

St. Joseph Soil & Water Conservation District

Monthly Board Meeting Agenda

Date & Time: June 17, 2025 at 7:00 pm

North Liberty Branch Library, 105 E. Market St, North Liberty, IN 46554

Agenda Item	Presenter	Purpose
Call to Order		
Additions to Agenda		
Legislative Updates		
Indiana Conservation Partnership Updates		Information
NRCS Talking Points	Andrea Baker	Information
Field Office Report	Partnership Staff	Information
Consent Agenda		Decision
May Minutes, Financial Report, Comp Time Requests		
Approval of Claims	Misty Sorchevich	Decision
Old Business		
Meet Your Farmer		Discussion
New Business		
Privilege of Floor (Five Minute Limit)		
Adjournment		

PLEASE NOTE

This agenda is in DRAFT FORM. Open Door Law does not prohibit the public agency from changing or adding to its agenda during the meeting. USDA and the St. Joseph County SWCD are equal opportunity providers and employers. If you need special accommodations to attend this meeting, please contact our office at 574-936-2024, ext. 4.

Next Monthly Board Meeting

July 15, 2025 at 7:00 pm EST

North Liberty Branch Library, 105 E. Market St, North Liberty, IN 46554

Schedule of Events

June 19, 2025 - Juneteenth - Office Closed

July 1, 2025 - Natural Resources Day

July 4, 2025 - 4th of July - Office Closed

July 10, 2025 - Meet Your Farmer

St. Joseph County Soil & Water Conservation District

Plymouth USDA Service Center ~ 2903 Gary Dr. ~ Plymouth, IN 46563

574-930-6058 ~ www.StJosephSWCD.org ~ info@stjosephswcd.org

Field Office Report
May 17, 2025 to June 13, 2025

General/Miscellaneous

Office Work

- Newsletter Prep
- Prep for Events
- Native Plant Kit Pick Up and Delivery

Field Work

EQIP- Environmental Quality Incentive Program

Office Work

-

Field Work

-

WRE- Wetland Reserve Program

Office Work

Field Work

CSP- Conservation Stewardship Program

Office Work

-

Field Work

CRP-Conservation Reserve Program

Office Work

-

Field Work

CWI

Office Work

-

Field Work -

-

Wetland Determinations / Highly Erodible Land Determinations

Office Work

HEL –
Wetlands –

Field Work

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Rule 5/ Rule 13
Office/Field Work
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Education		
District		
Age	Total # Programs/ Hours	Total # People
Youth Education	17 programs for K-8 th grade	• 331
Public Outreach	Nature Cat Day with SBVPA	• 33
	Library Program	• 15
Adult Education/Outreach		•
SMIPP (St. Joseph Marshall County Invasive Plant Partnership)		
Age	Total # Programs/ Hours	Total # People
Education/Outreach		• •
SCRAP (St. Joseph County Regenerative Ag Partnership)		
Age	Total # Programs/ Hours	Total # People
Education/Outreach		•
Meetings & Trainings		
Staff Meetings -	Project WET/WILD/Learning Tree facilitator's meeting	
Webinars	Dates	
Sustaining Community Action in Invasives Mgmt NCDEA Telling Your District Story	Office Closed –May 30	

Comments from the Community

MONTHLY BOARD MEETING MINUTES

Call to Order - On Tuesday, May 20, 2025, at 6:58 pm, a regular meeting of the Board of Supervisors of the St. Joseph County SWCD at the North Liberty Branch Library in North Liberty, IN was called to order by Matthys.

PRESENT – SWCD

Chris Matthys, Chair/Sup.
Marty Lappin, Vice Chair/Sup.
Ryan Lee, Supervisor

PRESENT – SWCD/NRCS

Sarah Longenecker, SWCD CC
Misty Sorchevich, SWCD AA
Shelley Chaffee, SWCD EEC
Andrea Baker, NRCS ADC

Present – EX-**OFFICIO- Public**

David Straughn,
Assoc. Sup.
Mike Burkholder,
Assoc. Sup.

ABSENT – SWCD

Joe Gregory, Supervisor
Nathaniel Ness, Supervisor
John Dooms, Assoc. Sup.
Scott Laidig, Assoc. Sup.
Dave Vandewalle, Assoc. Sup.
Chuck Lehman, Assoc. Sup.
Randy Matthys, Assoc. Sup.
Richard Schmidt, Assoc. Sup.
Dru Wrasse, Assoc. Sup.

Additions to Agenda – Sorchevich added Purchase Request Forms to New Business.

Indiana Conservation Partnership Updates

NRCS Talking Points - Baker presented the report (attached) to the board.

Field Office Report – The field office report (attached) was presented to the board and reviewed.

Consent Agenda – Minutes from March 18, 2025, Financial Report (3/15/25-5/19/25), Comp Time Requests, and the Quarterly Budget Report were reviewed and approved as presented (Lee/Lappin).

Approval of Claims (3/15/2025-5/19/2025) – A motion was made and seconded (Lappin/Lee) to approve claim numbers 12101-12112 in the amount of \$2,804.79; motion carried.

Old Business

Ag Days Recap – Chaffee stated Friday morning was good but it slowed down for the afternoon. Matthys stated his shift Saturday was very busy and made suggestions for future displays.

Landfill Inspection – Longenecker reported on the landfill inspection completed on May 14, 2025.

Small Farm Tour Request – Staff requested \$300 be released to pay the farmers a stipend for the SCRAP Small Farm Tour, with expectations of the funds being reimbursed by Urban Soil Health. A motion was made and seconded (Lee/Lappin) to pay two farmers \$150.00 each. Motion passed.

New Business

Records Retention/Destruction of Records - Board approved destruction of 2014 records; a motion was made and seconded (Lappin/Lee).

Upcoming Events – Sorchevich stated there are three District events the supervisors should add to their calendars: Natural Resources Day on July 1, 2025; Meet Your Farmer on July 10, 2025; Soil Health Summit on November 8, 2025.

South Bend Re-Entry Center – Longenecker stated she did a site visit at the Re-Entry Center gardens and requested the board consider using funds budgeted for the School Garden Grants to be offered to the Center. Matthys requested a plan for what they would like to do. Potential cost share programs for cover crops for small farms were also discussed. Longenecker will follow up with the Re-Entry Center and will research cost share ideas.

Purchase Requests – Sorchevich presented Purchase Approval Forms to be used in the Consent Agenda for certain purchase request. Two forms were presented tonight. A motion was made and seconded (Lappin/Lee) to purchase pond scooping nets for \$251.70 and SWCD pens and stickers for \$884.42. Motion passed.

Privilege of Floor – Lappin gave tips for crimping cover crops. Matthys read thank yous from organizations and individuals and gave an update on the DC Fly In. Matthys also stated there is an empty seat on the State Soils Board if anyone has any suggestions.

ADJOURNMENT – A motion to adjourn was made and seconded (Lee/Lappin). Motion carried. The meeting adjourned at 8:12pm.

Respectfully submitted,

Misty Sorchevich

Administrative Assistant

St. Joseph County Soil & Water Conservation District

2903 Gary Drive, Plymouth, IN 46563

Approved by:

Supervisor

Supervisor

Supervisor

St. Joseph Soil & Water Conservation District
Financial Report: 5/20/2025-6/13/2025

Checking Account

BEGINNING BALANCE		\$7,961.08
	Account	Amount
Income - District		
Interest		\$0.10
Deposit	Native Plant Kit	\$161.13
Transfer from Savings		\$3,000.00
Income - SCRAP		
TOTAL INCOME		\$3,161.23
Expenses - District		
Postmaster	Newsletter Postage	233.04
IDEA	2026 Conference Sponsorship	\$1,000.00
Stantec	Native Plant Kits	\$2,880.00
Stantec	Native Plant Kits	\$40.00
South Bend Tribune	May Legal Ad	\$10.92
Elan Financial Services	June Statement	\$870.09
Expenses - SCRAP		
A&L Great Lakes	Soil Testing	\$85.00
TOTAL EXPENSES		\$5,119.05
ENDING BALANCE		\$6,003.26

Savings Account

Beginning Balance		\$26,389.73
Income		
Interest		\$39.00
Expenses		
Transfer to Checking		\$3,000.00
Ending Balance		\$23,428.73

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Cash Change Box

Beginning Balance		\$40.00
Ending Balance		\$40.00

Trust Indiana

Beginning Balance		\$126,878.61
Income		
Interest		\$452.77
Expenses		
Ending Balance		\$127,331.38

BOARD SIGNATURES

Date: _____

[illegible]

ACCOUNTS PAYABLE VOUCHER REGISTER

St. Joseph County			For Period May 21, 2025 to	
Governmental Unit SWCD			June 17, 2025	
Agency			Prescribed by State Board of Accounts	
			General Form No. 364 (1997)	

Date Filed	Voucher Number	Name of Claimant	Amount of Voucher	Memorandum (See Note (2) Above)
5/5/25	11213	Postmaster	\$233.04	May-June Newsletter Postage
6/3/25	11214	A&L Great Lakes Lab	\$85.00	SCRAP Soil Testing - Re-Entry Center
6/3/25	11215	IDEA	\$1,000.00	2026 Fall Conference Sponsorship
6/5/25	11216	Stantec	\$2,880.00	Spring Native Plant Kits
6/6/25	11217	Stantec	\$40.00	Spring Native Plant Kits
6/13/25	11218	South Bend Tribune	\$10.92	May Legal Ad
6/13/25	11219	Elan Financial Services	\$870.09	Gas, Youth Ed, Community Outreach, Office Supplies
		Total	\$5,119.05	

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 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$5,119.05 .

Dated this Day of

SIGNATURES OF GOVERNING BOARD

