

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

February 9, 2022

IN ATTENDANCE:

<u>District Supervisors</u> Kayleen Hart, Chair Chuck Howard, Vice Chair Beth Williams Craig Holman	<u>Steuben County Soil & Water Conservation District (SWCD)</u> Janel Meyer, Administrative Coordinator Aimee Wentworth, Resource Conservationist <u>Natural Resource Conservation Service (NRCS)</u> Arthur Franke, District Conservationist
---	---

Absent
 David Perkins, Board Supervisor

I. CALL TO ORDER

The SWCD Board meeting was called to order by Steuben SWCD Board Chair Kayleen Hart at 5:00 p.m.

II. MINUTES OF THE LAST MEETING (1-12-22)

The Board was asked to consider the minutes of the January 12, 2022 meeting. There being no additions or corrections, Board Chair Hart asked for a motion to approve.

Chuck Howard moved to approve the minutes of the January 12, 2022 Steuben County Soil & Water Conservation District Board meeting as presented. Seconded by Craig Holman. Motion carried.

III. TREASURER’S REPORT

Administrative Coordinator Janel Meyer provided the financial report for January 1 to January 31, 2022. Financial reports were sent to the Board Supervisors for review in advance of the meeting. Supervisors also received a hard copy in their folders.

Report for period ending January 31, 2022:

<u>General Fund - All Accounts</u>		
Checking	\$ 54,148.06	
Statement Savings	<u>41,879.85</u>	
Total	\$ 96,027.91	
<i>Checking account</i>	<i>Savings account</i>	
<i>balance 12/31/21</i>	<i>\$ 54,400.22</i>	<i>balance 12/31/21</i>
<i>Receipts</i>	<i>\$ 8,612.00</i>	<i>\$ 41,879.50</i>
<i>Disbursement</i>	<i>(\$ 8,864.16)</i>	<i>Receipts</i>
	<i>\$54,148.06</i>	<i>Disbursement</i>
		<i>(\$ 0.00)</i>
		<i>\$41,879.85</i>

Additional information provided with the monthly claims for Board review and verification included 1. January 2022 checking & savings account bank statements and reconciliations; 2. January 2022 deposit and check detail and general ledger; 3. Staff payroll approval form, time sheets, compensatory time logs and 4. January 2022 vehicle log. Janel advised checking account receipts totaled \$8,612.00 which included affiliate memberships, Indiana Master Naturalist registrations, a Fawn River Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) cost-share payment for 1,000-ft. of fence in the Lake James–Crooked Creek sub-watershed, and a Pigeon Creek LARE WLTP cost-share payment for 1,350-ft. of fence and 2.0-acre pasture planting in the Otter Lake sub-watershed.

Disbursement was \$8,864.16, which included 2022 annual meeting expenses, dues and subscriptions, operating expenses, registration fees, sponsorship for the Smithsonian Water/Ways Exhibit, and cost-share payments for the 1,000-ft. of fencing (Fawn River LARE WLTP) and 1,320 ft. of fencing and 2.0-acre pasture planting (Pigeon Creek LARE WLTP) projects.

Board Chair Hart asked whether there were any questions or comments regarding the Treasurer’s report. Hearing none, she called for a motion to approve.

A motion was made by Chuck Howard to approve the Treasurer’s Report for the period ending January 31, 2022 as presented. Seconded by Craig Holman. Motion carried.

IV. COMMITTEE REPORTS

a. Natural Resources/Technical Assistance

Beth Williams, Chair

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

1. Talking Points were provided in the Supervisors' packets.
NRCS District Conservationist Arthur Franke reported he is continuing to process FY22 Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP) applications. The Regional Conservation Partnership Program (RCPP) Western Lake Erie Basin (WLEB) EQIP sign-up has been delayed until FY23. Conservation Reserve Program (CRP) sign-up is due March 11, 2022.

He also shared the Angola Service Center was upgraded to "yellow status"; meaning the office is open to the public, by appointment, and staff capacity increased to 50%. Art will return to working in the office; he has been teleworking to allow Janel and Resource Conservationist Aimee Wentworth office access.

Kayleen Hart, FSA Program Technician, reported March 15 is the deadline for the 2022 Agricultural Risk Coverage (ARC)/Price Loss Coverage (PLC) program.

ii. Watershed Projects and Organizations/SWCD

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

Sub-watersheds:

1. Friends of the St. Joseph River (FotSJR)
 - a. Aimee attended the FotSJR January 27, 2022 virtual meeting and reported meeting highlights: (1) FotSJR is currently accepting applications for the Watershed Stewardship Award; (2) the 2022 Annual Meeting will be virtual; date/time to be determined; (3) data collected during the St. Joseph River survey will be available online after it's compiled into an understandable format.
 - b. The next FotSJR virtual meeting is scheduled for February 24, 2022.
2. St. Joseph River Basin Commission (SJRBC)
 - a. Janel provided copies of the SJRBC 2021 Annual Report for review.
 - b. The next SJRBC Quarterly meeting is scheduled for March 3, 2022.

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

Sub-watersheds:

1. Upper St. Joe River – Includes Fish Creek, Nettle, and West Branch Sub-Watersheds
 - a. Janel presented updates on the two projects approved at the last Board meeting. The 5.3-acre Tree/Shrub Planting and 1.2-acre Windbreak (Fish Creek Headwaters) contract was signed. The landowner is considering moving the planting to spring 2023. She has been unable to successfully contact the landowner with the 5.8-acre Warm Season Grass Planting, 1.2-acre Windbreak/Shelterbelt, 0.5-acre Pollinator Planting and 9.0-acre Pasture Planting (Fish Creek Headwaters) project for contract signature.
2. Maumee River Basin Commission (MRBC)
 - a. The next MRBC meeting is scheduled for February 10, 2022. Supervisor Chuck Howard was provided with the meeting materials.

iii. Entire County

1. Steuben County Lakes Council (SCLC)
 - a. Janel attended the SCLC February 5, 2022 monthly meeting and reported meeting highlights: (1) former Snow Lake resident Ruth Graft, who passed away in November 2021, left \$25,000 to the SCLC; (2) the SCLC 2022 education budget was increased by \$200 after their December 4, 2021 meeting when Karen DeForest advised the budget needed to be increased due to the Memorandum of Understanding (MOU) with the Steuben County SWCD; (3) a short discussion was held about moving the SCLC meeting location to the Community Foundation; (4) the Lakes Council is moving forward with a 50th Anniversary Celebration on August 13, 2022; it will be held at the Selman Pavilion in Commons Park.
 - b. The next SCLC Board meeting is scheduled for March 5, 2022.
2. Steuben County/Urban (IDEM Rule 5/MS4)
 - a. A copy of the Indiana Department of Transportation CR 200 N Reconstruction Road Plan was provided for review. The project involves the reconstruction and widening of CR 200 N.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training/Public Relations, etc.

1. Field Visits/Trainings

- a. Smithsonian Water/Ways Exhibit Planning Meeting • January 17, 2022. Staff continue to participate in planning meetings to assist with the production of a local companion display. Janel provided an update on the continued challenges the group is facing and shared she researched/ provided information for four of the display panels. Karen Holman, Circulation and Adult Services (Carnegie Public Library of Steuben County), gathered all written content and made the first attempt to condense the information and design panels. Since a significant amount of material was excluded, it was determined each panel lead would meet with the graphic designer to finalize content.
- b. Indiana Watershed Leadership Academy (IWLA) • January 19 & February 2, 2022. Aimee continues participation in the IWLA and gaining information about the many tools available to use for watershed planning.
- c. How's My Waterway Webinar • January 20, 2022: Aimee participated in this webinar featuring information on enhancements added to the U.S. EPA's How's My Waterway online tool. This tool helps communities learn about their watersheds.
- d. IASWCD 2022 Annual Conference • January 23-25, 2022: Janel, Aimee and Board Supervisor Beth Williams attended the 2022 Indiana Association of Soil and Water Conservation District's (IASWCD) Annual Conference. Staff gained important training/information relevant to conservation and SWCD operations. Conference was also an opportunity to network with other Districts and Leadership.
- e. IASWCD Urban Soil Health Update • February 8, 2022. Aimee participated in this virtual meeting which featured updates on the Urban Soil Health Team's programs and projects.

2. January 2022 tally sheets were provided in the Supervisors folders.

ii. Indiana State Department of Agriculture (ISDA)

1. District Support Specialist/Resource Specialist update: No update provided.
2. Steuben SWCD March 9, 2022 Annual Meeting Planning: Janel advised the meeting script would be provided with next month's Board meeting materials. The group discussed ideas and a budget for table centerpieces. An agreement was made for the centerpieces to serve as door prizes at the end of the meeting.

Beth Williams moved to approve up to \$200.00 for the Steuben County Soil and Water Conservation District (SWCD) March 9, 2022 Annual Meeting table centerpieces. Seconded by Chuck Howard. Motion carried.

Beth volunteered to take the lead on centerpiece design and implementation.

Aimee reported to date, eleven individuals (not including staff or supervisors) registered for the annual meeting.

c. Budget and Finance

Kayleen Hart, Chair

i. District Budget and Finance Committee Audit

Board Chair Hart and Board Supervisor Howard reported there were no discrepancies found during the 2021 District Budget and Finance Committee Audit.

ii. 2022 Affiliate Memberships

Janel reported to date, twenty-one 2022 Affiliate Memberships have been received.

iii. CWI Supervisor and Staff Training Reimbursement Applications

Janel submitted a Supervisor and Staff Training Reimbursement Application for the IASWCD Annual Conference registration. Funds are available in the form of reimbursements and are reserved for training registration fees only; maximum allowable amount of \$1,000.

iv. Tim Groosbeck Contract

Janel presented the Independent Contractor Agreement between the Steuben County SWCD and Tim Groosbeck for approval. The agreement is for assistance with the districts' annual tree sale, including but not limited to, picking up trees from Jasper-Pulaski State Nursery (using personal vehicle with or without trailer) and the SWCD providing all donated proceeds to contractor Tim Groosbeck to help offset the cost of fuel, vehicle wear/tear and his time.

A motion was made by Chuck Howard to accept the Independent Contractor Agreement between the Steuben County Soil and Water Conservation District (SWCD) and Contractor Timothy Groosbeck; agreement made and entered into the 9th day of February 2022. Seconded by Craig Holman. Motion carried.

v. Credit Card and Meal SOP Review

A copy of the credit card and meal Standard Operation Procedure (SOP) was provided to the Board for review prior to the meeting. No modifications were suggested for either policy. Board Chair Hart asked

the Board members if there were any questions or concerns. Hearing none, she called for a motion to approve.

Chuck Howard motioned to accept the 2022 Steuben County Soil & Water Conservation District (SWCD) Standard Operating Policy (SOP) for Purchasing Meals for District Activities. Seconded by Beth Williams. Motion carried.

Chuck Howard motioned to accept the 2022 Steuben County Soil & Water Conservation District (SWCD) Standard Operating Policy (SOP) for Credit Cards. Seconded by Beth Williams. Motion carried.

The SOPs were presented to Board Chair Hart, Aimee and Janel for signatures.

d. Information and Education

David Perkins, Chair

i. Drainage Board

Staff are attending the twice-monthly county Drainage Board (DB) meetings as schedules allow. Aimee advised the Board has been discussing the creation of a cumulative drain fund.

ii. SWCD Annual Report

Janel advised the Steuben County SWCD 2021 Annual Report will be submitted to Graphics 3 by the end of next week for printing/ mailing.

iii. Tri-State Regional Science Fair Conservation Award Sponsorship

The SWCD received notification the Tri-State Regional Science Fair will be held Saturday, March 19, 2022. Steuben SWCD supports the special conservation awards. Maximum cost of sponsoring cash awards and conservation books is \$125. Janel will serve as a judge for this event.

Chuck Howard motioned to approve the Steuben County Soil and Water Conservation District (SWCD) support for the March 19, 2022 Tri-State Regional Science Fair Special Conservation Awards, maximum amount \$125.00. Seconded by Craig Holman. Motion carried.

iv. Tree Pickup • March 22, 2022

Steuben County tree pickup has been scheduled for Tuesday, March 22nd.

v. 4-H/Purdue Extension/SWCD/Other SWCDs

Aimee Wentworth report:

- The Midwest Women in Agriculture Conference was canceled due to a lack of interest. The Board approved her \$25 registration fee to attend the February 8, 2022 Women4theLand Women’s Learning Circle. She was advised the check will be voided and returned.
- The SWCD has received three registrations for the Indiana Master Naturalist Workshop.
- Aimee is working with the Steuben County Health Department to plan a septic workshop for September, which will coincide with EPA’s Septic Smart Week.
- She is completing finishing touches on the Steuben County SWCD promotional video. The video was presented to the Board for viewing and comments.
- Aimee is currently working on a pollinator video script.

vi. Upcoming Regional / National Events

1. **President’s Day • February 21, 2022***
2. Purdue Extension Indiana Small Farm Conference • March 3-4, 2022 (virtual)
3. Steuben County Lakes Council Meeting • March 5, 2022 (Angola, IN; subject to change)
4. 2022 Great Lakes Conference: Connecting Science & Management • March 8, 2022 (virtual)
5. Steuben SWCD Monthly Board & Annual Meetings • March 9, 2022 (Angola, IN)
6. Life Hacks Over Lunch: A meet-up series for Watershed Professionals • March 18, April 15, & May 20, 2022 (virtual)

**Angola USDA Service Center Closed*

V. CLAIMS

5825	Purdue University (Feb. 8, 2022 Women in Ag Conference Registration)	\$	25.00
5826	Steuben Co. Lakes Council (FY22 Business Membership)	\$	40.00
5827	IDEA (FY22 IDEA Membership for Steuben County SWCD Staff)	\$	50.00
5828	Steuben Co. Community Foundation (Water/Ways Exhibit Sponsorship)	\$	500.00
5829	Purdue University (May 24, 2022 IWLA – Ft. Harrison State Park Room Fee)	\$	100.00
5830	Indiana Dept. of Revenue (ACH – 2021 Indiana Sales Tax Annual Filing)	\$	14.59
5831	Robyn Wright (2.0-acre Pasture Planting & 1,350 ft. Fence in Pigeon; LARE)	\$	4,350.00
5832	Curtis Bachelor (1,000 ft. Fence in Fawn River; LARE)	\$	3,000.00
5833	Aimee Wentworth (Jan. 23-25, 2022 IASWCD Travel Expenses)	\$	284.27
5834	Janel Meyer (Jan. 23 – 25, 2022 IASWCD Travel Expenses & Parking Fees)	\$	345.78

5835	Beth Williams (Jan. 23 – 25, 2022 IASWCD Travel Expenses)	\$	242.26
5836	Ceres Solutions (Fuel for Expedition – February 2022 Statement)	\$	100.34

Beth Williams moved to accept the claims for February 9, 2022; seconded by Chuck Howard. Motion carried.

VI. NEXT BOARD MEETING

March 9, 2022 [Board Meeting (4:45 PM); Annual Meeting (6:30 p.m., dinner served at 6 p.m.)

- Presbyterian Chapel of the Lakes
2955 West Orland Road, Angola, IN 46703

Janel set 4:45 p.m. for the next Steuben SWCD monthly Board Meeting. The Supervisors agreed to the start time.

VII. ADJOURNMENT

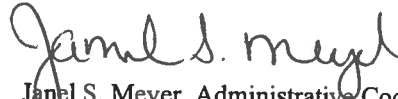
Chuck and Janel advised the SWCD public meeting announcements are once again not being printed in the Herald Republican. Janel follows the Indiana Open Door Law requirements by sending monthly notifications. She also emailed the 2022 meeting schedule to the editor on December 9, 2021. This same issue was addressed last June. At that time, she was advised it was just an oversight. Board Chair Hart volunteered to follow-up about the recent exclusion of meeting announcements.

There being no further business to come before the Steuben SWCD, Board Chair Hart called for a motion to adjourn.

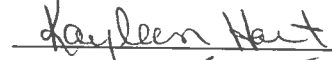
Craig Holman moved to adjourn the February 9, 2022 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by Chuck Howard; motion carried.

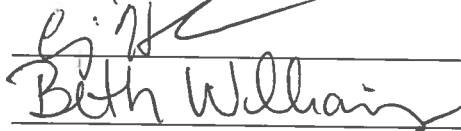
Meeting adjourned by Board Chair Hart at 6:01 p.m.

Minutes respectfully submitted by:


Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board







3/9/2022 (Date)