

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

January 21, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held January 21, 2014 at the district office. Terry called the meeting to order at 1:07 p.m.

## PRESENT

Terry Davis, ch

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Jamie Martin, director

Gary Gaskill, associate director

Roger Smallwood, associate director

Linda McGuire, associate director

Wendy Brokaw, administrative coordinator, SWCD

Rick Winbigler, resource conservationist, SWCD

Cathy Olson, district conservationist, NRCS

ABSENT - Wood Stortzum, director

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

Frontier, internet	62.45
Cardmember Services, LUC 4 meals	34.75
Gatehouse Media, election notice	24.00
Turner-Vermost Agency, O&D insurance	837.00
Prairie Hills RC&D, dues	<u>225.00</u>
TOTAL BILLS (less personnel expenses)	\$1,183.20

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

**REPORTS:** Cathy updated the board on EQIP, CSP, and design work. Rick is changing the district's web site into a new format, using a different program. He also continues to work on loading 1940 aerial maps. Wendy reviewed the agenda used at winter training. Wendy has been working on the winter newsletter to be mailed at the end of the month.

Marty's IDOA-BLWR regional rep. report was reviewed. Copies of AISWCD email communications were forwarded and reviewed. There will be a legislation day on February 25th. All directors are encouraged to participate. Summer Conference will be July 28-29, 2014.

**COMMITTEES:** PERSONNEL – Employee 6-month reviews are coming up. Matt moved employee reviews be completed annually, unless issues arise; seconded by Jule; motion carried. FINANCE – Wendy checked with Midwest Bank on using direct deposit for pay checks. It would alleviate problems with getting checks signed and getting the checks deposited when personnel are on vacation, etc. LEGISLATIVE – Legislative Day is Feb. 25th. EDUCATION/ INFORMATION – 3<sup>rd</sup> Grade Ag Day is scheduled for March 25th. CEDAR CREEK CONSERVATION AREA – See Old Business.

## **OLD BUSINESS:**

Rick attended the appellate court hearing with Mr. DeJoode. The hearing was to determine if Walters is entitled to a new hearing due to lack of representation. The decision may not be made for weeks or even months.

Rick and Wendy notified the board that pasture rental notices had been put in the Penny Saver, the "Farm Bureau Cultivator" and the district newsletter. To accommodate the dates for the Farm Bureau paper and newsletter, the last date to receive bids will be February 14.

The County Clerk's office contacted staff concerning the submitted tax levy request. The tax levy can only be increased by 15% from last year, unless a "Truth in Taxation" hearing is held or reduce the request by \$271 to not have a hearing. It is too late to hold the hearing for this year. Jule moved the board reduce the tax levy request by \$271; seconded by Jamie; motion carried.

The board discussed an office closure policy. A copy of Henry County SWCD's shutdown policy was passed out last month. Wendy contacted Henderson SWCD and they did not have anything official yet. A copy of Knox County's policy was sent. They added a paragraph to their personnel policies, which referred to NACDEA's guidelines. Matt moved to add a similar paragraph like Knox County's policy for the district's office closure policy; seconded by Jamie; motion carried. Rick and Wendy will add a column to their timesheets to separate out holiday/administration time for easy reference. The general election for three SWCD directors is February 18, 2014. There was no other old business.

**NEW BUSINESS:**

The board discussed direct deposit for payroll and director mileage payments. The bank will not charge for these types of transactions. All directors were in favor of making direct deposits for the employees. They tabled the decision on the mileage payments. A 5-drawer, locking file cabinet from office depot runs \$248. They want prices for a fire proof file. Rick will check. The district will continue to purchase trees for the 4<sup>th</sup> grade tree program in April.

Jule moved to approved Wendy's request for vacation the 1<sup>st</sup> week in February; seconded by Jamie; motion carried. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, February 18 at 1:00 pm. Pizza will be served at noon. There being no further business, Terry adjourned the meeting at 2:26 pm.

**COMING EVENTS:**

- Presidents Day, Office Closed – February 17
- General Election of Directors – February 18, 2014, 6:30 am – 5:30 pm
- Next Board Meeting – ~~January~~ February 18 at 1:00 pm
- Legislative Day, sponsored by AISWCD – February 25 at Springfield

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

February 18, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held February 18, 2014 at the district office. Terry called the meeting to order at 1:07 p.m.

## PRESENT

Terry Davis, ch

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Linda McGuire, associate director

Roger Smallwood, associate director

Wendy Brokaw, administrative coordinator, SWCD

Rick Winbigler, resource conservationist, SWCD

ABSENT - Wood Stortzum, director  
Jamie Martin, director

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

Frontier, internet	62.45
GateHouse Media, election notice, pasture ads	62.50
Kellogg Printing, newsletter	<u>849.70</u>
TOTAL BILLS (less personnel expenses)	\$974.65

seconded by Matt; motion passed unanimously. Time sheets include a category for Administrative Leave/Holiday. Matt reviewed the bank statements before the meeting.

**REPORTS:** No NRCS report. Office staff attended an all-area NRCS meeting last week. Draft information was presented on a possible state NRCS reorganization. Staff may hold a contractors meeting this spring. Rick has been working on updating the district web site. Wendy has been working on end of year taxes and learning direct deposit for payroll. The next Land Use Council meeting will be March 13 at Roseville. AISWCD quarterly board will meet March 10-11. The national Envirothon has been cancelled, but Lonnie Wilson is working on getting Illinois to host an NACD north central region (8 states) Envirothon competition. It will not have any effect on Illinois' state competition. Copies of AISWCD email communications were forwarded and reviewed. There was not an IDOA-BLWR regional rep. report.

**COMMITTEES:** PERSONNEL – No report. FINANCE – No report. LEGISLATIVE – AISWCD sponsored Legislative Day is February 25. EDUCATION/ INFORMATION – 3<sup>rd</sup> Grade Ag Day will be March 25. Shannon will be helping Rick give pollution session. 4<sup>th</sup> grade trees were ordered. CEDAR CREEK CONSERVATION AREA – See Old Business.

## **OLD BUSINESS:**

DeJoode presented the district's case at the Illinois <sup>Appellate</sup> Supreme Court in response to Walters' request for a new trial due to lack of representation. Judges will rule in a few weeks or so. Before opening bids, the district will not allow hunting and work for rent options will be considered. Nine bids for the CCCA pasture rent were opened. Matt moved the highest bid (Jeff Jensen) be accepted and if he declines, to contact the second highest bidder; seconded by Jule; motion carried unanimously. Second high bidder is Andrew Gavin. Rick was authorized to sign the pasture rent contract as the district representative.

Rick has not found any surplus fire-proof cabinets. He will check with local office specialty stores. Matt moved the directors change to a direct payment for mileage; seconded by Jule; motion carried unanimously. There was no other old business.

**NEW BUSINESS:**

New associate directors were discussed. Possible names were John Wynne and Richard Youngquist. More names will be considered next month. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, March 18 at 1:00 pm. There being no further business, Jule moved to adjourn the meeting at 2:50 pm; seconded by Matt; motion carried.

**COMING EVENTS:**

- President's Day, office closed – February 7
- Land Use Council 4 Meeting – March 13 at 10:00 am at Roseville
- Next Board Meeting – March 18 at 1:00 pm
- LUC 4 Envirothon – April 8 at Lewistown
- Fish Sales – April 15 at 12:00 noon

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

March 18, 2014

**ORGANIZATIONAL:** The organizational meeting of the Warren County SWCD board was held March 18, 2014 at 1:04 p.m. at the district office. The general election resulted in Matt Dutton, Jule Allaman and Terry Davis getting the most votes for two 2-year terms. The Acceptance of Office forms were signed. Matt moved to nominate Terry Davis as chairman; seconded by Jamie; motion carried unanimously. Jamie moved to nominate Matt Dutton as v. chairman; seconded by Terry; motion carried unanimously. Matt moved to nominate Jule Allaman as secretary/treasurer; seconded by Terry; motion carried unanimously.

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held March 18, 2014 at the district office. Terry called the meeting to order at 1:10 p.m.

## PRESENT

Terry Davis, ch  
Matt Dutton, v ch  
Jamie Martin, director

Gary Gaskill, assoc. director  
Rick Winbigler, resource conservationist, SWCD  
Wendy Brokaw, administrative coordinator, SWCD

**ABSENT** – Jule Allaman, sec.-treas; Wood Stortzum, director

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

Frontier, internet	62.45
Cardmember Services (2), payroll updates	349.00
employee/director meals, flags	358.02
Postmaster, bulk permit	220.00
Rick Winbigler, reimburse for fire-proof file cabinet	500.00
Gatehouse Media, election results printed	9.60
IAAP, professional dues	160.00
TOTAL BILLS (less personnel expenses)	\$1,659.07

seconded by Jamie; motion passed unanimously. Jamie reviewed the monthly bank statements for all accounts. Jamie moved to approve the purchase of a fire-proof file cabinet; seconded by Matt; motion carried unanimously.

**REPORTS:** NRCS is working on reorganizing Area offices in the state from 5 down to 4. The soil conservationist in Stronghurst was been reassigned for 60 days to Rushville. Cathy and Mary are spending 2 days a week in Stronghurst. NRCS has removed fax machines from all offices. The district's computer was hooked up to the internet through the fax line. Rick contacted Frontier to ask about changing how the district could hook up to the internet. There will be a one-time fee of \$99 and a monthly charge of \$49; cheaper than what it is currently. The board approved of Rick's actions. Rick and Wendy completed FOIA and Open Meetings training. Fish sales are April 15. Land Use Council will meet on March 20. Terry attended the AISWCD quarterly board. It is disturbing

Summer Conference is scheduled for July 28-29, 2014 at the Northfield Inn in Springfield. AISWCD is encouraging districts to submit a Farm Family entry. A new Executive Director

(ED) has been hired, Kelly Thompson. There was discussion on the process in which the new E.D. was hired. There will not be a National Envirothon this year, but Illinois is looking into having a regional Envirothon. The AISWCD purchased a new van. The Regional Rep/BLWR Report was reviewed.

**COMMITTEES: PERSONNEL** – No report. **FINANCE** – IDOA has submitted vouchers for the remaining funds of state allocations for operations and cost-share to be paid to districts. **LEGISLATIVE** – Terry and Rick attended Legislative Day. It was well attended. **EDUCATION/ INFORMATION** – One school is participating in the Envirothon - United. 3<sup>rd</sup> Grade Ag Day is March 25, using the district's Enviroscape model. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

**OLD BUSINESS:**

The district is waiting for a decision from the Appellate Court of whether the defense is eligible for a new trial due to lack of legal representation in the CCCA timber loss case. A 5-year contract was signed with Russell & Jeff Jensen for the CCCA pasture rent. Fencing on the west side of the pasture was discussed. Rick was directed to get bids on tree removal and fencing (1104'), using recommendations from NRCS.

Direct deposit forms were collected from all directors and associates. Associate directors were briefly discussed. Directors need to come up with more suggestions. There was no other old business.

**NEW BUSINESS:**

The directors were reminded to fill out Statements of Economic Interest by May 1. No motion was made concerning a donation to the Envirothon. Personnel Policies were reviewed with suggested changes and updates. Matt moved the policies be approved as presented; seconded by Jamie; motion carried unanimously. Review of NRCS civil rights was tabled for next month. A company sent information on soil health soil testing. Gary will check out the website to get more information for the next board meeting. Many of the directors had conflicts with the date of an evening April meeting. The meeting will be changed to the 2<sup>nd</sup> Thursday in April (10<sup>th</sup>) at 7:00.

The **NEXT SCHEDULED BOARD MEETING** will be Thursday, April 10 at 7:00 pm. There being no further business, adjourned the meeting at 2:52 pm.

**COMING EVENTS:**

- Land Use Council 4 Meeting – March 20 at 10:00 at Roseville
- 3<sup>rd</sup> Grade Age Day – March 25 at Monmouth
- Envirothon – April 8 at Lewistown
- Next Board Meeting – April 10 at 7:00 pm
- Fish Sale – April 15 at 12:00 noon

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

April 10, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held April 10, 2014 at the district office. Matt called the meeting to order at 7:05 p.m.

## PRESENT

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Wood Stortzum, director

Gary Gaskill, associate director

Roger Smallwood, associate director

Cathy Olson, district conservationist, NRCS

Wendy Brokaw, administrative coordinator, SWCD

Rick Winbigler, resource conservationist, SWCD

**ABSENT** - Terry Davis, ch; Jamie Martin, director

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

Frontier, internet	211.89
Postmaster, mail fish orders	41.17
Roseville Lanes, LUC meals (4)	45.00
AISWCD, final FY 2014 dues	<u>764.55</u>
TOTAL BILLS (less personnel expenses)	\$1,062.61

seconded by Jule; motion passed unanimously. The district received its final FY 2014 operations funds (\$25,485.00) and all of the FY 14 cost share funds. (\$2800) The Warren County Pheasants Forever chapter has disbanded and donated \$250 for the Cedar Creek Conservation Area. Jule reviewed the bank statements before the meeting.

**REPORTS:** Cathy updated the board on EQIP, CSP, design work and staffing. Soil Con Aaron Jarvis will be returning to Stronghurst mid-May. Rick reported the aerway went out this day and someone else is waiting for it. Fish sales are doing GREAT!! The Envirothon is over for another year. 12 schools attended the LUC competition, including United. The winner was West Prairie High School of McDonough County. United placed 12<sup>th</sup>. Rick is contacting 4<sup>th</sup> grade teachers to set up times for tree presentations. The W-H Farm Bureau is helping with the packaging on April 21<sup>st</sup>. The CCCA pasture rent has been received. All available cost-share funds have been contracted.

Copies of AISWCD email communications were forwarded and reviewed. There was no IDOA-BLWR regional rep. report this month. There were no other communications.

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

## **OLD BUSINESS:**

There is no ruling yet from the appellate court on Walters' request of a new hearing. Rick escorted the directors and associates to the CCCA pasture to view the tree line and the fence the district would like to replace. The directors decided to hold off on bids for the fence until it is

decided what to do with the tree line. Rick will contact some tree services for suggestions on what to do with all the trees. Associate directors will be discussed in the summer. Gary looked into the Soil Health Soils Test and found the web site to be very vague. The board will not pursue this. Cathy reviewed NRCS' Civil Rights with the board. There was no other old business.

**NEW BUSINESS:**

AISWCD Annual Meeting and Summer Conference will be July 28-29, 2014. Matt will try to go, probably Terry as well. Rick will contact Pioneer to get seed donated for the auction. The district's Annual Meeting/conservation tour will be late August. Rick will check with Darryl Shike of Alexis to see if his EQIP projects can be toured. Employees did not request any NRCS training needs. Jule moved to allow Wendy to changed her work schedule to 4-days a week thru the summer; seconded by Wood; motion carried unanimously. Total hours worked will not change. There will not be a May meeting. The next meeting will be June 17.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, June 17 at 7:00 pm. There being no further business, Matt adjourned the meeting at 7:59 pm.

**COMING EVENTS:**

- IAAP Meeting – April 16 at Springfield at 10:00 am
- 4<sup>th</sup> Grade Trees – week of April 20
- Memorial Day, office closed – May 26
- Next Board Meeting – June 17 at 7:00 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator



# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

June 17, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held June 17, 2014 at the district office. Terry called the meeting to order at 7:03 p.m.

## PRESENT

Terry Davis, ch	Roger Smallwood, assoc. director
Matt Dutton, v ch	Rick Winbigler, resource conservationist, SWCD
Jule Allaman, sec.-treas.	Wendy Brokaw, administrative coordinator, SWCD
Wood Stortzum, director (arrive 7:15)	Cathy Olson, district conservationist, NRCS

**ABSENT** - Jamie Martin, director

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

Cardmember Service, tile repair/fuel (mule), office supplies, fish license	737.11
tile probes, internet, printer ink	
Kellogg Printing, print/mail newsletter	849.70
NACD, final dues	375.00
Logan Hollow Fish Farm, fish sales	4,895.25
Land Use Council 4, dues	50.00
Prairie Hills Forestry, 4 <sup>th</sup> grade trees	37.50
RW Troxell & Co, addl in marine insurance	66.00
Employee Mileage (AC/RC)	335.32
Director/Assoc. Mileage	<u>396.48</u>
TOTAL BILLS (less personnel expenses)	\$7,840.92

seconded by Jule; motion passed unanimously. Matt reviewed the bank statements. Wood arrived at 7:15 pm.

**REPORTS:** NRCS - Warren County status reviews are complete with no one out of compliance. One grazing plan has funded thru EQIP and one person was funded thru CSP. CRP program is approved. FSA is waiting to update their rules. Quite a few surveys were completed. Illinois is going from 5 Areas down to 4 Areas. Warren will likely go south, instead of staying with the north area. NRCS is planning to change the district conservationist position to a multi-county position. Warren/Henderson/Knox may be a group. Current DCs will then be called soil conservationists.

Rick has been assisting NRCS with surveying. The Warren-Henderson Farm Bureau assisted with packaging 4<sup>th</sup> grade trees. Rick delivered the trees and gave presentations. Twice, the wiring on the trailers has been cut. The vandalism has been reported to the police. Wendy completed the spring newsletter. She did not change her work schedule as approved at the last board meeting. The ag education advisory committee is advertising for a new ag coordinator. Sandy is resigning at the end of July. IAAP is changing its formation. There will no longer be chapters. Instead there will be 27 branches in the US. The SWCD chapter will disband on December 15, 2014.

AISWCD hired a new person to work with Nutrient Management/ Urban Manual. The state's Nutrient Management Plan being developed would cost the state \$800 million over 10 years to implement. The plan is to reduce runoff by 45% by 2025. Illinois is hosting a regional Envirothon at Loyola College. Terry attended the AISWCD quarterly board. There were 2 resolutions presented to the AISWCD, but were not voted on since most of the councils had not met to discuss them. The IDOA-BLWR regional rep. report was reviewed. Correspondence was a letter from AISWCD thanking the district for paying its dues. The board felt this was an unnecessary waste of postage.

**COMMITTEES: PERSONNEL** – Terry and Jule will schedule employee evaluations after the July board meeting. **FINANCE** – The board reviewed the current FY 2014 budget.

**LEGISLATIVE** – A summary status of bills, AISWCD was watching, was reviewed. The prevailing wage act was amended so that owners can build conservation practices themselves and not pay themselves the prevailing wage. The state's FY 2015 budget proposal shows SWCD at the same levels as last year. **EDUCATION/ INFORMATION** – No report. **CEDAR CREEK CONSERVATION AREA** – See Old Business.

**OLD BUSINESS:**

The Illinois Appellate Court (by a 2 to 1 vote) denied Walters' petition to set aside the Warren County ruling on the settlement for the unlawful harvesting of trees. Walters' has now submitted a request to the Illinois Supreme Court. DeJoode does not think they will consider the case. Time will tell.

The CCCA pasture renters have asked if the district would consider drilling a well. McDonough Power passes by the pasture. The pasture was rented as is. If a well is considered, a supplement for a well might need to be paid. No decision was made. Rick has not heard anything back on fencing or dozing bids.

AISWCD Annual Meeting/Summer Conference is July 28-29. Terry, Matt and Rick will be attending. Rick will contact Pioneer to donate seed corn for the AISWCD auction. Terry will be the voting delegate.

The district's Annual Meeting and conservation tour will be either Aug 21 or 28. Rick suggested a tour of Daryl Shike's EQIP grazing project and a tour of Alexis Fire Equipment and eating at Alexis Park. Wendy reviewed the FY 2014 expenses vs. budget. There a few expense items estimated to be more than the budget allows. Matt moved to increase the budget to cover those items as marked; seconded by Jule; motion carried. There was no other old business.

**NEW BUSINESS:**

Matt moved the directors go into closed session at 8:41 to review the minutes of the closed session in August 2013; seconded by Jule. Matt, Jule, Terry and Wood unanimously voted in favor of going into closed session. Wood moved to end the closed session at 8:44; seconded by Jule; motion carried unanimously. The minutes of the closed session in August 2013 will remain sealed. Jule moved to pass the prevailing wage ordinance for 2014; seconded by Wood; motion carried unanimously. The worksheet showing proposed FY 2015 budget was presented. Directors will review it and vote on it at the July board meeting.

The district can change the employee contract year to begin July 1, if it wishes. The board decided to leave it at Sept. 1 until next year. AISWCD resolutions were tabled until the July meeting. Jule moved to allow Rick and Wendy vacation time during the next couple of months; seconded by Matt; motion carried unanimously. There was no interest in the well testing program; too expensive.

The Land Use Council 4 meeting was rescheduled for July 8. Terry, Rick and Wendy will attend. The July meeting date is a conflict for several people. The July meeting is set for Tuesday, July 22 at 1:00 p.m. Other new business was Roger's request to resign as an associate director.

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

**COMING EVENTS:**

4<sup>th</sup> of July, office closed – July 4

Land Use Council 4 (rescheduled) – July 8 at Roseville

Next Board Meeting – July 22 at 1:00 pm

AISWCD A.M./Summer Conference – July 28-29 at Springfield

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

July 22, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held July 22, 2014 at the district office. Terry called the meeting to order at 1:08 p.m.

## PRESENT

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

**ABSENT** - Wood Stortzum, director

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

Cardmember Service, internet	49.28
AISWCD, summer conference meals & registration	<u>318.00</u>
TOTAL BILLS (less personnel expenses)	\$367.28

seconded by Jule; motion passed unanimously. The Warren County tax levy payment of \$1,500 was received. Jamie reviewed the bank statements.

**REPORTS:** Cathy is now in charge of the Macomb NRCS office for a few months. She will work Mon-Tues in Macomb, Monmouth Wed-Thurs and go to Stronghurst only as needed. Rick is working on the conservation tour, pricing computers, helping Monmouth College find fish for a project, and beginning fall fish sales. Wendy is working on renewing ads and directory listings in the newsletter for the coming year. Ag education coordinator, Sandy Bertelsen, is retiring at the end of July. Anna Damos will take over on July 28.

Land Use Council 4 met at Roseville on July 8. Resolutions were discussed and Envirothon income/expenses were approved. The nutrient loss strategy and the lack of AISWCD to support the program and SWCD involvement were discussed in depth. There are some personnel changes taking place at the AISWCD. There was no IDOA-BLWR regional rep. report.

**COMMITTEES:** PERSONNEL – Terry and Jule scheduled employee evaluations for August 19<sup>th</sup> at 10:30 am. FINANCE – No report. LEGISLATIVE – Local legislators should be invited to the district's annual meeting. EDUCATION/ INFORMATION – The district will continue to support Farm Bureau's Farm Safety Day by having Wendy assist with the program. CEDAR CREEK CONSERVATION AREA – See Old Business.

## **OLD BUSINESS:**

There is no news from the Illinois Supreme Court on the CCCA timber law suit. Rick is still getting bids for Fencing and tree removal on the pasture. A well for the pasture may be discussed later in the fall. Rick will check who farms across the fence from the CRP acreage. AISWCD Annual Meeting/Summer Conference is July 28-29. AISWCD Annual Meeting by-law change and resolutions were voted on. Jule moved to support the by-law allowing a majority vote to remove old resolutions (not 100%); seconded by Jamie; motion carried unanimously.

Jamie moved to vote in favor of Resolutions 1 (certainty program), 2 (nutrient loss program), 3 (soil health) with minor word changes; seconded by Matt; motion carried unanimously. Pioneer Seed is donating \$2500 of seed for the auction.

The Annual Meeting/Conservation Tour is scheduled for August 28<sup>th</sup>. It will start at Lake Warren. First stop will be at Simpson's pasture for rotational grazing/fencing, to Carver/Lee for CRP; Hulsizer for a waterway/drop box; Enderlin for basins; and DeBlieck for and OLD concrete structure, then back to the lake for a pork chop dinner. Farmland donated some pork loins.

The proposed FY 2015 budget was reviewed again. Matt moved to accept the proposed FY 2015 budget as presented; seconded by Jule; motion carried unanimously. There was no other old business.

**NEW BUSINESS:**

Jamie moved to approve the district's FY 2014 financial report; seconded by Jule; motion carried unanimously. Matt moved to approve the state's average FY 2015 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 Jamie; motion carried unanimously.

The district's Toshiba computer is having some issues. It is used for QuickBooks. Matt moved the board authorize Rick to purchase a laptop computer for not more than \$400; seconded by Jule; motion carried unanimously. The board needs to look into new associate members. Discussion will continue next month. The August meeting is set for Tuesday, August 19 at 1:00 p.m. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, August 19 at 1:00 pm. There being no further business, Terry adjourned the meeting at 2:42 pm.

**COMING EVENTS:**

- AISWCD A.M./Summer Conference – July 28-29 at Springfield
- Allison Farm Field Day – August 14
- Next Board Meeting – August 19 at 1:00 pm
- SWCD Annual Meeting/Conservation Tour – August 28 at 4:30 pm

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

August 19, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held August 22, 2014 at the district office. Terry called the meeting to order at 1:24 p.m.

## PRESENT

Terry Davis, ch

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Gary Gaskill, associate director

Rick Winbigler, resource conservationist, SWCD

Wendy Brokaw, administrative coordinator, SWCD

Marty McManus, IDOA Regional Rep.

**ABSENT** - Wood Stortzum, director; Jamie Martin, director

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

Cardmember Service, summer conference rooms, internet, LUC meals, mule fuel, new computer (239.98)	669.54
Kellogg Printing, print & mail newsletter	995.46
Monmouth Township, prevailing wage renewal	12.53
Jerry Hendel, computer work	60.00
TOTAL BILLS (less personnel expenses)	\$1,737.53

seconded by Jule; motion passed unanimously. Gary reviewed the bank statements.

**REPORTS:** There was no NRCS report. Rick and Wendy spent parts of the past month on vacation. Rick purchased a new computer for under \$400 and got programs reloaded. Wendy completed the Annual Report and newsletter. Wendy reported she had filled out the district's grant requests, using the same figures as last year (operations-\$70,000; CPP-\$10,000). Terry suggested that in the future, requests should show a minimum of 3% increase in requests each year.

Terry, Matt, and Rick gave summaries of the AISWCD Annual Meeting. All 3 resolutions passed. The new president is Myron Kirby. The new director training was terrible. The cover crop session was very informative. The seed corn, donated by Pioneer for the auction, brought \$2000. It was 1/3 of the total receipts for the evening. Marty presented the IDOA-BLWR regional rep. report. The T transect will be completed in spring 2015. Maximum state cost-share rates will remain at 60%. There will be a conservation cropping meeting in Macomb on Feb. 18, 2015. He gave deadlines for when cost-share funds need to be spent. Terry attended the Allison Farm Tour. He thought it was very informative.

**COMMITTEES:** PERSONNEL – Terry and Jule completed employee evaluations, prior to the board meeting. Both employees received a more than satisfactory rating. Looking for grants will be added to next year's employee evaluation duties. FINANCE – Bob Shimmin reviewed the financial records and found them to be in order. LEGISLATIVE – Terry suggested state legislators need to be educated on the nutrient management strategy. EDUCATION/ INFORMATION – The W-H Farm Bureau is sponsoring Farm Safety Day for 5<sup>th</sup> graders at Stronghurst on Sept. 18. CEDAR CREEK CONSERVATION AREA – See Old Business.

**OLD BUSINESS:**

There is no news on the timber settlement appeal at the Illinois Supreme Court. Rick will get bids for fencing on the pasture and tree removal on the crop ground. Morlings may be interested in farming the cropland, if trees are removed. The Annual Meeting/Conservation Tour is scheduled for August 28th. We will meet at Lake Warren shelter house north of Monmouth. Farmland is donating pork loins, and rick will ask Farm King for chips. Terry will contact John Wynne and Matt will contact Adam Martin to find out if they are interested in becoming associate directors. There was no other old business.

**NEW BUSINESS:**

The board accepted the personnel evaluations. Since the staff has not received raises in seven years, they requested the board consider a nominal increase in salaries. Matt moved to approve employee contracts with 2.5% salary increase for each employee; seconded by Jule, motion carried unanimously. There are two Certificate of Deposits due to mature on 9/4/14. Current rates show one year renewal rates are 0.55%. Jule moved the staff look at other businesses to find the best rate that meets the district's investment policy; seconded by Matt; motion carried unanimously.

Matt moved the district's General Election of directors be held, Tuesday, February 17, 2015; seconded by Jule; motion carried unanimously. The board decided to have a September meeting. It will be Tuesday, September 16 at 7:30 pm. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, September 16 at 7:30 pm. There being no further business, Terry adjourned the meeting at 3:12 pm.

**COMING EVENTS:**

SWCD Annual Meeting/Conservation Tour – August 28 at 4:30 pm

Labor Day, Office Closed – Sept. 1

Next Board Meeting – September 16 at 7:30 pm.

W-H Farm Bureau Farm Safety Day – Sept. 18 at Stronghurst

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

September 16, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held September 16, 2014 at the district office. Matt called the meeting to order at 7:00 p.m.

## PRESENT

Terry Davis, ch (arrived 7:06)

Matt Dutton, v ch

Jule Allaman, sec.-treas.

Wood Stortzum, director

Jamie Martin, director

Rick Winbigler, resource conservationist (RC), SWCD

Wendy Brokaw, administrative coordinator (AC), SWCD

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

Cardmember Service, internet, filter fabric, supplies, printer ink, tour food	2,553.70
Jerry Hendel, computer work	<u>380.00</u>
TOTAL BILLS (less personnel expenses)	\$2,933.70

seconded by Jule; motion passed unanimously. Jamie reviewed the bank statements. Terry arrived at 7:06.

**REPORTS:** There was no NRCS report. Rick is gathering farmer emails <sup>addresses</sup> from ~~FSA~~. He is using them for fish sales and building a database to use for emailing the newsletters. He organized the conservation tour and found donations for the food. Wendy completed a survey that the district would be interested in assisting NRCS with administrative duties. She completed and submitted the IDOA financial form and the comptroller's report for fiscal year 2014. She assisted the Farm Bureau with 4<sup>th</sup> Grade Ag Day and Farm Safety Day. The new employee evaluations were completed. Wendy checked with IDOA to see if there was anything the district could do to get ready for their Farm Bill grant; nothing yet. She also checked the grant program for Nutrient Research & Education Council (NREC). Their grants were mostly for research.

Terry reported the changes happening at AISWCD. The Executive Director, Rich Nichols, has retired and is being replaced by Kelly Thompson. Sherry Finn, secretary, is leaving at the end of the month. There was no IDOA-BLWR regional rep. report. But Terry reported there are several individuals at the Bureau eligible for retirement. Alan Gulso will be retiring at the end of December and also possibly Terry Savko.

**COMMITTEES:** PERSONNEL – No Report. FINANCE – Rick checked with State Farm Bank for CD rates. We could get 2.13%, but had to lock it in for five years. CDs were renewed at Midwest Bank at 0.55% for 12 months. LEGISLATIVE – There is concern with EPA's proposed changes in the definition of waters of the US. EDUCATION/ INFORMATION – Board and staff reviewed the Annual Meeting and Conservation Tour held on Aug. 28. Even though it rained, speakers were able to present their information at the shelter house. Most of the food was donated. Total food cost to the district was \$20.00. The W-H Farm Bureau is sponsoring Farm Safety Day for 5<sup>th</sup> graders at Stronghurst on Sept. 18. CEDAR CREEK CONSERVATION AREA – See Old Business.



**OLD BUSINESS:**

There is no news on the timber settlement appeal at the Illinois Supreme Court. Rick has not gotten bids yet for fencing on the pasture or tree removal on the crop ground (previously CRP). Adam Martin is not interested in being an associate director at this time. Terry had talked to Kyle Whiteside. He was planning to come to the board meeting, but did not make it. Terry will contact John Wynne to become an associate director. There was no other old business.

**NEW BUSINESS:**

FY 2015 IDOA Grant Agreement has arrived. The district will received \$51,052.00 in grant funds and \$2800 in cost share funds. The grant has some new requirements in it. The most important one requires every district to have a current Long Range Plan on file. There will be training on this at winter training. Matt moved the district sign the grant agreement; seconded by Jamie; motion carried unanimously. FY 2015 employee evaluation standards were emailed to everyone. It is the same as last year with an inclusion of applying for at least one grant. Jule moved the standards be approved as presented; seconded by Wood; motion carried unanimously.

IDOA has submitted a pre-proposal for a grant through the Farm Bill's Regional Conservation Partnership Program (RCP). IDOA sent a letter asking if SWCDs are interested in participating in the grant, if it is approved. The district is interested, but will not vote to participate until more information is available. Wood moved to authorize Terry to sign the "Acknowledgment of Section 1619 Compliance" with NRCS; seconded by Matt; motion carried unanimously. Rick asked if members were interested in receiving State Rep. Norene Hammond's newsletter. Terry already gets it, but Jule would be interested.

The board approved putting an ad for the aerway in the Farm Bureau's newsletter. The ad from last year will used. The board decided not to have an October meeting, unless it rained and there was business to conduct. If there is no October meeting, the next board meeting will be Tuesday, November 18 at 7:00 pm. Since IAAP will be disbanding in December, Wendy asked the board if they would be interested in putting a small donation towards a new state organization. They will probably give \$15. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, November 18 at 7:00 pm. There being no further business, Terry adjourned the meeting at 8:16 pm.

**COMING EVENTS:**

- W-H Farm Bureau Farm Safety Day – September 18 at Stronghurst
- Columbus Day, Office Closed – October 13
- IAAP Meeting – October 15 at Springfield
- Veterans' Day, Office Closed – November 11
- Next Board Meeting – November 18 at 7:00 pm
- General Election of Directors – February 17, 2015

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

November 18, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held November 18, 2014 at the district office. Terry called the meeting to order at 7:28 p.m.

## PRESENT

Terry Davis, ch	Gary Gaskill, associate director
Matt Dutton, v ch	Rick Winbigler, resource conservationist, SWCD
Wood Stortzum, director	Wendy Brokaw, administrative coordinator, SWCD
	Cathy Olson, NRCS district conservationist

**ABSENT** - Jule Allaman, sec.-treas.; Jamie Martin, director

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

Cardmember Service (2): internet (2), storage rent, aerway & trailer repairs, mule fuel	731.77
Kellogg Printing, print & mail newsletter	849.85
Logan Hollow Fish Farm, fish	9,496.00
ISWCDEA, dues & registration training (2)	50.00
NACD, dues	775.00
Gatehouse Media, legal notice of budget	26.40
R.W. Troxall, inland marine insurance	350.00
W-H Farm Bureau, aerway ad (2)	60.00
TOTAL BILLS (less personnel expenses)	\$12,319.02

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

**REPORTS:** Cathy is done with work in Macomb. She will be back working in just Warren & Henderson Counties. She has two CSP renewal contracts to complete. Rick has been working with Mary, NRCS technician, completing surveys. He replaced a bearing on the aerway. Wendy completed IDOA's financial management reports and comptrollers report. She prepared the fall newsletter and updated the FY 2015 Annual Plan of Work (APW).

The AISWCD sent a letter explaining the mismanagement of funds by the office assistant, who has resigned and paid back the funds with interest. The quarterly board packet was reviewed. The IDOA-BLWR regional representative's report was reviewed. There will a conservation cropping meeting in Macomb on Feb. 18. The T transect will be completed in spring 2015.

**COMMITTEES:** PERSONNEL – No report. FINANCE – The received an approval letter from IDOA saying finance management report was in order. LEGISLATIVE – No report. EDUCATION/ INFORMATION – No report. CEDAR CREEK CONSERVATION AREA – See Old Business.

**OLD BUSINESS:**

There is still no news on the timber settlement appeal at the Illinois Supreme Court. Rick asked the directors if they would be interested in having an EQIP contract on the CCCA pasture area through the tenant, Jeff Jensen. Cathy presented the plan as shown to Jeff. The plan would include drilling a well, installing fence and a following a grazing plan. The district will pay for any expenses not covered by EQIP. And if EQIP payments exceed expenses, the district will receive the difference. The district will handle the scheduling of the work, using Jeff's preference in contractors. Wood moved to allow Jeff to submit an EQIP application; extend the pasture lease one more year; contact DeJoode to develop a written agreement between the district and the tenant on payments and bills; seconded by Matt; motion carried unanimously. Jeff wanted CGB asked to do the soil testing.

Rick will look into the cost of removing trees on the CRP/cropland. Wood moved to approve the FY 2015 Annual Plan of Work (APW) as presented; seconded by Matt; motion carried unanimously. Adam Martin is not interested in being an associate director at this time. Terry will contact John Wynne. A list of potential associates was read, but no action was taken. There was no other old business.

**NEW BUSINESS:**

Wood moved to renew the CREP contract with the state; seconded by Matt; motion carried unanimously. There are cover crop grants available. Rick will check on the specifics. Wood moved to submit a tax levy request of \$5,689 to Warren County; seconded by Matt; motion carried unanimously.

Matt moved the district's General Election of two directors be held, Tuesday, February 17, 2015, there will be no absentee ballots and nomination will be made by petition; seconded by Wood; motion carried unanimously. Matt moved the district employees attend winter training in Springfield on Dec. 2-3; seconded by Wood; motion carried unanimously. Wood moved to give staff the Friday after Thanksgiving as a paid holiday; seconded by Matt; motion carried unanimously.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, December 16 at 1:00 pm. Lunch will be provided at noon. There being no further business, Terry adjourned the meeting at 9:30 pm.

**COMING EVENTS:**

- Land Use Council 4 – November 19 at Roseville Lanes at 10:00 am
- Thanksgiving Holiday, Office Closed – November 27 & 28
- Employee Winter Training – December 2-3 at Springfield
- Next Board Meeting – December 16 at 1:00 pm.
- General Election of Directors – February 17, 2015

# WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT

December 23, 2014

**REGULAR:** The regular monthly meeting of the Warren County SWCD board was held December 23, 2014 at the district office. Terry called the meeting to order at 12:55 p.m.

## PRESENT

Terry Davis, ch  
Matt Dutton, v ch  
Jule Allaman, sec.-treas.  
Jamie Martin, director

Gary Gaskill, associate director  
Rick Winbigler, resource conservationist, SWCD  
Wendy Brokaw, administrative coordinator, SWCD  
ABSENT - Wood Stortzum, director

**MINUTES and FINANCE:** Matt moved the November minutes, November treasurer reports, time sheets, employee sec. 105 payments (\$3900) and the following bills be approved:

QuickBooks, renew payroll	349.00
Cardmember Services: employee winter training, fuel, flags, internet	
Land Use Council 4 meals	416.69
AISWCD, 1/2 dues	765.78
Director Mileage (direct deposit)	738.08
Rick Winbigler, mileage (direct deposit)	248.64
Wendy Brokaw, mileage (direct deposit)	<u>358.40</u>
TOTAL BILLS (less personnel expenses)	\$2,876.59

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

**REPORTS:** Mary (NRCS technician) is learning the use of the Auto-Cad program. Rick and Mary are working on layouts and surveying. Rick and Wendy attended winter training. The annual event was well organized and employees learned several ideas to use locally. Wendy received the Employee of the Year award. Congratulations were given.

There was a Land Use Council 4 held in late November. A review of the Council by-laws found that the Council has not had enough directors for a quorum. There will be a Council annual meeting on February 26. Hopefully enough directors will attend so past business actions can be approved and the by-laws can be amended.

Email communications from AISWCD were forwarded and reviewed. So far the changes in AISWCD personnel have been running smoothly. Terry thinks the nutrient loss reduction strategy (NLRS) plans should be watershed based. Kara (Knox Co SWCD) has asked employees informally, if Warren and Henderson would be interested in developing a plan on Cedar Creek. The IDOA-BLWR regional rep. report was reviewed.

**COMMITTEES:** PERSONNEL – No report. FINANCE – Winter training accountant speaker said districts should put tax levy funds in a separate sub-account to show proof funds are being used properly. Wendy will change this before the next meeting. LEGISLATIVE – There will be a legislation day on March 10. EDUCATION/ INFORMATION – No report. CEDAR CREEK CONSERVATION AREA – See Old Business.

**OLD BUSINESS:**

Re: timber settlement: The district received a copy of DeJoode's submittal to the Illinois Supreme Court and also a copy of the defendants' submittal. The defendants continue to use the district's lack of ownership as a major reason for requesting to have the settlement over turned. The case will be heard on January 21<sup>st</sup> in Springfield.

Terry and Rick will meet with DeJoode to develop an agreement between the district and pasture renter, Jeff Jensen, to enter into an agreement so Jeff may submit an EQIP application to improve the district's CCCA pasture. There is no hurry to get fence bids as it will not be completed until the fourth year of the EQIP contract. Rick has not contacted anyone to find interest in farming the CCCA cropland.

Associate directors were discussed. Suggestions were made, but no action was taken. The general election for two SWCD directors is February 17, 2015. Jamie agreed to run for another 2-year term. Wood will not run. At least one individual needs to be found to run for director. Petitions will be available for all individuals wanting to be on the ballot.

The district's Christmas gathering will be Jan. 9 at the Petey's in Monmouth at 6:30 pm. There was no other old business.

**NEW BUSINESS:**

A brief discussion was held on developing a Long Range Plan. Wendy will ask NRCS to assist with this project. She hopes to send out a request to directors and associates to list everyone's top 10 priority items for the district. Jule moved the staff receive \$100 gift each and reimburse Terry for gifts (total of \$400); seconded by Jamie; motion carried unanimously. Matt moved to approve the new 105 plan for each employee; seconded by Jamie; motion carried unanimously. Matt moved to pay registration so Rick can attend a conservation cropping seminar at Macomb; seconded by Jamie; motion carried unanimously. There was no other new business.

The **NEXT SCHEDULED BOARD MEETING** will be Tuesday, January 20 at 1:00 pm. There being no further business, Terry adjourned the meeting at 2:29 pm.

**COMING EVENTS:**

- Christmas Holiday, Office Closed – December 25-26
- New Year's Day, Office Closed – January 1, 2015
- M L King Birthday, Office Closed – January 19
- Next Board Meeting – January 20 at 1:00 pm
- General Election of Directors – February 17, 2015

Minutes taken and transcribed by Wendy Brokaw, administrative coordinator