

MINUTES

STEUBEN COUNTY SWCD BOARD MEETING
Angola Christian Church • 1297 N 200 West, Angola, Indiana 46703

March 11, 2020

IN ATTENDANCE:

District Supervisors

Gene Diehl
 Kayleen Hart
 Craig Holman
 Chuck Howard

Natural Resource Conservation Service (NRCS)

Arthur Franke, District Conservationist

Indiana State Department of Agriculture (ISDA)

Kate Sanders, Resource Specialist

SWCD

Janel Meyer, Administrative Coordinator
 Tara Lee, Resource Conservationist

ABSENT

David Perkins, Board Supervisor

I. CALL TO ORDER

The SWCD Board meeting was called to order by Steuben SWCD Chairman Craig Holman at 4:30 p.m.

II. MINUTES OF THE LAST MEETING (2-12-20)

Craig Holman asked the Board members to consider the minutes of the February 12, 2020 meeting. There being no additions or corrections, Craig asked for a motion to approve.

Chuck Howard moved to approve the minutes of the February 12, 2020 board meeting; seconded by Kayleen Hart. Motion carried.

III. TREASURER’S REPORT

Janel Meyer provided the financial report for February 5 to March 4, 2020. Financial reports and bank statements were sent to the Board Supervisors for review in advance of the meeting.

Report for period ending March 4, 2020:

<u>General Fund - All Accounts</u>			
Checking	\$ 62,808.11		
Statement Savings	<u>41,854.76</u>		
Total	\$104,662.87		
<i>Checking account</i>		<i>Savings account</i>	
<i>balance 02/05/20</i>	<i>\$ 15,424.03</i>	<i>balance 02/05/20</i>	<i>\$ 41,843.16</i>
<i>Receipts</i>	<i>\$ 47,918.05</i>	<i>Receipts</i>	<i>\$ 11.60</i>
<i>Disbursement</i>	<i>(\$ 533.97)</i>	<i>Disbursement</i>	<i>(\$ 0.00)</i>
	<i>\$ 62,808.11</i>		<i>\$41,854.76</i>

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 \$47,918.05; this included 2020 Steuben SWCD Affiliate Memberships, over-the-counter flag sales, the first half of the county appropriated SWCD operating budget (\$8,000) and the \$38,763.05 reimbursement from the Great Lakes Commission (GLC) for Pigeon Creek Sediment and Nutrient Reduction Grant cost-share payments. SWCD savings account interest was \$11.60. Disbursement was \$533.97, which included annual meeting expenses, conservation education materials/supplies, dues and membership fees, operating expenses and travel expenses for the Friends of the St. Joseph annual meeting.

Janel advised this financial report began February 5, 2020 since two over-the-counter flag sales occurred after the financial report was ran for the February Board meeting. Craig asked if there were any questions or comments regarding the Treasurer’s Report. Hearing none, he called for a motion.

Kayleen Hart moved to approve the Treasurer’s Report for the period ending March 4, 2020, as presented. Chuck Howard seconded; 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 for review.
2. a. Arthur shared he has been working on Environmental Quality Incentive Program (EQIP) sign-up and Conservation Assessment and Ranking Tool (CART) system training.
b. Kayleen Hart, Farm Service Agency (FSA) Program Technician, advised FSA continues work on Agriculture Risk Coverage (ARC)/Price Loss Coverage (PLC) sign-up; 2019 has almost been completed. They are nearly half-way through 2020.

ii. Watershed Projects and Organizations/SWCD

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

Sub-watersheds:

1. Pigeon Creek Watershed

b. Contract/Project Updates: A grant extension request letter for the Pigeon Creek Sediment and Nutrient Reduction grant was forwarded to the GLC. Janel has not received a response; she will follow-up with the grant administrator at the end of the week.

Janel requested approval to make the cost-share payment for the completed 4,525 ft. fencing project in the Mud Creek-Pigeon Creek sub-watershed of Pigeon. Total cost of \$8,114.40.

Chuck Howard moved to approve the \$8,114.40 payment for the completed Mud Creek-Pigeon Creek 4,525 ft. fencing project. Gene Diehl seconded the motion; motion was approved.

2. Friends of the St. Joseph River Association

a. Tara reported she did not attend the February 27, 2020 Friends meeting due to weather/road conditions.

3. St. Joseph River Basin Commission

a. Janel attended the March 5, 2020 Quarterly meeting. Due to time constraints, she will provide a brief summary of meeting highlights at the April SWCD Board meeting.

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. March 10, 2020 WLEB Stakeholder Group Meeting: Art, Kate and Janel attended. Due to time constraints, they will report meeting highlights at the April SWCD Board meeting.

b. The next WLEB Domestic Action Plan (DAP) meeting has been scheduled for March 20, 2020. Janel will attend as the Steuben SWCD representative.

iii. Entire County

1. Clean Water Indiana (CWI) Urban Grant

a. Native-Scaping Application: The Board discussed an application for a native-scaping planting at the Nature Center in Pokagon State Park. The Friends of Pokagon are partnering with Pokagon to enhance native plantings outside the Nature Center Woodland Window to increase food and shelter for wildlife and connect the public with nature. Janel reported this project falls under the scope of the grant since the SWCD already received approval from the CWI Program Manager in May 2018 for the Nature Center rain garden project (project not completed). Total planting area approximately 1,500 sq. ft.

Gene Diehl moved to approve the 1,500 sq. ft native-scaping/pollinator planting at the Pokagon State Park Nature Center Woodland Window using the 2018 Steuben County SWCD CWI Urban Grant. Chuck Howard seconded the motion; motion carried.

Craig signed two contracts – the 4,800 ft² native-scaping project in Angola's Reddington Heights subdivision (approved at the SWCDs June 2019 Board meeting) and the 6,050 ft² native-scaping project in the Spring Haven Addition in Fremont (approved at the SWCDs February 2020 Board meeting).

2. District Cost-Share

a. Project Updates: Janel advised the approved District cost-share application for the dairy operation in the Town of Orland sub-watershed (berm construction, exclusion fence and grass/forage biomass planting) is on hold. When Janel advised the landowner of the Board's approval, he shared he was selling the property. Janel was able to meet with the purchaser, when he stopped in the office for EQIP information. She confirmed his understanding of the problem;

unfortunately, the current landowner failed to share the involvement of the Steuben County Health Department. Janel reported the new landowner will be bringing 160 cows on the property in April; he is also willing to implement BMPs to rectify the situation. She requested the original motion be amended for the new landowner.

Gene Diehl motioned to approve moving the 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 to the new landowner, once the sale has been finalized. Seconded by Kayleen Hart.

Motion was approved.

b. Forage/Biomass Planting Applications: The Board discussed a 15-acre forage/biomass planting in the Silver Lake sub-watershed of Pigeon Creek. Janel provided an update on the amount of District cost-share obligated for 2020.

Kayleen Hart motioned to approve District cost-share for the 15-acre forage/biomass planting in the Silver Lake sub-watershed of Pigeon Creek. Chuck Howard seconded; the motion carried.

Craig signed the District cost-share contract for the 35-acre forage/biomass planting (\$2,500 cost-share cap) in the Otter Lake sub-watershed of Pigeon Creek, approved at February's Board meeting.

Janel discussed a concern Craig brought to her attention re: a 2016 District cost-share application to reseed a filter strip in the Ball Lake Watershed. She provided a summary to the Board:

- Filter strip originally cost-shared through a Lake and River Enhancement Watershed Land Treatment grant whose 10-year lifespan has been fulfilled. Landowner approached the SWCD/NRCS in 2016 for cost-share assistance to establish alfalfa; however, the soil is mainly muck, which does not support alfalfa growth.
- Board recommended the field be converted from row crops into hay; offering cost-share only if the conversion addressed a resource concern. Brian Musser, former Steuben County District Conservationist, first brought project to the Boards' attention. Landowner unwilling to convert row crop field into hay in 2016.

3. Steuben County Lakes Council (SCLC)

a. Janel attended the SCLC March 7, 2020 Board meeting. No report.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training, Public Relations, etc.

1. Field Visits/Trainings

- a. Steuben County Community Foundation Grant Workshop • February 12, 2020. Tara attended.
 - b. Department Head Meeting • February 19, 2020: Janel attended and reported on compensatory time. Human Resources Director Crystal Dadura shared schedules should be flexed in order to avoid overtime/compensatory time. In the event compensatory time cannot be avoided by flexing time, time worked beyond an employee's normal work week must be approved prior to the work performed. Any compensatory time off must be approved by the Department Head, in advance. The Department Head has the ability to deny compensatory time if losing the employee negatively impacts Department operations. Janel further explained in the event SWCD staff need to work over the 8-hour work period, the time should be used within the week it was accrued. At the latest, within the pay period. Each Supervisor received a copy of the Steuben County Standard Operating Procedure section relevant to overtime compensation and compensatory time.
 - c. Purdue Extension Board Meeting • February 25, 2020. Tara attended.
 - d. EPA Microbial Water Quality Webinar • February 26, 2020: Janel participated. The webinar featured information about microbial source tracking (i.e., identify origins of microbial contamination, such as *E. Coli*, so remedial action can be appropriately targeted).
 - e. IN Field Advantage (INFA) Informational Webinar • March 4, 2020: Tara participated. Due to time constraints, she will report more on the INFA program at the April SWCD Board meeting.
 - f. NE IN Farm to School Team Meeting • March 11, 2020. Tara attended. Due to time constraints, she will provide a brief report at the April SWCD Board meeting.
 - g. INAFSM Erosion/Sediment Control Presentation • March 11, 2020. Kris Thomas, City of Angola Engineering Assistant, invited the SWCD to participate. Presentation focused on FlexaMat, a concrete block mat used to stabilize slopes, channels, shorelines, etc.
2. Tally sheets will be provided to the Supervisors at the SWCD April Board meeting.

- ii. Indiana Conservation Partnership
 - 1. All Employee Meeting • May 14, 2020: Meeting is an educational and networking field day. This year's meeting will be held at the Hendricks County 4-H Fairgrounds and feature motivational speaker Damian Mason. Staff are encouraged to attend. Registration cost of \$10.00 covers lunch. Janel requested a Board motion to approve staff registration. *Kayleen Hart motioned to approve Janel Meyer and Tara Lee's \$10.00 registration fee for the May 14, 2020 All Employee Meeting. Chuck Howard seconded the motion; motion was approved.*

- iii. Indiana State Department of Agriculture
 - 1. Steuben SWCD Annual Meeting • March 11, 2020

A copy of the script was forwarded to the Supervisors for review prior to the meeting. The Board discussed last-minute details for the evening's annual meeting. Janel asked for approval to pay annual meeting invoices from Sutton's Deli (evening meal) and KPC Media (legal ad).
Gene Diehl moved to approve 3-11-2020 annual meeting invoices for Sutton's Deli and KPC Media; seconded by Chuck Howard. Motion carried.
 - 2. District Support Specialist/Resource Specialist Update: No update.

Janel shared she was unable to complete the State Soil Conservation Board letter on behalf of the Steuben SWCD (re: 2019-2020 Training Incentive Grant program discontinuation), due to workload. She forgot to share this information at the February Board meeting. Kayleen advised she provided comments about the SSCB's training grant decision in a recent survey she completed.

c. Budget and Finance Craig Holman, Chair

- i. State Board of Accounts/Gateway Annual Financial Report (AFR)

Janel reported the Steuben SWCD AFR was completed/entered in Gateway by the deadline.
- ii. Office Supply Order

Janel requested a motion to approve the purchase of office supplies; order may exceed the SWCDs Credit Card SOP daily purchase limit of \$100.
Chuck Howard motioned to approve an office supply order >\$100.00; seconded by Gene Diehl. Motion carried.

d. Information and Education Kayleen Hart, Chair

- i. Drainage Board Meetings

Staff are attending the twice-monthly county Drainage Board (DB) meetings. No report.
- ii. 2019 Annual Report

Janel communicated the annual report was emailed February 21, 2020 and mailed February 24, 2020.
- iii. SWCD Website Update

Tara reported website designer Jordan Beehler completed most of the edits/revisions Janel and Kayleen provided. If something is incomplete, due in part to program limitations. Janel requested approval to pay Jordan's final invoice.
Kayleen Hart moved to approve payment to Jordan Beehler for the final Steuben SWCD Website design invoice; seconded by Gene Diehl. Motion carried.
- iv. Food Plot Seed Pickup

Supervisor Chuck Howard was asked if he would be willing to pick up the 2020 food plot seed order for the District. Chuck agreed.
- v. Flag Order

Janel requested approval to purchase flags. The Board discussed the number of flags to order and colors.
Kayleen Hart motioned to approve ordering 2,000 flags for the District. Seconded by Chuck Howard. Motion was approved.
- vi. NACD Stewardship Week Materials

Soil and Water Stewardship Week is set for the last week of April. The SWCD provides activity booklets for the elementary schools each year. We do not have educational materials in our storage related to this year's theme "Where would we Bee without Pollinators". Tara reported the estimated cost for material reproduction, including bookmarks, was \$1,726.20. Janel reminded the Board the SCLC will pay a maximum of \$300 to support material costs for 1st and 2nd-grade students.
Gene Diehl made a motion to support the printing of the 2020 stewardship materials; seconded by Chuck Howard. Motion carried.

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

The Steuben SWCD Forestry Field Day has been scheduled for Saturday, May 9. It will be held at Brad Hamlin's Farm in Pleasant Lake. This is the 2nd workshop of the three-part series to provide information on timber stand improvement. Tara requested an official Board motion for approval for Port-a-Jon rental for this event, which furthers the mission of the SWCD.

Kayleen Hart motioned to support materials/supplies for the May 9, 2020 Forestry Field Day. Motion seconded by Chuck Howard; motion carried.

viii. Upcoming Regional/National Events

1. Tri-State Regional Science Fair • March 14, 2020 (Angola, IN)
2. Going Green for Ag, New Practices & Technologies • March 17, 2020 (New Haven, IN)
3. Steuben County Community Foundation Grant Workshop • March 17, 2020 (Angola, IN)
4. Department Head Meeting • March 18, 2020
5. Northeast Indiana Regional Envirothon • March 19, 2020 (Columbia City, IN)
6. Friends of the St. Joseph River Watershed Celebration • March 20, 2020 (Sturgis, MI)
7. Steuben County SWCD Tree Pickup • March 24, 2020 (Angola USDA Service Center)
8. 2020 Agronomy Field Day • March 26, 2020 (DeKalb, IN)
9. Steuben County Lakes Council Meeting • April 4, 2020 (Angola, IN)
10. Steuben SWCD Board Meeting • April 8, 2020 (Angola USDA Service Center)
11. **Good Friday Holiday (1/2 day) • April 10, 2020 (County Offices Close at 12:00 PM.)**

V. CLAIMS

5603	Menards (2/18/2020 Birdhouse Workshop & 3/11/2020 SWCD Annual Meeting Materials)	\$ 111.56
5604	Steuben County Lakes Council (2020 Business/Professional Affiliate Membership)	\$ 40.00
5605	Friends of the St. Joseph River (3/20/2020 Council Celebration Registration-Tara Lee)	\$ 25.00
5606	USPS/Postmaster (2019 Annual Report Postage; 1,537 pieces)	\$ 169.46
5607	USPS/Postmaster (1 roll of Forever Stamps)	\$ 55.00
5608	Menards (Materials/Supplies for 2020 Garden Series)	\$ 4.00
5609	Walmart (3/11/2020 SWCD Annual Meeting Supplies & Office Supplies)	\$ 43.17
5610	Amazon Payments, Inc. (Hamilton Beach 45-Cup Coffee Urn/Dispenser for Workshops)	\$ 43.17
5611	Angola Christian Church (Fellowship Hall Rental for SWCD 3/11/2020 Annual Meeting)	\$ 150.00
5612	Graphics 3, inc. (2019 Annual Report Printing and Mail Prep.)	\$ 2,332.80
5613	Janel Meyer (3/11/2020 SWCD Annual Meeting Materials/Supplies)	\$ 56.98
5614	Ceres Solutions (Fuel for Expedition – March Statement)	\$ 75.55
5615	Waddell/LaGrange Publishing (Steuben SWCD State Board of Accounts Approved Receipts)	\$ 107.80

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 March 11, 2020. Gene Diehl seconded the motion. Motion approved..

VI. NEXT BOARD MEETING

Wednesday, April 8, 2020 – 5:00 p.m.

- Office of the Steuben County Soil and Water Conservation District
 Peachtree Plaza 200, 1220 North 200 West, Suite L – 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.

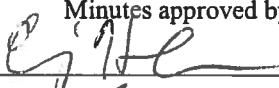


Kayleen Hart moved to adjourn; seconded by Chuck Howard. Motion carried.

Meeting adjourned by Chairman Craig Holman at 5:15 p.m.

Minutes respectfully submitted by:


 Janel S. Meyer, Administrative Coordinator/Treasurer

Minutes approved by Steuben County SWCD Board

 _____ 5/12/2020 (Date)