

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

July 18, 2013

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held June 18, 2013 at the district office. Terry called the meeting to order at 1:00 p.m.

## PRESENT

Terry Davis, ch

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Jamie Martin, director

Rick Winbigler, resource conservationist, SWCD

Wendy Brokaw, administrative coordinator, SWCD

**ABSENT** - Wood Stortzum, director

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

Fontier, internet	62.45
Cardmember Service, trailer tire repair, garmin aerial maps	70.98
LUC meals	46.00
Keister's Tire Service, airway tires	598.00
AISWCD, summer conference meals & registration	<u>204.00</u>
TOTAL BILLS (less personnel expenses)	\$981.43

seconded by Matt; motion passed unanimously. The Warren County tax levy payment of \$2,000 was received, as well as the final grant payment for FY 2013 from IDOA of \$11,367. Jule reviewed the bank statements.

**REPORTS:** NRCS is working on CRP contracts. Cathy is working on status review checks in McDonough and Hancock Counties. Illinois Farm Bureau contacted AISWCD to assist with funding issues for SWCDs. The NACD Foundation will begin handling the national Envirothon competition next year. A letter from Carroll County withdrawing their resolution was received. The IDOA-BLWR regional rep. report was reviewed.

**COMMITTEES:** PERSONNEL – Terry and Jule re-scheduled employee evaluations, immediately prior to the August board meeting. FINANCE – No report. LEGISLATIVE – No report. EDUCATION/ INFORMATION – There will be no 6<sup>th</sup> grade conservation day this year. There's not enough funding for bussing. Maybe something can be done for each school. CEDAR CREEK CONSERVATION AREA – See Old Business.

## **OLD BUSINESS:**

DeJoode has filed our appellate court brief. A copy of Walters's attorney's rebuttal to the Appellate Court was received. Since IDNR decided not hold a hearing for Walters's bond release, Terry contacted State Senator John Sullivan's office to have them look into why IDNR decided to not hold an administrative hearing for the bond money. A reply was received from Sullivan's office. IDNR explained the cost effectiveness of such an action would be too high for both IDNR and the district. IDNR was also concerned Walters would use the hearing as an opening to have their ruling over-turned in the courts. IDNR suggested continuing through the

court system and wait to get a ruling from the Illinois Appellate Court. Rick contacted the district's insurance company. He found the insurance policy does not cover timber loss. He will check with insurance company again to see if the policy will assist with attorney fees. He and Terry will talk to Rich at the AISWCD as well.

Since the district cannot re-enroll its CRP acreage into a new contract and the current contract expires the end of September, discussion was held on the cost of dozing trees down and farming the area again. Rick will get some bids for the dozing. A pasture rental agreement between the district and Leroy Edwards needs to be completed soon. A tour of the CCCA tracts might be in order, especially for the newer elected directors; maybe in late fall.

AISWCD Annual Meeting/Summer Conference is July 22-23. Terry and Rick will be attending. Terry will be the voting delegate. Matt moved the resolution for AISWCD to create and maintain a policy book of past resolutions for districts and the resolution to have cover crop seeds to be sales tax exempt be voted in favor at the AISWCD Annual Meeting; seconded by Jamie; motion carried unanimously. The Annual Meeting/Pond Tour is scheduled for August 22<sup>nd</sup>. It will be at Chris Gavin's and Benny McIntosh's ponds. We will meet at Pattee Park on East Broadway in Monmouth.

The proposed FY 2014 budget was reviewed again. Jule moved to accept the proposed FY 2014 budget as presented; seconded by Jamie; motion carried unanimously. There was no other old business.

#### **NEW BUSINESS:**

Jamie moved to approve the district's FY 2013 financial report; seconded by Jule; motion carried unanimously. Matt moved to approve the state's average FY 2014 cost share practices and rates with the exception of not offering the practices of no-till, strip-till, rain gardens, nutrient management, and high capacity well decommissioning; seconded by Jule; motion carried unanimously. Matt moved to allow Wendy vacation time July 29-August 2; seconded by Jamie; motion carried unanimously. The regular August meeting date is a conflict for several directors. The August meeting is set for Monday, July 19 at 1:00 p.m. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Monday, August 19 at 1:00 pm. There being no further business, Terry adjourned the meeting at 2:53 pm.

#### **COMING EVENTS:**

- AISWCD A.M./Summer Conference – July 22-23 at Springfield
- Next Board Meeting – August 19 at 1:00 pm
- SWCD Annual Meeting/Pond Tour – August 22 at 4:30 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

August 19, 2013

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held August 19, 2013 at the district office. Terry called the meeting to order at 1:16 p.m.

## PRESENT

Terry Davis, ch	Linda McGuire, associate director
Matt Dutton, v ch	Rick Winbigler, resource conservationist, SWCD
Jule Allaman, sec.-treas.	Wendy Brokaw, administrative coordinator, SWCD
Wood Stortzum, director (arrived 1:22)	Marty McManus, IDOA, reg. rep.

**ABSENT** - Jamie Martin, director

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

Fontier, internet	62.45
Cardmember Services, sum conf., filter fabric, fuel, printer ink	1,601.96
Kellogg Printing, newsletter print & mail	991.10
Monmouth Township, prevailing wage ordinance legal notice	14.40
TOTAL BILLS (less personnel expenses)	\$2,669.91

seconded by Jule; motion passed unanimously. Jamie reviewed the bank statements the week before. Wood arrived at 1:22.

**REPORTS:** NRCS is working on CRP plans for re-enrollments and general sign ups. Cathy is completing the out of compliance process in Hancock County. Rick attend summer conference and is preparing for the pond tour and fish sales. Wendy completed financial management forms for IDOA, including the comptroller's report, as required. Marty gave the IDOA-BLWR regional rep. report. Warren County has requested \$900 in additional PFC FY 2011 money to pay full cost-share on a project. The Bureau is waiting for district allocation figures from IDOA. He invited everyone to attend the Farm Progress Show. A web site is being set up for cover crops.

**Summer Conference:** Terry reported the conference and annual meeting was very positive. There was greater attendance. Resolution 1 (policy book) passed as did Resolution 2 (no sales tax on cover crop seed). The same officers were re-elected, but there will be numerous changes next year. Terry commented the conference might have been too busy with the number of sessions offered. Terry was recognized for 25 years of service as a district director.

**COMMITTEES: PERSONNEL** – Terry and Jule completed employee evaluations, before the board meeting. Both employees received more than satisfactory evaluations. **FINANCE** – No report. **LEGISLATIVE** – No report. **EDUCATION/ INFORMATION** – There will be no 6<sup>th</sup> grade conservation day this year. Maybe something can be done for each school, using the erosion table. W-H Farm Bureau Safety Day for 5<sup>th</sup> graders will be Sept. 26 at Stronghurst. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

**OLD BUSINESS:**

Jeff DeJooode sent a notice there is a court hearing on Sept. 6 to add Illinois Department of Natural Resources and Walters' insurance company as defendants to the demand the bond be paid to the district. A pasture rental agreement between the district and Leroy Edwards needs to be completed soon. The Annual Meeting/Pond Tour is scheduled for August 22<sup>nd</sup>. It will be at Chris Gavin's and Benny McIntosh's ponds. We will meet at Pattee Park on East Broadway in Monmouth. There was no other old business.

**NEW BUSINESS:**

Employee contracts were discussed. The employees have not received a raise since 2007. They realize the district continues to be financially stressed, but offered some suggestions of a small raise or more time off.

Matt moved the directors go into **executive session** at 2:34 pm to discuss employee contracts; seconded by Wood. Matt voted yes; Jule voted yes; Wood voted yes; and Terry voted yes; motion carried. **See Executive Session Minutes**. Wood moved to close executive session at 2:52 pm; seconded by Jule; motion carried. Jule moved to sign FY 2014 employee contracts using the same figures as in the previous year and to offer each employee a \$500 bonus to be paid after September 1; seconded by Wood; motion carried.

After reviewing interest rates for the district's accounts at Midwest Bank, Jule moved to renew the Certificate of Deposit (CREP funds) for one more year and to move the SOA funds to a separate Certificate of Deposit (CD) for one year; seconded by Wood; motion carried. Wood moved the General Election of directors be set for Tuesday, February 19, 2014; seconded by Jule; motion carried. The board will hold its next meeting September 17 at 7:30 pm. All present directors reviewed the district's Ethics Resolution. The National NACD Foundation will begin hosting the National Envirothon, starting next year. Terry would like the district to provide \$10 to the Foundation as seed money for the first competition. Wood moved to donate the \$10; seconded by Jule; motion carried. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, September 17 at 7:30 pm. There being no further business, Terry adjourned the meeting at 3:15 pm.

**COMING EVENTS:**

- SWCD Annual Meeting/Pond Tour – August 22 at 4:30 pm
- Labor Day, Office Closed – Sept. 2
- Land Use Council 4 – Sept. 5 at Roseville Lanes at 10:00 am
- Next Board Meeting – September 17 at 7:30 pm
- W-H Farm Bureau Safety Day – Sept. 26 at Stronghurst

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

September 17, 2013

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held September 17, 2013 at the district office. Matt called the meeting to order at 7:37 p.m.

## PRESENT

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Jamie Martin, director

Wood Stortzum, director

Linda McGuire, associate director

Rick Winbigler, resource conservationist, SWCD

Wendy Brokaw, administrative coordinator, SWCD

Cathy Olson, district conservationist, NRCS

ABSENT - Terry Davis, ch

**MINUTES and FINANCE:** Jule moved the August minutes with corrections, August treasurer reports, time sheets and the following bills be approved:

Frontier, internet	62.45
Cardmember Services: filter fabric, pond tour	1,555.24
Rick Winbigler, reimburse for Papa Joe's House fish	<u>201.50</u>
TOTAL BILLS (less personnel expenses)	\$1,819.19

seconded by Jamie; motion passed unanimously. Jule reviewed the bank statements before the meeting. The district received the second of three tax levy payments of \$1500.

**REPORTS:** Cathy worked on EQIP and made some final payments. Cathy commended Mary Johnson, technician, for getting CRP work completed by last Friday's deadline. Rick reported fish sales a very good. He is looking for a new program to run the district web site. The current one is very old. Warren County has requested another \$1000 in additional PFC FY 2011 money to pay full cost-share on our last project. Rick and Wendy updated the district's property inventory. There was no IDOA-BLWR regional rep. report.

**COMMITTEES:** PERSONNEL – No report. FINANCE – Wendy renewed the Certificate of Deposit (CREP funds) for one more year and moved the SOA funds to a new Certificate of Deposit (CD) for one year at a rate of 0.6%. Bob Shimmin reviewed the finances. He signed a letter, stating there were no inconsistencies found. LEGISLATIVE – No report. EDUCATION/INFORMATION – Results of the pond tour were discussed. The district fed 73 people and took in \$378 in donations. The W-H Farm Bureau Safety Day for 5<sup>th</sup> graders is Sept. 26 at the Stronghurst fair grounds. CEDAR CREEK CONSERVATION AREA – See Old Business.

## **OLD BUSINESS:**

The court hearing scheduled for Sept. 6 was cancelled and rescheduled for October 22. Rick presented a pasture rental agreement draft. Directors wanted beginning grass height added and have the fence maintenance be completely on the renter. Wood moved to approve the pasture agreement with Leroy Edwards with changes; seconded by Jamie; motion carried unanimously. There was no other old business.

**NEW BUSINESS:**

Jule moved to approve the employee evaluation standards for FY 2014 as presented; seconded by Wood; motion carried unanimously. Wendy submitted FY 2014 grant agreements to IDOA for \$70,000 in operations funds and \$10,000 in cost-share funds. Jamie moved to approve the action; seconded by Jule; motion carried unanimously. Wood moved to approve the FY 2104 Annual Plan of Work as presented; seconded by Jule; motion carried unanimously. All present directors reviewed the district's Investment Policy. Jule moved to continue the agreement with NRCS on the 1619 compliance, involving freedom of information actions; seconded by Jamie; motion carried unanimously.

NACD Presidents' Foundation sponsors a \$10,000 grant program. Wendy asked the board if they would be interested in applying for the grant to supplement the district's well sealing program. Go for it. The board approved putting a \$30 ad for the aerway in the Farm Bureau newsletter. AISWCD has developed a new Conservation Partnership Program. Wood moved the district join the program for one year at a cost of \$12; seconded by Jule; motion carried unanimously. The program money will go to the state Envirothon, education and training. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, November 17 at 7:30 pm. There being no further business, Wood moved to adjourn the meeting at 8:49 pm; seconded by Jamie; meeting adjourned.

**COMING EVENTS:**

- W-H Farm Bureau Farm Safety Day – Sept. 26 at Stronghurst
- Columbus Day, Office Closed – Oct. 14
- IAAP Meeting – October
- Veteran's Day, Office Closed – Nov. 11
- Next Board Meeting – November 19 at 7:30 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

October 5, 2013

**SPECIAL:** A special meeting of the Warren County SWCD board was held October 5, 2013 at the Roseville Café at 8:15 am.

## **PRESENT**

Terry Davis, ch

Matt Dutton, v ch

Wood Stortzum, director

Rick Winbigler, resource conservationist, SWCD

Wendy Brokaw, administrative coordinator, SWCD

**ABSENT** - Jule Allaman, sec-treas and Jamie Martin, director

The purpose the meeting was to discuss the government shutdown and how it was affecting the staff, job, and workload. There were no actions voted on. All suggestions will be discussed at the SWCD board's next regular meeting in November.

The USDA building was shutdown on Tuesday, October 1. Employees were not allowed to use any government computers, equipment or office space unless the district was paying rent, which we do not. So far Rick has been unable to do any work. Wendy has been able to do payroll, pay bills and taxes as necessary.

Discussion was held on how Rick and Wendy will use their time. Rick and Wendy were using vacation time October 1-4<sup>th</sup>. It was suggested Rick use sick time for the remaining shutdown period and Wendy will use vacation time until October 18. At that point she would be laid off until the shutdown was over. Rick and Wendy will work from home as able and necessary.

Meeting adjourned at 9:00 am.

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

November 19, 2013

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held November 19, 2013 at the district office. Terry called the meeting to order at 7:05 p.m.

## PRESENT

Terry Davis, ch	Gary Gaskill, associate director
Matt Dutton, v ch	Roger Smallwood, associate director
Jule Allaman, sec.-treas.	Rick Winbigler, resource conservationist, SWCD
Jamie Martin, director	Wendy Brokaw, administrative coordinator, SWCD
Wood Stortzum, director (arrived 7:38)	Cathy Olson, district conservationist, NRCS

## ABSENT - None

**MINUTES and FINANCE:** Matt moved the September minutes, special meeting minutes on 10/5/13, September and October treasurer reports and the following bills be approved:

Frontier, internet (2 months)	124.90
Cardmember Services (3 months) storage rental	528.00
pond tour food, filter fabric	1,555.24
mule battery & fuel, printer ink	178.14
RW Troxell & Co, equipment insurance	250.00
Kellogg Printing, print & mail newsletter	837.48
AISWCD, 2 quarters of dues	764.52
NACD, 1/2 dues	400.00
ISWCDEA, dues & employee training	40.00
Gatehouse Media, legal notice (budget)	27.20
Logan Hollow Fish Farm, fish sales	<u>2,960.75</u>
TOTAL BILLS (less personnel expenses)	\$7,666.23

seconded by Jule; motion passed unanimously. The district received the last of three tax levy payments of \$1855; partial payment of the district's grant from IDOA of \$25,494; and the last CRP payment of the contract of \$1,044. Time sheet approval was moved to New Business. Jamie reviewed the bank statements before the meeting.

**REPORTS:** The federal government was shut down for 16 days. Cathy and Mary were busy working on surveys to be designed this winter. There has been enough time to get the field office caught up with sodbusters. Rick helped with surveying. He assisted United High School to set up for the sectional FFA soils judging contest. He's working on getting 1941 aerial maps loaded on the computer. The aerway started going out.

The CPP cost-share funds for FY 2011 and 2012 have been spent. The district will receive only \$2500 for FY 2014. Wendy kept up with the bills, taxes, and paychecks during the shutdown. The IDOA-BLWR regional rep. report was reviewed. Copies of AISWCD email communications were forwarded and reviewed. AISWCD reported that numerous counties remained active during the government shutdown. Wood arrived at 7:38.



**COMMITTEES: PERSONNEL** – No report. **FINANCE** – No report. **LEGISLATIVE** – No report. **EDUCATION/ INFORMATION** – Rick and Cathy did a soils presentation for the 6<sup>th</sup> graders of Monmouth/Roseville School. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

**OLD BUSINESS:**

The court hearing scheduled for October 22 was held with five attorneys present, representing the district, IL Dept. of Natural Resources, Walters Logging, the bond company and Mrs. Beiderbeck. The bond company attorney justified their decision to not pay the requested bond, since they had not been properly notified of the law suit. The judge will make a ruling in about two weeks. Leroy Edwards signed the CCCA pasture agreement for one year.

Wendy completed the application for a grant through NACD, with the county board offering \$2000 in financial matching assistance. The only problem was Monmouth College did not reply to our request for video assistance, so it was too late to complete the required 2-minute video by the application deadline. Did anyone know of someone? No. The application will have to wait until next year. There was no other old business.

**NEW BUSINESS:**

The government shutdown was reviewed. Discussion was held on how to handle employee time during the shutdown: vacation, sick, administration, etc. AISWCD and IDA-BLWR sent out letters encouraging districts to consider administrative leave for employees. All federal government employees were paid based on administrative leave. Wood moved to give employees administrative pay, but not earn vacation or sick time during the shutdown time; seconded by Matt; motion carried unanimously. To alleviate issues with data transfer and allow Wendy to keep up with activities during any future shutdowns, Matt moved the district purchase an external drive; seconded by Wood; motion carried unanimously. The directors discussed ideas for possible office space for the district during future shutdowns. Farm Credit refused. The Farm Bureau is under construction. Directors suggested the old Armory and Public Health. Staff will check on these possibilities.

The general election for three SWCD directors is February 18, 2014. Matt moved to nominate by petition and to not allow absentee ballots; seconded by Jule; motion carried unanimously. The district is allowed to request a tax levy to the county to cover insurance expenses. Jule moved the district request \$4,886 to the county clerk's office for a tax levy; seconded by Jamie; motion carried unanimously. Wendy updated the board on the state cost-share program. There is \$2500 available for FY 13 and \$2800 for FY 14. The board approved the repair of a waterway funded by state cost-share. It was a weather issue. There is one remaining unfunded project, which will use up the remaining funds.

Matt moved to approve the employees to attend winter training at Springfield on Dec. 3-4; seconded by Wood; motion carried unanimously. Wood moved to purchase QuickBooks Pro 2014 (\$179.95) and to renew the payroll subscription (\$329); seconded by Jule; motion carried unanimously. Wood moved to give the employees the Friday after Thanksgiving and one additional day at Christmas as paid holidays; seconded by Jamie; motion carried unanimously.

The Christmas gathering will be in January. The next board meeting will be December 17 at noon. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, December 17 at noon. There being no further business, Wood moved to adjourn the meeting at 9:02 pm; seconded by Jamie; meeting adjourned.

**COMING EVENTS:**

Thanksgiving Holiday, Office Closed – November 21-22

Winter Training for Employees – December 3-4 at Springfield

Land Use Council 4 – December 12 at 10:00 a.m. at Roseville Lanes

Next Board Meeting – November 19 at 7:30 pm

General Election of Directors – February 18, 2014

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

December 17, 2013

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held December 17, 2013 at the district office. Terry called the meeting to order at 12:51 p.m.

## PRESENT

Terry Davis, ch	Gary Gaskill, associate director
Matt Dutton, v ch	Roger Smallwood, associate director
Jule Allaman, sec.-treas.	Linda McGuire, associate director
Wood Stortzum, director	Wendy Brokaw, administrative coordinator, SWCD
Jamie Martin, director (arrived 1:18)	Rick Winbigler, resource conservationist, SWCD
	Cathy Olson, district conservationist, NRCS

ABSENT - None

GUEST - Marty McManus, Reg. Rep.

**MINUTES and FINANCE:** Wood moved the <sup>November</sup> December minutes, <sup>November</sup> December treasurer reports, time sheets and the following bills be approved:

Frontier, internet	62.45
Cardmember Services: employee winter training, fuel, QuickBooks	
Pro 2014, back up hard drive	477.24
R&K Cycles, mule repair	127.72
Gatehouse Media, legal notice (election petition)	24.00
Director Mileage	622.63
Rick Winbigler, reimburse for phone cord & printer ink	69.98
Wendy Brokaw, mileage	<u>184.19</u>
TOTAL BILLS (less personnel expenses)	\$1,568.21

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

**REPORTS:** Cathy updated the board on EQIP, CSP, and design work. She thanked the district for the use of the district's mule for field work. Rick helped with surveying using NRCS's total station system. Jamie arrived at 1:18. Wendy reviewed the agenda used at winter training. The annual event was well organized and employees learned several ideas to use locally. Jamie arrived at 1:18.

Terry highlighted the topics discussed at Land Use Council 4. He showed an IEPA presentation, which was showed at AISWCD quarterly board. The presentation concerned a plan for reductions of nutrients in the Mississippi River watershed by 45%. The erodibility of timber is very high. The state plan must be written by June 2014. State legislators have passed legislation to establish May 1 as Envirothon Day.

Marty reviewed the IDOA-BLWR regional rep. report: cropping seminars, no till conference and cover crop sites (14). Copies of AISWCD email communications were forwarded and reviewed. AISWCD executive director, Rich Nichols will retire Sept. 1, 2014. There will be a legislation day next spring. The date is not confirmed yet. AISWCD wants to encourage directors to participate in winter training. There a signs available for using purple paint to mark trees as "no

trespassing" marks. Terry was appointed chairman of the nominating committee for AISWCD officers due next summer. Summer Conference will be July 28-29, 2014.

**COMMITTEES: PERSONNEL** – The auditor at winter training recommended employee contract dates match the districts' fiscal year. **FINANCE** – A letter from IDOA-BLWR stated the district's financial reports were in order for FY 2013. **LEGISLATIVE** – No report. **EDUCATION/ INFORMATION** – No report. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

**OLD BUSINESS:**

A judge made the ruling that the bond company did not have to pay out the \$25,000 bond money. DeJoode also received a request for a settlement offer from Walters' attorney. The board will stay with the same settlement motion made at the March board meeting. "Biderbeck needs to pay back \$3100 she received for trees she did not own. Wood moved to work a settlement offer with Walters so the district received a net balance of \$25,000; seconded by Matt; motion carried unanimously."

Leroy Edwards notified the staff that he was not interested in renting the CCCA pasture after this year. Wood moved to put the pasture up for bids for January 1-31, 2014; seconded by Jule; motion carried unanimously. Fences must be kept up by renter, references will be required and a sample contract will be made available at the office upon request.

The general election for three SWCD directors is February 18, 2014. Matt, Jule and Terry agreed to rule for another 2-year term. Petitions were made available to them. At winter training, Rick and Wendy learned that the cost of risk management can be included in the district's tax levy request. Matt moved to increase the levy request by \$1000 for risk management for a total request of \$5,886; seconded by Jamie; motion carried unanimously.

A copy of Henry County SWCD's shutdown policy was passed around. Wendy will try to copies of from other SWCDs. Rick purchased an external hard drive to use during a shutdown and for backups. The County Health Department has space, phone, copy machine and internet available as a possible office location. Further discussion will continue next month.

The district's Christmas gathering will be Jan. 3 at the Packing House in Galesburg at 6:00 pm. There was no other old business.

**NEW BUSINESS:**

Matt moved the staff receive \$100 gift each; seconded by Jule; motion carried unanimously. Wood moved to approve the new 105 plan for each employee; seconded by Jule; motion carried unanimously. The board reviewed the new health insurance policies and procedures and Terry signed the acknowledge form. The board thought a contractors meeting during the winter would be a good idea. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, January 21 at 1:00 pm. There being no further business, Terry adjourned the meeting at 2:58 pm.

**COMING EVENTS:**

Christmas Day, Office Closed – December 25  
New Year's Day, Office Closed – January 1, 2014  
M L King Birthday, Office Closed – January 20  
Next Board Meeting – January 21 at 1:00 pm  
General Election of Directors – February 18, 2014

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator