD grant. Items included: generating interest in NRCS's EQIP program, watershed planning, conservation reserve program and promoting the district in general. The McDonough board wanted something in writing that if the new hire draws unemployment after the one year contract and neither district hires the individual, Warren County will agree to pay ½ of the increased unemployment rate.

Summer Conference is coming up. Terry is planning to attend. Wendy asked the directors if they wanted a conservation tour/meeting for the annual meeting in August. They suggested contacting Knox County to see about setting up a joint tour. Wendy will contact Kara.

Spoon River Valley was the winner of the LUC 4 Envirothon and eligible for the state competition. Earlier in the afternoon, the team withdrew because of team member conflicts. As the second place team, Monmouth-Roseville was asked to attend the state competition and they agreed. Usually the county with the team going to state must provide a volunteer to help with the contest. Merrill moved to allow Wendy to attend and pay mileage to Monticello; seconded by Rich; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, June 19 at 11:00 am. There being no further business, adjourned the meeting at 8:30 pm.

COMING EVENTS:

Memorial Day, office closed – May 28

Land Use Council 4 – June 19 at 9:00 – conference call at the district office

State Envirothon – May 3-4 at Monticello

Next Board Meeting – June 19 at 11:00 am (after conference call)

Summer Conference – July 23-24, 2018

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

June 19, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held June 19, 2018 at the district office. Terry called the meeting to order at 11:24 a.m.

PRESENT

Terry Davis, ch

Richard Youngquist, sec./treas.

Merrill Martin, director

Thad Tharp, director

Wendy Brokaw, administrative coordinator, SWCD

Marty McManus, Regional Rep., IDOA

ABSENT: Matt Dutton, v ch;

MINUTES and FINANCE: Thad moved the April minutes be approved; seconded by Rich; motion carried unanimously. Rich moved the April and May treasurer reports; seconded by Merrill; motion carried unanimously. Thad moved time sheets and the following income and expenses be approved:

INCOME:

AISWCD, NRCS EQIP/CSP administration	525.00
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EXPENSES:

Prairie Hills Forestry Consulting, 4 th grade trees	156.75
AISWCD, dues	815.41
Cardmember Services (2): internet, stamps, filter fabric	653.96
Land Use Council 4, dues	50.00
Director Mileage	244.16
Wendy Brokaw, mileage	259.97
Kellogg Printing, newsletter	909.81
TOTAL BILLS (less personnel expenses)	3,090.06

seconded by Rich; motion passed unanimously. The state is releasing funds to all SWCDs and other ag organizations. The district will be receiving \$61,855.67. Rich reviewed the monthly bank statements for all accounts.

REPORTS: There was no NRCS report. Wendy attended the 2-day state Envirothon competition. She prepared the agenda, minutes and finance report for the LUC meeting. Wendy wrote the resolution to develop a state logo for SWCDs. She completed school presentations for 4th graders. Speakers are being contacted for the 6th grade conservation day in September. With Shannon Pence's help, the "T" transect was completed. Wendy and Cindy advertised the technician job and developed a position description. Seven resumes have been received. Wendy will be on sick leave starting July 5 for 2-3 weeks. She will try to make the next board meeting.

The last LUC 4 meeting was held June 19 by ZOOM conference call. Three resolutions and the restructure of the AISWCD Foundation were discussed. The Council voted to support all three resolutions: 1) State logo for SWCDs; 2) Forestry management implementation; and 3) Supporting the STAR (Saving Tomorrow's Agriculture Resources) Program.

Summer Conference/AISWCD Annual Meeting is July 23-24 at the Wyndham Hotel in downtown Springfield. Sheryl Phillips will be leaving the AISWCD on June 30 for South Korea. A big thank you to IDOA Director Raymond Poe for getting funding released to the districts. Also, thanks go out to state representatives Chapin Rose and Norinne Hammond. Marty, IDOA Regional Rep gave his report. Extension received a grant from IEPA to hire two watershed planners. Haley Haverback has been hired and is stationed in Galva. There is a meeting later this week in Rock Island to meet her. Her priority area is the Rock River and Flint/Henderson Creek watersheds.

COMMITTEES: PERSONNEL – No Report. FINANCE – No Report. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – Monmouth-Roseville represented LUC 4 at the state Envirothon. The remaining 4th grade trees were delivered. Sixth grade Conservation Day is September 13. CEDAR CREEK CONSERVATION AREA – A company, contracted by Ameren, will be doing clearing around power poles. Wendy let them know there is no direct access to the area they are clearing. They may just use helicopters. Also see Old Business.

OLD BUSINESS:

There will be a conference call on the timber theft at 3:00 on June 29th. Wendy said she would try to listen in. The middle part of the fencing has been completed by Astoria Fence Building. There was extra 5-barb fence installed that was not on the EQIP contract. EQIP will only pay on the original 3-barb contract. The total bill was \$11,588.91. Less EQIP payment to Jeff Jensen, the district owes \$2,991.96. That moved to pay \$2991.96 to Astoria Fence; seconded by Merrill; motion carried unanimously. Fred Hall has completed the clearing and installed the pipe for the middle part of the fencing. His total costs (less a discount) matched his bids of \$4724. That moved to Fred Hall be paid \$4724; seconded by Rich; motion carried unanimously.

Summer Conference is July 23-24 in Springfield. Terry will be attending and serving as the district's voting delegate.

McDonough Co. SWCD has received \$10,000 from NACD to start the technical position hiring and training. McDonough received seven applications for the technician position being shared between McDonough and Warren Counties. Applications were reviewed. The board decided to interview all applicants, except one. The individual worked at another district office and was given a poor review. The interviews will be Thursday, June 28 at Macomb. Of the applicants, Terry asked which ones stood out for the directors: Ward, Draughan, Baker, and Dofing. Cindy sent finance reports for the technician positions.

Knox County SWCD is not interested in a joint Annual Meeting. After several suggestions, the directors decided to ask if the Farm Bureau would be interested in a joint meeting. Topic would be pollinators/monarch butterflies/bees.

There is a balance of \$4599.00 in cost-share funds which need to be spent before December 2018. Wendy was directed to contact previous cover crop producers to see if they were interested in doing more cover crops. Neil Anderson will be contacted first to see if he is interested in a practice on his field next the CCCA pasture. There was no other old business.

NEW BUSINESS:

Thad moved to pass the prevailing wage ordinance for 2018-2019; seconded by Rich; motion carried unanimously. Thad moved to update the FY 2018 budget to cover all expenses; seconded by Merrill; motion carried unanimously. A couple of possible uses for the extra funding coming from the state: hold public meetings to promote the district and available programs to landowners/operators or support agriculture education.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, July 17 at 1:00 pm. There being no further business, Thad moved to adjourn the meeting at 2:02 pm; seconded by Rich; motion carried.

COMING EVENTS:

- 4th of July, office closed – July 4
- Next Board Meeting – July 17 at 1:00 pm
- Summer Conference – July 23-24
- Annual Meeting – August 30

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

August 14, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held August 14, 2018 at the district office. Matt called the meeting to order at 1:05 p.m. There was no July meeting due to lack of a quorum.

PRESENT

Matt Dutton, v ch

Richard Youngquist, sec./treas.

Merrill Martin, director

Thad Tharp, director

Wendy Brokaw, administrative coordinator, SWCD

ABSENT: Terry Davis, ch

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

INCOME:

AISWCD, NRCS EQIP/CSP administration	1,050.00
Warren County, tax levy	2,459.91
	<u>3,509.91</u>

EXPENSES:

Cardmember Services (2), internet (2) & director expenses	232.09
AISWCD, worker comp & liability insurance (6 mo.)	577.00
Kellogg Printing, newsletter	<u>1,068.64</u>
TOTAL BILLS (less personnel expenses)	1,877.73

Terry reviewed the June bank statements for all accounts at the July meeting and Rich reviewed the July bank statements for all accounts on this date.

REPORTS: Cathy Froelich, district conservationist, stopped at the meeting to update the board on NRCS activities. She has several CRP hay requests. She is looking for ways to advertise NRCS programs to encourage producers to contact the office for assistance. Wendy returned from sick leave July 24. Wendy has contacted the speakers for the 6th grade conservation day in September. She has completed the financial reports for FY 18, proposed budget for FY 19, IDOA financial management, and comptrollers report. The newsletter was completed and renewal letters for advertisers were sent out. Terry was not present to give AISWCD report. Marty McManus, IDOA Regional Rep, did not have a report. Correspondence was a copy of a letter from IDOA to Cardinal Point, LLC approving a wind farm in northwestern McDonough and southwestern Warren Counties.

COMMITTEES: PERSONNEL – The board performed Wendy’s employee evaluation and gave her a more than satisfactory rating. FINANCE – Bob Shimmin came to the office to review the books for FY 2018. He thought the books were in good order. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – Sixth grade Conservation Day is September 13. The W-H Farm Bureau Farm Safety Day is September 20. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

Wendy attended conference calls on the timber theft on June 29th and again July 10th. She could not actually listen in on the calls. On the June call, the judge wanted to know if the district would hire someone to survey the property. Mr. DeJooode talked to Jones Surveying about the survey. It would cost over \$2000. The board does not want to pay it. The second call was about Biederbeck's bankruptcy and the survey. Wendy presented the lawyer with copies of the map from the assessor's office and the original map of the property IDOT purchased from the Lucas's showing the location and shape and describing purchase from the center of the creek. There will likely be one more conference call, then hopefully a trial date will be set.

The EQIP project is still a year behind the contract, but the next fencing project will be done next year. Talked about the erosion site on Neal Anderson's. There will need to be trees removed before any earthwork can begin. Most of the trees to be removed are on Neal's side. Estimates from Hall Enterprises were reviewed. Don't know exact footages until Mary (NRCS) completes the survey and design.

The district's Annual meeting is set for August 30 at the Farm Bureau at 4:30. Food expenses are being split with F.B. After interviewing six applications for the technician position in June, one was offered the job, but did not accept. Other interviewees were not offered the job. Applications are being accepted again for the shared position with McDonough Co. SWCD. So far McDonough has received four applications.

Thad moved to approve the FY 2018 Financial Report; seconded by Rich; motion carried unanimously. Rich moved to approve the proposed FY 2019 budget; seconded by Merrill; motion carried unanimously. All cost-share funds for FY 2017 have been committed to cover crops. Half of the cost-share funds for FY 2018 are also committed to cover crops.

At 2:12 there was a vote to go into closed session to review minutes from 8/19/13 meeting in closed session. The voting was as follows: Thad – yes; Merrill – yes; Matt – yes; Rich – yes. At 2:23 the executive session ended. The following vote was taken to return to the regular board meeting: Matt – yes; Merrill – yes; Rich – yes; Thad – yes. There was no other old business.

NEW BUSINESS:

Thad moved to approve the employee contract (same as last year), beginning September 1st; seconded by Merrill; motion carried unanimously. Thad moved to set the general election of directors for Tuesday, February 19, 2019; seconded by Merrill; motion carried unanimously.

Rich moved to approve IDOA's financial management sheet; seconded by Thad; motion carried unanimously. Thad moved to approve the FY 2018 Comptroller's Report has filled out by Wendy; seconded by Rich; motion carried unanimously.

Merrill moved to submit a SAMS renewal permissions letter with Wendy listed as the administrator; seconded by Rich; motion carried unanimously. For FY 2019 cost share, Thad moved to approve cost share at 75% and approve all of the state practice components for cost share, except no cost share for rain gardens and strip till; seconded by Rich; motion carried unanimously.

August 14, 2018

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The **NEXT SCHEDULED BOARD MEETING** will be tentatively set for Tuesday, September 18 at 7:30 pm. There being no further business, Merrill moved to adjourn the meeting at 3:08 pm; seconded by Thad; motion carried.

COMING EVENTS:

Pollinator Meeting/Annual Meeting – August 30

Labor Day, Office Closed – Sept. 3

6th Grade Conservation Day – Sept. 13 at Young's Lake

Next Board Meeting – Sept. 18 at 7:30 pm

W-H Farm Bureau Farm Safety Day – Sept. 20 at Stronghurst

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

September 18, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held September 18, 2018 at the district office. Terry called the meeting to order at 7:33 p.m.

PRESENT

Terry Davis, ch	Ron Moore, associate director
Matt Dutton, v ch	Ben Sanberg, associate director
Richard Youngquist, sec./treas.	Wendy Brokaw, administrative coordinator, SWCD
Merrill Martin, director	Keely, Egelhoff, conservation technician, SWCD
Thad Tharp, director	

The directors and associates introduced themselves to new employee, Keely Egelhoff. Keely told directors a little about herself. She is hired as a conservation technician, shared by McDonough and Warren Counties. Her main job is to work with and promote NRCS's EQIP program.

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

INCOME:

AISWCD, NRCS EQIP/CSP administration	525.00
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EXPENSES:

Cardmember Services, internet (2)	145.96
M&E Catering, annual meeting meal (1/2)	<u>201.25</u>
TOTAL BILLS (less personnel expenses)	347.21

Matt reviewed the August bank statements. The board reviewed the NACD tech grant statement managed by McDonough County SWCD.

REPORTS: There was no NRCS report. Wendy attended the second round of technician interviews with Terry and Rich in Macomb. She contacted the speakers, teachers and Young's Lake and organized schedules for the 6th grade conservation day on September 13. It was a great day. She has mailed the IDOA financial management papers and comptrollers report and signed approval forms. She sent out the last of the cover crop contracts for signatures.

Terry was part of an AISWCD executive conference call with Congressman Rodney Davis about conservation. He also attended a listening session with Bill Northey, Under Secretary for Farm Production and Conservation. Sec. Northey wants NRCS and FSA to be able to help each other with programs when either side is busy. Marty McManus, IDOA Regional Rep, did not have a report.

COMMITTEES: PERSONNEL – No report. FINANCE – No state funds yet. LEGISLATIVE – No Report. EDUCATION/ INFORMATION – The pollinator meeting held in conjunction with the district's Annual Meeting and co-sponsored with Warren-Henderson Farm Bureau was very well received. All attendees enjoyed the presentations. Sixth grade Conservation Day was September 13. The W-H Farm Bureau Farm Safety Day is September 20. CEDAR CREEK CONSERVATION AREA – See Old Business.

OLD BUSINESS:

There was no further news on the Cedar Creek Conservation Area timber theft. Hopefully a court date will be set soon. The EQIP project needs to complete the final fencing portion next year. Trees will need to be removed before the fence is installed. Talked about the erosion site on Neal Anderson's. The board won't know exact footages until Mary (NRCS) completes the survey and design work.

All cost-share funds for FY 2017 have been committed to cover crops. Matt moved the district will not use a nominating committee for district elections and absentee ballots will not be allowed; seconded by Rich; motion carried unanimously.

NEW BUSINESS:

IDOA grants have not been sent out for signatures. Rich moved to give Terry permission to sign the grant when it comes out; seconded by Merrill; motion carried unanimously. Wendy handed out the proposed Plan of Work for 2019. Since several items have fallen by the wayside in the past couple of years, few changes were made, except to include Keely as responsible individual. Thad moved to accept the new Plan of Work; seconded by Merrill; motion carried unanimously.

The NRCS 1619 agreement was reviewed. The board decided not to have an October board meeting. Since November's regular meeting is the same week as Thanksgiving, the meeting will be moved up to November 13 at 1:00, depending on the weather and harvest.

The **NEXT SCHEDULED BOARD MEETING** is set for Tuesday, November 13 at 1:00 pm. There being no further business, the meeting adjourned at 8:55 pm.

COMING EVENTS:

W-H Farm Bureau Farm Safety Day – Sept. 20 at Stronghurst
Next Board Meeting – Nov. 13 at 1:00 pm
General Election of Directors – February 19, 2019

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

November 13, 2018

REGULAR: The regular monthly meeting of the Warren County SWCD board was held November 13, 2018 at the district office. Terry called the meeting to order at 7:04 p.m.

PRESENT

Terry Davis, ch

Matt Dutton, v ch

Richard Youngquist, sec./treas.

Merrill Martin, director

Thad Tharp, director

Cathy Froelich, district conservationist, NRCS

Wendy Brokaw, administrative coordinator, SWCD

Keely Egelhoff, conservation technician, SWCD

MINUTES and FINANCE: Thad moved the September minutes, the September and October treasurer reports, the following bills and time sheets be approved; seconded by Matt; motion carried unanimously. **INCOME:**

AISWCD, NRCS EQIP/CSP administration (2 months)	1050.00
Warren County, tax levy	1478.05

EXPENSES:

Cardmember Services, internet	71.98
Postmaster, stamps	50.00
ISWCDEA winter training registration	20.00
GateHouse Media, legal notice (budget)	145.60
ISWCDEA, dues	10.00
Logan Hollow Fish Farm, fish sales	2401.15
Kellogg Printing, print & mail newsletter	<u>917.72</u>
TOTAL BILLS (less personnel expenses)	3,616.45

NACD dues will be discussed at the December meeting. Rich reviewed the September and October bank statements.

REPORTS: Cathy's NRCS report included updates on CSP and EQIP contracts and applications, along with deadlines. Cathy explained that Jeff Jensen was out of compliance on the district's pasture. The work is behind schedule and the fence and the brush management need to be completed by next June. Wendy sent out letters to the cover crop recipients asking for bills. She and Keely assisted with W-II Farm Bureau's Safety Day for 5th graders. She met with Land Use Council 4 employees to develop a proposed Dispersal Plan. Wendy has typed up the information for the dispersal plan and submitted it to the LUC 4 counties for approval. The fall newsletter was completed and mailed out. Keely's report included a list of important work she has done since she began work and list of categories showing how she has spent time. Terry would like to have Warren and McDonough work split out.

Terry reported Grant Hammer has settled into his job as executive director of AISWCD. It will be interesting to see how the political changes will affect districts. Marty McManus, IDOA Regional Rep, did not have a report.

COMMITTEES: PERSONNEL – No report. **FINANCE** – State funds (\$61,000+) have been released, but Warren has not received them yet. The district will be receiving \$122,061 in FY 2019 funds: \$30,927 in operations; \$20,000 in cost share; \$71,134 for additional operations through the Land Use Council. **LEGISLATIVE** – Democrats have taken over both state houses and the state offices. There is uncertainty how this may affect districts. It is likely the gambling issue will be discussed again. **EDUCATION/ INFORMATION** – No report. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

OLD BUSINESS:

Jeff DeJoode has contacted the defense attorney, who wants to take some depositions. A deposition is questioning under oath in front of a court report. It is not done in court. It is designed to discover what a witness' testimony might be. DeJoode will probably take Lee Lucas' deposition.

The EQIP project needs to complete the final fencing portion next year. Trees will need to be removed before the fence is installed. Matt moved to have the contractor, Fred Hall, remove all the trees on the west side of the CCCA property from the highway fence north to the solid timber area and complete the brush management portion of the EQIP contract; seconded by Merrill; motion carried unanimously. Fred Hall will be the contractor as he is the only contractor Neal Anderson will allow on his property on the west side of the tree line. Talked about the erosion site on Neal Anderson's. The board won't know exact footages until Mary (NRCS) completes the survey and design work. Hopefully, current CCCA funds will cover the tree work. Fencing can be completed when the next pasture rent is paid in the spring.

There are five cover crop contracts to be completed to use up the remaining FY 2017 cost share funds. So far FY 2018 funds have not been spent unless we are short on the cover crop payments. The general election will be February 19, 2019. Merrill and Thad are running for re-election as directors. Petitions were handed out. The directors reviewed and signed NRCS's 1619 form.

NEW BUSINESS:

Wendy reported she had signed up with AISWCD for NRCS's administration agreement and the NRCS EQIP/CSP agreement. The Land Use Council 4 dispersal plan was reviewed. Thad moved to approve the plan; seconded by Matt; motion carried unanimously. Wendy figured the tax levy request from the county - \$4831. This figure is less than last year's figure. The "truth in taxation certificate of compliance" was signed, showing the district did not request more than 5% over last year's request. Rich moved to approve the tax levy request of \$4831; seconded by Merrill; motion carried unanimously.

The district will be receiving \$20,000 in cost-share funds. The program was changed to allow for a maximum cost share rate up to 75%. Merrill moved to set the cost share rate for FY 2019 to 75%; seconded by Rich; motion carried unanimously. There is a sign up going on from Nov. 1- Dec. 10. The directors want to wait and see how many applications are received before setting a maximum payment figure. Matt moved to approve Wendy and Keely to attend "winter training" in Springfield on Dec. 4-5; seconded by Rich; motion carried unanimously.

November 13, 2018

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Thad moved to approve the section 105 plan which started July 1, 2018 and is the same as the previous year; seconded by Matt; motion carried unanimously. NACD has requested a survey be completed. The directors think the survey is TOO long. Terry will try to fill it out with Wendy's help. Thad moved to give employees the Friday after Thanksgiving off as a paid holiday; seconded by Matt; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** is set for Tuesday, December 18 at 1:00 pm. Lunch will be served at noon. There being no further business, Thad moved the meeting be adjourned at 8:53 pm; seconded by Rich.

COMING EVENTS:

- Veteran's Day, office closed – November 12
- Thanksgiving Holiday, office closed – November 22-23
- Land Use Council 4, Zoom conference call – November 27
- Winter Training, employees – December 4-5 at Springfield
- Next Board Meeting – December 18 at 1:00 pm (lunch at noon)
- General Election of Directors – February 19, 2019

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
December 18, 2018

The Warren County Soil and Water Conservation District Board of Directors met in regular session on Tuesday, December 18, 2018 at the Warren County USDA Service Center in Monmouth, starting at 1 p.m. pursuant to due notice given. The meeting was called to order and presided over by Chairman Terry Davis. Other board members present were Thad Tharp, Merrill Martin, Richard Youngquist, and Matt Dutton. Associate Directors present were Ben Sanberg, and Ron Moore. Also present was Administrator Coordinator Wendy Brokaw, Conservation Technician Keely Egelhoff and Natural Resource Conservation Service District Conservationist Cathy Froelich.

Correspondences: Steve Chard Acting Bureau Chief, IL Department of Agriculture has announced his retirement.

Secretary's Report: The minutes from the November meeting were mailed and emailed out before the meeting for the board members to read. **Thad Tharp moved, and Merrill Martin seconded to put the minutes from the November 13, 2018 meeting on file. Motion carried.**

Treasurer's Report: Wendy discussed the financial statements. Matt Dutton reviewed the bank statements. \$61,000 needs to be used by December 2019. A request for more clarification on the uses has been submitted to IDOA. Talked about possible CD's being started at Raritan Bank. **Matt Dutton moved, and Richard Youngquist seconded to place the treasurer's reports for November on file for audit. Motion carried.**

Approve Bills: Wendy discussed bills that needed to be paid by the district. **Richard Youngquist moved, and Merrill Martin seconded the motion.**

- **Thad Tharp moved to pay NACD dues and Richard Youngquist seconded the motion. Motion carried.**

Time Sheets: Time Sheets were viewed. **Matt Dutton moved, and Thad Tharp seconded. Motion carried.**

Staff Reports:

- **NRCS Report** – No report at the time
- **Wendy Brokaw** – Submitted monthly NRCS admin. Report to AISWCD, Participated in Land Use Council 4 zoom conference call, uploaded payments and other documents for CSP. Went to Winter training.
- **Keely Egelhoff** – Attended NRCS agreement training, monitored CREP Easements, completed State cost share visits, worked on EQIP applications, attended winter training, and went on a streambank investigation.
- **Land Use Council** – The council has passed the dispersal plan. Going to write checks for the other counties. Next meeting will be lunch on March 7th.
- **AISWCD** – Terry reported on the work going on to the state cost share program. He alluded to the new STAR program.
- **Marty McManus, BLWR Report** – No Report

Committee Reports:

- **Personnel** – Personnel committee met with Keely Egelhoff to talk about how things are going with the job earlier in the week
- **Finance** – Waiting on FY 2019 funds
- **Legislative**- Legislative day will be in March
- **Education/ information**- No report
- **Cedar Creek Conservation Area**- Thad has talked to Fred Hall but more discussion is needed on the specifics of the site.
 - **Thad Tharp moved to clear up to 10 ft west from our West fence line in preparation for new fence, Matt Dutton seconded the motion. Motion Carried**

Old Business:

- CCCA Timber Settlement Update- and email was received
- CCCA Pasture – EQIP- Thad is to talk to Fred about the fence and clearing trees. Thad is going to see if he can find the information Fred submitted about removing trees in the draw.
- PFC Cost-Share FY 2017 & 2018- money needed to be given to Marshall-Putnam SWCD from FY2017
- General Director Election- Feb. 19, 2019 7:00-5:30 pm at the USDA Service Center in Warren County
- Holiday gathering- Matt Dutton's house, Jan. 12 at 6. Bringing a dish to pass

New Business:

- Performance evaluation for AC was reviewed, **Richard Youngquist moved to approve, and Matt Dutton seconded the motion. Motion carried.**
- FY 2019 State Cost-Share- \$20,000 to spend and need new ideas to get it spent.
 - Keely Egelhoff presented the idea to purchase a booth for the WIU Ag Mech Show in Feb. **Thad Tharp moved to purchase the booth, seconded by Matt Dutton. Motion Carried.**
- S.T.A.R- Keely Egelhoff presented this new program. Terry Davis spoke in favor for the program. It will provide an opportunity to showcase conservation farms in the county. **Matt Dutton moved to get the license from Champaign County. Merrill Martin seconded the motion. The motion carried**
- Keely Egelhoff asked to go to Elsberry Soil health conference in Jan. **Approved by the board.**
- Keely Egelhoff presented the 2019 Conservation Cropping Seminar information. There was interest from other board members to attend. She will be sending out a reminder email in early Jan. to determine how many would like to go. **Approved by the board to send Keely Egelhoff.**
- Certificate of deposit
- 4th grade trees- Thad Tharp motioned to purchase the trees for 4th grade conservation day. Matt Dutton seconded the motion. Motion passed.
- Quickbooks- Quick books needed updated to save money on the payroll portion of the application. It was purchased and dropped the monthly fee for using the application.
- Vacation request for Wendy Brokaw was discussed- **Approved by board.**
- **Next board meeting will be Jan. 15 (time to be determined.)**

Matt Dutton moved to executive session at 4:00 pm. Motion seconded by Richard Youngquist.
Motion carried

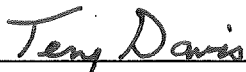
Richard Youngquist moved to reconvene the regularly scheduled business meeting at 4:20.
Seconded by Merrill Martin. Motion Carried.

- Matt Dutton moved, and Merrill Martin seconded to adjourn. Motion carried.
The meeting adjourned at 4:30 p.m.

Respectfully Submitted,

Keely Egelhoff, Conservation Technician


Keely Egelhoff
Conservation Technician


Terry Davis
Warren Co. Chairman