

**STEUBEN COUNTY  
SOIL AND WATER CONSERVATION DISTRICT**

*Peachtree Plaza 200 – 1220 N 200 W STE L – Angola, IN 46703*

*260-665-3211, Ext. 3 - www.steubenswcd.org*

**MINUTES**

**STEUBEN COUNTY SWCD BOARD MEETING**

**Steuben County Community Center • Multi-Purpose Room • 317 S. Wayne Street, Angola, Indiana 46703**

**October 21, 2020**

**IN ATTENDANCE:**

District Supervisors

Gene Diehl  
Kayleen Hart  
Craig Holman  
Chuck Howard  
David Perkins

Natural Resource Conservation Service (NRCS)

Arthur Franke, District Conservationist

SWCD

Janel Meyer, Administrative Coordinator  
Tara Lee, Resource Conservationist

**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 (9-9-20)**

The Board members were asked to consider the minutes of the September 9, 2020 Board meeting by Chairman Holman. There being no additions or corrections, the following action was taken:

*Kayleen Hart moved to approve the minutes of the September 9, 2020 Steuben County SWCD board meeting as presented. Seconded by Chuck Howard. Motion carried.*

**III. TREASURER'S REPORT**

Janel Meyer provided the financial report for the September 6 through October 16, 2020 period. Financial reports and bank statements were sent to the Board Supervisors for review in advance of the meeting. Supervisors also received a hard copy in their folders. Janel discussed the Steuben SWCD checking account discrepancy of \$.89. Our account is short by \$.89 due to a ProFed Credit Union error when entering check #6008. Check amount was \$1,068.99; ProFed encoded amount as \$1,069.88. The SWCD advised Melissa A. Budak, Key Bank Select Licensed Relationship Manager, of this discrepancy on October 15, 2020. She advised the SWCD Key Bank checking account will be credited \$0.89; credit will not show until October checking account statement has been received and account reconciliation completed. *Report for period ending October 16, 2020:*

|                         | <u>General Fund - All Accounts</u>                                               |                                      |
|-------------------------|----------------------------------------------------------------------------------|--------------------------------------|
| Checking                | \$ 56,641.60*                                                                    |                                      |
| Statement Savings       | <u>41,872.15</u>                                                                 |                                      |
| Total                   | \$ 98,513.75* ( <i>*checking total short \$0.89 due to ck#6008 discrepancy</i> ) |                                      |
| <i>Checking account</i> | <i>Savings account</i>                                                           |                                      |
| <i>balance 09/05/20</i> | \$ 55,395.15                                                                     | <i>balance 09/05/20</i> \$ 41,870.43 |
| <i>Receipts</i>         | \$ 9,697.12                                                                      | <i>Receipts</i> \$ 1.72              |
| <i>Disbursement</i>     | <u>(\$ 8,449.78)</u>                                                             | <i>Disbursement</i> <u>(\$ 0.00)</u> |
|                         | \$ 56,642.49                                                                     | \$41,872.15                          |

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 September vehicle log. Janel Meyer reported total receipts of \$9,697.12, this included the Fawn River LARE cost share payment reimbursement for 3,000 ft. of fence in the Lake James/Crooked Creek sub-watershed, City of Angola sponsorship of 4<sup>th</sup> grade Youth Conservation Field Day (YCFD) educational materials, refund for conservation education supplies, 2020 Steuben County Life program registration and a rain barrel sale. Disbursement was \$8,449.78\* which included conservation education supplies (Augmented Reality Sandbox (ARS) Unit projector; 4<sup>th</sup> grade YCFD educational booklets and backpacks; video equipment for educational videos, funding the SWCD part-time general fund account with the county, newsletter printing/ mailing, Steuben County Life program supplies, office supplies, and operating expenses. Janel explained how the ARS Unit materials/Supplies were split between the grant funding (Community Foundation & City of Angola sponsorship) and the SWCD's general conservation education fund. Chairman Holman 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 October 15, 2020, as presented; seconded by Chuck Howard. Motion carried..*

#### IV. COMMITTEE REPORTS

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

**Gene Diehl, Chair**

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

1. Talking Points were provided in the Supervisors packets.
2. NRCS District Conservationist Arthur Franke reviewed the National Civil Rights responsibilities & expectations for agency partners and a summary of the October 14, 2020 Local Working Group meeting. He reported the group kept the same 2020 resource priorities for FY2021. Art has been working on processing NRCS program payments and announced he will provide more details at the next meeting for 2021 NRCS program sign up. He also reviewed the Angola USDA Service Center operating status; public can enter service center by appointment only.

Kayleen Hart, Farm Service Agency (FSA) Program Technician, reported FSA is continuing to take applications for the 2<sup>nd</sup> round of the Coronavirus Food Assistance Program (CFAP2). October 30<sup>th</sup> is the deadline for the Wildfire and Hurricane Indemnity Program Plus (WHIP+) program applications and the Organic Certification Cost Share Program (OCCSP).

##### 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. Janel provided a copy of the Great Lakes Commission (GLC) Pigeon Creek Sediment & Nutrient Reduction grant FY20-4 quarterly report for review. Report submitted by the deadline.
- b. GLC Forage/Biomass/Fencing Application: Art confirmed the landowner interest for the forage/biomass and fencing application discussed at the September SWCD Board meeting. Applicant would like to convert 18 acres of cropland to pasture and add exclusion fencing for rotational grazing and to keep livestock out of environmentally sensitive areas. The Board discussed project costs and planting mixes.

*Chuck Howard motioned to approve the forage/biomass and fencing application in the Pigeon Lake sub-watershed of Pigeon Creek using the remaining funding within the Pigeon Creek Sediment and Nutrient Reduction grant, with the stipulation NRCS District Conservationist Arthur Franke must approve the seed mix prior to planting. Seconded by David Perkins. Motion carried.*

Janel reported she would begin drafting the contract scope modification request and submit to the GLC for approval. Art and Janel will meet with the landowner to confirm fencing amount.

- c. Watershed Land Treatment Project (WLTP) Fencing Application: Janel presented a fencing application in the Otter Lake sub-watershed of Pigeon Creek. The property is located 0.1 miles from a Pigeon Creek tributary and 0.3 miles from Pigeon Creek. Applicant would like to fence ~1.6 acres for rotational grazing and to regulate livestock access. A portion of the area (0.5 acres of lawn) will be converted to pasture. A discussion on the benefits of adding this conservation practice on the property followed. The amount of fencing required estimated at 1,100 ft.

*A motion was made by Kayleen Hart to approve the approximate 1,100 ft. fencing application in the Otter Lake Sub-watershed of Pigeon Creek using the 2020 Pigeon Creek Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) grant; seconded by Chuck Howard. Motion carried.*

##### 2. Fawn River Watershed

- a. Janel provided an update on the remaining 2018 Fawn River LARE grant funds. She was advised unspent funds will be liquidated back to the DNR, with the contract expiring in 2020. Janel recommended amending the remaining 2018 Fawn River LARE contract for the ~2,000 ft. fencing project in the Snow Lake sub-watershed, approved at the July 8, 2020 SWCD Board meeting. This application was approved along with the ~3,000 ft. fencing project in the Town of Orland sub-watershed (projects to split remaining grant funds). The Board discussed increasing the cost share & fencing total for the Snow Lake project and using the 2020 Fawn LARE grant funding for the Orland project. The Board also discussed NRCS fence specifications.

*David Perkins moved to amend the Snow Lake sub-watershed Fawn River fencing project, increasing the cost share amount to use the remaining 2018 Fawn River LARE WLTP grant funds and increasing the fence amount, as long as the fencing location (s) follow NRCS specifications (i.e., non-wooded areas not fenced in). Seconded by Chuck Howard. Motion carried.*

3. Friends of the St. Joseph River (FotSJR) Association
  - a. The September 24, 2020 FotSJR meeting was held via Zoom; staff didn't participate due to internet connection issues.
  - b. Tara will be participating in the FotSJR October 22, 2020 virtual 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. Janel participated in the September 16, 2020 Domestic Action Plan (DAP) Committee virtual meeting where auto-sampler water quality sampling data was discussed.
  - b. The next WLEB Indiana Stakeholders virtual meeting has been scheduled for October 22, 2020.
  - c. The Maumee River Basin Commission met October 1, 2020. No update provided; Chuck Howard was unable to attend.Janel reported a decision was made by The Andersons and DeKalb SWCD to cancel the December event for the 2020 Agronomy Series.

iii. Entire County

1. Clean Water Indiana (CWI) Urban Grant
  - a. Project Updates/Payments:
    - Pocket Park: This contract was not amended since additional funds were unnecessary. The Board approved increasing the cost share to \$2,000 at the September SWCD Board meeting; however, the landowner chose to donate the cost of site prep and mulch. Chairman Holman signed the approval for payment of cost share funds.
    - Lake Pleasant Native-Scaping & Tree/Shrub Planting: Chairman Holman signed the approval for payment of cost share funds; project approved at August 14, 2019 SWCD Board meeting.
    - Chairman Holman signed the contract for the Stoney Ridge sub-division tree/shrub planting, approved at the August 12, 2020 SWCD Board meeting.
  - b. Native-scaping Applications. The Board discussed a native-scaping application at the Clear Lake Town Hall and at a Lake Gage property. The Town of Clear Lake wants to convert a portion of their lawn to native plants to encourage biodiversity and attract native animals. The Lake Gage landowner would like to convert a 60 ft<sup>2</sup> section of lawn, adjacent to their natural shoreline, to enhance the shoreline and improve biodiversity. Janel advised both projects fit the scope of the grant and would obligate the remaining grant funds. Project to be completed spring 2021.  
*A motion was made by Kayleen Hart to approve the native-scaping project at the Clear Lake Town Hall in Fremont and the Lake Gage native-scaping project using the Steuben County SWCD 2018 Urban CWI grant; seconded by David Perkins. Motion carried.*
  - c. Janel advised the SWCD has an audit scheduled for this grant on October 30, 2020. It will be conducted by Jennifer Thum, District Support Specialist (DSS).
2. Steuben County Lakes Council (SCLC)
  - a. October 3, 2020 Meeting: Janel attended via Zoom and shared meeting highlights:
    - The second round of eDNA testing on Carpenter and Palfreyman ditches (10 sites), Lake George (3 sites), Hamilton Lake (2 sites) & Clear Lake (1 site) will be completed as soon as it rains.
  - b. Janel attended the October 16, 2020 Water Quality Committee meeting where the 2020 water quality testing (no. tests conducted & financial cost), eDNA testing (test results & 2021 testing goals/structure), and the 2021 testing program were discussed. The SCLC generated enough funding through donations to pay for their 2020 sampling (\$22,000). Their FY21 budget includes \$22,000 for water quality sampling, \$5,000 for eDNA sampling and \$3,000 for a conservation project or equipment. Two motions were approved: (1) Contractor (Scott Banfield, Aquatic Enhancement & Survey) to review past data and make recommendations on sites to add, eliminate or reduce sampling and (2) 50/50 cost share for eDNA sampling (SCLC & Lake Association split).
  - c. Next Lakes Council meeting scheduled November 7, 2020.

3. Steuben County/Urban (IDEM Rule 5/MS4)
  - a. September 24, 2020 MS4 Advisory Group Meeting: Janel attended this virtual meeting where Kris Thomas, City of Angola/Trine University MS4/Engineering Assistant, provided updates on their public education/outreach, stormwater sampling and Rule 5 sites currently under construction. Kris has decided to forgo a Contractor Workshop in 2020 due to COVID and is investigating other ways to get information out to the contractors and public.
  - b. Ashley Infrastructure Expansion Project\*: water and sewer utility extensions, roadway reconstruction and drainage improvements.
  - c. Clear Lake Cyrus Brouse Ditch Project\*: 350 lineal feet of two-stage ditch (one-sided) and wetland construction to reduce sediment and nutrients from stream bank erosion.
  - d. Trine University Golf Apartments Project\*: new student housing facility located on campus 500 ft. west of Summit Street.
  - e. U Stor It Addition\*: construction of 8 storage rental buildings w/drives & parking (Ashley).
  - f. Pigeon Creek Welcome Center Truck Parking Lot Expansion\*: parking infrastructure improvements to accommodate present and future parking demand (primarily truck traffic).

*\*A copy of the Stormwater Pollution Prevention Plan for projects provided for review.*

Janel also briefly discussed a potential wetland violation by Shelton Fireworks near Lake George.

**b. District Operations/Marketing**

**Chuck Howard, Chair**

- i. SWCD Training/Public Relations, etc.
  1. Field Visits/Trainings
    - a. Steuben County Life • Tuesday Evenings Sept. 15 – Oct. 20, 2020: SWCD staff reported on the success of the 2020 Steuben County Life program. They also shared the SCLC's "thank you" to the Supervisors for allowing staff the ability to conduct this educational program.
    - b. Department Head Meeting • September 16, 2020. Janel attended. Crystal Dadura, Steuben County HR Director, discussed Department Standard Operating Procedures (SOPs) planning process. Janel advised she will touch-base with Crystal for further details.
    - c. Farm to School (F2S) Virtual Meeting • September 22, 2020. Tara participated. They discussed the promotion of the October 8<sup>th</sup> "Apple Crunch" event, the F2S new logo, education & curriculum integration, The Power of Local Food Series, Harvest of the Month video and next steps for implementation. Next virtual meeting scheduled October 27, 2020.
    - d. Conservation Link Virtual Training • September 30, 2020. Janel and Tara participated. SWCDs required to use to enter information regarding annual meetings, elections, supervisors, Conservation Project Tracking, INField Advantage, etc. It also serves as information hub.
    - e. Managing Large Wood in River and Stream Corridors • October 1, 2020. Janel participated.
    - f. INField Virtual Meeting • October 7, 2020. Tara hosted a Zoom meeting to discuss continuation of the program. Next meeting scheduled November 4, 2020.
    - g. NNE IDEA Virtual Meeting • October 8, 2020. Janel and Tara participated in meeting where 2021 annual meetings and 2021 training/training needs were discussed. Janel and Tara received their 5-year longevity award.
    - h. Lunch & Learn Training Sessions (IDEM Rule 5) • October 13, 2020: Janel and Tara participated in session which focused on Rule 5 updates.
    - i. Lunch & Learn Sessions (Flood Preparedness Tools & Annual Meetings) • October 20 & October 27, 2020: Janel and Tara participated. First session focused on using local data and tools to communicate flood preparedness needs; second session focused on Open Door Law and 2021 SWCD Annual Meetings.
    - j. Department Head Meeting • October 21, 2020. Janel attended. Crystal Dadura discussed Department SOPs, maximum compensatory time and open enrollment.
  2. September Tally Sheets will be provided at the October Board meeting.
- ii. Indiana State Department of Agriculture
  1. Kayleen Hart, Chuck Howard and David Perkins volunteered to serve on the Election Committee with Kayleen agreeing to serve as Committee Chair. Gene Diehl's appointed term expires in 2021; Craig asked whether he had an interest in being re-appointed, Gene agreed. Craig Holman's term expires in 2021. Kayleen asked Craig whether he had an interest in re-running; Craig agreed.

*Kayleen Hart moved to approve the re-appointment of Gene Diehl to the Steuben County Soil and Water Conservation District Board of Supervisors for 2021 – 2024; seconded by Chuck Howard. Motion carried.*
  2. The Board discussed the Steuben SWCD 2021 Annual Meeting. Janel shared information

provided by Indiana's Public Access Counselor Luke Britt at the October 20<sup>th</sup> Lunch and Learn Session (e.g., SWCDs can limit attendees; SWCDs ability to hold 100% virtual meeting; legally administering an election; etc.). She asked whether the Supervisors felt comfortable holding a meeting in light of COVID and increasing cases. Angola Christian Church not large enough to allow social distancing. Gene recommended Plan A – proceed as normal and Plan B – investigate alternate ways to hold meeting. November meeting will discuss venues/prices.

3. District Support Specialist/Resource Specialist Update: No update
- iii. National Association of Conservation Districts

1. 2021 Membership Renewal: NACD mailed an invoice for FY21.

*Kayleen Hart moved to support dues for the National Association of Conservation Districts 2021 fiscal year at \$775; seconded by Chuck Howard. Motion carried.*

**c. Budget and Finance**

**Craig Holman, Chair**

- i. Indiana Farm Bureau Insurance

Janel shared the auto medical payments coverage maximum is \$10,000; \$13 premium increase.

*A motion was made by Chuck Howard to increase the auto medical payments coverage to \$10,000 with Indiana Farm Bureau Insurance; seconded by David Perkins. Motion carried.*

- ii. Position Schedule Fidelity Bond

Janel presented the \$20,000 Position Schedule Fidelity Bond; bond will be recorded with County.

*David Perkins motioned to approve the \$20,000 fidelity bond; seconded by Chuck Howard. Motion carried.*

- iii. Steuben SWCD Business Plan

Janel updated the Board how the Business Plan Committee approached the project. Staff met to discuss the update sans the two Board Supervisors. Draft plan then submitted to Committee Board Supervisors for review. A copy of the draft 2021-2023 Business Plan was provided in Supervisors packets. Janel briefly reviewed the document & changes compared to our prior business plan. A discussion ensued regarding including plan measurables. Supervisors all agreed to include measurables. Janel asked for everyone to take home, review, and provide feedback to her by the following week.

**d. Information and Education**

**Kayleen Hart, Chair**

- i. Drainage Board

Staff are attending the twice-monthly county Drainage Board (DB) meetings. Due to time constraints, no report provided.

- ii. Augmented Reality Sandbox (ARS)

Tara shared all components have been purchased and Unit ready for programming. Jordan Beehler will be at the SWCD office October 22, 2020 to finish programming, set up, and train her how to operate the hardware (computer, camera, projector etc.).

- iii. Extension / Farm to School / Other Educational and SWCD Projects

- Tara met with Tami Mosier (Purdue) and Bridget Harrison (Clear Lake Township Land Conservancy) on September 10, 2020. Education committee formed to produce educational videos & worksheets for school children to replace the hands-on learning experience they would have received at this year's field days. Videos will follow Indiana State Standards and are intended to be used in a classroom setting. The first video, "Earth as an Apple", has been completed. They have filmed a macroinvertebrate and bee pollination video; Tara to complete video editing.
- Tara will be meeting with Crystal Van Pelt on 10/22/2020 to discuss the 2021 Spring Garden Series. Theme: "Foundation of Gardening". Topics: plant & soil health, stormwater management & rain barrels, ecosystems & pollinators, and year-long gardening. Sessions scheduled Tuesday evenings in May 2021, 6-7 pm, at the Steuben County Community Center. More details TBA.
- Tara is working with Colleen Everage on the Pocket Park sign design. She reported the project is 80% complete; various partner vector logo files and the official park name still needed for sign.
- Tara reported the SWCD website has been updated with what she is able to do. She compiled a list of tasks requiring training with our webmaster. The Board discussed how much time would be required and the cost. Tara will contact the webmaster and forward her list for cost estimate. The Board agreed for Tara to begin training as soon as possible, update required at next meeting.

*Chuck Howard motioned to approve Tara Lee's website training with Peter Oakley, Oakley Studio LLC, not to exceed \$500; seconded by David Perkins. Motion carried.*

- Tara reported Brad Hamlin is interested in holding a spring Forestry Field Day workshop. The Board confirmed their interest. Tara will check with Forester Tom Crowe on his availability.

Janel asked the Supervisors to sponsor the four additional River Friendly Farmer (RFF) shirts our RFF Terry Dailey ordered (\$91 total).

*Kayleen Hart motioned to approve the Steuben County SWCD's sponsorship for our 2020 River Friendly Farmer (Terry Dailey) apparel order; seconded by Chuck Howard. Motion carried.*

**V. CLAIMS**

|      |                                                                                              |             |
|------|----------------------------------------------------------------------------------------------|-------------|
| 5657 | Indiana Woodland Steward (Sponsorship of FY20-21 Woodland Steward Newsletter)                | \$ 250.00   |
| 5658 | Impact Institute (ARS Unit – Materials and ARS Frame Construction)                           | \$ 250.00   |
| 5659 | Avangate BV (Wondershare Filmora Pro Software for Educational Video Editing)                 | \$ 112.29   |
| 5660 | Amazon (Jabra Wired Headsets)                                                                | \$ 113.00   |
| 5661 | Amazon (Movo Dual Wireless Lavalier Microphone System)                                       | \$ 177.95   |
| 5662 | Taylor Rental (PortAJon for 9/15/20 Steuben County Life Session #1)                          | \$ 95.00    |
| 5663 | Tara Lee (Reimbursement per SWCD SOP-ARS Unit + Conservation Education Supplies)             | \$ 1,068.99 |
| 5664 | Walmart (Supplies/Refreshments for 9/15 and 9/22/20 Steuben County Life Session 1&2)         | \$ 141.97   |
| 5665 | New Resources Group (Educational Water Conservation Booklets for 2020 YCFD)                  | \$ 212.15   |
| 5666 | Treasurer of Steuben County (Additional Appropriation for PT Clerical Position)              | \$ 1,000.00 |
| 5667 | Water Education Group (Educational Stormwater Booklets for 2020 YCFD)                        | \$ 458.12   |
| 5668 | Walmart (Supplies/Refreshments for 9/29/20 Steuben County Life Session #3 & Cons. Education) | \$ 51.76    |
| 5669 | AnyPromo (Custom Cinch Backpacks for 2020 YCFD Educational Materials)                        | \$ 325.52   |
| 5670 | Best Buy (Cannon Vixia HF R800 Camcorder & Tri-Pod for Educational Videos)                   | \$ 309.98   |
| 5671 | Walmart (Supplies/Refreshments for 10/6/20 Steuben County Life Session #4 & Office Supplies) | \$ 96.40    |
| 5672 | TLA Signs (Signage for Augmented Reality Sandbox Unit)                                       | \$ 354.00   |
| 5673 | Walmart (Supplies/Refreshments for 10/13/20 Steuben County Life Session #5)                  | \$ 20.42    |
| 5674 | Walmart (Supplies/Refreshments for 10/13/20 Steuben County Life Session #5)                  | \$ 6.88     |
| 5675 | Janel Meyer (Reimbursement per SWCD SOP-Educational Soil Booklets for 2020 YCFD)             | \$ 204.24   |
| 5676 | Jacob Insurance Service, LLC (Pekin Ins. Co. Position Schedule Bond Policy Renewal)          | \$ 100.00   |
| 5677 | Ceres Solutions (Fuel for Expedition – October Statement)                                    | \$ 53.52    |
| 5678 | KPC Media (Herald Republican Subscription Renewal 11/7/2020 – 11/7/2021)                     | \$ 279.00   |
| 5679 | Club Paradise (Refreshments for 10/20/20 Steuben County Life Session #6)                     | \$ 692.88   |

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

*Chuck Howard motioned to accept the claims for October 21, 2020 as presented. David Perkins seconded the motion. Motion approved.*

**VI. NEXT BOARD MEETING**

**Thursday, November 12, 2020 – 5:00 p.m.**

**SWCD Board Meeting**

- Steuben County Community Center Multi-Purpose room  
 317 S. Wayne Street – Angola, Indiana 46703

**VII. ADJOURNMENT**

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

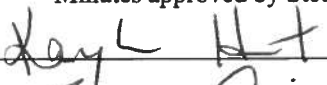


*Kayleen Hart moved to adjourn; seconded by Chuck Howard. Motion carried.*

Meeting adjourned by Chairman Holman at 6:30 p.m.

Minutes respectfully submitted by:

  
 Janel S. Meyer, Administrative Coordinator/Treasurer

Minutes approved by Steuben County SWCD Board



11/12/2020 (Date)