

St. Joseph Soil & Water Conservation District

Monthly Board Meeting Agenda

Date & Time: August 19, 2025 at 7:00 pm

North Liberty Branch Library, 105 E. Market St, North Liberty, IN 46554

Agenda Item	Presenter	Purpose
Call to Order		
Additions to Agenda		
Legislative Updates		
Indiana Conservation Partnership Updates		
NRCS Talking Points		Information
Field Office Report	Partnership Staff	Information
Consent Agenda July Minutes, Financial Report, Comp Time Requests, Purchase Approval, Program Approval		Decision
Approval of Claims	Misty Sorschevich	Decision
Old Business		
Regional Meeting Recap	Chris Matthys	Discussion
New Business		
SCRAP Events	Sarah Longenecker	Discussion
Resolution Deadline	Chris Matthys	Discussion
Privilege of Floor (Five Minute Limit)		
Adjournment		

PLEASE NOTE

This agenda is in DRAFT FORM. Open Door Law does not prohibit the public agency from changing or adding to its agenda during the meeting. USDA and the St. Joseph County SWCD are equal opportunity providers and employers. If you need special accommodations to attend this meeting, please contact our office at 574-936-2024, ext. 4.

Next Monthly Board Meeting
September 16, 2025 at 7:00 pm EST
Centre Township Library, 1150 Kern Road, South Bend

Schedule of Events

September 1, 2025 - Labor Day - Office Closed

September 9, 2025 - SCRAP Small Farm Tour

St. Joseph County Soil & Water Conservation District

Plymouth USDA Service Center ~ 2903 Gary Dr. ~ Plymouth, IN 46563

574-930-6058 ~ www.StJosephSWCD.org ~ info@stjosephswcd.org

Field Office Report
May 17, 2025 to July 15, 2025

General/Miscellaneous

Office Work

- Newsletter Prep and Mailing
- Prep for Events
- Native Plant Kit Pick Up and Delivery
- Review and update Conservation Compliance status review tract list
- Review of EQIP contracts for compliance

Field Work

Met with property owners to assess and discuss erosion issues in yard

EQIP- Environmental Quality Incentive Program

Office Work

- Process payments for: tree planting (2), pollinator planting (2), low tunnel system, site prep (2), hay planting, fencing, habitat monitoring, brush management, herbaceous weed control,
- Job sheets for hay planting, annual forage,
- Reviewed and approved engineering plans-pipeline, fence and HUA
- Completed 6 contract reviews
- Cancelled 1 EQIP contract

Field Work

- Met with landowner on EQIP contract review and herbaceous weed control
- Field check for fence, hay planting, herbaceous weed control, pollinator planting,

WRE- Wetland Reserve Program

Office Work

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Field Work

CSP- Conservation Stewardship Program

Office Work

- 2 CSP approved: all documentation submitted
- 2 CSP pre-approved: all documentation in for approval

Field Work

CRP-Conservation Reserve Program

Office Work

- Met or spoke with 3 clients about possible CRP application
- Map out site visits for Starke Co Contribution Agreement
- Sent CRP status review documents to Kosciusko Co and Pheasants Forever
- Documentation for 9 status reviews – Starke County Contribution Agreement

Field Work

- 1 Site visit for possible new grass waterway
- 2 site visits for possible re-enroll
- 15 field visits for status review – Starke County Contribution Agreement

CWI

Office Work

•
Field Work -
•

Wetland Determinations / Highly Erodible Land Determinations

Office Work
• HEL – 6 • Wetlands – 3
Field Work

Rule 5/ Rule 13

Office/Field Work
• 4 SWPPP reviews • 1 Notice of Termination (NOT) documentation

Education

District		
Age	Total # Programs/ Hours	Total # People
Youth Education	42 programs for K-8 th grade	• 736
Public Outreach	Nature Cat Day with SBVPA Natural Resources Day at the Fair Native Plants table at the Fair 2 Library Programs	• 33 • 100 • 25 • 32
Adult Education/Outreach	Meet Your Farmer	• 55

SMIPP (St. Joseph Marshall County Invasive Plant Partnership)

Age	Total # Programs/ Hours	Total # People
Education/Outreach		•

SCRAP (St. Joseph County Regenerative Ag Partnership)

Age	Total # Programs/ Hours	Total # People
Education/Outreach	Site visit	• 1

Meetings & Trainings

Staff Meetings – 4 NRCS weekly meeting-2 CRP SU63 Safe NRCS State office meeting-1 Breakfast with a Forester Living Farm Tour @ Lee's Edible Acres	Project WET/WILD/Learning Tree facilitator's meeting Pitney Bows training Management and Strategy meeting/training VMT New Gov TA training Project Learning Tree workshop planning meetings – 3 Education Committee Meeting
Webinars	Dates
Sustaining Community Action in Invasives Mgmt NCDEA Telling Your District Story	Office Closed –May 30, June 19, July 4

MONTHLY BOARD MEETING MINUTES

Call to Order - On Tuesday, July 15, 2025, at 7:03 pm, a regular meeting of the Board of Supervisors of the St. Joseph County SWCD at the North Liberty Branch Library in North Liberty, IN was called to order by Matthys.

PRESENT – SWCD

Chris Matthys, Chair/Sup.
Marty Lappin, Vice Chair/Sup.
Ryan Lee, Supervisor
Nathaniel Ness, Supervisor
David Straughn, Assoc. Sup.
Mike Burkholder, Assoc. Sup.

PRESENT – SWCD/NRCS

Sarah Longenecker, SWCD CC
Misty Sorchevich, SWCD AA
Shelley Chaffee, SWCD EEC

Present – EX-

OFFICIO- Public
Tammy Lappin

ABSENT – SWCD

Andrea Baker, NRCS ADC
Joe Gregory, Supervisor
John Doods, Assoc. Sup.
Scott Laidig, Assoc. Sup.
Dave Vandewalle, Assoc. Sup.
Chuck Lehman, Assoc. Sup.
Randy Matthys, Assoc. Sup.
Richard Schmidt, Assoc. Sup.
Dru Wrasse, Assoc. Sup.

Additions to Agenda – None.

Legislative Updates – None.

Indiana Conservation Partnership Updates

NRCS Talking Points - Sorchevich presented the report (attached) to the board.

Field Office Report – The field office report (attached) was presented to the board and reviewed.

Consent Agenda – Minutes from May 20, 2025, Financial Report (5/20/25-7/15/2025), Comp Time Requests, Conference Request, and the Quarterly Budget Report were reviewed and approved as presented (Lappin/Ness).

Approval of Claims (5/20/2025-6/17/2025) – A motion was made and seconded (Lee/Lappin) to approve claim numbers 12113-12125 in the amount of \$7,955.61; motion carried.

Old Business

Meet Your Farmer Recap – Staff and board stated the event was successful and discussed pros and cons and changes for next year.

New Business

NNE Regional Meeting – Matthys discussed the topics of the meeting on July 30 in Warsaw.

Privilege of Floor – Matthys read a thank you from Ag Days. He stated his dad, Associate Supervisor Randy Matthys, was selected as a 2025 Indiana Master Farmer and he attended the awards ceremony the previous week.

ADJOURNMENT – A motion to adjourn was made and seconded (Lee/Lappin). Motion carried. The meeting adjourned at 7:36 pm.

Respectfully submitted,

Misty Sorchevich

Administrative Assistant

St. Joseph County Soil & Water Conservation District

2903 Gary Drive, Plymouth, IN 46563

Approved by:

Supervisor

Supervisor

Supervisor

St. Joseph Soil & Water Conservation District
Financial Report: 7/16/2025-8/15/2025

Checking Account

BEGINNING BALANCE		\$3,578.28
	Account	Amount
Income - District		
Transfer from Savings		\$3,000.00
Deposit	Native Plant Kits	\$481.50
Direct Deposit	USH Reimbursement	\$138.56
Deposit	SWPPP	\$1,187.49
Deposit	Native Plant Kits	\$161.13
Interest		\$0.06
Deposit	Donations	\$100.00
Deposit	SCRAP Event Reimbursements	\$1,377.44
Income - SCRAP		
Deposit	SCRAP Site Visits	\$200.00
TOTAL INCOME		\$6,646.18
Expenses - District		
South Bend Tribune	July Legal Ad	\$11.44
Auto Park	Van Repairs	\$3,004.39
St. Joseph County Library	SCRAP Venue Rental	\$200.00
South Bend Tribune	July Legal Ad	\$10.92
Elan Financial Services	Credit Card Charges	\$184.27
Expenses - SCRAP		
TOTAL EXPENSES		\$3,411.02
ENDING BALANCE		\$6,813.44

Savings Account

Beginning Balance		\$23,463.38
Income		
Interest		\$32.38
Expenses		
Transfer to Checking		\$3,000.00
Ending Balance		\$20,495.76

Cash Change Box

Beginning Balance		\$40.00
Ending Balance		\$40.00

Trust Indiana

Beginning Balance		\$127,779.62
Income		
Interest		\$466.77
Expenses		
Ending Balance		\$128,246.39

BOARD SIGNATURES

Date: _____

[illegible]



St. Joseph County Soil & Water Conservation District
Purchase Approval Form

Date Submitted	8/6/2025
Name	Misty Sorchevich

Requested Items

Repairs for the van - front and back brakes, transmission pan, back shocks

Projected Amount for Request	\$3,380.00
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Budget Line Item	Vehicle Repairs/Maintenance
Funds Available for Request	

☐ Reimbursable

☐ CWI Annual Funds

Board Approval	Four Supervisors per text	Date	8/6/2025
Final Total for Request	\$3,004.39		



St. Joseph County Soil & Water Conservation District
Purchase Approval Form

Date Submitted	8/13/2025
Name	Misty Sorchevich

Requested Items

12 polos 2 jackets

Projected Amount for Request	\$400.00
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Budget Line Item	Marketing & Advertising: District Clothing
Funds Available for Request	\$400.00

☐ Reimbursable

☒ CWI Annual Funds

Board Approval		Date	
Final Total for Request			



**St. Joseph County Soil & Water Conservation District
Program/Outreach Approval Form**

Program/Event	SCRAP Small Farm Tour
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Name	Sarah Longenecker, Misty Sorchevich
Date Submitted	8/19/2025
Program Date(s)	9/9/2025

Reason for Request

We provide lunch between the two farms (Barn Swallow and Green Bridge Growers). Boxed lunch will be served at the O'Brien Park gazebo. Funds are reimbursable.

Estimated Costs

Venue	\$26.75
Catering	\$300.00
Supplies	
Speaker	
Total	\$326.75
Fees Charged?	
Board Approval	

To-Do

Actual Costs

Venue	
Catering	
Supplies	
Speaker	
Total	

Time involved

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Program Evaluation



**St. Joseph County Soil & Water Conservation District
Program/Outreach Approval Form**

Program/Event	Soil Health Summit
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Name	Sarah Longenecker, Misty Sorchevich
Date Submitted	8/19/2025
Program Date(s)	11/8/2025

Reason for Request

The annual SCRAP-Small/Urban Ag Conference. Venue rental, some other expenses will be reimbursed by Urban Soil Health. Lunch will be covered by FARMWISE.

Estimated Costs

Rentals Library Ballrooms	\$200.00
Catering Morning Refreshments & Lunch	\$1,000.00
Misc. Supplies	\$100.00
Total	\$1,300.00

Fees Charged?	no
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Board Approval	
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Actual Costs

Rentals	
Catering	
Misc Supplies	
Total	\$0.00

Time involved

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Program Evaluation

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