

## MONTHLY BOARD MEETING MINUTES

**I. CALL TO ORDER - On Tuesday November 15, 2016, at 7:10 pm a regular meeting of the Board of Supervisors of the St Joseph County SWCD at the Plymouth USDA Service Center was called to order by John Dooms, Chairman.**

**PRESENT – SWCD**

John Dooms, Chair/Supervisor  
Jeremy Cooper, Vice-Chair/Supervisor  
Dave Vandewalle, Supervisor  
Mike Burkholder, Supervisor  
Dale Stoner  
Carole Riewe  
Jan Ivkovich  
Dave Craft

**PRESENT – SWCD/NRCS**

Rick Glassman, SWCD EEC  
Sarah Longenecker, SWCD CC  
Sandra Hoffarth, SWCD AA  
Debbie Knepp, NRCS DC

**Present - EX-OFFICIO**

n/a  
**PRESENT – Public**  
David Straughn

**ABSENT – SWCD**

Stacey Silvers, Supervisor  
Randy Matthys  
Arlene Schuchman  
Richard Schmidt  
Chuck Lehman  
Joe Long  
Jim LaFree  
Dru Wrasse

**II. ADDITIONS TO AGENDA - add PSS Agreement to Old Business as item j.**

**III. REGULAR BUSINESS**

- a. **Legislative Updates** –n/a
- b. **Indiana Conservation Partnership Updates** – Resolutions & Elections for the IASWCD board (attached) was given to the board. If we have a delegate attending the meeting we will pass a vote at the Dec. board meeting.
- c. **Minutes: September 20, 2016 board meeting**– The minutes were reviewed and approved as presented.
- d. **Treasurer’s Report: (9/21/2016-11/15/2016)** – The treasurer’s reports were both reviewed and approved as submitted.
- e. **Approval of Claims (9/21/2016-11/15/2016)** –A recommendation (Riewe, Craft) & motion (Vandewalle, Burkholder) was made to approve Claim Nos. 11152-11173 for a total of \$6,305.83 as presented. Both carried

**IV. OLD BUSINESS**

- a. **St. Joseph Co. Soil & Water Conservation Partnership Staff Written Reports** – The field office & Education reports were presented to the board & reviewed. (Attached). Debbie Knepp discussed the NRCS talking points (attached).
- b. **Committee Reports**
  - i. **Annual Meeting** –The committee recommends hiring John Glenn High School’s Show Choir as our entertainment, the school does not have a set fee but a recommendation (Vandewalle, Burkholder) and motion (Vandewalle, Burkholder) was made to hire the choir at a cost of \$200. Both carried. The silent auction forms were handed out with the agenda packet. Please start collecting items to help make this another successful silent auction. Hoffarth will have tickets to pass out next month.
  - ii. **Education** – Ivkovich informed the board the committee met just before the board meeting to discuss some upcoming opportunities for youth education. The committee recommended and Craft seconded we participate in Science Alive which will be held on February 4, 2017. Ivkovich and Wrasse are already committed to assist. Recommendation carried. At the previous board meeting the LaPorte County schools was tabled for approval until Glassman heard back from the SWCD in LaPorte County. The chairman verbally approved Glassman doing programs in LaPorte County. The committee and Riewe recommends & a motion (Vandewalle, Burkholder) was made for Glassman to do 3 program dates for \$0.60/student. Both carried. Glassman is in the beginning stages of planning a high school invasive species field day along with the Audubon Society. The plan would be to have a lecture, hike, ID & removal of invasive species on May 10 with approximately 200 students. It is the recommendation of the committee to continue pursuing this field day. Board agreed.
  - iii. **Election** – It is the recommendation of the committee & Ivkovich to have John Dooms on the ballot for the 2017 election for supervisor. Recommendation carried.
- c. **NRCS Women’s Circle Workshop** – Knepp gave a report of this workshop. There were 13 total participants, 3 from St. Joseph County. All the women were able to make great connections, trade information and contact information. They also asked for another workshop discussing other topics.
- d. **SWCS Meeting** – Longenecker reported on this meeting that was held at the Indianapolis Zoo. The dolphin show includes a video with a farmer from Southern Indiana explaining how his fields/water affect the shrimp farmers in the Gulf of Mexico which is the natural habitat of dolphins. Roughly 6,000 people see this show on summer days which is a lot of people hearing our message of soil health possibly for the first time.
- e. **Clean Water Indiana Grant** – 5 producers have given us their bills, seed tags and field verification has been completed for a total of 324.6 acres of cover crops. A motion (Burkholder, Vandewalle) was made to release \$5,364.00 from the CWI 2016 funds. Motion carried.

- f. **Indiana Woodland Steward** – Tabled from the September board meeting. After some discussion and debate on whether this publication furthers the mission of our district a recommendation (Burkholder, Craft) and motion (Burkholder, Vandewalle) was made to release \$100 to help cover the printing costs for St. Joseph County in 2017.
- g. **Fall Tillage Transect** – Longenecker informed the board that the transect will be taking place this Friday and Monday and will encompass driving the set coordinates and making windshield determinations on cover crops and tillage method if any. Preliminary results will be available as soon as the transect is completed.
- h. **2017 Budget** – Hoffarth included the proposed 2017 budget for the board to look over and we will vote to pass the budget at the December board meeting. If anyone has any questions or comments please let Hoffarth know.
- i. **2017 Annual Work Plan** – Dooms explained the attached proposed work plans for the board and a separate detailed one for staff. These are used as reminders throughout the year of deadlines and when items should be completed. The board was asked to look over these and if they have any comments let the staff know. The board will vote to approve the AWP at the December board meeting.
- j. **2017 PSS Agreement** – Hoffarth explained the current PSS agreement will expire on December 31, 2016. The new PSS agreement will include Conservation Reserve Program (CRP) agreement and will be for 3 years. We have turned in the interest survey (attached) stating St. Joseph County is interested completing all 6 tasks for our county. We have also indicated any tasks for Marshall County and tasks 1, 3, & 4 for Fulton County we would be interested in completing as well. Hoffarth has also indicated interest in being the Quality Assurance (QA) person for the Northeast section. This will include quarterly reviews most of which can be completed at the office with one day of travel to Ft. Wayne to complete the QA reviews. These contracts will begin January 1, 2017 and end on December 31, 2019.

**V. NEW BUSINESS**

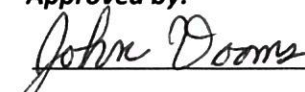
- a. **Schedules/ Upcoming Events / Any Related Claims** - calendars were handed out explaining upcoming special events & holiday schedules on the back of the agenda.
  - i. **NNE Fall Region Meeting – Columbia City, IN Dec 7 5:30pm-8pm** – Hoffarth explained these meetings are set mainly for the supervisors benefit. The topics will include the new NRCS state offsite method for wetland determinations, CCSI updates, IASWCD resolutions and officer slate, and a discussion on the PSS contribution agreement. Any supervisor or staff wanting to attend please let Hoffarth know so she can you registered.
  - ii. **2017 IASWCD Annual Conference – Jan 23-24** – Registration deadline is December 15, 2016. Glassman is a speaker on Tuesday and would like attend the full conference. Any other staff or supervisors who wish to attend please let Hoffarth know so she can you registered and reserve a hotel room for you. A motion (Burkholder, Cooper) was made to cover the cost of registration, food and lodging for anyone who wanted to attend. Motion carried.
  - iii. **Statehouse visit during legislative session** – the IASWCD has several dates (see letter attached) in February & March for SWCD’s to register for tours at the statehouse which will include a time to sit down with our local legislators. If we are interested in this we need to register ASAP. Only 10 SWCD’s will be able to attend and it is on a first come first serve basis.

**VI. PRIVILEGE OF FLOOR** – Hoffarth included the Headwaters of the Yellow River Watershed Planning Project newsletter which is all about our Conservation Cropping System CWI grant. She also read a thank you letter from IDEA for helping to cover some costs of the Fall Conference and for allowing Hoffarth to help plan and run the conference. Straughn let the board know that he attended the Mishawaka Parks Board meeting and informed them of our Raingarden grant and gave them our contact information.

**VII. ADJOURNMENT** – The board meeting adjourned at 8:51 pm.

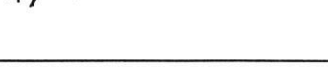
After the board meeting was adjourned a motion was made (Dooms, Cooper, Vandewalle, & Burkholder) to approve the purchase of food which was used for Glassman’s Owl Prowl’s held in late October & early November which furthers the environmental education of adults and youth in St. Joseph County. Due to the new state mandate this should have been approved in the September minutes but was forgotten and was again forgotten to be brought up during this board meeting.

**Approved by:**

  
 \_\_\_\_\_  
 Supervisor

  
 \_\_\_\_\_  
 Supervisor

  
 \_\_\_\_\_  
 Supervisor

  
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 Supervisor

  
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 Supervisor

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

**INDIANA ASSOCIATION OF SOIL AND WATER CONSERVATION  
DISTRICTS, INC.  
RESOLUTION SUBMISSION FORM (PLEASE TYPE)**

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Title of Resolution: Benefits of working with Indiana colleges and universities

Submitted by: Kosciusko County SWCD

Contact Person: Jamie Scott, Board Chair

Explanation of Problem(s) or Need(s): Under the Powers and Duties of Districts in the Indiana Code, Article 32: Soil and Water Conservation Districts, it states that it is prohibited for districts to “Engage in agricultural research or agricultural extension teaching except in cooperation with Purdue University.” With so much natural resource-themed research currently being conducted by colleges and universities throughout the state, this language has become very limiting for districts to take advantage of opportunities to work with these institutions, on a local, regional or statewide basis, on research projects that have significant impacts on conservation work. It also limits the potential for obtaining grant funds to work cooperatively with these institutions on research projects. The language is antiquated.

Proposed Solution: The wording in Indiana Code – Title 14, Article 32, Chapter 5, Number (6) “**Engage in agricultural research or agricultural extension teaching except in cooperation with Purdue University**”, should be removed.

Benefits Expected: Removing the limitations of this language will allow soil and water conservation districts to cooperate on appropriate research projects with a variety of colleges and universities to help understand causes of natural resource challenges, as well as, identify appropriate and effective mitigating conservation practices, having statewide, if not national, application. Removing this limitation also allows for research with a local or regional connection and/or with an institution with a specialty in a particular area. Duplicative efforts from more than one institution will help to support or refute causes of natural resource challenges, as well as, the efficacy of practices to correct them. Additionally, removing this limitation will allow for grant opportunities for districts to work on projects with a diverse group of colleges and universities.

Action Requested: Be it resolved that the Indiana Association of Soil and Water Conservation Districts, Inc. work legislatively to remove the limiting language from Title 14, Article 32, Chapter 5, Number (6) from Indiana Code for Conservation Districts.

\_\_\_\_\_  
Jamie Scott, Chair

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David Ransbottom, Vice Chair

\_\_\_\_\_  
Jon Roberts, Secretary/Treasurer

\_\_\_\_\_  
John Lash, Supervisor

\_\_\_\_\_  
Stan Moore, Supervisor

Date Signed: \_\_\_\_\_

**Note: Please email this form to [jennifer-boyle@iaswcd.org](mailto:jennifer-boyle@iaswcd.org)  
Due by 4 pm on Friday, September 9, 2016**

**Hoffarth, Sandra E. - NRCS, Plymouth, IN**

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**From:** Jennifer Boyle Warner <jennifer-boyle@iaswcd.org>  
**Sent:** Tuesday, November 08, 2016 11:33 AM  
**To:** Jennifer Boyle Warner  
**Cc:** Amy Work  
**Subject:** IASWCD 2017 Slate of Officers

Dear SWCD Staff and Supervisors:

The 2017 Indiana Association of Soil and Water Conservation Districts slate of officers was approved on November 4, 2016. The following individuals have been nominated. Delegates will vote on the election at the IASWCD Business Meeting on Tuesday, January 24, 2017 at annual conference.

For President: *Jamie Scott* (Kosciusko County)

For Vice-President: *Roger Wenning* (Decatur County) and *Bobby Hettmansperger* (Wabash County)

For Secretary: *Kerry Ames* (Putnam County)

For Treasurer: *Jeff Baker* (Warrick County)

Thanks,  
Jennifer

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*Jennifer Boyle Warner*

Executive Director

Indiana Association of Soil and Water Conservation Districts

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

317.692.7519

## Field Office Report Sept 19 through Nov 11, 2016

### Environmental Quality Incentive Program

- 5 additional contracts funded – develop contracts/conservation plans
- 2 waiver modifications
- 2 end of contract modifications
- received 4 new applications for 2017
- sent information to tech team for 2 Roof Runoff structures
- cancel 1 new funded application after meeting with the producer
- answer questions for landowner on monarch project requirements
- met with producer to discuss which fields to apply for no-till and cover crops
- deferral letters were sent out to those not funded
- processed payments for 2 cover crop contracts
- Field check – 2 cover crop producers, 2 Roof Runoff structures

### Conservation Stewardship Program

- Mail payment letters to 6 participants

### Conservation Reserve program

- Develop contract/conservation plan and planting job sheets for a 95 ac wetland restoration

### Clean Water Indiana Grant

- 3 applications processed
- 3 conservation plans developed
- Completed field resource inventories – 4
- Field check cover crop plantings - 5

### Rule 5/13

- SWPP review - 10

### Wetlands – 1

- Converted wetland – 1 new potential violation
  - Field check potential violation
  - Completed 2 Good Faith Determinations
  - Flag Good faith Wetland for restoration
- Mitigation plan developed for converted wetland site

### Onsite visit – Landowner and biologist to enhance landowners existing wetland area

- 20' gully in woods with Area Engineer
- Forage planting
- Landowner and biologist to look at former CRP Warm Season Grasses and suggest improvements

### Non-program conservation plans – 2 restored wetlands

- 1 Forage planting

### Highly Erodible land –2 determinations (St Joseph)

Women's Learning Circle  
Individual Development plan completed (NRCS)  
Landfill Inspection  
Conservation Plans of the Future – interviews  
Annual Report practice numbers

Meetings:

Staff Meetings – 6	CCSI Cover Crop Field Day
IDEA planning mtg – 2	IDEA Annual Conference
Locally led mtg	Master Gardeners Presentation (Sarah)
Toolkit 9 Training	AgLearn – Information Security Awareness
NRCS Performance Review	Anti – Harassment Training
IDEA Follow-up meeting	
Meet with NRCS recruit	Indiana Field Employee Council (NRCS)
NRCS/FSA Joint Training	Conservation Stewardship Training
Soil and Water Conservation Society Joint Training	
2 Offsite Wetland Determination Trng	
Webinars – Soil health	
Conservation Stewardship – 2	
Plants database – part 2	
Residue in Organic Systems	
High Tunnels and Soil Health	
PSS/CRP agreements with NRCS	
Conservation Stewardship Program Ranking Tool	

Office Closed – October 10  
November 11

County Holiday – November 8

## Education Report

September 19 - October 14, 2016

2 days of High School St. Joseph River rafting expedition – Clay, Riley, LaVille, Mishawaka, Penn, New Prairie and Marian

Total 171 students. \$8 per student and we made about \$150.00.

8 Wetland programs for Cass County's 5<sup>th</sup> grade field trip

LaSalle 5<sup>th</sup> grade field trip to St. Pat's park, 4 watershed and Riverwatch presentations

2 Owl prowls

2 programs for St. Mary's College

3 Swamp Stomps – Marian H.S., Bremen H.S., Twin Branch

8 in-school program days for 9 different schools

Program	# of presentations	Program	# of presentations
Jethro	9	Insects	1
Am/Rep	1	Animals of IN	1
Spirit of America	2	Mammals of IN	1
Wildlife Dynamics	1	Recycling	1
Hollow tree	2	Nature Games	1
Earthworms	3	Riverwatch	1
Invasive Species	1	Legends/Folktales	2
RES tour	1	Soils	1
Backyard Wildlife	1	Environmental concerns	1
Endangered Species	1	Owls of IN	1

### Meetings/Trainings

Cover Crop Training

IDEA conference

# Education Report

October 17 - November 11, 2016

8 Owl prowls

15 in-school program days for 17 different schools

<b>Program</b>	<b># of presentations</b>	<b>Program</b>	<b># of presentations</b>
Jethro	9	Insects	1
Am/Rep	5	Animals of IN	0
Spirit of America	2	Mammals of IN	0
Wildlife Dynamics	1	Recycling	5
Hollow tree	6	Nature Games	7
Earthworms	2	Riverwatch	0
Invasive Species	1	Legends/Folktales	1
RES tour	1	Soils	3
Backyard Wildlife	0	Environmental concerns	5
Endangered Species	1	Owls of IN	4
Bats of IN	2	Wetlands	1
Tree ID	3	Water and You	1
Soil Health	1	Birds of IN	1



# DC Talking Points

November, 2016

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## FARM BILL PROGRAMS FY16 SUMMARY – Preliminary data, not for publication

### Conservation Stewardship Program (CSP)

- 107 contracts obligated for 86,893 acres for a total of \$1,531,128.
- Exceeded CSP acres goal with a 56% increase in the number of new CSP contracts funded. Maintained 90% obligation rate for new CSP cropland acres allocated from 2008 to 2016 signups.

### Environmental Quality Incentives Program (EQIP)

- 808 contracts obligated for 121,176 acres for a total of \$20.7 million.
- 100% contracts reviewed. 99% obligated. Obligated an additional \$3.4 million dollars of EQIP at the end of the FY. No EQIP contracts expired in FY2016.

### Wetland Reserve Easements (WRE)

- 22 out of 33 applications were funded for a total of 2,081 acres for a total of \$4.5 million. These are now in the easement acquisition process.
- 471 acres of habitat were restored (Number may change).
- Six agreements closed for 231.5 acres.
- Original allocation of \$3.3 million dollars for WRE obligated an additional \$1.2 million dollars was requested and obligated for a total of \$4.5 million dollars 136% of the initial allocation.

## CONTRIBUTION AGREEMENT WEBINAR

The Program Support Specialist (PSS) and the Conservation Reserve Program (CRP) agreements between Indiana NRCS and the Indiana Association of Soil and Water Conservation District will be combined starting January 1, 2017. A rollout webinar was held Thursday, October 27, 2016 explaining the upcoming changes. The recorded webinar can be found here <http://iaswcd.org/for-districts/resources/>. A listing of the deliverables and the Frequently Asked Questions can be found on the Indiana NRCS SharePoint in the [Program Tab\Programs Support Specialist Resources\Proposed PSS-CRP Agreement](#). The proposed agreement will be for three years and the deliverables have been revised by skill set. In order for a SWCD to participate in the agreement with IASWCD, the three administrative tasks of Scan and Upload to Document Management Services, Assemble Contract Files, and Contract Maintenance are required. The remaining eight tasks are ala carte (pick and choose). These ala carte deliverables range from Toolkit Support to CRP Re-enrollment activities to HEL/Wetland Compliance assistance.

Follow up discussions of this agreement will be held at the SWCD Supervisor Fall Meetings and December NRCS Area Meetings. Questions can be directed to [jennifer-boyle@iaswcd.org](mailto:jennifer-boyle@iaswcd.org), [whitney.mcgregor@in.nacdnet.net](mailto:whitney.mcgregor@in.nacdnet.net), and [susan.meadows@in.usda.gov](mailto:susan.meadows@in.usda.gov).

## INFORMATION SECURITY AWARENESS TRAINING

All USDA employees, partners, TSPs, volunteers and contractors who have access to a CCE compliant computer must complete the mandatory annual information security awareness (ISA) training. This training is required by law and is an essential part of keeping the information systems secure. The FY17 ISA course will be assigned to AgLearn user accounts on October 1, 2016. The NRCS deadline for completing this training is February 1, 2017. Those who do not complete the training by this deadline will have their access to USDA computer systems suspended until the training is complete.



## **CONSERVATION EFFECTS ASSESSMENT PROJECT (CEAP) - REDUCTION IN ANNUAL FUEL USE FROM CONSERVATION TILLAGE**

Conservation tillage is one of the most widely adopted conservation practices in the United States. The CEAP-1 survey of farmers from 2003 through 2006 indicates that nearly 86 percent of the Nation's cultivated cropland acres use some form of conservation tillage for at least one crop in the crop rotation. In addition to the more commonly recognized environmental benefit of reduced soil disturbance, conservation tillage significantly reduces fuel consumption and therefore emissions from operations. CEAP recently published an article on this topic titled: "Conservation Insight on Fuel Savings and Emissions Reductions from Conservation Tillage Adoption." To read the full article please visit: [http://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcseprd1258255.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcseprd1258255.pdf)

## **SECOND YEAR CONSERVATION EFFECTS ASSESSMENT PROJECT (CEAP) SURVEY**

The National Agricultural Statistics Service (NASS) will launch the second year of its Natural Resources Inventory – Conservation Effects Assessment Project (NRI-CEAP)-2) national cropland survey this fall. NASS is in the second year of the two-year survey. The second official survey period will cover November 2016 – February 2017.

The enumerators will survey about 23,500 farmers in 2,150 counties across the U.S. for NRI-CEAP-2. This data collection is critical because the quality of the information gathered from farmers provides conservation leaders and policymakers with valuable data to measure the success and impact of our conservation programs. The survey results also can be used to determine what farmers need to more effectively implement conservation practices on their agricultural land and identify natural resource issues that need to be addressed.

You can visit [https://www.nass.usda.gov/Surveys/Conservation\\_Effects\\_Assessment\\_Project/index.php](https://www.nass.usda.gov/Surveys/Conservation_Effects_Assessment_Project/index.php) for additional information about the NRI-CEAP survey process.



## Summary 2017 Annual Work Plan

January	February	March
<ul style="list-style-type: none"> <li>-Annual Financial Report (due 3/1) internal audit</li> <li>-IASWCD Annual Conference Legislative notebook</li> <li>-SJC SWCD Annual Meeting Order awards, Confirm count Supervisors election, Approve AFR</li> <li>--Bi-monthly Newsletter</li> <li>-Board meeting – Designation of Depository</li> <li>-Producers Mtg –Advertise, confirm speaker(s)</li> </ul>	<ul style="list-style-type: none"> <li>-Recruit new board members Focus on diversity of residents</li> <li>-Board meeting Election of officers Committee review</li> <li>- Science Alive</li> <li>- Field Day Planning</li> <li>- District Audit by SWCD Supervisors</li> <li>- Contact Non-Active Supervisors</li> <li>- Enter into Gateway by 3/1 AFR, 100R, Debt Management</li> <li>- Tri-county producers meeting (CWI)</li> <li>- Quarterly Supervisors Meeting</li> </ul>	<ul style="list-style-type: none"> <li>-Schedule Landfill inspection</li> <li>-<b>Review current Business Plan (2013-2017)</b></li> <li>-Compost meeting (2017)</li> <li>-Bi-monthly newsletter</li> </ul>
April	May	June
<ul style="list-style-type: none"> <li>- Compost Seminars</li> </ul>	<ul style="list-style-type: none"> <li>-Bi-monthly newsletter</li> <li>-IASWCD Success Story (due in June)</li> <li>-River friendly farmer award (due early June)</li> <li>- Quarterly Supervisors Meeting / Staff Performance Reviews</li> <li>-Rain Garden Workshop/demo garden (CWI)</li> </ul>	<ul style="list-style-type: none"> <li>-SJC SWCD Annual Meeting Location &amp; start looking for speaker/entertainment</li> <li>-SJC Board Meeting – review AWP</li> <li>- Soil Health Field Day</li> <li>-<del>Big Tree of SJC (2019)</del></li> </ul>
July	August	September
<ul style="list-style-type: none"> <li>-Locally led meeting</li> <li>-Field tours - Urban/producers</li> <li>-2018 CWI grant</li> <li>-District showcase award application</li> <li>-Bi-monthly newsletter</li> <li>-Donor program – revise</li> </ul>	<ul style="list-style-type: none"> <li>-NRCS MOU review</li> <li>-<del>Big Tree (2019) – Measure trees</del></li> <li>- Approval of annual report style (calendar or other) at board meeting.</li> <li>-Quarterly Supervisors Meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Schedule Landfill inspection</li> <li>-IASWCD annual conference Resolutions</li> <li>-Awards Friends of Conservation Conservation Farmer of the year Supervisor of the year</li> <li>-Bi-monthly newsletter</li> <li>-Forestry Field day</li> <li>-Compost seminar (2017)</li> </ul>
October	November	December
<ul style="list-style-type: none"> <li>-SJC SWCD Annual Meeting Supervisors Election Appointed due 11/1 Elected due 12/1</li> <li>-2018 Budget</li> <li>-Producers meeting Location Topics/speakers</li> <li>- Confirm Annual Mtg Speaker</li> <li>- Christmas Party planning</li> </ul>	<ul style="list-style-type: none"> <li>-Develop 2017 Annual Work Plan</li> <li>-Donor Program Mail letters</li> <li>-SJC SWCD Annual Report</li> <li>-Bi-monthly newsletter</li> <li>-Board Meeting Present budget &amp; AWP</li> <li>-SJC SWCD Annual Meeting - Confirm other award winners, Silent auction</li> <li>-Quarterly Sup. Mtg/Staff Reviews</li> </ul>	<ul style="list-style-type: none"> <li>-Donor Program</li> <li>-IASWCD Annual conference Registration, Confirm delegates Prepare legislative notebook</li> <li>- SJC Annual Meeting Distribute tickets/silent auction</li> <li>- Board meeting Confirm budget &amp; AWP</li> <li>- Bond oath of office – Sandra &amp; Sarah</li> </ul>

## Ongoing

-Implement 2014 Farm Bill -Recruit New Board Members -Implement Rule 5/13 and MSP -Focus – Volunteer programs -Implement SBOA/District Ops -Provide Administrative duties to program -Legislator relations -Focus – Urban Conservation Practices -Youth & Adult EE programs	-Donor Program -Pursue Conservation Grants -Displays for special events -Update Website/social media -CC – obtain Indiana Certified Conservation Planner -Provide Guidance as requested from County -Provide Quality Conservation Planning -Focus – Minority and/or underserved public - NRCS Program Support Contribution Agreement
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## Standing Committees

### **ANNUAL MEETING COMMITTEE:**

Plans and oversees the Annual Meeting

### **AWARDS COMMITTEE: ~~Combine with Annual Meeting Committee~~**

Selects Award Recipients for Annual Meeting & IASWCD Awards

### **EDUCATION PLANNING:**

Develops youth programs and water testing programs, displays for Science Alive and other public festivals, and assist other committees on their educational projects

### **ELECTION:**

Selects new Supervisor candidates, oversees election at Annual Meeting/election of new Chair/Vice Chair

### **FORESTRY:**

~~Develops and implements forestry programs, including tree sales and educational workshops/seminars~~

### **GRANTS: ~~Combine with Marketing & Special Initiatives~~**

In charge of researching, writing & administrative paperwork for available grants. Also assist other committees to carry out projects that will spend the grant monies.

### **MARKETING & SPECIAL INITIATIVES:**

Undertakes activities such as developing marketing strategies, brainstorming/developing new fundraising ideas and programs for the District. Emphasis on legislative - developing activities related to local, state & national legislators, including IASWCD breakfast and developing/distributing legislative notebooks.

### **RURAL CONSERVATION:**

Develops and implements rural conservation projects, including education and fundraising

### **URBAN CONSERVATION:**

Develops and implements urban conservation projects, including education and fundraising

July	August	September
<p><b>County Conservationist</b> -Field tours - Urban/producers -Awards     Friends of Conservation     Conservation Farmer of the year     Supervisor of the year</p> <p><b>Admin Assistant</b> -2018 CWI grant -Bi-monthly newsletter -Donor program – revise - PSS QA</p> <p><b>Education Coordinator</b></p> <p><b>Staff</b> -Locally led meeting -District showcase award application</p>	<p><b>County Conservationist</b></p> <p><b>Admin Assistant</b> - Approval of annual report style (calendar or other) at board meeting.</p> <p><b>Education Coordinator</b> - <del>School Schedules</del></p> <p><b>Staff</b> -NRCS MOU review <del>-Big Tree (2019) – Measure trees</del> -Quarterly Supervisors Meeting</p>	<p><b>County Conservationist</b> -Forestry Field day -Landfill inspection (schedule)</p> <p><b>Admin Assistant</b> - set up library reservation for next years’ board meetings - post SJC annual mtg. &amp; election committee info on SharePoint</p> <p>-IASWCD annual conference Resolutions -Bi-monthly newsletter</p> <p><b>Education Coordinator</b> - Compost seminar (2017)</p> <p><b>Staff</b></p> <p><b>NRCS</b> Complete program status reviews</p>
October	November	December
<p><b>County Conservationist</b> -Producers meeting     Location     Topics/speakers</p> <p><b>Admin Assistant</b> -SJC SWCD Annual Meeting     Supervisors Election     Appointed due 11/1     Elected due 12/1 -2018 Budget - Confirm Annual Mtg. Speaker - PSS QA - Christmas Party planning</p> <p><b>Education Coordinator</b></p> <p><b>Staff</b></p>	<p><b>County Conservationist</b></p> <p><b>Admin Assistant</b> -Donor Program     Mail letters -Start SJC SWCD Annual Report -Bi-monthly newsletter -Board Meeting     Present budget &amp; AWP -SJC SWCD Annual Meeting - Confirm other award winners, Silent auction</p> <p><b>Education Coordinator</b></p> <p><b>Staff</b> -Develop 2018 Annual Work Plan -Quarterly Sup. Mtg./Staff Reviews</p>	<p><b>County Conservationist</b> - Bond oath of office</p> <p><b>Admin Assistant</b> - Bond oath of office - Send legal notice letter to SB Tribune - E - mail/snail mail invitations to legislatures for annual conference and annual mtg. -Donor Program -IASWCD Annual conference Registration, Confirm delegates - SJC Annual Meeting     Distribute tickets/silent auction -Board meeting     Confirm budget &amp; AWP</p> <p><b>Education Coordinator</b></p> <p><b>Staff</b> - Prepare legislative notebook</p>
Ongoing		
<ul style="list-style-type: none"> <li>-Implement current Farm Bill</li> <li>-Recruit New Board Members</li> <li>-Implement Rule 5/13 and MSP</li> <li>-Focus – Volunteer programs</li> <li>-Implement SBOA/District Ops</li> <li>-Provide Administrative duties to program</li> <li>-Legislator relations</li> <li>-Focus – Urban Conservation Practices</li> <li>-Youth &amp; Adult EE programs</li> </ul>	<ul style="list-style-type: none"> <li>-Donor Program</li> <li>-Pursue Conservation Grants</li> <li>-Displays for special events</li> <li>-Update Website/social media</li> <li>-CC – obtain Indiana Certified Conservation Planner</li> <li>-Provide Guidance as requested from County</li> <li>-Provide Quality Conservation Planning</li> <li>-Focus – Minority and/or underserved public</li> <li>- NRCS Program Support Contribution Agreement</li> </ul>	

**Summary 2016 Annual Work Plan - Staff**

January	February	March
<p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- 1099 for any cost-share payouts</li> <li>- submit withholding taxes on IN &amp; federal sites (even if \$0)</li> <li>- Mail Practice Reminder Letters for NRCS – PSS</li> <li>- Annual Financial Report (due 2/28)</li> <li>- 100R</li> <li>- Debt Management on Gateway</li> <li>- SJC SWCD Annual Meeting Order awards, Confirm count, flowers/other table decorations, Supervisors election, program, placemats, slideshow, silent auction, order tablecloths, submit to DSS election results</li> <li>- PSS QA</li> <li>- Bi-monthly Newsletter – due 2/5</li> </ul> <p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>- Producers Mtg. –Advertise, confirm speaker(s)</li> </ul> <p><b>Education Coordinator</b></p> <p><b>All Staff</b></p> <ul style="list-style-type: none"> <li>- IASWCD Annual Conference Legislative notebook</li> <li>- Board meeting – Designation of Depository</li> </ul>	<p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- District Audit by SWCD Supervisors</li> <li>- Contact Non-Active Supervisors</li> <li>- Enter into Gateway by 2/28 AFR, 100R, Debt Management</li> </ul> <p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>- Field Day Planning</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- Science Alive</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>-Recruit new board members Focus on diversity of residents</li> <li>-Board meeting Election of officers Committee review</li> <li>-Quarterly Supervisors Meeting</li> </ul>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Tri-county producers meeting (CWI)</li> <li>-Landfill inspection (schedule)</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-Bi-monthly newsletter</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>-Compost meeting (2017)</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>-Review current Business Plan (2013-2017)</li> </ul> <p><b>NRCS</b></p> <ul style="list-style-type: none"> <li>Easement Monitoring</li> </ul>
April	May	June
<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- PSS QA</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- Compost Seminars</li> <li>- Project Wild Workshop</li> </ul> <p><b>Staff</b></p>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Urban/Raingarden workshop/demo (CWI)</li> <li>-IASWCD Success Story (due in June)</li> <li>-River friendly farmer award (due early June)</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-Bi-monthly newsletter</li> </ul> <p><b>Education Coordinator</b></p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>- Quarterly Supervisors Meeting / Staff Performance Reviews</li> </ul>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Soil Health Field Day</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-SJC SWCD Annual Meeting Location &amp; start looking for speaker</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- PLT Workshop</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>-SJC Board Meeting – review AWP</li> <li>-Big Tree of SJC (2019)</li> </ul>



**Quick Facts**

The implementation of no-till corn and soybeans has increased by 17% and 49%, respectively since 1990.

**Upcoming Events**

**Steering Committee Meeting**

Date: September 30th, 2016  
Time: 10:30 am  
Location: Plymouth Public Library

The Draft Headwaters Yellow River Watershed Management Plan is currently available for review. Please contact the Marshall County SWCD for a copy of the document.

For more information on the Headwaters Yellow River Project feel free to contact:

**Matthew Linn**  
Cardno: Senior Staff Scientist  
708 Roosevelt Road  
Walkerton, IN 46574  
Phone: (574) 586-3400  
matthew.linn@cardno.com

**Marshall County SWCD**  
2903 Gary Drive  
Plymouth, IN 46563  
Phone: (574) 936-2024 ext. 3



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# Headwaters Yellow River Watershed Planning Project

Fall 2016

## Conservation Cropping Systems

Conservation cropping systems are a systematic approach to production agriculture that protects natural resources, while simultaneously improving soils. This system allows producers to efficiently produce food, feed, and fiber in an environmentally sound manner. Conservation cropping systems accomplish these feats through the implementation of long-term continuous no-till, cover crops, nutrient and pest management, precision farming technology, and conservation buffers.

No-till farming is a production method that seeks to limit soil disturbance. This method leaves crop residues on the surface year after year, which increases water infiltration, reduces surface runoff, reduces herbicide use, reduces fuel costs, and increases beneficial soil organisms. Strip-till farming is a system that uses limited tillage in the seed zone, while leaving the rest of the field in no-till. Generally, strip-till farming does not provide same magnitude of benefits provided by no-till farming.

The benefits of cover crops vary according to the species that is selected. Common benefits include reduced soil erosion, increased water infiltration, increased soil organic carbon, reduced soil compaction, nutrient recycling, nitrogen fixation, improved weed control, and improved soil characteristics.

Precision farming is a system that uses modern technology to manage different sections of the same field based on their specific needs. This management strategy save producers time, chemicals, and other

production costs. Most precision farming techniques use Global Positioning Systems to tie specific field information to specific location in that field. When paired with nutrient and pest management practices the benefits of precision farming are maximized to increase profitability, while also reducing impacts to the environment.

As part of the Headwaters Yellow River Watershed project there are now funds available to assist farmers with the implementation of conservation cropping systems practices.

Anyone interested in participating please contact the Marshall County Soil and Water Conservation District or Matthew Linn with Cardno at (574) 586-3400.



Photo Courtesy of NRCS 2016

*Our mission is to enhance local conservation programs through a network which provides leadership, support and education for its members and other District Employees.*



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October 31, 2016

St. Joseph County SWCD  
Board of Supervisors  
2903 Gary Drive  
Plymouth, IN 46563

Dear St. Joseph County SWCD Board of Supervisors,

As the NNE IDEA Regional Director I would like to thank you for the monetary contribution given for the 2016 IDEA Fall Conference. The conference was a huge success and would not have been possible without your generous support and the help of your employee Sandra Hoffarth. As board supervisors you should be very proud of the effort your district gave to help plan and run the Fall Conference.

Again, thank you for your support!

Sincerely,

Julie Knudson  
IDEA Regional Director