

## MONTHLY BOARD MEETING MINUTES

**I. CALL TO ORDER - On Tuesday April 20, 2021, at 7:04 pm a zoom meeting of the Board of Supervisors of the St Joseph County SWCD was called to order by John Dooms, Chairman.**

**PRESENT – SWCD**

John Dooms, Chair/Supervisor  
Dave Vandewalle, Supervisor  
Mike Burkholder, Supervisor  
Sam James, Supervisor

**PRESENT – SWCD/NRCS**

Sarah Longenecker, SWCD CC  
Sandra Hoffarth, SWCD AA  
Sam Buchanan, SWCD EEC  
Debbie Knepp, NRCS DC

**Present - EX-OFFICIO**

**PRESENT – Public**  
Shane Whitmer

**ABSENT – SWCD**

Chris Matthys, Supervisor  
David Straughn  
Chuck Lehman  
Dru Wrasse  
Richard Schmidt  
Randy Matthys  
Dave Craft

**II. ADDITIONS TO AGENDA – n/a**

**III. REGULAR BUSINESS**

- a. **Legislative Updates** – (attached) bill tracker is available through email from the IASWCD.
- b. **Indiana Conservation Partnership Updates** – Purdue Extension sent link to their annual report and upcoming events (attached).
- c. **Minutes March 16, 2021 board meeting** – Board Minutes were reviewed and approved as presented.
- d. **Treasurer's Report: (3/13/2021-4/16/2021)** – A motion (Vandewalle/Burkholder) was made to approve the treasurer's report as submitted. Motion carried.
- e. **Approval of Claims (3/13/2021-4/16/2021)** – A motion (Burkholder/Vandewalle) was made to approve Claim Nos. 11621-11625 for a total of \$766.22. 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 & discussed. (Attached)
  - ii. **NRCS Talking Points** – Knepp presented the NRCS talking points (attached).
- b. **Wildlife Food Plot Seed** – Hoffarth reported that this year's giveaway was a huge success with 62 people picking up 128 one-gallon sized bags of seed in St Joseph County. Our cost was \$573.40. At the Feb. 2021 board meeting it was approved to spend up to \$400 on seed. A motion (Burkholder/Vandewalle) was made to release an additional \$173.40. Motion carried.

**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. **CISMA (Cooperative Invasive Species Management Areas)** – Longenecker informed the board that we will be hosting a call out meeting with Marshall Co SWCD on May 11<sup>th</sup> at 6pm via Zoom. This meeting is planned to explain CISMA's and how we can get interested community members and groups involved.
- b. **Notice of Destruction of Nonpermanent records** – Hoffarth informed the board that we have files that have surpassed the records retention length for Tree Sale Records, monthly and annual financial documents and copies of timesheets from 2010 as well as EEC applicants not selected in 2017. A motion (Burkholder/Vandewalle) was made to approve the destruction of these files. Motion carried. Hoffarth will send the appropriate documents to the state and county before shredding these files.

**VI. PRIVILEGE OF FLOOR – Dooms asks that we contact St Hedwig's to start planning our 2022 annual meeting and to start thinking about potential keynote speakers. Dooms also briefly discussed the 2022 budget hearings for the county.**

**VII. ADJOURNMENT – The board meeting adjourned at 7:57 pm by motion (Vandewalle/Burkholder). Motion carried.**

*Respectfully submitted,*

**Sandra Hoffarth**

**Administrative Assistant**

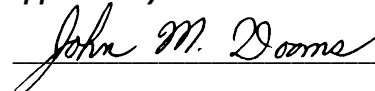
**St. Joseph County Soil & Water Conservation District**

2903 Gary Drive, Plymouth, IN 46563

Email: [Sandra.hoffarth@in.nacdnet.net](mailto:Sandra.hoffarth@in.nacdnet.net)

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

**Approved by:**



Supervisor

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

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**From:** Joe Schmees <joseph-schmees@iaswcd.org>  
**Sent:** Friday, April 16, 2021 4:47 PM  
**To:** allswcd@iaswcd.org; supervisor@iaswcd.org  
**Subject:** [External Email]IASWCD Legislative Bill Tracker 4.16.21

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**[External Email]**

If this message comes from an **unexpected sender** or references a **vague/unexpected topic**,  
Use caution before clicking links or opening attachments.  
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

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Supervisors and Staff,

Please see the legislative update from Cress below. We had a disappointing end to SB 389 in the General Assembly, the bill receiving a last minute amendment that exempts all of Class 1 wetlands, and more of Class 2 wetlands, from state regulatory oversight, among other amendments. This has the impact of leaving 60-75% of the currently state-regulated wetlands from any form of protection (50-65% of ALL wetlands in Indiana, including those under federal jurisdiction). The bill is now Senate Enrolled Act (SEA) 389, and goes to the Governor for signature. We are working with partners to write the Governor, asking him to veto SEA 389. On the upshot, if the bill passes into law, there was an amendment to add a Wetlands Task Force to review impacts on wetlands in Indiana. IASWCD is listed as one of several appointed entities to sit on the Task Force, so we will be able to have input.

On a positive note, this past week we heard good news with an encouraging State revenue report and forecast. As Cress has noted below, the Senate and House will negotiate what that means for the budget, and we hope that our conversations with legislators will lead to CWI being restored, but we will continue to monitor the situation and reach out as needed.

**Please join Cress and I for a State Legislative Wrap-Up webinar on Tuesday, April 27, at 12 PM.** If you are not able to join us live during the lunch hour, we will be recording it and provide the link for review. You can register at the link below; once you register, you will be emailed the virtual meeting link.

[IASWCD Legislative Wrap-Up Webinar Registration](#)

As always, if you have any questions about the legislative session or any bills, please let us know. Have a great weekend!

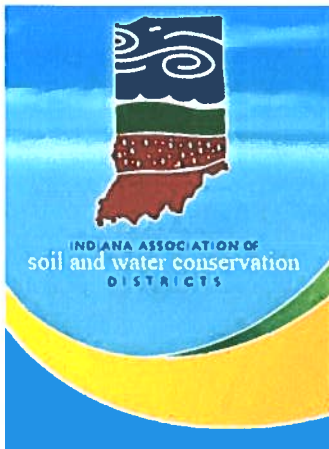
**Joe Schmees**  
*EXECUTIVE DIRECTOR*

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225 S East St., Ste. 740 / Indianapolis, IN 46202 / 317.692.7519 / [www.iaswcd.org](http://www.iaswcd.org)



**From:** Cresswell Hizer <chizer@inag.biz>  
**Sent:** Friday, April 16, 2021 3:34 PM  
**To:** Joe Schmees <joseph-schmees@iaswcd.org>  
**Subject:** IASWCD Legislative Bill Tracker 4.16.21



## **2021 Session IN General Assembly**

**April 16, 2021 Bill Tracker**

### **First Session of the 122<sup>nd</sup> Indiana General Assembly**

While hoping to finish a new two-year budget early next week then call for an unprecedented “recess” until the new US Census is available so they can draw new district maps, many other bills require attention as well. Included in that work was overriding Governor Holcomb’s veto (second one this session) of HB 1123 which shifts power from the governor to the legislative branch during an emergency. The vote fell mostly along party lines with most Republicans voting against their own governor.

Dissents have been filed between House and Senate versions of bills including HB 1001 Budget. The Senate made several changes, deleting the cigarette tax hike in the House version as well as K-12 education funding formulas plus increases in spending on mental health. On Thursday the updated revenue forecast was released which could be a game changer. This good news is on top of the billions of dollars coming to the state and local governments via the recently passed America Rescue Plan. Revenues over the next two years are expected to increase by 4% adding up to \$2 billion in additional one-time money lawmakers can spend according to the forecast. Adding the over \$3 billion from the federal stimulus, recovery from the pandemic is much faster than expected and will certainly make the debates on priorities more interesting. All this continues to give hope to restoring agency cuts and line items such as Clean Water Indiana.

HB 389 Wetlands, continued along a disappointing path as it was changed again on the House floor with amendments that weakens protections and mitigation. The Senate then concurred with the changes and it on the way to the governor. One positive is that it mandates a 14-member task force to offer future needs and policy in next two years on this issue. IASWCD is listed as a member.

SB 373 is now called Carbon credit market, carbon sequestration, and federal mandates, as it was heavily amended in the House. Authors have filed a dissent so it now goes to Conference Committee to resolve the additions. And HB 1283 Urban agricultural zones, is on the way to the governor’s desk after the House concurred with the changes made in the Senate on a vote of 79-0. IASWCD continues to review and remain vigilant on all these important issues.

Please keep contacting your legislators with concerns and requests to restore budget funding levels.

All the bills on our watch list below are alive and moving. I have added links below so that you can view the daily floor action.

#### **Useful Links**

<http://iga.in.gov/legislative/2021/calendars/senate/latest>

<http://iga.in.gov/legislative/2021/calendars/house/latest>

## Contact Your Legislator

**You can view bills that have been engrossed and on the Governor's desk:**

Governor: 2021 Bill Watch

I continue to review House and Senate bills that may have impact on us. Below are bills currently of importance to IASWCD. Please contact me at (317.753.9627) or [chizer@inaq.biz](mailto:chizer@inaq.biz) with any concerns or needs. Thank you, Cress.

## TRACKING LIST

The State of Indiana has made changes to its website, including the website for the Indiana General Assembly. To view any bill in its entirety, click here: <http://iga.in.gov/legislative/2021/bills/> Once there, scroll through the list of Senate and House bills filed and click on the bill you want to view. Once you are on the main page for a particular bill, you will need to click on the following options in the upper left side, which are self-explanatory:

Latest Version

Latest Fiscal Note

Bill Actions

Bill Versions

Committee Reports

Conference Committee Reports

If you need any assistance, please contact me.

## House

- [HB 1001: State budget.](#)
- [HB 1283: Urban agricultural zones.](#)
- [HB 1395: Various natural resources matters.](#)
- [HB 1437: Electronic communication at public meetings.](#)
- [HB 1496: Natural resource matters.](#)

## Senate

- [SB 68: Conservancy district board meetings.](#)
- [SB 227: Enforcement of pesticide violations.](#)
- [SB 271: The department of environmental management.](#)
- [SB 329: Flood control district board of commissioners.](#)
- [SB 348: Wastewater task force.](#)
- [SB 373: Carbon credit market, carbon sequestration, and federal mandates.](#)
- [SB 389: Wetlands.](#)

## Other Issues Watch

Resolutions are still being filed and as ones of interest are researched, they will be listed here.

### INDIANA GENERAL ASSEMBLY, STATE HOUSE

HOUSE TELEPHONE CENTER

317/232-9600

SENATE TELEPHONE CENTER

317/232-9400

800/382-9842

800/382-9467

Formula for e-mailing = S or H (for House or Senate) District [number@in.gov](mailto:number@in.gov). For example, Sen. Vaneta Becker may be contacted using the following e-mail address: [S50@in.gov](mailto:S50@in.gov).

#### ADDRESSES

The Honorable "First..Last"  
Indiana House of Representatives  
State House, Third Floor  
Indianapolis, IN 46204

OR

The Honorable "First..Last"  
Indiana State Senate  
State House, Third Floor  
Indianapolis, IN 46204

**Thank you for your help!** INAg/Cress Hizer appreciates your willingness to contact legislators when called upon during the session. Without the assistance of the client/association, it would be difficult to pass proactive legislation or thwart detrimental language. Thanks for your support.

**INAg**

Farm Food Fuel Biotech

**Cresswell A. Hizer, CAE**

Principal

5246 N. Delaware 317.753.9627

Indianapolis, IN 46220 [chizer@inag.biz](mailto:chizer@inag.biz)

Lobbying--Public Affairs--Associations--Risk

*This message may contain confidential information. If you are not the designated recipient, please notify the sender immediately, and delete the original and any copies. Any use of the message by you is prohibited.*

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

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**From:** Rawls, Rachel S <rwigingt@purdue.edu>  
**Sent:** Monday, April 19, 2021 3:33 PM  
**To:** Hoffarth, Sandra E. - NRCS, Plymouth, IN  
**Subject:** RE: Purdue Extension

Sandra, sorry, one more item! Can you share this link as well to the annual impact report?  
<https://extension.purdue.edu/annualreport/>

### Rachel Rawls

County Extension Director | Agriculture & Natural Resources Educator  
Purdue Extension | St. Joseph County

125 South Lafayette Boulevard, 2nd Floor  
South Bend, IN 46601  
Main Office: 574-235-9605  
Direct Line: 574-235-9457



Extension - St. Joseph County

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

**From:** Hoffarth, Sandra E. - NRCS, Plymouth, IN <Sandra.Hoffarth@in.nacdnet.net>  
**Sent:** Monday, April 19, 2021 2:11 PM  
**Subject:** Purdue Extension

Rachel asked if I could share the attached flyers, as she will be unable to attend our meeting.

### Sandra Hoffarth

Administrative Assistant  
St. Joseph County SWCD  
2903 Gary Drive  
Plymouth, IN 46563  
574-936-2024 ext. 4



[www.stjosephswcd.org](http://www.stjosephswcd.org)  
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[Follow Us on Twitter](#)



# Purdue Extension Direct Farm Marketing Series



**Need help increasing sales of your produce,  
livestock products, or other goods?**

**Join us for a free series of virtual sessions from  
specialists, educators, and farmers.**

## **Basics of Direct Farm Marketing and Market Planning**

April 21

Maria Marshall, Purdue Extension  
Steve Engleking, Purdue Extension

## **Farmers Markets and Roadside Stands**

April 28

James Wolff, Purdue Extension  
Joy Beghtel, Fields of Joy

## **U-Pick and Agritourism**

May 5

Dulls Tree Farm

Purdue University is an equal opportunity/equal  
access/affirmative action institution.

## **Consumer Supported Agriculture (CSA)**

May 12

Bertrand Farms and  
Good Shepard Montessori School

## **Wholesale Markets (Food Hubs and Farm to School)**

May 19

John Hawley, Purdue Extension  
Lais McCartney, Hoosier Harvest Market

## **Value Added Processing**

May 26

Various speakers covering:  
Jams/Jellies, Meats, Cheese, and  
Home-baked Goods

You do not need to attend  
all sessions, just as many as  
you would like

All sessions will meet at  
7 pm Eastern/ 6 pm Central

**Register at  
[bit.ly/21farmmkt](https://bit.ly/21farmmkt)**



**Extension**

## St. Joseph County Produce Safety Alliance Grower Training

### Who Should Attend

Fruit and vegetable growers and others interested in learning about produce safety, the Food Safety Modernization Act (FSMA) Produce Safety Rule, Good Agricultural Practices (GAPs), and co-management of natural resources and food safety. The PSA Grower Training Course is one way to satisfy the FSMA Produce Safety Rule requirement outlined in § 112.22(c) that requires *'At least one supervisor or responsible party for your farm must have successfully completed food safety training at least equivalent to that received under standardized curriculum recognized as adequate by the Food and Drug Administration.'*

### What to Expect at the PSA Grower Training Course

The trainers will spend approximately seven hours of instruction time covering content contained in these seven modules:

- Introduction to Produce Safety
- Worker Health, Hygiene, and Training
- Soil Amendments
- Wildlife, Domesticated Animals, and Land Use
- Agricultural Water (Part I: Production Water; Part II: Postharvest Water)
- Postharvest Handling and Sanitation
- How to Develop a Farm Food Safety Plan

Note: The training team will follow local, state, and federal COVID-19 regulations and guidelines during the training.

### TRAINING DETAILS

April 30, 2021  
9:00 AM-5:00 PM EST

St. Patrick's County Park  
Brown Barn

50651 Laurel Road  
South Bend, IN 46637

Cost: \$90  
Includes PSA manual and Certificate  
of Course Attendance

Register Online at [safeproducein.com](https://safeproducein.com)

Contact Amanda Deering with  
questions: 765.494.0512  
[adeering@purdue.edu](mailto:adeering@purdue.edu)





**Field Office Report**  
**March 15 – April 16, 2021**

**General/Miscellaneous**

**Office Work**

- Quality Review – Civil Rights
- Interview with IU Student on Conservation Adoption Trends (Deb)
- Assist Conservation Fund with information on how to rank conservation practices in regard to carbon
- Wildlife Food Plot Seed giveaway
- May/June Newsletter

**Field Work**

- Quality Review – Engineering
- Tillage Transect (1.5 days)
- 5 field visits with Farm Bill Biologist for CRP and CTA for pollinator habitat
- 1 “property inventory” with regional invasive species specialist
- 1 site visit with grazing specialist
- 1 site visit to discuss hoop house and EQIP

**EQIP- Environmental Quality Incentive Program**

**Office Work**

- Develop conservation plans and contracts for 13 funded applications
  - PSS work – upload contract documents for funded applications in St Joseph, Marshall & Elkhart Co.’s
- Process payments for 1 producer – Forestry Management Plan
- Assess and rank 3 applications

**WRE- Wetland Reserve Program**

**Office Work**

- Develop contract for Enhancement contract
- Develop restoration Plan for new easement

**Field Work**

- Film National Conservation Practice video on wetland easements

**CSP- Conservation Stewardship Program**

**Office Work**

- Assess and rank 5 applications

**CRP-Conservation Reserve Program**

**Office Work**

- Continued to develop conservation plans and maps for 8 new sign ups

**CWI- Clean Water Indiana**

**Office Work**

- Create and update current application, completion certification form, contracts and checklist

**Wetland Determinations / Highly Erodible Land Determinations**

**Office Work**

- Wetland Determinations - 5
- HEL determinations - 5
- Assembled information and delivered HEL determinations for >100 tracts to the Farm Service Agency

**Rule 5/ Rule 13****Office/Field Work**

- 5 SWPPP reviews

**Education**

Age	Total # Programs/ Hours	Total # People
Youth Education		
Adult Education	1 composting program via Zoom, 1 hr	9 adults

- 

**Meetings & Trainings**

CISMA Food Security Act Update Joint FSA/NRCS CRP Updates Lunch and Learn – Video Editing, Small Farm/Urban Ag	Technology/Programs - 4 Ethics Basic Soils and Web Soil Survey GovDelivery
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**Webinars****Dates**

Virtual Farm Tour – Strip Cover Crops CCSI – Lessons Learned in setting up Research Trials Tree ID Rotation Management in High Tunnel Systems Farmer Stress National Cover Crop Summit	County Holiday – April 2
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**Comments from the Community**

# DC Talking Points

## April 2021

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### FARM BILL PROGRAMS

#### Regional Conservation Partnership Program – Alternative Funding Arrangements (AFA)

NRCS is seeking proposals to fund new, unique projects under the Regional Conservation Partnership Program's (RCPP) Alternative Funding Arrangements (AFA) that take innovative and non-traditional approaches to conservation solutions at the local, regional and landscape scales. Through AFA, partners have more flexibility in working directly with agricultural producers to support the development of new conservation structures and approaches that would not otherwise be effectively implemented through the classic RCPP.

A significant portion of funds will address projects related to climate smart agriculture and forestry. These include projects related to carbon markets and new technologies. NRCS also strongly encourages proposals from projects that address the conservation needs of urban farmers in metropolitan areas, supporting access to healthy fresh food in historically underserved populated communities.

NRCS will execute AFAs through agreements with eligible lead partners who will be responsible for contracting directly with eligible producers and landowners to implement conservation activities on the ground.

Project types that may be suited to RCPP-AFAs, as highlighted by the 2018 Farm Bill statute include:

- Projects that use innovative approaches to leverage the federal investment in conservation.
- Projects that deploy a pay-for-performance conservation approach.
- Projects that seek large-scale infrastructure investment that generate conservation benefits for agricultural producers and nonindustrial private forest owners.

NRCS is accepting RCPP-AFA project proposals now through May 28. Proposals must be submitted through the RCPP portal at <https://nrcs-sites.secure.force.com/>. Information about this request for proposals is available on [grants.gov](https://www.grants.gov/). NRCS recently held a webinar about the RCPP Alternative Funding Arrangement. This can be found on the RCPP - How to Apply website located here: [RCPP - How to Apply | NRCS \(usda.gov\)](#).

### PUBLIC COMMENT ON CONSERVATION PRACTICE STANDARDS

NRCS is seeking public comment on proposed revisions to 23 national conservation practice standards through a posting in the Federal Register. The proposed revisions were published March 9 with comments due April 8.

NRCS is encouraging agricultural producers, landowners, organizations, Tribes and others that use its conservation practices to comment on these revised conservation practice standards. NRCS will use public comments to further enhance its conservation practice standards. The proposed revisions to the 23 conservation practice standards are available on the Federal Register at [www.federalregister.gov/d/2021-05005](https://www.federalregister.gov/d/2021-05005). The copies of the proposed revised standards are available through [http://www.regulations.gov](https://www.regulations.gov) by accessing Docket No. NRCS-2020-0008. Alternatively, the proposed revised standards can be downloaded or printed from [http://go.usa.gov/TXye](https://go.usa.gov/TXye).



## TILLAGE TRANSECTS

The Indiana Conservation Partnership is committed to completing the annual Indiana Conservation Transect in 2021. Despite the challenges presented by COVID-19, we are confident that by following safety protocols, the value of the data and time spent observing local resource concerns can be met; however, if COVID-19 conditions dictate a change, employee safety will always be our first priority.

All ICP employees will adhere to the following safety protocols:

- If an employee exhibits any COVID-19 symptoms, they will not participate.
- No more than two employees in a vehicle.
- Only two-row vehicles will be used – a driver and the other employee in the second-row seat.
- Remote communications with other staff (in the office, in separate vehicles, etc.) are strongly encouraged for entering data into spreadsheets, navigating to transect points, etc.
- Masks are required and will be properly worn at all times.
- Windows will be cracked to maximize air flow.

To ensure Indiana's consistent set of tillage and cover crops adoption data continues, we are requesting that each county complete a transect in the late winter/early spring of 2021. If for any reason (such as COVID-19, workload, lack of staff or equipment, etc.), your county requires additional assistance to complete the required transects, please contact Shannon Zezula ([shannon.zezula@in.usda.gov](mailto:shannon.zezula@in.usda.gov)) or Trevor Laureys ([TLaureys@isda.IN.gov](mailto:TLaureys@isda.IN.gov)) and the NRCS and ISDA State Offices will help in any way possible.

## INQUIRIES REGARDING SENATE BILL 389\*

Many of you may have heard of or received questions about Indiana Senate Bill 389 which would change Indiana's state wetland regulations.

As a reminder, federal employee lobbying regulations prohibit NRCS employees from commenting on proposed or pending legislation in their official capacity (as a representative of NRCS, on official time, using NRCS equipment – computers, printers, vehicles, buildings, etc.). Employees are also prohibited from commenting on and reposting/retweeting proposed or pending legislation on social media accounts that are also used as work-related social media accounts. If you are contacted by media personnel or other representation about NRCS' stance on this bill, please have them contact our national office at: [FPAC.BC.Press@usda.gov](mailto:FPAC.BC.Press@usda.gov).

Related to the proposed change to Indiana's wetland laws, NRCS will continue to implement the requirements in the Food Security Act of 1985, as amended, and Executive Order 1099, and will continue to promote and administer our wetland restoration efforts as authorized through Farm Bill Programs. If the bill does pass, further guidance on how this will impact NRCS technical assistance and financial assistance activities will be issued.

If you have any questions regarding social media restrictions or media requests, please contact Kris Vance, State Public Affairs Specialist, at [kris.vance@usda.gov](mailto:kris.vance@usda.gov) or 317-295-5822. You can also find more information about lobbying regulations by visiting: [USDA | DM | Office of Ethics | Science Ethics Branch | Lobbying](#)

## GOVDELIVERY FIELD OFFICE ADMINISTRATORS

Please feel free to use any of these talking points for your monthly GovDelivery submission, excluding summaries with an \* in the title. Additional articles can be found in the email attachment or on SharePoint here: [Public Affairs - GovDelivery - All Documents \(sharepoint.com\)](#)



<b>2020</b> <b>8 people picked up 16 total bags, \$116.66</b>			
<b>Sunflower</b>	<b>Food Plot Mix</b>	<b>Pollinator Mix</b>	<b>Small Pollinator Mix</b>
<b>3</b>	<b>6</b>	<b>7</b>	<b>0</b>

<b>2021</b> <b>62 people picked up 128 total bags \$573.40</b>			
<b>Sunflower</b>	<b>Food Plot Mix</b>	<b>Pollinator Mix</b>	<b>Small Pollinator Mix</b>
<b>38</b>	<b>37</b>	<b>53</b>	<b>0</b>



# MARSHALL CO. & ST. JOSEPH CO.

## *CISMA Meeting*

CISMAs are Cooperative Invasive  
Species Management Areas. Learn  
why invasives species are a problem  
and why we need your help!



**MAY 11, 2021 | 6 PM EDT**

**VIRTUAL ZOOM MEETING**

To attend, visit [marshallcountyswcd.org](https://marshallcountyswcd.org) and  
select "Click here to join CISMA meeting"

Meeting ID: 921 4104 9308 Passcode: 668552

Questions? Email [mandi@sicim.info](mailto:mandi@sicim.info)



"USDA and its partnering  
organizations are equal opportunity  
providers, employers and lenders."

## NOTICE OF DESTRUCTION OF NONPERMANENT RECORDS (Local Government Public Records)

State Form 44905 (R7 / 7-15)

## INDIANA ARCHIVES AND RECORDS ADMINISTRATION

402 West Washington Street, Room W472

Indianapolis, Indiana 46204

Telephone: 317 232-3380

cty@iara.in.gov

**INSTRUCTIONS:**

1. This form may be used only for the destruction of nonpermanent records. Use State Form 30505, Request for Permission to Destroy or Transfer Certain Public Records (PR-1), to request destruction of permanent records.
2. **Complete all Contact and Record Series Information fields.**
3. **Send the original to the secretary of the County Commission of Public Records.**
4. Send a copy of this form to the Indiana Archives and Records Administration at the above address.
5. **Delay destruction** of records listed for thirty (30) days. During this period, the Indiana Archives and Records Administration will review the request and may follow up with the requestor. If the requestor is not contacted by the Indiana Archives and Records Administration during this period, the records may be destroyed.
6. Complete the Destruction Information fields and retain a copy of the completed form for your records.

## RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

## CONTACT INFORMATION

Name of office St Joseph County SWCD		Date submitted to secretary and IARA (month, day, year)	County St Joseph
Address (number and street) 2903 Gary Drive		City Plymouth	ZIP code 465463
Name of contact person Sandra Hoffarth	Telephone number ( 574 ) 936-2024 x. 4	E-mail address sandra.hoffarth@in.nacdnet.net	

## RECORD SERIES INFORMATION

[illegible]

### DESTRUCTION INFORMATION

Records destroyed according to a retention schedule approved for use by the Oversight Committee on Public Records.

Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records Sandra Hoffarth	Position Administrative Assistant/Treasurer	Date records destroyed (month, day, year)