

## MONTHLY BOARD MEETING MINUTES

**I. CALL TO ORDER - On Tuesday May 18, 2021, at 7:03 pm a zoom meeting of the Board of Supervisors of the St Joseph County SWCD was called to order by John Dooms, Chairman.**

**PRESENT – SWCD**

John Dooms, Chair/Supervisor  
Dave Vandewalle, Supervisor  
Mike Burkholder, Supervisor  
Chris Matthys, Supervisor  
David Straughn

**PRESENT – SWCD/NRCS**

Sarah Longenecker, SWCD CC  
Sandra Hoffarth, SWCD AA  
Sam Buchanan, SWCD EEC  
Debbie Knepp, NRCS DC

**Present - EX-OFFICIO**

Rachel Rawls –  
Purdue Extension

**PRESENT – Public**

**ABSENT – SWCD**

Sam James, Supervisor  
Chuck Lehman  
Dru Wrasse  
Richard Schmidt  
Randy Matthys  
Dave Craft

**II. ADDITIONS TO AGENDA – New Business item D. IDEA Conference**

**III. REGULAR BUSINESS**

- a. **Legislative Updates** \*details were e-mailed the next day after receiving from IASWCD – Budget(s) All figures before reserve, per Fiscal Year. x 2 for biennium figure

	FY21	4/30/21 Balance	FY22	Difference (FY21-FY22)
Clean Water Indiana				
General fund	970,000	-	970,000	0
Cig tax	2,963,546	-	2,519,014	-444,532 (15%)
Total	3,933,546	209,991	3,489,014	-234,541
Soil Conservation				
Cig tax	1,418,471	0	1,205,700	-212,771 (15%)

- CWI FY 22 (7/1/21 – 6/30/22) budget to be presented to SSCB for vote at 7/20/21 Board meeting
  - ISDA will propose taking the approx. 235k cut out of the traditional 660k Conservation Reserve Enhancement Program (CREP) annual investment. If SSCB approves ISDA would work to maintain match requirements with USDA-FSA and private CREP partners. Includes maintaining SE Resource Specialist CREP Leader vacancy. This move would maintain the traditional \$ amount for CWI competitive grants
  - CWI FY 23 will likely have a similar plan with larger cut to CREP since we likely won't have any rollover balance. This move would maintain the traditional \$ amount for CWI competitive grants. Division of Soil Conservation FY 22. Maintaining some vacancies, reducing discretionary spending, charging indirect rates on incoming grants.
- b. **Indiana Conservation Partnership Updates** – Purdue Extension will be working with local farmers on SARE grants. They received a grant to work with women in urban agriculture and to put on programs. They will be in contact later to get partners for those programs.
- c. **Minutes April 20, 2021 board meeting** – Board Minutes were reviewed and approved as presented.
- d. **Treasurer's Report: (4/17/2021-5/17/2021)** – A motion (Matthys/Burkholder) was made to approve the treasurer's report as submitted. Motion carried.
- e. **Approval of Claims (4/17/2021-5/17/2021)** – A motion (Burkholder/Vandewalle) was made to approve Claim Nos. 11626-11629 for a total of \$765.88. Motion carried.

**IV. OLD BUSINESS**

- a. **St. Joseph Co. Soil & Water Conservation Partnership Staff Reports**
- i. **Field Office Report** – The field office report was presented to the board, reviewed & discussed. Dooms announced that Sam Buchanan will be leaving us at the end of the month. (Attached)
  - ii. **NRCS Talking Points** – Knepp presented the NRCS talking points (attached).
- b. **Committee Reports**
- i. **Annual Meeting 2022** – Dooms reported that St Hedwig is available just about any day we'd like in January and February at this time. After some discussion on possible dates, it was decided to reserve February 11, 2022 as our date for the 62<sup>nd</sup> Annual Meeting (Feb 18<sup>th</sup> snow date).
- c. **Tillage Transect Results** – Longenecker went over the transect results (attached).
- d. **CISMA**
- i. **Call Out Meeting Recap** – Longenecker reported that we had about 20 participants on the zoom meeting and most were from St Joseph County. This was a successful meeting to inform those interested in what a CISMA is.

ii. **Meet and greet hike** - The next step to creating our CISMA will be a meet and greet hike at Prairie Winds Farm in June (exact date and time TBA).

e. **NRCS Civil Rights annual review** – Knepp went over the civil rights and responsibility of the board (attached).

**V. NEW BUSINESS**

a. **Schedules/ Upcoming Events / Any Related Claims** - calendars explaining upcoming special events & holiday schedules on the back of the agenda.

i. **Location and time for upcoming board meetings** – Hoffarth contacted the library and found out we should be able to start requesting to use the meeting rooms in June and to be able to use the rooms starting in July. Dooms will get with Hoffarth to set a location and time for June’s meeting.

b. **Vector Art** – Hoffarth informed the board that Marshall County SWCD was able to clean up their logo and received several formats of vector art. Our logo needs this same clean up and was quoted \$50 to accomplish this. A motion (Burkholder/Matthys) was made to release \$50 for vector art and logo clean up. Motion carried.

c. **Urban Soil Health Program with IASWCD** – We received an invoice from IASWCD for \$1,700 for year 1 support of Urban Soil Health Program. Last year Longenecker had a phone conversation with Joe Schmees about our district possibly being interested in supporting this program. They were in the preliminary stages at that point and didn’t have any specific dollar amounts or other details. She told Joe that she had talked to the chairman that this would probably be something we would be interested in participating in but that to get a specific dollar amount it would have to go to our board and we would need more information. She never heard back about us participating and didn’t know if they received funding from other sources. They have hired Elli Blaine as the Urban Soil Health Program Director as well as regional specialists throughout the state. The invoice doesn’t state how many years of a contribution we are obligated for. After some discussion, the board decided to table the decision to next month to get more information.

d. **IDEA Conference** – Dates are October 5, 6 & 7. Registration is \$130 and two-nights hotel are about \$215. A motion (Burkholder/Matthys) was made to release \$350/staff for registration and hotel. Motion carried.

**VI. PRIVILEGE OF FLOOR** – Dooms asked where all we have posted the open Environmental Education Coordinator position. Hoffarth reported that it is on the St Joseph County website, NAAEE, NAI, EEAI, IASWCD and our website and Facebook. We have received 6 applications so far. The supervisors then discussed when interviews should be held and where to have them since as of now, they cannot do them in the office. No final decision was made.

**VII. ADJOURNMENT** – The board meeting adjourned at 8:47 pm by motion (Matthys/Burkholder). Motion carried.

*Respectfully submitted,*

**Sandra Hoffarth**

**Administrative Assistant**

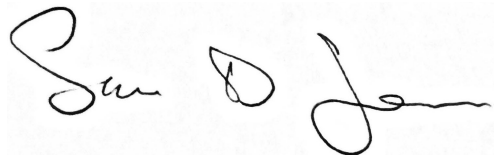
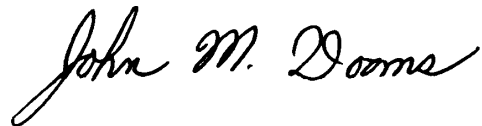
**St. Joseph County Soil & Water Conservation District**

2903 Gary Drive, Plymouth, IN 46563

Email: Sandra.hoffarth@in.nacdn.net

[www.stjosephswcd.org](http://www.stjosephswcd.org)

**Approved by:**



# Field Office Report

## April 19 – May 14, 2021

### **General/Miscellaneous**

#### Office Work

- Quality Review – Upload assistance notes and email electronic notes for 6 contracts for review
- 5% compliance reviews – review lists for valid tracts, get maps ready and forward to soil conservationist - 7
- Complete soils exercise to complete soils training
- Phone meeting with HR company and their client to discuss jobs with NRCS
- Prepared info (site prep, seed mix, etc) for pollinator planting for landowner

#### Field Work

- Field visit to discuss potential pollinator habitat areas on property

### **EQIP- Environmental Quality Incentive Program**

#### Office Work

- Develop contract documents and job sheets for 14 funded applications

#### Field Work

- Meet to obtain contract signatures and to discuss specifics of the project (pollinator habitat planting)

### **WRE- Wetland Reserve Program**

#### Office Work

- Develop restoration contract documents for 2 new easements (17 ac and 37 ac easements)
- Develop Invasive Specie removal plan for 550 acres of an existing WRP site

### **CSP- Conservation Stewardship Program**

#### Field Work

- Complete field verification on funded application

### **CRP-Conservation Reserve Program**

#### Office Work

- Completed “Needed and Feasible” designation for 2 filter strip applications
- Update tracking system with all CRP applications coming in: 17
- Update tracking system with reviews needed: 8 contracts will be looked at
- Prepared packet for 3 contracts that Kosciusko SWCD will look at (NRCS contracted them to help with workload)
- Completed planning on 2 re-enroll filter strip contracts

### **Wetland Determinations / Highly Erodible Land Determinations**

#### Office Work

- Wetland Determinations - 3
- HEL determinations - 2

### **Rule 5/ Rule 13**

#### Office/Field Work

- 2 SWPPP reviews
- Purged files that have exceeded the retention limits, created files for new SWPPPs and documents

<b>Education</b>		
<b>Age</b>	<b>Total # Programs/ Hours</b>	<b>Total # People</b>
Youth Education	LaVille Jr/Sr HS Ag Day, 7 hrs	~350
Adult Education	<ul style="list-style-type: none"> <li>IUSB Zoom Pollinator Workshop, 1hr</li> <li>Pinhook Park Arbor Day table, 4 hrs</li> <li>Olive Township Public Library Rain Barrel program</li> <li>Mishawaka-Penn-Harris Public Library Zoom Recycling and composting class</li> </ul>	(YouTube Live, unable to get a count) ~50 ~9 ~10
<b>Meetings &amp; Trainings</b>		
CISMA Call Out Urban Specialist Meet and Greet CCSI Meeting between Pokagon Tribe, NRCS Biologist, Deb controlling Invasive Species Teams meeting with new South Bend MS4 Coordinator SJRBC Annual Symposium	Records Training Pre-Retirement Seminar (2 days) Technology/Programs meeting – 4 Purdue Dynamics of Climate Workshop (Sam) Virtual meeting to discuss potential RCPP grant in Kankakee watershed IDEA NNE region meeting (In Person!)	
<b>Webinars</b>	<b>Dates</b>	
Hugh Hammond Bennet Urban/Small Farm Efforts Tree ID How to engage corporations in Watersheds Farm Stress (parts 2 & 3 of a 3 part series) Microsoft TEAMS Cover Crops, Herbs and Cut Flowers for Pollinators Soil Health in Organic High Tunnels Moving Field Guide: A Kinesthetic Approach to Environmental Education webinar IASWCD Legislative Update		