



**St. Joseph County  
Soil & Water Conservation District**

Plymouth USDA Service Center • 2903 Gary Dr, Ste 1 • Plymouth, IN 46563 •  
Phone: 574-936-2024x4  
Fax: 855-496-7861 • Email: info@stjosephswcd.org • Website:  
www.stjosephswcd.org

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**MONTHLY BOARD MEETING MINUTES**

**Tuesday, September 15, 2015**

- I. CALL TO ORDER - On Tuesday September 15, 2015, at 7:05 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  
Jeremy Cooper, Vice-Chair/Supervisor  
Mike Burkholder, Supervisor  
Stacey Silvers, Supervisor  
Sandra Hoffarth, SWCD Admin Assistant  
Rick Glassman, SWCD EEC  
Sarah Harville, SWCD CC

**PRESENT – SWCD/NRCS**

Debbie Knepp, NRCS DC  
James Rodriguez, NRCS  
Dale Stoner  
Dave Vandewalle  
Carole Riewe  
Richard Schmidt

**PRESENT – SWCD**

Jim LaFree  
Dru Wrasse  
Jan Ivkovich

**ABSENT – SWCD**

Arlene Schuchman, Supervisor  
Chuck Lehman  
Randy Matthys  
Dave Craft  
Paul Williams, III  
Joe Long

- II. ADDITIONS TO AGENDA - Dooms added to new business subject C. Resignations**

**III. REGULAR BUSINESS**

**A. Legislative Updates – N/A**

**B. Conservation Moment – Knepp told the board the process for doing a Wetland Determination from start to finish.**

**B. Indiana Conservation Partnership Updates – n/a**

**C. Minutes: August 18, 2015 board meeting– The minutes were reviewed and approved as submitted.**

**D. Treasurer’s Report: (8/18/15-9/15/15) – The treasurer’s reports were both reviewed and approved as submitted.**

**E. Approval of Claims (8/18/15-9/15/15) - A recommendation (Cooper, Riewe) & motion (Cooper, Silvers) was made to approve Claim Nos. 11030-11038 for a total of \$1,369.14 as presented. Both carried.**

**IV. OLD BUSINESS**

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

**B. Committee Reports**

**a. Grants –**

**i. CWI - Cooper reminded the board of the two CWI grants that St. Joseph County would be participating in. The first one Marshall County will be taking the lead on is with rain gardens and the second St. Joseph will take the lead which is identical to one we applied for in 2013. Recommendation from the committee (seconded by Silvers) is to approve \$3,000 in district funds and equivalent of 600 hours for technical assistance to be used for the St. Joseph co. lead grant. Motion (Cooper, Silvers) was made. Both carried. Recommendation from the committee (seconded by Ivkovich) is to approve \$3,000 in district funds and equivalent of 45 hours for technical assistance to be used for the Marshall Co. lead grant. Motion (Burkholder, Cooper) was made. Both carried.**

**b. Forestry**

**i. Forestry Field Day – Harville updated the board on the Forestry Field Day that will be on Saturday October 17, 2015 from 9am-Noon at Bob Feitz Farm located at 67998 Linden Rd, Lakeville, IN 46536.**

**ii. Tree Sale Postcards – After discussing the cost (about \$500) with the committee vs. number of orders received from the tree sale mailing list (less than 200 total orders in 2015), it was deemed too expensive and to not move forward with postcards. Information will be included on the website, Facebook and the Nov/Dec newsletter.**

**c. Rural Conservation – Burkholder gave an update on the 2016 Producer’s meeting. Possible dates are March 16 or March 23. First choice for location is Swan Lake Conference Center with Amish Acres, Newton Center or Century Center as other options depending on pricing/availability. Looking at getting keynote speaker(s) with breakout sessions. Possible topics to include: economic outlook, gypsum, soil chemistry/biology, new equipment/technology for conservation farming, political outlook on conservation/EPA regulations, cover crops 101 and advanced, no-till/strip-till, new fertilizer tech-slow release, PARP topics from extension. This is still in the development stages with more information to come in the following months. The committee has**

also discussed having a field day in early September 2016 at Randy Ehninger's farm who has offered 20 acres to establish cover crop plots. More information to come later.

- d. **Education** – Glassman updated the board on how his schedule is doing for the 2015-2016 school year. Numbers are down still with plenty of dates available. 6 swamps stomps, 10 owl prowls as well as school programs scheduled so far. Trying to get in contact with Jr/Sr high schools, FFA, & colleges to try to “reinvent” programs to older students.
- C. **Landfill Inspection** – Fall inspection will be on October 20<sup>th</sup> if any board member would like to attend on behalf of the board please contact Sarah at the office.
- D. **Quarterly Supervisors Meeting** – it is time to schedule the next ¼ meeting. Supervisors will meet after the board meeting to decide on a date.
- E. **Audit** – August 26<sup>th</sup>-September 3<sup>rd</sup> we had our State Board of Accounts audit. Final report should be given within 45 days of finishing. The only comment they had was about the bond. (see next point)
- F. **Surety Bond** – Hoffarth found out on August 24<sup>th</sup> that we are not covered by the county's bond insurance. Therefore we need to provide a minimum of \$15,000 surety bond to anyone involved with the books (Hoffarth, Harville). Hoffarth started the application with the insurance then received the call for the audit! Part of the application is a copy of the most recent audit. Decided to hold application until we receive this audit paperwork. She will then report on cost for the bonds.
- G. **Christmas Party** – After checking dates December 11<sup>th</sup> won't work for most people. Hoffarth will work with Schuchman to try and set another date with the church and report back next month.

V. **NEW BUSINESS**

- A. **Schedules/ Upcoming Events / Any Related Claims** - calendars were handed out explaining upcoming special events & holiday schedules.
  - a. **QuickBooks Training – September 24<sup>th</sup> – Rochester, IN** – Hoffarth asked for \$25 to be released for registration for this training. Recommendation (Wrasse, LaFree) and motion (Burkholder, Silvers) was made for the release. Both carried.
- B. **Website** – Hoffarth looked into several options for updating our current website. She met with several web developers with the cost being too expensive or not the quality/need of our district decided to look into other options. With the help of the Marketing committee she created a new site through wix.com. Currently the site is: <http://sandrahoffarth.wix.com/stjosephswcd> Once our contract is finished with Khimaira we can transfer our domain name (stjosephswcd.org) so we will not have to change that. To do it through wix.com is free (other than Hoffarth's time to construct) until we transfer our domain then it will be \$149.04/year (currently we pay \$120/year). Hoffarth gave short demo of new site. Board gave the ok to continue down this avenue.
- C. **Resignations** – Dooms read a letter (see attached) from Paul Williams, III resigning as an associate supervisors due to time restraints from his business. A recommendation (Silver, LaFree) was made to accept his resignation.

VI. **PRIVILEGE OF FLOOR** – n/a

VII. **ADJOURNMENT** – The board meeting adjourned at 8:25 pm.

*Respectfully submitted,*

**Sandra Hoffarth**

**Administrative Assistant**

**St. Joseph County Soil & Water Conservation District**

Plymouth USDA Service Center

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Plymouth, IN 46563

Email: [info@stjosephswcd.org](mailto:info@stjosephswcd.org)

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**Approved by:**

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Supervisor

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Supervisor

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Supervisor











# Williams Expert Pivot & Pump, Inc.

*Agricultural Irrigation Specialists*

Saint Joseph County SWCD  
2903 Gary Drive  
Plymouth, IN 46563

September 9, 2015

Dear Chairman Dooms,

I am writing to you today to resign my position as an associate supervisor on the St. Joseph County SWCD board. I no longer am able to commit the time necessary to be an asset to the board due to the obligations of my business.

I have enjoyed my time serving this board over the past several years as an associate supervisor, supervisor, and chairman. I wish you continued success in bringing conservation to our county and hope that I may be able to have time in the future to continue my association with the board.

Thank you for allowing me to be a part of this board for the last nearly 20 years.

Sincerely,

Paul Williams III

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style and is positioned below the printed name "Paul Williams III".