

**MINUTES**

**STEUBEN COUNTY SWCD BOARD MEETING**  
**Steuben County SWCD Office • 1220 N 200 West STE L, Angola, Indiana 46703**  
**February 12, 2020**

**IN ATTENDANCE:**

District Supervisors

Gene Diehl  
 Kayleen Hart  
 Craig Holman

Natural Resource Conservation Service (NRCS)

Arthur Franke, District Conservationist

Associate Supervisors

Daniel Oberst

SWCD

Janel Meyer, Administrative Coordinator  
 Tara Lee, Resource Conservationist

ABSENT

Chuck Howard, Board Supervisor  
 David Perkins, Board Supervisor

**I. CALL TO ORDER**

The SWCD Board meeting was called to order by Steuben SWCD Chairman Craig Holman at 5:00 p.m.

**II. MINUTES OF THE LAST MEETING (1-08-20)**

Craig Holman asked the Board members to consider the minutes of the January 8, 2020 meeting. There being no additions or corrections, the following action was taken.

*Kayleen Hart moved to approve the minutes of the January 8, 2020 board meeting; seconded by Gene Diehl. Motion carried.*

**III. TREASURER’S REPORT**

Janel Meyer provided the financial report for the January 7 to February 10, 2020 period. Financial reports and bank statements were sent to the Board Supervisors for review in advance of the meeting.

*Report for period ending February 10, 2020:*

<u>General Fund - All Accounts</u>			
Checking	\$	15,424.03	
Statement Savings		<u>41,843.16</u>	
Total	\$	57,267.19	
<i>Checking account</i>		<i>Savings account</i>	
<i>balance 01/06/20</i>	\$	<i>balance 1/06/20</i>	\$ 41,830.76
<i>Receipts</i>	\$	<i>Receipts</i>	\$ 12.40
<i>Disbursement</i>	(\$	<i>Disbursement</i>	(\$ 0.00)
	<u>989.05</u>		<u>\$41,843.16</u>
	\$ 15,424.03		

Additional information provided with monthly claims for Board review and verification included:

1. Deposit & Check detail report; 2. Checking & Savings account bank statements; 3. Checking & Savings account reconciliations; 4. Staff payroll approval form, time sheets, compensatory time logs and vehicle log. Janel reported total receipts of \$512.40; this included the \$500 Ralph E. Taylor Community Foundation grant for the 2020 Youth Conservation Field Day and \$12.40 interest on the SWCD savings account. Disbursement was \$989.05 which included payments for 2019 sales tax, dues and membership fees, operating expenses, professional fees for the SWCD website, website hosting, and travel expenses for the Indiana Association of Soil and Water Conservation District’s 2020 Annual Meeting.

Janel gave an update on the current checking account balance and reviewed the grant obligated funding. She also provided a brief report on expected February and March disbursements. Craig asked if there were any questions or comments regarding the Treasurer’s Report. Hearing none, he called for a motion.

*Gene Diehl moved to approve the Treasurer’s Report for the period ending February 10, 2020, as presented. Kayleen Hart seconded the motion; motion was approved.*

#### IV. COMMITTEE REPORTS

##### a. Natural Resources/Technical Assistance

**Gene Diehl, Chair**

##### i. Agricultural Improvement Act of 2018 (Farm Bill)/ NRCS/ FSA

1. *NRCS Talking Points* were provided in the Supervisors packets. Highlights included:
  - o The Conservation Assessment and Ranking Tool (CART) is the new NRCS developed tool that will be used to document and support conservation planning. Arthur Franke, NRCS District Conservationist, explained CART can immediately score an Environmental Quality Incentives Program (EQIP) application. CART differs from the current system by implementing a streamlined ranking system which evaluates an application based on various categories. He also discussed how local working group priorities may or may not play into CART ranking. Craig expressed concern how CART will impact the SWCD business plan and goals. Arthur explained all NE Indiana resource priorities would be similar. Arthur announced the 2020 Indiana EQIP funding decreased by 1 million. This will impact the total number of contracts Indiana can award.
2. a. Arthur has been busy performing Conservation Reserve Program (CRP) field checks as the general signup ends end of February. He shared information about the new NRCS and Indiana Department of Natural Resource (IDNR) Division of Forestry agreement. District Forester's will be taking a more active role with timber stand improvement, brush management and forage management plans.  
  
b. Kayleen Hart, Farm Service Agency (FSA) Program Technician, shared FSA continues with CRP signup. She is also busy processing Agriculture Risk Coverage (ARC)/Price Loss Coverage (PLC) and Market Facilitation Program (MFP) payments.

##### ii. Watershed Projects and Organizations/SWCD

##### -Southeastern Lake Michigan Basin: St. Joe River West (HUC 8) (Lake Michigan)

##### Sub-watersheds:

##### 1. Pigeon Creek Watershed

- a. The Great Lakes Commission (GLC) FY20-1 Quarterly Report was completed and submitted by the deadline. Janel offered a copy of the report for review.
- b. Contract/Project Updates: Janel provided an update on the obligated funding. The 4,525 ft. of fence in the Mud Creek-Pigeon Creek sub-watershed of Pigeon was completed. The landowner recently provided project invoices. Cost came in \$3,200 under budget, which leaves about \$5,000 available for additional projects. Janel will work with Arthur to identify eligible spring conservation projects from the EQIP list. Landowners interested in spring projects will be given the option of funding through the Pigeon Creek grant since EQIP funding will not be available until mid-summer. Janel will submit the SWCD grant extension request letter in early March.

##### 2. Fawn River Watershed

- a. 2020 LARE Application. Janel submitted a Watershed Land Treatment (WLT) Grant application for the Steuben County portion of Fawn River through the Lake and River Enhancement (LARE) program. A copy was provided for Board review. Janel reviewed the anticipated practices and quantities for a three-year project timeline with a total estimated cost of \$20,250. She stated the funding request was kept around \$20,000; she based this request on past Fawn River LARE grant awards the SWCD has received. Janel asked for a motion to support the grant application. This application was not presented to the Board prior to submittal since the deadline fell between the January and February SWCD Board meetings. Chairman Holman signed the draft application January 15, 2020.

*Kayleen Hart moved to approve the 2020 Fawn River Watershed Land Treatment Lake and River Enhancement Grant application. Gene Diehl seconded the motion; motion was approved.*

An update on the remaining 2018 Fawn River LARE obligated contracts was provided. A discussion followed regarding the 2,600-acre fencing contract in the Snow Lake sub-watershed. The project was first brought to the Board in December 2018; it was a cancelled NRCS EQIP contract. The SWCD was approached by the landowner for assistance, on a smaller scale. Supervisor's approved the project at the February 2019 Board meeting. Project has not been completed. Janel stated she didn't believe the project would be implemented, based on the producer's past lack of motivation. The Board recommended cancelling the contract and offer District cost-share as an alternative option, if he is still interested.

##### 3. Pigeon Creek Watershed

a. 2020 LARE Application: Janel submitted a WLT Grant application for the Steuben County portion of Pigeon Creek through the LARE program. A copy was provided for Board review. Janel reviewed the anticipated practices and quantities for a three-year project timeline with a total estimated cost of \$27,150. She stated the funding request submitted was kept around \$28,000; she based this request on past Pigeon Creek LARE grant awards the SWCD has received. Janel asked for a motion to support the grant application. This application was not presented to the Board prior to submittal since the deadline fell between the January and February SWCD Board meetings. Chairman Holman signed the draft application January 15, 2020.

*Kayleen Hart moved to approve the 2020 Pigeon Creek Watershed Land Treatment Lake and River Enhancement Grant application. Gene Diehl seconded the motion; motion was approved.*

4. Friends of the St. Joseph River (FotSJR) Association

a. January 23, 2020 meeting: Tara attended. Highlights from the meeting included the FotSJR have a new newsletter format and the Elkhart Dam removal project began January 27, 2020. Newsletters will only be shared via email and on their website.

b. The next FotSJR meeting is scheduled February 27, 2020.

c. 13<sup>th</sup> Annual Watershed Council Meeting • March 20, 2020: The Steuben SWCD was asked to supply audio equipment in case LaGrange County SWCD needs assistance. Tara requested approval to attend the March 20<sup>th</sup> meeting in Sturgis, MI. The registration fee of \$25 includes program materials and dinner.

*Kayleen Hart motioned to approve Tara Lee's \$25.00 registration for the 13<sup>th</sup> Annual St. Joseph River Watershed Council Celebration on March 20, 2020. Gene Diehl seconded the motion; motion was approved.*

5. St. Joseph River Basin Commission

a. The SJRBC quarterly meeting is scheduled March 5, 2020. Both Tara and Janel will be attending; Tara as the Steuben Co. Commissioner's proxy and Janel as the SWCD representative.

Western Lake Erie Basin (WLEB): St. Joe River East (HUC 8) (Lake Erie)

Sub-watersheds:

1. Upper St. Joe River – Includes Fish Creek, Nettle, and West Branch Sub-Watersheds

a. 2020 Agronomy Field Day Series: A copy of the field day series flyer was provided in the Supervisor's packets. She reminded the Board of the \$500 monetary commitment the Steuben SWCD made to cover field day expenses.

The 2017 CWI Grant we had with DeKalb SWCD has been completed. Janel reviewed issues the grant administrators encountered with the amount of conservation applied. Administrators didn't differentiate projects funded through the 2015 CWI DeKalb Grant vs. the 2017 CWI DeKalb Grant in the conservation tracking sheets. They also didn't review conservation tracking sheets against required grant reports, until the final report was submitted. Issue could have been caught early if an appropriate review occurred every 6-months.

b. The next WLEB Stakeholder Group Meeting has been scheduled for March 10, 2020. Janel and Art plan on attending.

2. Maumee River Basin Commission (MRBC)

a. The next MRBC meeting is scheduled February 13, 2020. Janel reported Chuck Howard will be unable to attend.

iii. Entire County

1. CWI Urban Grant

a. Native-Scaping Application: The Board discussed an application for a native-scaping planting in the Spring Haven Addition in Fremont. Janel presented this application at the January meeting; item was tabled until site visit completed. Landowner wants a native-scaping/pollinator planting in the backyard to attract pollinators. Total planting area approximately 6,050 ft<sup>2</sup>.

*Kayleen Hart moved to approve the native-scaping/pollinator planting in the Spring Haven addition in Fremont. Gene Diehl seconded the motion; motion carried.*

b. Contract/Project Updates: A sign example for the City of Angola Wohlert Street project was presented. Kris Thomas, City of Angola MS4/Engineering Assistant, designed it. The group recommended revisions; Janel will share suggestions with Kris.

Janel drew attention to the December 31, 2020 urban grant expiration date and shared an email received from the new Grants Program Manager regarding grant extensions. Janel was informed

no grant extensions are given when she inquired. Janel contacted Jennifer Thum, Indiana State Department of Agriculture (ISDA) District Support Specialist (DSS), to take the issue directly to the State Soil Conservation Board. Staff shortages in 2018 resulted in the SWCD not being able to devote as much time as necessary for promotion/implementation during the first year of the grant. Janel also had concerns about 2020 spring weather and the potential impacts on practice installation.

2. District Cost-Share

a. Forage/Biomass Planting Applications: The Board discussed two forage/biomass planting applications; a 35-acre planting in the Otter Lake sub-watershed of Pigeon Creek and a 30.62-acre planting in the Tamarack Lake sub-watershed of Fawn River. Both forage/biomass plantings would be on highly erodible soils (HEL) and remove fields from crop production for 5 years. There was much dialog about the pros and cons of funding each project with limited District funding. There was also a discussion regarding the Tamarack Lake property being offered for purchase. The Board decided to fund the Otter Lake forage/biomass planting and offer cover crop cost-share to the Tamarack Lake landowner.

*Gene Diehl motioned to approve District cost-share for the forage/biomass planting in the Otter Lake sub-watershed of Pigeon Creek, with a \$2,500 cost-share cap. Kayleen Hart seconded; the motion carried.*

*Gene Diehl moved to approve District cost-share for fall cover crops on the 30.62-acre field in the Tamarack Lake sub-watershed of Fawn River. Kayleen Hart seconded the motion; motion was approved.*

b. Fencing/Grass Planting Application: The Board discussed an application for 150 feet of exclusion fence and a 0.1 – 0.2 acre grass planting on a dairy operation located in the Town of Orland sub-watershed of Fawn River. Janel was contacted by Jason Arme, Steuben County Health Department, regarding complaints received. Excessive amounts of manure are being washed onto adjacent properties. Jason requested an on-site visit to determine what best management practices (BMPs) would address the problem. Art, Jason and Janel performed the site visit; Janel reported the landowner is willing to implement BMPs to rectify the situation. There was much dialog about pros and cons of various conservation practices (e.g., redirecting water, retention area (s); tile/blind inlets, etc). The ideal solution, proper grazing rotation, was not an option due to the small acreage. Janel explained a berm was installed on the northwest side of the property which is working to contain the manure/water.

*Kayleen Hart motioned to approve District cost-share for the construction of a berm, exclusion fencing and grass/forage-biomass planting on the southeastern edge of the dairy operation located in the Town of Orland sub-watershed of Fawn River. Seconded by Gene Diehl. Motion was approved.*

3. Steuben County Lakes Council (SCLC)

a. February 1, 2020 Meeting: Janel attended. Highlights included the SCLC's 2020 goals to better market the organization, increase membership, and work with the county on a wetland development project.

b. 2020 Membership Campaign: The SWCD received a request from the SCLC to renew our business/professional membership. Cost is \$40.

*Kayleen Hart moved to approve renewing the Steuben County SWCD's \$40 business/professional membership with the Steuben County Lakes Council for FY20. Gene Diehl seconded the motion; motion carried*

4. Steuben County/Urban (IDEM Rule 5/MS4)

a. Steubenville Substation Stormwater Pollution Prevention Plan: Information about the Steubenville Substation was shared.

b. SR 120 Bridge (Orland, IN) Maintenance/Repair Project: Janel reviewed an early coordination letter received regarding an Indiana Department of Transportation (INDOT) bridge maintenance/repair project on the SR 120 bridge over Crooked Creek (Fawn River) in Orland. Project start date expected spring of 2021.

c. Rain Barrel Demonstration Project: Janel described the partnership between the SWCD and the City of Angola MS4 for a rain barrel display. The portable unit will be used to demonstrate stormwater management at workshops and other public meetings. The SWCD is providing the rain barrel and diverter kit. The City of Angola MS4 will purchase any additional required supplies. Janel's husband, Tom Meyer, has agreed to donate time to construct the display. Tara offered to supply the shingles.

**b. District Operations/Marketing**

**Chuck Howard, Chair**

i. SWCD Training, Public Relations, etc.

1. Field Visits/Trainings

- a. IASWCD Annual Conference • January 13-14, 2020. Tara attended. She reported on the succession planning session Jennifer Thum, ISDA DSS, provided new resources and tools for SWCDs to use for succession planning. Janel will forward Jennifer's email for discussion at an upcoming Board meeting.
- b. Department Head Meeting • January 15, 2020: Janel attended. Items relevant to the SWCD were shared, including: (1) Council Liaisons and their purpose; (2) performance evaluations; (3) FML and Worker's Compensation; (4) Employee handbook; and (5) the Code Red system.
- c. Fort Wayne Farm Show • January 15, 2020: Tara and Art worked a shift manning the NE Indiana SWCD/NRCS/ISDA booth.
- d. InField (INFA) Advantage Winter Meeting • January 24, 2020: Tara and Art attended the INFA winter meeting at the Masonic Lodge. Ten producers and eight agency employees attended for information on the new INFA format. A slide outlining the format was shared/reviewed. The program is being funded through a USDA Conservation Innovation Grant.
- e. Steuben County Strategic Assessment/Alignment Meeting • January 28, 2020: Janel attended. The purpose of the meeting was to gather internal stakeholders (i.e. various Steuben County Departments, City of Angola, Purdue Extension, Steuben Lakes Regional Waste District, etc.) to discuss the strategic assessment & alignment of departments. The county hired HPG Network from Fort Wayne to complete the assessment. Issue originally stemmed from the county's stormwater issues but evolved into a larger issue of department responsibilities. The predicted outcome of HPG's assessment: Steuben County Departments involved in development processes will have documented, aligned processes and roles where gaps and overlap between departments will be eliminated.
- f. Fremont Elementary School Science Fair • January 29, 2020. Tara and Janel served as judges.
- g. Harmful Algal Blooms (HABs): The Latest Science Webinar • January 31, 2020. Janel participated. Webinar focused on completed and proposed studies related to the four HAB focus research areas (safe drinking water/safety, public health/health impacts, HAB behavior, and nutrient runoff tracking).

2. 2019 and January 2020 tally sheets were not provided in the Supervisor's packets. Janel needs to verify spreadsheet formulas in the excel file.

ii. Indiana State Department of Agriculture

1. Steuben SWCD Annual Meeting • March 11, 2020

- a. Invitations: Invitations were extended to our Senators, Representatives, Council and Commission members, Tom Green, etc. An article about the meeting ran in the Herald Republican's January 22, 2020 newspaper. The Board instructed Janel to create a plaque from the District acknowledging Tom Green's service.
- b. Format: A brief discussion occurred regarding the annual meeting format. Janel would like to keep it simple, hitting on the minimum requirements (2018 annual meeting minute approval; presentation of the 2019 financial report; Supervisor election and partner/agency acknowledgements). The group decided to begin the meeting with Conservation Jeopardy. Art agreed to do the diminishing apple demonstration. Janel will put together an outline. Tara will update conservation jeopardy.

2. District Support Specialist/Resource Specialist Update: No update.

**c. Budget and Finance**

**Craig Holman, Chair**

i. January 22, 2020 District Budget and Finance Committee Audit

Kayleen and Craig completed the internal Steuben County SWCD audit. No issues identified.

ii. Internal Controls (IC), Credit Card & Meal Standard Operating Policy (SOP) Review

A copy of the credit card and meal SOP were provided to the Board for review. The credit card SOP was modified; Oriental Trading was added. An Oriental Trading account was opened in 2019 for the purpose of purchasing conservation camp supplies. No modifications were suggested for the meal SOP. Craig asked the Board members if there were any questions or concerns regarding the credit card and meal SOPs. Hearing none, he called for a motion to approve.

*Gene Diehl motioned to adopt the Steuben County SWCD credit card standard operating policy as presented; seconded by Kayleen Hart. Motion carried.*

*Kayleen Hart made a motion to adopt the Steuben County SWCD meal standard operating policy as*

*presented; seconded by Gene Diehl. Motion carried.*

Janel reported Internal Controls were on the agenda as a reminder for David Perkins to complete training.

iii. Tim Groosbeck Contract

Craig signed the contract for services to pay Tim Groosbeck donations received for picking up the Steuben County tree order on March 24, 2020.

iv. County Council 2020 Department Liaison

The Steuben SWCD 2020 Department Liaison is Dan Caruso.

v. 2020 Affiliate Memberships

Tara reported affiliate membership applications will be mailed by the end of the week.

**d. Information and Education**

**Kayleen Hart, Chair**

i. Drainage Board Meetings

Staff are attending the twice-monthly county Drainage Board (DB) meetings. Janel reported on an ongoing drainage issue at Long Beach Lake and Lake George.

ii. SWCD Website Update

At the January Board meeting, Kayleen and Janel volunteered to review the new SWCD website prior to going live. Janel reported she sent a 40-page document with website revisions/additions to our website designer, Jordan Beehler. Jordan is working on completing updates. Tara reported she can do simple tasks on the website and plans on reviewing online tutorials. Janel advised the Board the original approved website design allotment may be exceeded. She thought it would be worthwhile to have Jordan conduct an additional training session with staff. Janel was not available for the initial training session.

iii. SWCD Road Sign – South Old 27

Jennifer Sharkey, Steuben County Highway Engineer, advised the SWCD our sign located on Old 27 (Steuben/DeKalb county line) was removed due to safety issues. The Highway Department has plans to reinstall the sign at a different location on 27.

iv. Tri-State Regional Science Fair

The SWCD received notification of the Tri-State Regional Science Fair to be held Saturday, March 14, 2020. Steuben SWCD supports the special conservation awards. Estimated cost of sponsoring cash awards and conservation books is \$75. Janel will serve as a judge for this event.

*Kayleen Hart motioned to approve \$75 to support the Tri-State Regional Science Fair Special Conservation Awards on March 14, 2020. Seconded by Gene Diehl. Motion was approved.*

v. Tree Pickup • March 24, 2020

Steuben County tree pickup has been scheduled for Tuesday, March 24<sup>th</sup>. Janel advised the SWCD is running low on flags and will place an order once our checking account has been replenished. Kayleen suggested buying flags locally, if necessary.

vi. 2020 Earth Fest • April 25, 2020

Earth Fest has been scheduled for Saturday, April 25<sup>th</sup>. Janel asked the Board to consider being an event sponsor. The SWCD attends every year; as sponsor, our name would be provided in the program and promotional materials. The Board discussed and supported sponsorship at the \$25 level.

*Kayleen Hart motioned to approve \$25 for Steuben County SWCD sponsorship of the April 25, 2020 Earth Fest event. Gene Diehl seconded; the motion carried.*

vii. 4-H / Purdue Extension / Other Educational and SWCD Events

Tara provided a brief update on future educational activities:

- Next Farm to School Initiative meeting at Parkview Center for Healthy Living in Fort Wayne on February 19, 2020. Last month the committee created a mission and vision statement; Tara reviewed these statements. The group will achieve the mission/vision by increasing Farm to School awareness and initiatives, promote healthy living, and provide agriculture and nutrition education experiences.
- The Augmented Reality Sandbox (ARS) unit should be completed by the end of March. Tara is working with TLA signs for unit signage. She reported most of the lesson plans have been completed. Tara plans on making Power Point presentations to assist with the learning process.
- A Forestry Field Day flyer was created and sent to the Woodland Steward for publication in their newsletter. Speaker Tom Crowe and our hosts, the Hamlin's, have all been confirmed for the May 9<sup>th</sup> event. Approval requests for refreshments and a Port-a-Jon will be presented at the April meeting.
- Aquatic Invasive Species workshop planning continues. Due to speaker availability, the

workshop will be planned for a weekday with early June as the tentative date. Tara will be contacting the Lake James Christian Church Camp to check room availability.

- The most recent Pocket Park meeting was January 23<sup>rd</sup>. Janel has the OCRA grant application forms Colleen requested. They discussed conducting a pollinator workshop at the park for plant installation. The SWCD is also planning to build bird houses for conservation camp which will fulfill a grant education requirement.

Janel completed the partnership and education agreements for the Pocket Park grant application. She requested a Board motion to support both agreement forms.

*Gene Diehl motioned to approve the Pocket Park partnership with Colleen Everage and approval of the Steuben SWCD partnership and education agreements; seconded by Kayleen Hart. Motion carried.*

Tara asked the Board for approval to provide light refreshments/snacks for the February 18, 2020 Birdhouse Tree Workshop at Cahoots. Tara and Martin Franke, LaGrange County SWCD, will be making the birdhouse kits. The Steuben SWCD will pay for supplies and invoice Purdue Extension.

*Gene Diehl made a motion for the Steuben County SWCD to provide light refreshments for the February 18, 2020 Birdhouse Tree Workshop; seconded by Kayleen Hart. Motion carried.*

viii. Upcoming Regional/National Events

1. President's Day • February 17, 2020 (*County Offices Closed*)
2. Birdhouse Tree Workshop • February 18, 2020 (*Angola, IN*)
3. Department Head Meeting • February 19, 2020
4. Cover Your Future—Conservation Options Workshop • March 4, 2020 (*Goshen, IN*)
5. Steuben County Lakes Council Meeting • March 7, 2020 (*Angola, IN*)
6. Steuben SWCD Board & Annual Meetings • March 11, 2020 (*Angola Church of Christ*)
7. Tri-State Regional Science Fair • March 14, 2020 (*Angola, IN*)
8. Envirothon • March 19, 2020 (*Columbia City, IN*)
9. Friends of the St. Joseph River Watershed Celebration • March 20, 2020 (*Sturgis, MI*)

V. CLAIMS

5597	IN Department of Revenue (EFT – 2019 Flag and Rain Barrel Sales Taxes)	\$	11.12
5598	IDEA (2020 Membership Dues)	\$	50.00
5599	Oakley Studio, LLC (Website Staging/Development & Level 1 Starter Host Package)	\$	80.00
5600	Indianapolis Marriott Downtown (2020 IASWCD Travel Expenses for Tara Lee)	\$	127.00
5601	Tara Lee (2020 IASWCD Travel Expenses for Tara Lee)	\$	11.92
5602	Ceres Solutions (Fuel for Expedition – February Statement)	\$	30.69

Craig asked Board members if there were questions or concerns regarding the claims. Hearing none, he asked for a motion to approve claims as presented.

*Kayleen Hart motioned to accept the claims for February 12, 2020. Gene Diehl seconded the motion and the motion was approved.*

VI. NEXT BOARD MEETING

**March 11, 2020 [Board Meeting (4:30 PM); Annual Meeting (6:30 PM, dinner served at 6 PM)]**  
 - Angola Christian Church; 1297 North 200 West, Angola Indiana 46703

VII. ADJOURNMENT

There being no further business to come before the Steuben SWCD, Craig called for a motion to adjourn the meeting.

*Kayleen Hart moved to adjourn; seconded by Gene Diehl. Motion carried.*

Meeting adjourned by Chairman Craig Holman at 7:06 p.m.

Minutes respectfully submitted by:

*Janel S. Meyer*  
 Janel S. Meyer, Administrative Coordinator/Treasurer

Minutes approved by Steuben County SWCD Board

*[Handwritten signatures of board members]*

*[Handwritten signature of Kayleen Hart]*

3/11/2020 (Date)