



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

Plymouth USDA Service Center • 2903 Gary Dr, Ste 1 • Plymouth, IN 46563 •
Phone: 574-936-2024x4
Fax: 855-496-7861 • Email: info@stjosephswcd.org • Website:
www.stjosephswcd.org

MONTHLY BOARD MEETING MINUTES

Thursday February 26, 2015

- I. CALL TO ORDER - On Thursday February 26, 2015, at 9:41 am a regular meeting of the Board of Supervisors of the St Joseph County SWCD at USDA service center, 2903 Gary Drive, Plymouth, IN was called to order by John Dooms, Chairman.**

PRESENT – SWCD/NRCS

John Dooms, Chair/Supervisor
Jeremy Cooper, Vice-Chair/Supervisor
Arlene Schuchman, Supervisor
Stacey Silvers, Supervisor
Sandra Hoffarth, SWCD Admin Assistant
Sarah Harville, SWCD CC
Rick Glassman, SWCD EEC
Debbie Knepp, NRCS DC
James Rodriguez, NRCS

ABSENT – SWCD/NRCS

Mike Burkholder, Supervisor
Jan Ivkovich
Randy Matthys
Melvin Kulwicki
Paul Williams, III
Joe Long
Dru Wrasse
Richard Schmidt

**ABSENT –
SWCD/NRCS**

Dave Craft
Jim LaFree
Chuck Lehman
Carole Riewe
Dave Vandewalle
Dale Stoner

**PRESENT – HONORARY
MEMBERS**

n/a
EX-OFFICIO

n/a
PRESENT – PUBLIC
n/a

- II. ADDITIONS TO AGENDA -**

- III. REGULAR BUSINESS**

A. Legislative Updates – N/A.

B. Indiana Conservation Partnership Updates – N/A.

C. Minutes: January 20, 2014 board meeting & Annual Meeting January 30, 2015 – The minutes were reviewed and approved as submitted.

D. Treasurer’s Report: (1/21/15-2/25/15) – The treasurer’s reports were both reviewed and approved as submitted.

E. Approval of Claims (1/21/2015-2/25/2015) – A recommendation & motion (Schuchman, Silvers) was made to approve Claim Nos. 10954-10970 for a total of \$5,759.17 as presented. Both carried.

- IV. OLD BUSINESS**

A. St. Joseph Co. Soil & Water Conservation Partnership Staff Written Reports – tabled to next board meeting

B. Committee Reports

- a. **Audit – Annual Financial Review (AFR)** – Dooms reported that the committee met and went over the 2014 AFR. After looking at all possible places to find it, there is a \$25.63 discrepancy which was added to the expenses as an “other expense” to make it balance out. A motion (Schuchman, Silvers) was made to approve committee’s recommendation to approve AFR. Motion carried.

- V. NEW BUSINESS**

A. Schedules/ Upcoming Events / Any Related Claims - calendars were handed out explaining upcoming special events & holiday schedules. Next month’s board meeting is starting at 6:30pm in the Butterfly Room!

- a. **Tri-State Conservation Expo – March 24th** – Sarah Harville requested \$20 be released for early registration. A motion (Silvers, Schuchman) was made to release for Harville an addition (Dooms) was made to the motion for registration be paid for any board members who would like to attend. Motion with addition passed.

- b. **Regional Mtg – March 25 Columbia City, IN** – Agendas were passed out. Highly encourage board members to attend this meeting.

B. Oath of office – John Dooms swore in Jeremy Cooper for his 3 year term as an SWCD Supervisor.

C. Notice of Destruction of Nonpermanent Records – Sandra Hoffarth announced there are 5 boxes of files in the store room that have gone beyond the retention schedule and she will be sending in the notice of destruction to the county and state for approval. If she hasn’t heard back from them stating she can’t destroy them by March 31st, these 5 boxes will be destroyed. A motion (Cooper, Schuchman) was made to approve this form & letter. Motion passed.

- VI. PRIVILEGE OF FLOOR**

- VII. ADJOURNMENT** – The board meeting adjourned at 9:58 am.

Respectfully submitted,

Sandra Hoffarth

Administrative Assistant

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Approved by:

Supervisor

Supervisor

Supervisor