

MONTHLY BOARD MEETING MINUTES

Tuesday, July 19, 2016

I. CALL TO ORDER - On Tuesday July 19, 2016, at 7:02 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
Mike Burkholder, Supervisor
Dave Vandewalle, Supervisor
Dru Wrasse

PRESENT – SWCD/NRCS

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

Present - EX-OFFICIO

n/a
PRESENT – Public
David Straughn

ABSENT – SWCD

Stacey Silvers, Supervisor
James Rodriguez, NRCS SC
Jan Ivkovich
Dale Stoner
Dave Craft
Jim LaFree
Randy Matthys
Arlene Schuchman
Richard Schmidt
Carole Riewe
Chuck Lehman
Joe Long

II. ADDITIONS TO AGENDA - n/a

III. REGULAR BUSINESS

- a. **Legislative Updates** –n/a
- b. **Conservation Moment:** Client Gateway – Knepp & Longenecker went over and showed a demo of the NRCS client gateway to show ease of use and convenience of using the online program to sign and view contract documents.
- c. **Indiana Conservation Partnership Updates** – n/a
- d. **Minutes: June 28, 2016 board meeting**– The minutes were reviewed and approved as presented.
- e. **Treasurer’s Report: (6/28/2016-7/19/2016)** – The treasurer’s reports were both reviewed and approved as submitted.
- f. **Approval of Claims (6/28/2016-7/19/2016)** –A recommendation (Wrasse, Vandewalle) & motion (Burkholder, Cooper) was made to approve Claim Nos. 11126-11133 for a total of \$2,727.56 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 and reviewed. (Attached). Knepp went over the NRCS talking points (attached). Knepp also went over the Memorandum of Understanding (MOU) between NRCS & the SWCD. She highlighted the *Acknowledgement of section 1619 compliance*. If anyone would like to see the full MOU please contact the office.
- b. **Committee Reports**
 - i. **Annual Meeting** – Vandewalle reported from the committee recommends that the date will be Friday January 27, 2017 at the Hedwig Center but to move from the smaller west hall to the larger east hall. The 2016 price difference is \$150 with the rent for the east hall at \$500. This larger room will give us more space for entertainment, socializing and the silent auction. Wrasse seconded the recommendation and a motion (Cooper, Vandewalle) was made to accept the committee recommendation. Both carried. Hoffarth is also looking into entertainment options utilizing the local high school or college show choirs.
 - ii. **Forestry – Tree Sale** – Cooper informed the board that by not having a tree sale in 2016 the staff was able to focus their attention on conservation and working with local producers which increased the amounts we receive for CRP and the new PSS agreements with NRCS which more than covers what we made with tree sales in 2015. For this reason it is the recommendation of the committee to discontinue tree sales. Recommendation carried.
 - iii. **Education** – Wrasse gave a report from the ED committee meeting that was held just prior to the board meeting. Glassman has been asked to present *Changes in Education* and to discuss his programs for one of the sessions at the 2017 IASWCD Annual Conference in Indianapolis. The Committee & Burkholder recommends & a motion (Vandewalle, Burkholder) was made that he gives the aforementioned presentation. Both carried. Glassman is also working on putting together a St Joseph River Expedition which is two days of rafting. He will invite the local schools to participate and stated each day could have 100 kids max which each kid will pay \$10 to help cover the insurance. He is still working on getting an insurance quote but thinks it won’t be more than \$500. The committee recommends & a motion

(Cooper, Burkholder) was made to ok the insurance up to \$500. If it exceeds approval from the 5 supervisors will be made via e-mail if needed before the next board meeting. Both carried.

- c. **Headwaters of the Yellow River Steering Committee update** – (attached). Sample site #12 located in the Southeast corner of St Joseph County has on average the highest amounts of E. Coli, Nitrite & Nitrate, & phosphorus. The steering committee has decided to designate this area containing Lateral Ditch #5 as the critical area of the watershed. The goal is to install demonstration bmp by the end of the project.

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. **Ag 101 – August 18, 9am-3pm Peru, IN** – (attached) this is a workshop geared towards the non-technical staff in the SWCD offices which will include a soil pit, equipment, soil sampling demo, conservation bmp, etc.
 - ii. **IDEA Fall Conference – Oct 5-7 Syracuse, IN** – (attached) a motion (Vandewalle, Cooper) was made for \$851 plus tax be released to cover 3 registrations and 2 rooms for 2 nights for the staff to attend. Motion carried.
 - iii. **Leadership Institute – Communication – Aug 19th – Fair Oaks, IN** - (attached) Ivkovich, Schuchman & Wrasse are the only ones from our board that has attended this workshop. This is open to staff, supervisors & associate supervisors. Please inform Hoffarth if you are interested in attending so she can send in the registration.
 - iv. **Supervisor Summit – Aug 23rd Danville, IN** - (attached)
 - v. **St Joseph County Budget Meeting – July 25th 1:45 pm** – Dooms explained this meeting is our chance to sit down with the commissioners and a few county council members to discuss our 2017 budget (staff salaries). Hoffarth explained the leveraging form (attached) that was put together which shows for every dollar they provide we return \$9.01. Cooper, Burkholder, Hoffarth & Glassman will attend this meeting.
- b. **River Friendly Farmer – extra shirts** – a recommendation (Wrasse, Burkholder) & motion (Vandewalle, Burkholder) was made to pay \$22/each for 2 shirts totaling \$44 as an award for the RFF award winners who will be attending the ceremony at the state fair on Aug 17 at 1 pm. Both carried.

VI. PRIVILEGE OF FLOOR – Dooms informed the staff there will be a meeting with the supervisors Monday morning after the staff meeting at the office.

VII. ADJOURNMENT – The board meeting adjourned at 8:20 pm.

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

Approved by:

Supervisor

Stacey J. Silver

Supervisor

W.R. Burkholder

Supervisor

[Signature]

Supervisor

John Dooms

Supervisor



How to Set Up Your Account in Conservation Client Gateway

Before You Get Started

1. Make sure you have access to a computer or laptop. Mobile devices, such as tablets or smartphones, are not yet supported by Conservation Client Gateway.
2. You need to have an individual USDA client record (formerly known as SCIMS) with a valid email address. If you're unsure if you have a USDA client record, or whether it is connected to a valid email account, contact your local NRCS or FSA office. You can find a list of offices at <http://offices.usda.gov>.
3. If you represent a business or entity, hang tight. At this time, Conservation Client Gateway is only accessible to individual landowners, but we are working on updates to accommodate businesses and entities.

STEPS

1

Sign up for a Level 2 USDA eAuthentication (eAuth) account by visiting www.nrcs.usda.gov/clientgateway and clicking "Get Started".

Signing up is easy; fill out the online form and in a few minutes, your account will be ready. When you receive an email from USDA eAuthentication, follow the link to "Activate your account."

Your account is automatically created as a Level 1 account. In Step 2, you will update your eAuth account to Level 2 by verifying your identity. Emails you receive from the system will indicate that you need to activate/upgrade your account by visiting a USDA office. However, you can complete this step online by logging into Client Gateway.

2

To activate/upgrade your eAuth account to Level 2, you will need to verify your identity to ensure you are who you say you are, and to prevent unauthorized access.

Option 1: Verify online (Recommended)

When you try to login to Conservation Client Gateway, you will automatically be asked to verify your identity. Go to www.nrcs.usda.gov/clientgateway, and click Login. Then just enter your social security number and answer four background questions. If you have problems completing this online process, either call the Help Desk at 970-372-4200 or call to schedule an appointment with a Local Registration Authority (LRA). See option 2.

Option 2: Verify in person

Make an appointment to visit an LRA in person at a NRCS or FSA Service Center office to verify your identity and link your USDA client record. Call ahead and schedule an appointment to ensure an LRA will be in the office when you visit. Bring a government-issued photo ID, such as a driver's license, with you.

3

Once your account is verified and linked, you are ready to start using the Conservation Client Gateway at www.nrcs.usda.gov/clientgateway.

Login with your eAuth User ID and password. We recommend you bookmark this link so you can easily access the Conservation Client Gateway for your future conservation needs.

NEED HELP?

You may request help or report a problem by sending an email to the Conservation Client Gateway Help Desk at nrcsprod@midatl.service-now.com or by calling the Help Desk at 970-372-4200.

For detailed information about the Conservation Client Gateway visit: www.nrcs.usda.gov/clientgateway

The USDA is an equal opportunity provider, employer and lender

Frequently Asked Questions

The email I received says I need to visit an LRA at USDA Service Center office to activate my Level 2 account. Is that correct?

No, in most cases, you will not need to visit an LRA at a USDA Service Center office to activate your Level 2 account. After you have followed the link in the email to "Activate your account", you can go to www.nrcs.usda.gov/clientgateway and click Login to complete the process online.

Does the Conservation Client Gateway facilitate business entity or power of attorney access?

No, not at this time, providing authorized representatives access will be added in the future.

Can I use my mobile device or tablet with Conservation Client Gateway?

The current version of Client Gateway does not fully support mobile devices, tablets, or cell phones, this functionality will be added in the future.

What browsers can I use with Conservation Client Gateway?

The Conservation Client Gateway works with most standard Web browsers (e.g., Internet Explorer, Chrome, Firefox and Safari). The system will notify you if you have an older browser versions that may not function properly.

What is the Conservation Client Gateway?

Conservation Client Gateway is a new NRCS secure web application that provides individual landowners and land users the option to request conservation technical and financial assistance from NRCS. Through the Client Gateway, you will be able to:

- Request help on a natural resource issue or request a conservation plan on your property
- Apply for financial assistance to help solve your natural resource issues in your conservation plan
- Review and sign your conservation plans and practice implementation schedules
- Electronically sign key documents, such as financial assistance conservation program applications and contracts
- Document and report completed conservation practices and contract items
- Request and track payments due to you for completed and certified contract items
- Request updates (e.g. address, e-mail, phone number) to your customer profile information

How do I get help or report problems with the Conservation Client Gateway?

There are multiple options to request help with Client Gateway:

1. You may request help, or report a problem by email to Client Gateway Help Desk at nrcsprod@midatl.service-now.com. A ticket will be submitted for you.
2. You may call the Help Desk at 970-372-4200 to request help or report a problem 7 days a week, 24 hours a day.

You may use the [Client Gateway Technical Support Portal](#) to submit your own requests for support and ask questions. You may also monitor your prior unresolved help tickets, and track their status. The portal will also provide options to search and view Frequently Asked Questions, and to use the live chat option available 9:00 am – 7:00 pm Eastern, M-F to request support or report problems.

Profit & Loss

June 28 through July 19, 2016

	<u>Jun 28 - Jul 19, 16</u>
Ordinary Income/Expense	
Income	
R423 Other Charges for Services	
Education Program Income	247.50
Sales Income	
Swamp Stomp T-Shirts	0.15
Total Sales Income	<u>0.15</u>
Total R423 Other Charges for Services	<u>247.65</u>
R902 Earnings on Investments	
Interest on Savings/MoneyMarket	11.59
Total R902 Earnings on Investments	<u>11.59</u>
Total Income	<u>259.24</u>
Gross Profit	259.24
Expense	
D201 Office Supplies	12.13
D202 Operating Supplies	
Postage & Delivery Expenses	
Newsletter Mailing	187.42
Postage & Delivery Expenses - Other	58.30
Total Postage & Delivery Expenses	<u>245.72</u>
Youth Ed Materials/Supplies	19.21
D202 Operating Supplies - Other	20.64
Total D202 Operating Supplies	<u>285.57</u>
D302 Travel Expense	
Staff/Sup TrainRegistrationExp	
Registration/Staff	195.00
Total Staff/Sup TrainRegistrationExp	<u>195.00</u>
Trailblazer - Gas	93.51
Total D302 Travel Expense	<u>288.51</u>
D303 Printing and Advertising	
Advertising (Newspaper etc)	7.67
Newsletter - Printing/Advertisi	433.40
Total D303 Printing and Advertising	<u>441.07</u>
D312 Other Services and Charges	
Workshop/FieldDay Expense	151.15
Total D312 Other Services and Charges	<u>151.15</u>
D707 Other Disbursements	
Contractual & Cost Share Exp	1,529.00
Total D707 Other Disbursements	<u>1,529.00</u>
Total Expense	<u>2,707.43</u>
Net Ordinary Income	<u>-2,448.19</u>
Net Income	<u><u>-2,448.19</u></u>

St. Joseph County Soil & Water Conservation District
Balance Sheet
As of July 19, 2016

	<u>Jul 19, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Change Box	40.00
Checking - PNC	3,046.30
Money Market (Savings) - PNC	139,384.96
Total Checking/Savings	<u>142,471.26</u>
Total Current Assets	<u>142,471.26</u>
TOTAL ASSETS	<u>142,471.26</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	114,968.59
Retained Earnings	-3,516.13
Net Income	31,017.30
Total Equity	<u>142,469.76</u>
TOTAL LIABILITIES & EQUITY	<u>142,469.76</u>

ACCOUNTS PAYABLE VOUCHER REGISTER

St. Joseph County

Governmental Unit

SWCD

Agency

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed. (2) The Memorandum column is for entering action on accounts payable vouchers if disallowed in whole or part, if continued to a later meeting of governing board, or for other pertinent information.

For Period June 22, 2016 - July 19, 2016

Prescribed by State Board of Accounts

General Form No. 364 (1997)

Date Filed	Voucher Number	Name of Claimant	Office, Department, or Fund	Amount of Voucher	Amount Allowed	Check/Warrant Number	Memorandum (See Note (2) Above)
6/29/16	11126	Postmaster	CWI10K	\$187.42	\$187.42	11126	July/Aug Newsletter Bulk Mailing
7/1/16	11127	IN Dept of Revenue	Sales Tax	\$20.13	\$20.13	11127	June sales tax
7/1/16	11128	Exchange Publishing	CWI10K	\$433.40	\$433.40	11128	July/Aug Newsletter
7/8/16	11129	PNC Bank	Youth Ed, District Ops, Vehicle	\$342.81	\$342.81	11129	Mice, postage, gas, Legislator Tour
7/11/16	11130	South Bend Tribune	District Ops	\$7.67	\$7.67	11130	June legal ad
7/15/16	11131	Staples	District Ops	\$12.13	\$12.13	11131	Highlighters, sign here signs, poster strips, flash drive
7/15/16	11132	Martha Byler	CWI10K	\$1,529.00	\$1,529.00	11132	Pollinator Habitat - Approved by board 4-19-16
7/19/16	11133	Purdue University	Adult Ed	\$195.00	\$195.00	11133	Sarah Longenecker registration for Soil Health Workshop
Total				\$2,727.56	\$2,727.56		

I hereby certify that each of the above listed vouchers and invoices or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

ALLOWANCE OF VOUCHERS

(IC-5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 page, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$2,727.56

Dated this 19th Day of July, 2016

SIGNATURES OF GOVERNING BOARD

Field Office Report
June 20 through July 15, 2016

Environmental Quality Incentive Program

Processed and ranked 2 Monarch Butterfly Project applications
Field checked and processed payment for 1 Seasonal High Tunnel
Complete documents for 2 potential contract violations

Wetland Reserve Program/Wetland Reserve Easement program

Processed payment for Invasive Species Control
Completed resource inventory for Monarch Butterfly habitat planting
Completed documents for restoration contract
Met with landowner to discuss a new application for a wetland project

Conservation Reserve program

Status Reviews – 1 (St Joseph)
Field visits – 16 (5 ST Joseph, 10 Marshall, 1 LaPorte)
Develop conservation plans, contracts, job sheets - 13 (9 Marshall, 3 St Joseph 1 LaPorte)

Conservation Stewardship program

2 applications preapproved – conducted field verifications, develop toolkit maps, rank application, generate payment schedule, complete enhancement job sheets

RULE 5/13

5 SWPPP Reviews
1 Notice of Termination

Wetlands – 6 wetland determinations (St Joseph)
1 wetland determinations (Marshall)
Process 1 appeal

Highly Erodible land – 3 determinations (St Joseph)
14 Determinations (Marshall)
2 Determinations (Miami)
Process 1 appeal

Completed 5% status reviews – Completed 3 field visits
Documented findings at 5 farms
Mailed 10 letters with status review findings
Provided assistance to consulting forester on placement of skid lanes

Meetings:

Staff Meetings – 3	IDEA Conference Planning (Sandra)
AgLearn – LGBT Non-Discrimination	Yellow River Steering Committee (Sandra)
Records Retention (Sandra)	National teleconference w/US Fish & Wildlife
Webinars – Keeping Grazing records	
Biological Index for Soil Health	Farming Implements in Action
Weed mgt in Organic Systems	
Aquaculture	

Office Closed – July 4

Education Report

June 20 – July 15, 2016

Lots of Vacation ☺

Deliver Project WILD trunk to Girl Scout Camp

Deliver Project WILD trunk to Wildlife Rehab Center day camp

Deliver Riverwatch loaner Kit for St. Joseph County Riverwatch training

ECDC- Notre Dame Program – 4 nature game presentations

Montessori Academy, Lincolnway – wetland presentation

Mishawaka HS – Career and soil health presentation

Program prep for IUSB/South Bend schools teacher workshop

DC Talking Points

July, 2016

SPECIAL INITIATIVES

Regional Conservation Partnership Program (RCPP) – application deadline

Dollars are still available for the University of Notre Dame's "Indiana Watershed Initiative" RCPP. This project will help improve water quality and strengthen agricultural operations in the Shatto Ditch watershed located in Kosciusko County and the Kirkpatrick Ditch watershed located in Newton, Jasper and Benton counties by focusing on promoting planting winter cover crops and installing two-stage ditches. All applications for funding consideration must be received by July 15, 2016.

COVER CROPS AND PLUGGED TILES – new information

Indiana NRCS is working with Barry Fisher (National Soil Health Division) and Purdue on getting information out about some farmers who have experienced plugged tile with cover crop roots in them. This is happening in multiple locations throughout the state, especially in long-term no-till with cover crops, but is not happening in all long-term no-till with cover crop fields.

✓ **CONSERVATION CLIENT GATEWAY - reminder**

Please help us continue to spread the word that Conservation Client Gateway is available to all individual farmers. CCG is a secure website that makes it easy for farmers to access conservation information and request assistance. Client Gateway will be extended to business entities and available on mobile devices in the future. For more information check out the website www.nrcs.usda.gov/clientgateway. CCG is completely voluntary, NRCS field staff will still be available in for individual assistance.

✓ **WOMEN'S LEARNING CIRCLES - reminder**

Women4theLand has formed as an Indiana partnership providing support for Women's Conservation Learning Circles being held across the state. Facilitators are trained and available to assist in holding these meetings. Learning Circles are being planned for Tippecanoe, Hancock/Shelby/Rush, Washington and Whitley counties this summer, and St. Joseph/Marshall/Elkhart, Hendricks, Jasper/Newton and Franklin Counties this fall.

SOIL HEALTH TECHNICAL BRIEFINGS - reminder

Members of Indiana's soil health teams are working with Tom Beckman and Indiana Prairie Farmer on a monthly section in the magazine and on the Indiana Prairie Farmer website committed to soil health technical tips for farmers. This section will include quick tips and photos to assist farmers in improving their soil health. Topics include precision messages about erosion, terminating cover crops, fall/spring tillage, pests, side-dress, prevented planting and more. Good morning,

EARTH TEAM VOLUNTEER HOURS - reminder

The end of the fiscal year is quickly approaching and now is the time to make sure all Earth Team hours are being captured for FY16. We are expected again this year by National Headquarters, and subsequently by our State Conservationist, to have 100% office participation in the Earth Team Volunteer program. Remember: Think back over past projects or the events that would have used volunteers like the Envirothon, county fairs, field days, people's gardens, pasture walks, farm tours, fish sale, tree sale, outreach meetings, community/park cleanups, locally led meetings, tillage transects, women's learning circles, annual meetings, etc. All hours for FY16 should be submitted no later than September 30th.



NATURAL RESOURCES CONSERVATION SERVICE (NRCS) UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

ACKNOWLEDGMENT OF SECTION 1619 COMPLIANCE

Purpose and Background

The purpose of this Acknowledgment of Section 1619 compliance (hereinafter "Acknowledgment") is to require acknowledgment by St. Joseph County SWCD of the requirements of Section 1619 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill), which prohibits disclosure of certain information by the Department of Agriculture (USDA) and its cooperators. St. Joseph County SWCD assists NRCS in the delivery of conservation-related services (for example, services that sustain agricultural productivity, improve environmental quality, reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, and reduce damages caused by floods and other natural disasters) or with monitoring, assessing, or evaluating of conservation benefits from USDA conservation programs under a cooperative working agreement. Those individuals or organizations (governmental or nongovernmental) that assist NRCS with providing conservation-related services are known as NRCS Conservation Cooperators.

NRCS Conservation Cooperator

As an NRCS Conservation Cooperator, St. Joseph County SWCD is authorized access to otherwise-protected agricultural information. Such protected information must be strictly limited to only that information necessary for St. Joseph County SWCD to provide conservation related services. Disclosure to St. Joseph County SWCD can include receiving the protected information either 1) directly from NRCS; 2) directly from the producer or owner as part of the process required to enable a producer or owner to participate in a USDA program; or 3) in another manner with the producer's permission.

Section 1619 of the 2008 Farm Bill

Section 1619 of the Food, Conservation, and Energy Act of 2008 (Exhibit 1) (hereinafter "section 1619" provides that USDA, or any "contractor or cooperator" of USDA, "shall not disclose—(A) information provided by an agricultural producer or owner of agricultural land concerning the agricultural operation, farming or conservation practices, or the land itself, in order to participate in the programs of the Department; or (B) geospatial information otherwise maintained by the Secretary about agricultural land or operations for which information described in subparagraph (A) is provided." USDA may disclose protected information to a USDA cooperator when such cooperator is "providing technical or financial assistance with respect to the agricultural operation, agricultural land, or farming or conservation practices" if USDA determines that the protected information will not be subsequently disclosed, except in accordance with the exceptions contained in Section 1619. St. Joseph County SWCD is a "contractor or cooperator" of USDA within the meaning of Section 1619. Accordingly, St. Joseph County SWCD may not subsequently disclose any information protected by section 1619. By signature on this Acknowledgment, St. Joseph County SWCD is certifying future compliance with the statutory obligations under Section 1619. Upon execution of this Acknowledgment,

NRCS may continue to provide to St. Joseph County SWCD the protected information provided under a cooperative working agreement.

Responsibilities

St. Joseph County SWCD (hereinafter the "Conservation Cooperator") certifies that:

- Signature on this Acknowledgment indicates acknowledgment and understanding that the Conservation Cooperator is legally bound by Federal statute to comply with the provisions of Section 1619 and that the Conservation Cooperator will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this Acknowledgment. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The Conservation Cooperator will be held responsible should disclosure of the protected information occur.
- Signature on this Acknowledgment legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the Conservation Cooperator to comply with the provisions in Section 1619. The Conservation Cooperator must consult with NRCS prior to providing protected information to an entity or individual outside of the Conservation Cooperator and as necessary to implement the program to ensure that such release is permissible.
- The Conservation Cooperator will use the protected information only to perform work that is directly connected to provide conservation related service. Use of the protected information to perform work that is not directly connected to provide conservation related services are expressly prohibited.
- The Conservation Cooperator must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information in order to provide conservation related services.
- The provisions in Section 1619 are continuing obligations. Even when the Conservation Cooperator is no longer an NRCS Conservation Cooperator, or when individuals currently affiliated with the Conservation Cooperator become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with the provisions of this Acknowledgment.
- The Conservation Cooperator must notify all managers, supervisors, employees, contractors, agents, and representatives about this Acknowledgment and the requirements of Section 1619. For the duration of this Acknowledgment, notifications about the existence of this Acknowledgment must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.
- When the Conservation Cooperator is unsure whether particular information is covered or protected by Section 1619, the Conservation Cooperator must consult with NRCS to determine whether the information must be withheld.

- This Acknowledgment is nontransferable and may not be bought, sold, traded, assigned, extended to, or given free of charge to any other individual or organization not directly covered by this Acknowledgment.
- Use of the protected information for any purpose is expressly prohibited when an individual or organization is no longer an NRCS Conservation Cooperator. When the Conservation Cooperator is no longer an NRCS Conservation Cooperator, any protected information provided under this Acknowledgment must be immediately destroyed or returned to NRCS. The Conservation Cooperator must provide to NRCS written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.
- The State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

Protected Information

An example of the type of information prohibited by disclosure under Section 1619 includes, but is **not limited to**, the following:

- State identification and county number (where reported and where located).
- Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
- Farm, tract, field, and contract numbers.
- Production shares and share of acres for each Farm Serial Number (FSN) field.
- Acreage information, including crop codes.
- All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
- Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
- Location of conservation practices.

Section 1619 allows disclosure of "payment information (including payment information and the names and addresses of recipients of payments) under any Department program *that is otherwise authorized by law*" (emphasis added). The names and payment information of producers generally may be provided to the public; however the Conservation Cooperator shall consult with NRCS if there is any uncertainty as to the provision of such information.

Section 1619 also allows disclosure of otherwise protected information if "the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite." The Conservation Cooperator **must consult with NRCS** as to whether specific information falls within this exception prior to relying on this exception.

Headwaters Yellow River Watershed Planning Project

Cardno Monthly Email Update

July 13, 2016

General Update Items

1. Contract
2. Communication
3. Scope
4. Schedule

Contract

1. Invoices for work completed in May for the IDEM (130701101) and Grant Administration (130701102) contracts were delivered to the client at the Marshall County SWCD Board meeting on June 8, 2016. IDEM reimbursement reporting forms for these invoices was submitted on 06/09/2016. This month Cardno is submitting the final invoice to the Marshall County SWCD for the LARE (130701100) contract. The final water quality monitoring report has been reviewed, approved, and submitted to LARE.

Communication

Sample Site #12

1. At the June 29th Steering Committee meeting the Lateral Ditch #5 was designated the critical area of the watershed. Therefore, the goal will be to install the demonstration best management practice in this subwatershed by the end of the project. Please continue to think of areas of opportunity for this demonstration best management practice.

Scope

1. Work continues on the following tasks from our scope:

Task A: Work continues on Sections WMP. A draft of the WMP was delivered to IDEM on June 29th, prior to the June 30th deadline. The next draft will be submitted to IDEM by December 31, 2016 and will contain address elements 25-33 of the WMP checklist. The next steering committee meeting will take place in September, 2016.

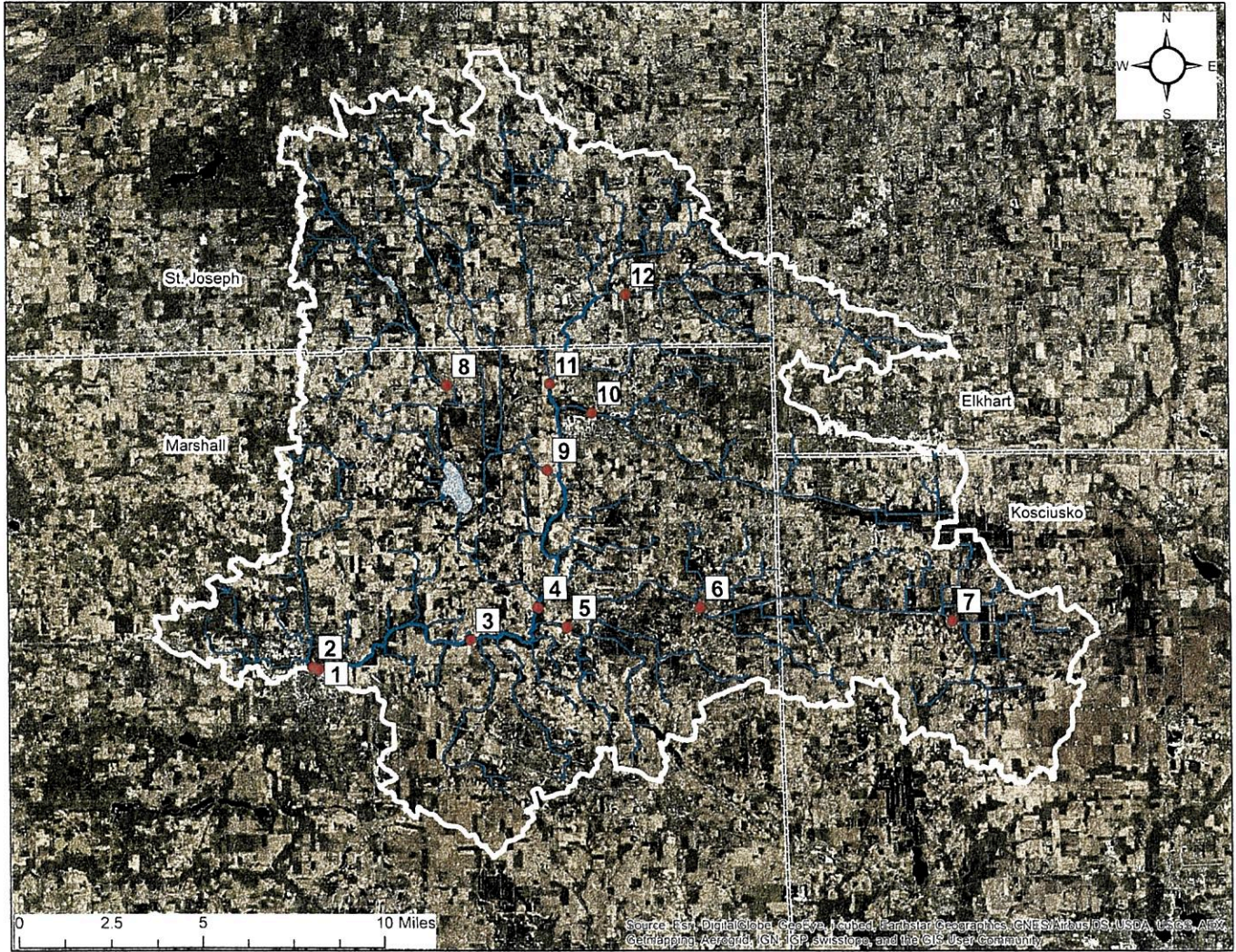
Task B: Water samples have been collected monthly from June through May (with the exception of January). Source tracking samples were collected on May 18, 2016. The water quality monitoring report has been submitted, reviewed, and approved by LARE. Therefore, the remaining contract amount will be billed out on this month's invoice.

Task C: Work continues on education and outreach component of the IDEM grant. Participation in the Yellow River Festival took place on June 4, 2016.

Task E: IDEM invoices requesting reimbursement were submitted on 06/09/2016.

Schedule

The next steering committee meeting will take place in late September 2016.



SAVE THE DATE

Ag 101

Date: August 18, 2016



Time: 9:00am—3:00pm



Featuring:

Breakout Sessions Including

- *Soil Pit*
- *Soil Sampling Demo*
- *Equipment*
- *Commodity Groups*
- *Conservation BMP*

Networking Opportunities

Location: Bobby Hettmansperger Farm
2979 S. 800 W, Peru, IN, 46970

Presented by: ISDA, Wabash SWCD, NRCS and
Purdue Extension



District Employee
Association

Room rates are \$119/night

Rooms are under IDEA for this
special rate

Reservations can be made by
calling 574-457-7100 or visit
their website at:

www.oakwoodresort.com

***Come relax on the
beautiful shores of Lake**

Wawasee!

***Come explore the
unique landscape of NE
Indiana!**

***Come enjoy the
camaraderie of fellow
district employees!**

***Come learn and get lost
in conservation!**

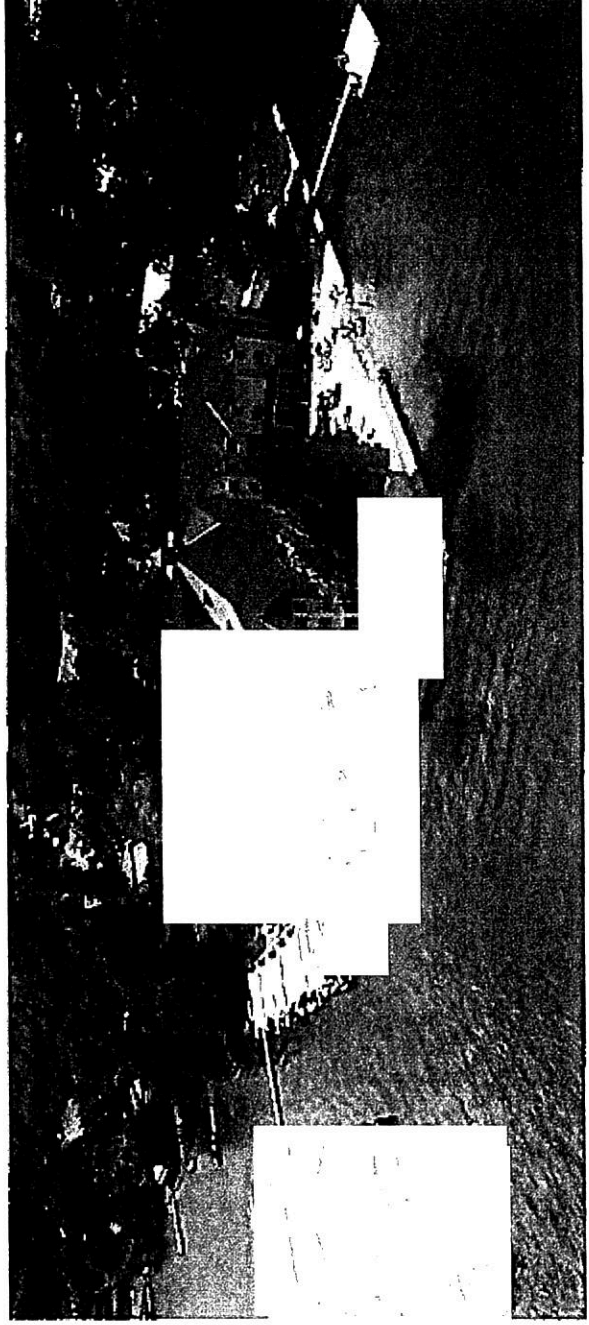
SAVE THE DATE

October 5 ~ 7, 2016

IDEA FALL CONFERENCE

Oakwood Resort located in Syracuse, IN.

Registration: \$125



SAVE THE DATE

COMMUNICATION

“Empowering Local Leadership for Indiana Soil and Water Conservation”



As District leaders work with their county government and navigate partnerships between county, state and federal agencies and other partners, strong interpersonal communication skills become critical. Participants in the Leadership Institute’s Cornerstone Communication will explore the following aspects of this vital skill set.

- Building Relationships with Others
- Listening to Understand Others
- Speaking Your Message Clearly
- Influencing Others

Please Join Us
August 19, 2016
At The Farmhouse Restaurant, Fair Oaks Farms
754 N 600 E, Fair Oaks, IN 47943

This will be a one day workshop. For those interested in staying in the area to experience more of what Fair Oaks has to offer, a new Comfort Suites has opened in Rensselaer. Reservations can be made at <https://www.choicehotels.com/indiana/rensselaer/comfort-suites-hotels/in449>
Or call at (219) 964-4215.
Additional Fair Oaks information can be found at www.fofarms.com.

For more information on the itinerary contact
Geneva Tyler at gt Tyler@isda.in.gov or 317.518.4036.

The Communication workshop is the second cornerstone of Leadership Institute’s premiere program, Cornerstones of Leadership, a four-part leadership development workshop series tailored specifically to Indiana Soil and Water Conservation District Supervisors.



Name	Title	Change	Communication	Board Development	Impacting Communities
Jeremy Cooper	Supervisor	2/15/2013			
Jan Iukovich	Associate Supervisor	9/8/2006	11/17/2015	9/18/2009	12/4/2009
Arlene Schuchman	Supervisor	3/11/2011	11/17/2015		12/5/2010
Stacey Silvers	Supervisor	6/25/2010		9/11/2010	12/5/2010
Dru Wrasse	Supervisor	6/25/2010	9/5/2008	9/18/2009	12/4/2009
Sandra Hoffarth	Staff				8/29/2015

Save the Date

Supervisor Summit

August 23, 2016

Hendricks County Fairgrounds
1900 East Main Street
Danville, IN 46122
9:30 a.m.- 3:30 p.m.

Join other SWCD Supervisors at a workshop geared specifically towards the leadership roles of these important positions. Interactive sessions will explore and build upon concepts of Supervisor responsibilities and challenges relating to proactive district management. Discussions will center around topics such as, but not limited to: personnel management, ethics, CCSI updates and relationship building with local officials. Discussions will be led by fellow SWCD Supervisors and other Partnership leaders.

Registration Cost: \$15

*Please note that registration is limited to 2 supervisors per district, with preference given to chair and/or vice chair.

Please register at
supervisorsummit2016.eventbrite.com

Agenda and more details to follow.
An online viewing option may be available. More details will be given at a later time.

For directions, see 4hcomplex.org



INDIANA ASSOCIATION OF
soil and water conservation
DISTRICTS

Forestry Field Day

SATURDAY, SEPTEMBER 17th - 9 AM-12 NOON

Come join local experts on discussions and observations about:

Featured Topics:

History behind the property

Timber stand management

Timber Harvest & Sales

Classified forests

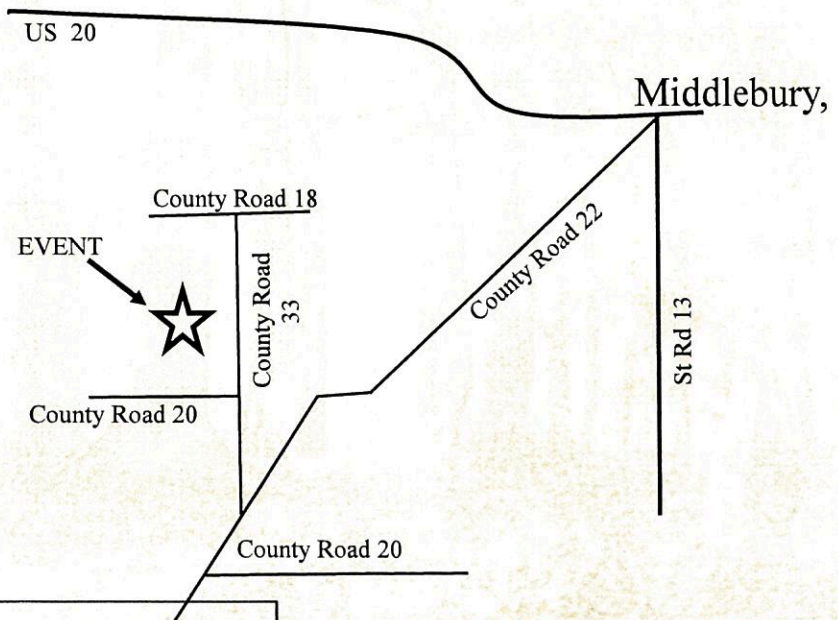
Alternative Income

This is a Walking Event!

Location:

**Jim & Peggy Garber's
Woods**

**Northwest corner of
CR 20 at CR 33
Southwest of
Middlebury**



Sponsored by:
Elkhart SWCD 574-533-4383 ext. 3

**Field Day is FREE
but Please RSVP !**

