

MONTHLY BOARD MEETING MINUTES

- I. **CALL TO ORDER** - On Tuesday December 17, 2019, at 11:29 am a regular meeting of the Board of Supervisors of the St Joseph County SWCD at the Logan's Roadhouse, Ireland Rd, South Bend, IN 46614 was called to order by John Dooms, Chairman.

PRESENT – SWCD

John Dooms, Chair/Supervisor
Jeremy Cooper, Vice-Chair/Supervisor
Mike Burkholder, Supervisor
Dave Craft, Supervisor
David Straughn

PRESENT – SWCD/NRCS

Sandra Hoffarth, SWCD AA
Debbie Knepp, NRCS DC

Present - EX-OFFICIO

PRESENT – Public

ABSENT – SWCD

Sarah Longenecker, SWCD CC
Dave Vandewalle, Supervisor
Jim LaFree
Dru Wrasse
Richard Schmidt
Randy Matthys
Chuck Lehman

- II. **ADDITIONS TO AGENDA** – n/a

III. **REGULAR BUSINESS**

- a. **Legislative Updates** – n/a
- b. **Indiana Conservation Partnership Updates** – n/a
- c. **Minutes: 11/19/2019 board meeting** – Minutes were reviewed and approved as presented (Cooper/Craft).
- d. **Treasurer's Report: (11/20/2019-12/17/2019)** – The treasurer's report was reviewed and approved as submitted by motion (Craft/Cooper). Motion carried.
- e. **Approval of Claims (11/20/2019-12/17/2019)** –A motion (Cooper/Burkholder) was made to approve Claim Nos. 11511-11520 for a total of \$23415.90. 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. (Attached)
- b. **2020 Annual Plan of Work** – A motion (Cooper/Craft) was made to approve the 2020 APW as presented. Motion passed.
- c. **2020 Budget** – A motion (Burkholder/Craft) was made to approve the 2020 budget as presented. Motion passed.
- d. **2020 Producers Meeting** – Knepp verified with the board that February 19th is a good date to hold the workshop, that date also works for Marshall County's staff/board and Purdue Extension. Knepp also informed the board that the rural conservation committee needs to meet to discuss possible topics for the workshop.

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. **Science Alive** – After some discussion, it was decided to skip the 2020 Science Alive since we currently do not have an educator in place. Hoffarth will reach out to update contact information back to the general email so we will be informed of the 2021 event.
- b. **Environmental Education Coordinator applicants** – After some discussion, it was asked that the 5 supervisors & Knepp email Hoffarth their top 5 candidates. She will then send to the 5 and Knepp the top 5 overall for consideration for interviews in the first part of January.

- VI. **PRIVILEGE OF FLOOR** – Dooms read a thank you card from Knepp for the donation in honor of her father's passing. Dooms also presented the staff with Christmas cards and thanked the board and staff for the hard work in 2019.

- VII. **ADJOURNMENT** – The board meeting adjourned at 12:11 pm.

Respectfully submitted,
Sandra Hoffarth
Administrative Assistant
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Approved by



Supervisor



Supervisor



Supervisor

Field Office Report

November 18 – December 13, 2019

General/Miscellaneous	
Office Work	
<ul style="list-style-type: none"> • Newsletter – articles, layout, review • Annual Report – Articles, pictures, layout, review, print, mail 	
Field Work	
Tillage Transect – 2 days	

EQIP- Environmental Quality Incentive Program	
Office Work	
<ul style="list-style-type: none"> • Process payments for 10 producers – Irrigation management, Prescribed grazing, cover crops • Check seeding mixes – 2 • Modify cover crop contract due to loss of control of farm • Work with state office on potential variance for pollinator dormant seeding planted too early • Meeting with landowner to discuss program options 	
Field Work	
Field check – Prescribed grazing, 5 cover crop contracts Preliminary Planning assessment for 2 pollinator plantings, 1 Reforestation project	

WRE- Wetland Reserve Program	
Office Work	
Gather and analyze data for 2 new applications	

CSP- Conservation Stewardship Program	
Office Work	
Certify and process payments for 7 contracts	
Field Work	
Field check 5 properties	

CWI- Clean Water Indiana	
Office Work	
<ul style="list-style-type: none"> • Complete conservation planning for 4 farms 	

Rule 5/ Rule 13	
Office/Field Work	
<ul style="list-style-type: none"> • 2 Stormwater Pollution Prevention Plans 	

Education		
Age	Total # Programs/ Hours	Total # People
Youth Education		
Adult Education		
Meetings & Trainings		
Staff Meetings – 4 RCPP teleconference with NRCS state office and potential applicants Conservation Desktop Lessons 5 & 6		St Joseph River Basin Commission meeting IDEA meeting NRCS Urban Focus Group Task Force
Webinars		Dates
Seeding Calculator Wildlife Habitat Evaluation Guide		