

MONTHLY BOARD MEETING MINUTES

Tuesday, November 17, 2015

- I. CALL TO ORDER - On Tuesday November 17, 2015, at 7:06 pm a regular meeting of the Board of Supervisors of the St Joseph County SWCD at the Centre Township Branch of the St. Joseph County Public Library was called to order by John Dooms, Chairman.**

PRESENT – SWCD

John Dooms, Chair/Supervisor
Stacey Silvers, Supervisor
Jeremy Cooper, Vice-Chair/Supervisor
Mike Burkholder, Supervisor
Arlene Schuchman, Supervisor

PRESENT – SWCD/NRCS

Debbie Knepp, NRCS DC
James Rodriguez, NRCS SC
Jan Ivkovich
Rick Glassman, SWCD EEC
Sandra Hoffarth, SWCD Admin Assistant

Present -

EX-OFFICIO

n/a

PRESENT –

Public

David Straughn

Rose Calhoun

ABSENT – SWCD

Sarah Longenecker, SWCD CC

Jim LaFree

Dale Stoner

Dave Vandewalle

Chuck Lehman

Randy Matthys

Dru Wrasse

Carole Riewe

Richard Schmidt

Dave Craft

Joe Long

- II. ADDITIONS TO AGENDA - Old Business, e. NRCS Agreement update**

III. REGULAR BUSINESS

- A. Legislative Updates – N/A**

- B. Conservation Moment – Knepp told the board the process for contract violations.**

- B. Indiana Conservation Partnership Updates – Hoffarth gave copies of all 4 proposed resolutions that will be voted on at the 2016 Annual Conference. Discussion was opened on how to vote for each resolution. The board will vote at the December board meeting on each of these resolutions. Cooper will be our delegate at the January business meeting during Annual Conference.**

- C. Minutes: October 20, 2015 board meeting– The minutes were reviewed. Forestry was supposed to be section b. under committee reports. Section c. education needed a correction, *Glassman updated the board about owl prowls.* Approved with these corrections.**

- D. Treasurer’s Report: (10/21/15-11/17/15) – The treasurer’s reports were both reviewed and approved as submitted.**

- E. Approval of Claims (10/21/15-11/17/15) - A motion (Silvers, Cooper) was made to approve Claim Nos. 11053-11062 for a total of \$4,384.28 as presented. Motion carried.**

IV. OLD BUSINESS

- A. St. Joseph Co. Soil & Water Conservation Partnership Staff Written Reports – The field office report was presented to the board and reviewed. (Attached). Rodriguez went over the NRCS talking points (attached).**

B. Committee Reports

- a. Christmas Party – Cooper informed the board that we have not found an alternate location and therefore the committee is recommending we not have a Christmas party this year.**

- b. Annual Meeting – Schuchman reported that the committee has been discussing via e-mail the ticket prices. With increasing catering costs it is the recommendation of the committee to increase tickets from \$12.50 to \$15.00 per person for 2016. A Motion (Schuchman, Cooper) was made and carried. It was agreed award winners, legislatures & staff will still receive complementary tickets.**

- c. Grants – Cooper announced that we were approved for both CWI grants that we applied for! Cooper also let the board know of an opportunity to help a producer install a water pipeline for livestock grazing with a landowner Longenecker & Knepp have been working with. The landowner does have an application in for EQIP however the pipeline is needed before winter hits whereas EQIP wouldn’t be funded until 2016. It is the recommendation of the committee to release \$800 to cover this cost. Final payments would be made based on actual measurements at the time of installation. A motion (Cooper, Burkholder) was made. Both carried.**

- d. Rural Conservation – Burkholder updated the board on the beginning planning for our 2016 Producers Meeting. The date is tentatively set for March 23. Longenecker is looking at key note speakers and trying to figure out the best date to get the best speakers! We will be combining with Marshall and Starke County and have decided to use Swan Lake Conference Center. The committee will be meeting Friday November 20. More details to come in the following months.**

- e. Education – Glassman gave a final owl prowl report. This year there was a net profit of \$631.46. We still are awaiting our invoice from St. Pat’s Park for \$350 but that is included in the net profit amount.**

- C. **Landfill Inspection** –Schuchman attended the inspection for the first time and encourages everyone to go at least once. She had an interesting experience being able to go up and see how it all functions.
- D. **Audit & Bond** – Hoffarth let the board know that we have received our final audit report. The only problem found was the bond issue which we were aware of. Hoffarth has sent off the applications for both herself and Longenecker to be bonded at \$15,000 each starting 1/1/2016. The cost for each is \$100 for a total of \$200 per year. A motion (Cooper, Burkholder) was made to release \$200 to cover the bond fee. Motion carried.
- E. **NRCS – PSS Contract Agreement** – Hoffarth gave an update that we have finally received our contract. She will be covering not only St. Joseph county but Miami & Wabash counties as well. We can only be reimbursed for work done with 2015 contracts at this point. We are encouraged to go ahead and work on 2016 contracts with the hope that we will receive another contract next year for 2016.

V. **NEW BUSINESS**

- A. **Schedules/ Upcoming Events / Any Related Claims** - calendars were handed out explaining upcoming special events & holiday schedules.
 - a. **Annual Conference** – January 14-15, 2016. Those who would like to attend please let Hoffarth know ASAP. Early registration ends December 1st. Cooper will be registered as the delegate. Hoffarth & Glassman would like to attend the full conference, Longenecker and Dooms are still debating. A motion (Cooper, Burkholder) was made to release \$600/person with a max of 6 people (\$1,200) for registration and hotel fees. Motion carried.
 - b. **Leadership Institute – Dec 4-5 – Leadership in Change** – Cooper, Ivkovich, Schuchman, Silvers & Wrasse have all attended this workshop. Anyone interested in attending this workshop needs to let Hoffarth know by the November 19th deadline.
 - c. **Toolkit Training** – Hoffarth let the board know the date has changed from December to January 6-7.
 - d. **IASWCD Training** – Glassman asked the board if they felt he needed to attend this training after going over the agenda the board agreed only Hoffarth needs to attend this training.
- B. **Nametags** – It has been noticed that some staff and board members do not have SWCD nametags. A motion (Cooper, Silvers) was made to release a max of \$8.00/staff and board member who needs one. Hoffarth will reach out to the board to find out who needs one. Motion carried.
- C. **IDEA Fall Conference 2016** – will be held in the NNE district this year. Hoffarth was asking permission to join and help with the planning committee which will involve time and use of the district vehicle. Board approved.
- D. **2016 Budget & Annual Work Plan** – Dooms asked the board to take their copies home and let them know before the December board meeting of any corrections or if they have questions. Both will be voted on at the December meeting.
- E. **2016 Donor Program** – Hoffarth informed the board the letters will be going out later this week. Please feel free to get copies from the office to ask family, friends, co-workers, and places of business for donations!
- F. **PNC – CD’s & Credit card offer** – Hoffarth informed the board that our current savings account balance (over 100k) is paying .1% which comes to about \$8.50/month. Once we go below 100k we will only earn .01% or \$0.80/month. She looked into CD’s which might earn a little more interest with our reserve money. She suggested split \$30,000 into 3 cd’s, 12 month (.15%), 24 month (.2%) & 36 month (.3%). We have also received an offer for a cash back credit card that has no fees. Hoffarth checked with SBOA and it is ok to do this. We would have to apply for new credit cards as we are unable to take our current ones and transfer them to cash back. Board would like Hoffarth to look into both a little more as far as what estimate interest earned on cd’s and cash back. Hoffarth will also confirm what our insured amount is. Tabled to December.

VI. **PRIVILEGE OF FLOOR** – Hoffarth included the quarterly letter from the IASWCD President in the agenda packet. Glassman included two of the Spring Tillage transect maps. For full details including more maps please contact the office. Knepp explained the transect, they have a set route with stops every ½ mile where they must record what is on the left and right side.

VII. **ADJOURNMENT** – The board meeting adjourned at 8:37 pm.

Approved by:

Respectfully submitted,

Sandra Hoffarth

Administrative Assistant

St. Joseph County Soil & Water Conservation District

2903 Gary Drive, Plymouth, IN 46563

Email: Sandra.hoffarth@in.nacdnet.net

www.stjosephswcd.org

Supervisor

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