



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

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MONTHLY BOARD MEETING MINUTES

Tuesday, June 16, 2015

- I. CALL TO ORDER - On Tuesday June 16, 2015, at 7:04 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/NRCS

John Dooms, Chair/Supervisor
Jeremy Cooper, Vice-
Chair/Supervisor
Arlene Schuchman, Supervisor
Mike Burkholder, Supervisor
Sandra Hoffarth, SWCD Admin
Assistant
Sarah Harville, SWCD CC
Debbie Knepp, NRCS DC

**PRESENT –
SWCD**

Jim LaFree
Richard Schmidt
Dale Stoner
Dave Vandewalle

**PRESENT – HONORARY
MEMBERS**

n/a
EX-OFFICIO
Jennifer Thum, ISDA Dist.
Support Specialist

PRESENT – PUBLIC

n/a

ABSENT – SWCD

Stacey Silvers,
Supervisor
Rick Glassman,
SWCD EEC
James Rodriguez,
NRCS Dave Craft
Paul Williams, III
Randy Matthys

ABSENT – SWCD

Joe Long
Dru Wrasse
Jan Ivkovich
Carole Riewe
Chuck Lehman

- II. ADDITIONS TO AGENDA - n/a**

III. REGULAR BUSINESS

A. Legislative Updates – N/A

B. Conservation Moment – Harville & Knepp updated the board on some of the practices they have been working on in the field. May & June was WRP monitoring and checking new WRP sites.

B. Indiana Conservation Partnership Updates – Hoffarth read a memo from IASWCD letting them know that leaders from ICP, Jane Hardisty (NRCS) & Jordan Seger (IN State Dept. of Ag) will be going to every county with a goal of all 92 counties by the end of 2016 to provide an update on ICP activities, discuss current and future trends for conservation and local soil and water conservation districts, and learn about our concerns and needs as a local district and board. Hoffarth also informed the board that IASWCD is asking if any district has any resolutions they would like to submit for the 2016 Annual Business Meeting. Deadline for submission is Sept 10. Hoffarth has forms and previous resolutions for those who would like to know more.

C. Minutes: April 21, 2015 board meeting– The minutes were reviewed and approved as submitted.

D. Treasurer’s Report: (4/22/15–6/16/15) – The treasurer’s reports were both reviewed and approved as submitted.

E. Approval of Claims (4/22/15-5/19/15) A recommendation (Cooper, LaFree) & motion (Burkholder, Schuchman) was made to approve Claim Nos. 11004-11011 for a total of \$1,378.69 as presented. Both carried. **(5/20/15–6/16/15) – A recommendation (Schuchman, Vandewalle) & motion (Cooper, Burkholder) was made to approve Claim Nos. 11012-11017 for a total of \$1,818.08 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. Deb Knepp went over the NRCS talking points covering a few Farm Bill program updates. (attached)

B. Committee Reports

a. **Forestry Committee –Field Day** – This year is our year to host the forestry field day. The committee has recommended (seconded by Schmidt) to use Bob Fietz property. A motion (Cooper, Schuchman) was made. Both carried. The committee will move forward with plans and report to the board final plans.

b. **Forestry Committee – Final Tree Sale Report** – Harville explained previous reports showed about an \$8,000 profit which was found to be incorrect due to deposits made earlier than reports that were ran. Final Net Profit for 2015 was \$5,529.06.

c. **Forestry Committee – Tree Sale 2016** – Harville explained that the forestry committee is in discussions about continuing the tree sale into 2016. There is discussions both ways. They want to hear from anyone who feels it should or shouldn’t continue. Please contact the staff or a committee member with your thoughts either way. The committee will meet and due to Harville’s training in July the topic will be brought to the board at the August board meeting.

d. **Annual Meeting Committee** - Schuchman announced a tentative date of January 29, 2016 for the 56th Annual Meeting. Committee is looking at returning to St. Hedwigs and having them cater again this year. They have a couple ideas for entertainment but will take suggestions if you have any as well. This year we will be having placemats with space available for donors/sponsors to purchase ad space. We will also be having our Silent Auction again this year so start collecting your items!

C. **Landfill Inspection** – Doms reported the landfill inspection was done on May 14. Site looks good except for a little gully erosion in the new areas which they are working on correcting.

D. **Annual Work Plan Review** – Doms wanted to bring the AWP to show what is coming up and asked if anything needed to be changed or corrected. Staff suggested the River Friendly Farmer Award be moved into May for next year since the deadline is early June.

E. **Education** – Hoffarth reported for Glassman that there was 463 students who attended 16 swamp stomps with 288 t-shirts sold at 9.35 per shirt. The net profit for t-shirts was \$3.5/shirt for a total of \$1,008. More t-shirts will need to be ordered before the fall swamp stomps begin.

F. **CRP** – Harville reported that NRCS has gone into contracts with IASWCD and local districts to help complete status reviews & re-enrolls. Harville will be doing the technical field work and Hoffarth will do the administrative paperwork to complete these.

G. **Filter Strip Law** – Harville reported the committee which is comprised of 6 Indiana counties in the St. Joseph River watershed has streamlined the application process for applying for the program which can lower property taxes to as low as \$1/acre for having grass filter strips along streams and riverbeds.

V. **NEW BUSINESS**

A. **Schedules/ Upcoming Events / Any Related Claims** - calendars were handed out explaining upcoming special events & holiday schedules.

a. **Engineering Boot Camp** – Harville has been invited by NRCS to attend this training July 20-24 at Purdue. There is no cost for the training, she will be riding with Rodriguez so mileage and parking are also taken care of. Lodging needs to be covered at about \$395 for the week. She is also asking for per diem for meals throughout the week. Hoffarth will look into what the county per diem is exactly. A recommendation (Cooper, Burkholder) and motion (Schuchman, Burkholder) was made to release funds for the lodging and per diem. Both Carried.

b. **Supervisors Quarterly Meeting & Staff Reviews** – Doms let the supervisors know that due to schedule conflicts it will be held in July, looking at July 13 or 17 in the morning.

B. **Notice of Destruction of Nonpermanent Records** – Hoffarth went through the retention schedule and noticed that the longest date to keep nonpermanent records is 6 years instead of the previously though 10 years. Therefore 4 more boxes of records is set to be destroyed. She will send necessary paperwork to the state and county and wait the mandatory 30 days before destroying records.

C. **State Soil Conservation Board Business Plan 2015-2020 Draft** – Hoffarth let the board know that they have sent out a draft for the business plan and all supervisors should have received in their e-mail the draft and questions for revisions. Please take a look at these and if need be send revisions as stated in the e-mail or let the staff know

D. **Jennifer Thum** - ISDA Dist Support Specialist – Nov 16 will be a communications workshop, Aug 25 is the supervisors summit, Coming this fall will be a QuickBooks and a social media workshop for staff.

VI. **PRIVILEGE OF FLOOR** – June 12th was Deb Knepp’s 32nd work anniversary! We thank her for all her years of hard work and dedication to help our county and look forward to more years to come! Sarah Harville will be getting married on June 27th! Congratulations to her and Adam! Cooper asked for a volunteer to take his place until after the work season to attend the Yellow River headwaters steering committee meetings. The next meeting will be June 29th at 11am in Plymouth.

VII. **ADJOURNMENT** – The board meeting adjourned at 8:30 pm.

Respectfully submitted,

Sandra Hoffarth

Administrative Assistant

St. Joseph County Soil & Water Conservation District

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Approved by:

Supervisor

Supervisor

Supervisor