



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

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MONTHLY BOARD MEETING MINUTES

Tuesday, October 20, 2015

I. CALL TO ORDER - On Tuesday October 20, 2015, at 7:00 pm a regular meeting of the Board of Supervisors of the St Joseph County SWCD at the Centre Township Branch of the St. Joseph County Public Library was called to order by Jeremy Cooper, Vice-Chairman.

PRESENT – SWCD

Jeremy Cooper, Vice-Chair/Supervisor
Mike Burkholder, Supervisor
Arlene Schuchman, Supervisor
Sandra Hoffarth, SWCD Admin Assistant
Rick Glassman, SWCD EEC
Sarah Longenecker, SWCD CC

PRESENT – SWCD/NRCS

Debbie Knepp, NRCS DC
James Rodriguez, NRCS
Dale Stoner
Dave Vandewalle
Jan Ivkovich
Jim LaFree

Present - EX-OFFICIO

Jennifer Thum, ISDA Dist.
Support Specialist

ABSENT – SWCD

John Dooms, Chair/Supervisor
Stacey Silvers, Supervisor
Chuck Lehman
Randy Matthys
Dru Wrasse
Carole Riewe
Richard Schmidt
Dave Craft
Joe Long

PRESENT – Public

Max Niespodziany

II. ADDITIONS TO AGENDA -

III. REGULAR BUSINESS

A. Legislative Updates – N/A

B. Conservation Moment – Knepp told the board the process for ranking program applications and how that relates to our locally lead meeting we had in September.

B. Indiana Conservation Partnership Updates – Hoffarth gave copies of all 4 proposed resolutions that will be voted on at the 2016 Annual Conference. Please read these and let the delegate know how you would like them to vote.

C. Minutes: September 15, 2015 board meeting– The minutes were reviewed and approved as submitted.

D. Treasurer’s Report: (9/15/15-10/20/15) – The treasurer’s reports were both reviewed and approved as submitted.

E. Approval of Claims (9/15/15-10/20/15) - A recommendation (Ivkovich, Schuchman) & motion (Burkholder, Schuchman) was made to approve Claim Nos. 11039-11052 for a total of \$4,733.09 as presented. Both carried.

IV. OLD BUSINESS

A. St. Joseph Co. Soil & Water Conservation Partnership Staff Written Reports – The field office report was presented to the board and reviewed. Longenecker & Glassman numbers were omitted. Hoffarth will update and include with minutes (Attached). Rodriguez went over the NRCS talking points (attached).

B. Committee Reports

a. **Election** – Cooper informed the board that Schuchman has asked not to do another term as appointed. He thanked her for all her hard work over the past three years and hopes she will stay on as an associate supervisor. He then asked if anyone would step up to fill her spot or if they had anyone else in mind. Cooper will follow up and inform Hoffarth before Nov. 1st. Burkholder has agreed to go on the ballot for another 3 year term as an elected supervisor. **Forestry - Forestry Field Day** – Longenecker thanked everyone who came and helped last Saturday. She let the board know that Bob Fietz (property owner) called and thanked us for a great field day and said we were very professional and welcomes anyone back who would like to visit his property again.

b. **Education** – Glassman updated the board owl prowls. He asked permission to use his credit card for purchases that would exceed \$100/transaction limit to purchase items for the owl prowls. A recommendation (Ivkovich, Vandewalle) and motion (Burkholder, Schuchman) was made to have a max amount of \$500/transaction be used for owl prowl items. Both carried. He also informed the board when he has owl prowls at county parks after park hours he charges \$1 extra for those participating which then goes to the park. A recommendation (Burkholder, Vandewalle) and motion (Burkholder, Schuchman) was made to ok the \$1/participant fee. Both carried. He also let the board know that Science Alive will be on Feb 5, 2016 and asked if the board would like to continue to participate. Education committee agreed with the board it is a good outreach to the urban community of South Bend and to get our name out there more.

C. Landfill Inspection – had to reschedule. Anyone interested in attending please contact Longenecker.

D. Christmas Party – Hoffarth has been trying to find alternate locations. Anyone with suggestions please contact her.

V. **NEW BUSINESS**

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

- a. **Annual Conference** – January 14-15, 2016. Those who would like to attend please let Hoffarth know ASAP. Scholarships applications due November 9, 2015.
- b. **Leadership Institute** – anyone interested in attending either of these workshops let Hoffarth know.
 - i. **Nov 17 – Communication** – Wrasse is the only person who has attended this workshop so far
 - ii. **Dec 4-5 – Leadership in Change** – Cooper, Ivkovich, Schuchman, Silvers & Wrasse have all attended this workshop.
- c. **IASWCD region meeting** – November 9th will be the next region meeting via teleconference at 7:30pm. As soon as Hoffarth receives link/agenda she will send it out to the board. Everyone is encouraged to participate.
- d. **Quarterly Supervisors Meeting** – 4th quarter meeting needs to happen before the next board meeting.
- e. **Toolkit Training** – Hoffarth & Longenecker are scheduled to attend this training in December. They asked the board to release funds for hotel and per diem for the two day training. A recommendation (Vandewalle, Ivkovich) and motion (Burkholder, Schuchman) was made for up to \$500 be used for hotel & per diem. Both carried.

B. **Vehicle – oil change/checkup** – Hoffarth informed the board that it is time for an oil change and asked to also have a checkup done due to minor issues pertaining to the fuel gage, etc. have come up. Board Ok'd this.

VI. **PRIVILEGE OF FLOOR** – Hoffarth thanked the board for a great 1st year! Oct 13th was her 1 year anniversary. Looking forward to many more to come. ☺ Thum let the board know that the CWI grant application looked good and we should have word by Thursday or early next week if we were funded or not. Fall transect spreadsheets will be e-mailed soon.

VII. **ADJOURNMENT** – The board meeting adjourned at 7:53 pm.

Respectfully submitted,

Sandra Hoffarth

Administrative Assistant

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Approved by:

Supervisor

Supervisor

Supervisor