

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Tuesday, January 17, 2012 at 12:00 noon** at the district office.

- Call To Order: 12:00 noon
- Approval:
1. December Minutes
  2. December Finance Reports
  3. INCOME: IDOA, 2 quarters - \$23, 798  
IDOA, PFC - \$3800  
IDOA, partial 3<sup>rd</sup> quarter - \$7200
  4. Approve Bills:
    - A. Frontier, internet – 61.45
    - B. Employee Christmas - 400.00
    - C. Prairie Hills RC&D, dues – 225.00
    - D. Cardmember, winter training, payroll, flags – 588.75TOTAL BILLS (less Personnel): \$1275.20
  5. Time Sheets
- Staff/Agency Reports:
1. SWCD/NRCS Team Report
  2. Ecosystem Partnerships – No Report
  3. Land Use Council 4 – Terry
  4. AISWCD
  5. Marty McManus, BLWR – Review Report
  6. Correspondence
- Committee Reports:
1. Personnel – Schedule Performance Review As Needed
  2. Finance – No Report
  3. Legislative – No Report
  4. Education/ Information – No Report
  5. Cedar Creek Conservation Area – See Old Business
- Old Business:
1. Timber Loss Update
  2. Burn Insurance
  3. Other Old Business
- New Business:
1. Sign Petition to Hold a General Election
  2. Open Meetings Act Training
  3. Approve PFC Contract
  4. Well Sealing Funds
  5. Unpaid Receivable
  6. NACD – Top 3 Items of Legislative Importance
  7. Other New Business
- Coming Events:
1. ML King Birthday, office closed – January 16
  2. Prairie Hills R&CD Annual Meeting – January 19 at Macomb
  3. General Election of Directors – February 16 – 6:30 am-5:30 pm
  4. President’s Day, office closed – February 20
  5. Next Board Meeting – February 21 at 1:00 pm

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A G E N D A

**DATE:** The board will meet on **Tuesday, February 21, 2012 at 12:00 noon** at the district office.

- Call To Order: 12:00 noon - LUNCH
- Approval:
1. January Minutes
  2. January Finance Reports
  3. Income – Unpaid Receivable IS PAID -- \$640.00
  4. Approve Bills:
    - A. Frontier, internet – 61.45
    - B. GateHouse Media, election notice – 22.80
    - C. Kellogg Printing, newsletter – 942.68
    - D. Turner-Vermont Agency, director insurance – 837.00
    - E. Cardmember, QuickBooks 2011, payroll – 354.32TOTAL BILLS (less Personnel): \$2218.25
  5. Time Sheets
- Staff/Agency Reports:
1. SWCD/NRCS Team Report
  2. Ecosystem Partnerships – No Report
  3. AISWCD
  4. Marty McManus, BLWR – Review Report
  5. Correspondence
- Committee Reports:
1. Personnel – No Report
  2. Finance – No Report
  3. Legislative – No Report
  4. Education/ Information – No Report
  5. Cedar Creek Conservation Area – See Old Business
- Old Business:
1. Timber Settlement Update
  2. Burn Insurance
  3. Open Meetings Act Training
  4. Discuss Possible SWCD Allocations of Gaming Funds
  5. Other Old Business
- New Business:
1. General Election Results & Acceptance of Office
  2. Director Award
  3. Approve PFC Contract
  4. Computer Upgrade
  5. Associate Directors
  6. Envirothon T-Shirts
  7. Other New Business
- Coming Events:
1. President's Day, office closed – February 20
  2. Land Use Council 4 Meeting - March 6 at 10:00 am at Roseville
  3. Next Board Meeting – March 20 at 1:00 pm
  4. Fish Sales – April 10 at 12:00 noon

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on Monday, March 19, 2012 at 12:00 pm at the district office.

Lunch 12:00 noon

Organizational Meeting: 12:30 pm  
Election Results – Acceptance of Office – Election of Officers

Call To Order: 12:45 pm

Approval:

1. February Minutes
2. Finance Reports
3. Approve Bills:
  - A. Frontier, internet – 61.45
  - B. Postmaster, bulk permit – 185.00
  - C. Gatehouse Media, election results – 9.20TOTAL BILLS (less Personnel): \$255.65
4. Time Sheets

Staff/Agency Reports:

1. SWCD/NRCS Team Report
2. Ecosystem Partnerships – No Report
3. Land Use Council 4 – Terry
4. AISWCD – Terry
5. Marty McManus, BLWR Report – Chairman/New Director Training
6. Correspondence

Committee Reports:

1. Personnel – No Report
2. Finance – No Report
3. Legislative – Legislative Day – March 27
4. Education/ Information – Envirothon – 1 School – United  
3<sup>rd</sup> Grade Ag Day – March 21<sup>st</sup>; 4<sup>th</sup> Grade Trees
5. Cedar Creek Conservation Area –Update, if any

Old Business:

1. Timber Settlement Update, if any
2. Open Meetings Training
3. Associate Directors
4. Other Old Business

New Business:

1. Change Banking Signatures
2. SWCD Celebrates 70 Years
3. Review NRCS Civil Rights
4. Next Board Meeting
5. Other New Business

Coming Events:

1. Legislative Day – Tuesday, March 27
2. Fish Sale – April 10 at 12:00 noon
3. Envirothon – April 12 at Lewistown
4. Next Board Meeting – ??

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Tuesday, April 17, 2012 at 7:00 pm** at the district office.

- Call To Order: 7:00 pm
- Approval:
1. March Minutes
  2. March Finance Reports
  3. Approve Bills:
    - A. Frontier, internet – 61.45
    - B. Cardmember Services, IAAP membership, flags – 410.83
    - C. Land Use Council 4, dues – 50.00
    - D. Logan Hollow Fish Farm – 1052.50
    - E. Secretary of State, trailer licenses – 36.00
    - F. Postage for New Meter - 150.00
    - G. Prairie Hills Forestry, 4<sup>th</sup> grade trees – approx. 145.00TOTAL BILLS (less Personnel): \$1,905.78 approx
  4. Time Sheets
- Staff/Agency Reports:
1. SWCD/NRCS Team Report
  2. Ecosystem Partnerships – No Report
  3. AISWCD – Terry
  4. Marty McManus, BLWR Report
  5. Correspondence, if any
- Committee Reports:
1. Personnel – No Report
  2. Finance – Review FY 2011 budget
  3. Legislative – Gaming Bill
  4. Education/ Information – Envirothon, 4<sup>th</sup> Grade Trees
  5. Cedar Creek Conservation Area – See Old Business
- Old Business:
1. CCCA Timber Settlement Update
  2. Associate Directors
  3. Review NRCS Civil Rights
  4. Open House
  5. Other Old Business
- New Business:
1. Economic Interest Forms
  2. Summer Conference – attendees and auction item July 23-24
  3. Repay easement fee (CPP)
  4. Conservation Tour
  5. Envirothon Resolution
  6. License Initiative
  7. Approve Employee Training Needs Inventory
  8. Change Summer Hours - Wendy
  9. Approve Vacation - Rick
  10. Next Board Meeting
  11. Other New Business
- Coming Events:
1. IAAP Meeting – April 25 at Springfield
  2. Memorial Day, office closed – May 28
  3. Land Use Council 4 – June 5 at Galesburg
  4. Next Board Meeting – ??

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Tuesday, June 19, 2012 at 1:00 pm** at the district office.

- Call To Order: 1:00 pm
- Approval:
1. April Minutes
  2. April and May Finance Reports
  3. Approve Bills:
    - A. Frontier, internet (2 months) – 122.90
    - B. Cardmember Services, fuel for mule, trailer tire, LUC4 meeting – 17.62 & 178.80
    - C. Postmaster, bulk mailing permit - 190.00
    - D. Logan Hollow Fish Farm, fish – 1829.00
    - E. Kellogg Printing , print/ mail newsletter – 960.36
    - F. AISWCD, final dues – 114.00
    - G. Prairie Hills Forestry, 4<sup>th</sup> grade trees – 150.00
    - H. NACD, final dues – 375.00
    - I. Director Mileage – 446.22
    - J. Employee Mileage – 389.96
  - TOTAL BILLS (less Personnel): \$4,773.86
  4. Time Sheets
- Staff/Agency Reports:
1. SWCD/NRCS Team Report
  2. Ecosystem Partnerships – No Report
  3. Field Office of the Future – Terry
  4. Land Use Council 4 – Terry
  5. AISWCD – Terry
  6. Marty McManus, BLWR Report
  7. Correspondence, if any
- Committee Reports:
1. Personnel – No Report
  2. Finance – Review FY 2012 budget
  3. Legislative – Gaming Bill: Letters to Governor
  4. Education/ Information – No Report
  5. Cedar Creek Conservation Area – Settlement Update
- Old Business:
1. Summer Conference – attendees and auction item July 23-24
  2. Conservation Tour/Annual Meeting
  3. Associate Directors
  4. License Initiative
  5. Other Old Business
- New Business:
1. Prevailing Wage Ordinance
  2. Budget FY 2013
  3. Cost-Share Maximum Contract Payment
  3. Cost-Share Sign Up
  4. Memorial
  5. Next Board Meeting – July 17
  6. Other New Business
- Coming Events:
1. 4<sup>th</sup> of July, office closed – July 4
  2. Next Board Meeting – July 17 at 1:00 pm
  3. AISWCD A.M./Summer Conference – July 23-24

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Tuesday, July 17, 2012 at 1:00 pm** at the district office.

Call To Order: 1:00 pm

Approval:

1. June Minutes
2. June Finance Reports
3. Income – Warren County Tax Levy Payment – 2,114.47
4. Approve Bills:
  - A. Frontier, internet – 60.95
  - B. Monmouth Township, publish prevailing wage – 14.59??
  - C. Cardmember Services, filter fabric & belt – 1,059.9.69TOTAL BILLS (less Personnel): \$2,643.52
5. Time Sheets

Staff/Agency Reports:

1. SWCD/NRCS Team Report
2. Ecosystem Partnerships – No Report
3. AISWCD – Terry
4. Marty McManus, BLWR Report
5. Correspondence, if any

Committee Reports:

1. Personnel – Set Personnel Evaluations
2. Finance – No Report
3. Legislative – Gaming Bill SB0744 on Governor’s Desk
4. Education/ Information – No Report
5. Cedar Creek Conservation Area – Settlement Update

Old Business:

1. AISWCD Annual Meeting/Summer Conference/Resolutions/Expenses
2. Conservation Tour/Annual Meeting - August 23
3. Approve FY 2013 Budget
4. Associate Directors
5. Soil & Water Conservation License Plates
6. Other Old Business

New Business:

1. Approve FY 2012 Financial Report
2. Approve PFC state cost-share rates & 2013 request for funds
3. Vacation – Wendy
4. Next Board Meeting - August 21??
5. Other New Business

Coming Events:

1. AISWCD A. M./Summer Conference – July 23-24 at Springfield
2. Next Board Meeting – August 21??
3. Conservation Tour/Annual Meeting – August 23

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Thursday, August 23, 2012 at 3:30 pm** at the district office.

Call To Order: 3:30 pm

- Approval:
1. July Minutes
  2. July Finance Reports
  3. Approve Bills:
    - A. Frontier, internet – 61.45
    - B. Kellogg Printing, print & mail newsletter – 1,067.39
    - C. Cardmember Services, summer conference – 402.67
  4. Time Sheets
- TOTAL BILLS (less Personnel): \$1531.51

- Staff/Agency Reports:
1. SWCD/NRCS Team Report
  2. Ecosystem Partnerships – No Report
  3. AISWCD A.M./Summer Conference – Gary/Terry
  4. Marty McManus, BLWR Report
  5. Correspondence, if any

- Committee Reports:
1. Personnel – Results of Personnel Evaluations
  2. Finance – No Report
  3. Legislative – Gaming Bill SB0744
  4. Education/ Information – 6<sup>th</sup> Grade Conservation Day, Sept. 14
  5. Cedar Creek Conservation Area – Settlement Update

- Old Business:
1. Conservation Tour/Annual Meeting – August 23
  2. Approve FY 2013 Budget
  3. Other Old Business

- New Business:
1. Approve Employee Contracts for FY 2013
  2. Renew CREP Certificate of Deposit at Midwest Bank – 9/5/12
  3. Set General Election (2/19/13 possibly)
  4. Approve Wendy assist with W/H Farm Safety Day – 9/26/12
  5. Next Board Meeting – Sept. or Oct.
  6. Other New Business

- Coming Events:
1. Conservation Tour/Annual Meeting – August 23
  2. Reg. 1 Employee Meeting – August 27 at Milan
  3. Land Use Council 4 – August 28 at Roseville at 10:00 am.
  4. 6<sup>th</sup> Grade Conservation Day – Sept. 14 at Young's Lake
  5. Next Board Meeting – ???

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

## A G E N D A

**DATE:** The board will meet on **Tuesday, October 16, 2012 at 7:30 pm** at the district office.

### Call To Order:

**7:30 p.m.**

### Approval:

1. August Minutes
2. August and September Finance Reports
3. Income Received – CRP Payment – \$1044.00  
Warren Co Treasurer, tax levy (2<sup>nd</sup> 1/2) – 1,812.40
4. Expenses –
  - A. Frontier, internet (2 months) – 132.90
  - B. Credit Card, fuel, printer ink, cons. tour – 147.93
  - C. Logan Hollow Fish Farm, fish – 384.50
  - D. Jerry Hendel, computer repair – 50.00TOTAL BILLS (less personnel): \$715.33
5. Time Sheets

### Staff/Agency Reports:

1. SWCD/NRCS Team Report
2. QuickBooks Update
3. Ecosystem Partnerships – No Report
4. Marty McManus, BLWR – Monthly Report
5. AISWCD
6. Correspondence (if any)

### Committee Reports:

1. Personnel – No Report
2. Finance – No Report
3. Legislative – No Report
4. Education/ Information – Conservation Day & Safety Day
5. Cedar Creek Conservation Area – See Old Business

### Old Business:

1. Annual Meeting/ Conservation Tour Wrap Up
2. CCCA – Settlement – Possible Conference Call w/ attorney
3. Other Old Business

### New Business:

1. General Election – February 19
2. PFC Cost-Share Program
3. Approve IDOA FY 2013 Grant Agreement
4. Approve Employee Performance Standards
5. Review Proposed FY 2013 Annual Plan of Work
6. Approve Employees Attend Winter Training
7. USDA Section 1619 Compliance
8. Prairie Hills READY Bus
9. Day After Thanksgiving – State Holiday
10. Next Board Meeting
11. Other New Business

### Coming Events:

1. IAAP Meeting – October 19 at Springfield
2. Veterans' Day, Office Closed – November 11
3. Next Board Meeting – Nov 15



WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Tuesday, November 20, 2012 at 1:00 pm** at the district office.

- Call To Order:** **1:00 p.m. – Lunch at noon**
- Approval:**
1. October Minutes
  2. October Finance Reports
  3. Income – 1<sup>st</sup> Qt. FY 2013 state grant payment – \$12,041.00  
1<sup>st</sup> Qt. FY 2013 CPP payment – \$625.00
  4. Expenses –
    - A. Frontier, internet – 61.45
    - B. Credit Card, erosion table – 10.91
    - C. R W Troxell & Co., equipment insurance – 250.00
    - C. Kellogg Printing, print newsletter & postage – 850.17TOTAL BILLS (less personnel): \$1,172.53
  5. Time Sheets
  6. Review Bank Statements
- Staff/Agency Reports:**
1. SWCD/NRCS Team Report
  2. Marty McManus, BLWR
  3. AISWCD
  4. Correspondence – CREP Resource Specialist
- Committee Reports:**
1. Personnel – No Report
  2. Finance – 1<sup>st</sup> Qt state funding received
  3. Legislative – No Report
  4. Education/ Information – No Report
  5. Cedar Creek Conservation Area – See Old Business
- Old Business:**
1. Timber Settlement Update
  2. PFC Cost-Share Program Update
  3. Director General Election Petitions
  4. Other Old Business
- New Business:**
1. Approve County Tax Levy Request
  2. Land Use Council 4 Meeting – Nov. 27
  3. Renew Payroll Subscription (\$329)
  4. Christmas Gathering
  5. Approve Vacation – Wendy
  6. Next Board Meeting – December 18
  7. Other New Business
- Coming Events:**
1. Thanksgiving Holiday, Office Closed – November 22 & 23
  2. Land Use Council 4 – Nov. 27 at 10:00 at Roseville Lanes
  3. Winter Training – December 4 & 5 at Springfield
  4. Next Board Meeting – December 18
  5. General Election of Directors – February 19, 2013

WARREN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

A G E N D A

**DATE:** The board will meet on **Wednesday, December 19, 2012 at 10:30 am** at the district office.

- Call To Order:** **10:30 a.m.**
- Approval:**
1. November Minutes
  2. November Finance Reports
  3. Expenses –
    - A. Frontier, internet – 62.36
    - B. Credit Card, winter training, printer – 350.33
    - C. AISWCD, first 1/4 dues – 361.23
    - D. Director Mileage – 608.25
    - E. Employee Mileage/Expenses – 302.50TOTAL BILLS (less personnel): \$1684.67
  4. Time Sheets
  5. Review Bank Statements
- Staff/Agency Reports:**
1. SWCD/NRCS Team Report
  2. Marty McManus, BLWR
  3. AISWCD
  4. Correspondence – N/A
- Committee Reports:**
1. Personnel – No Report
  2. Finance – No Report
  3. Legislative – No Report
  4. Education/ Information – No Report
  5. Cedar Creek Conservation Area – See Old Business
- Old Business:**
1. Timber Settlement Update
  2. PFC Cost-Share Program Update
  3. Director General Election Petitions
  4. Christmas Gathering
  5. Other Old Business
- New Business:**
1. Approve Time Off @ Christmas
  2. Approve Christmas Gifts
  3. Land Use Council 4 Meeting – Jan. 10
  4. Next Board Meeting – January 15
  5. Other New Business
- Coming Events:**
1. Christmas Holiday, Office Closed – December 24 & 25
  2. New Year's Day, Office Closed – January 1, 2013
  3. Land Use Council 4 – January 10 at 10:00 at Roseville Lanes
  4. Next Board Meeting – January 15, 2013
  5. General Election of Directors – February 19, 2013