

MINUTES
STEUBEN COUNTY SWCD BOARD MEETING
Presbyterian Chapel of the Lakes • 2955 W. Orland Road, Angola, Indiana 46703
March 9, 2022

IN ATTENDANCE:

<u>District Supervisors</u>	<u>Natural Resource Conservation Service (NRCS)</u>
Kayleen Hart, Chair	Arthur Franke, District Conservationist
Craig Holman	
David Perkins	<u>Indiana State Department of Agriculture (ISDA)</u>
Beth Williams	Kate Sanders, Resource Specialist

Steuben County Soil & Water Conservation District (SWCD)
 Janel Meyer, Administrative Coordinator
 Aimee Wentworth, Resource Conservationist

Absent
 Chuck Howard, Vice Chair

I. CALL TO ORDER

The SWCD Board meeting was called to order by Steuben SWCD Board Chair Kayleen Hart at 4:45 p.m.

II. MINUTES OF THE LAST MEETING (2-9-22)

The Board was asked to consider the minutes of the February 9, 2022 meeting. Administrative Coordinator Janel Meyer advised Board Supervisor Beth Williams the minutes were corrected per her request (a date/year was updated). There being no further additions or corrections, Board Chair Hart asked for a motion to approve.

Beth Williams moved to approve the minutes of the February 9, 2022 Steuben County Soil & Water Conservation District Board meeting, as presented. Seconded by David Perkins. Motion carried.

III. TREASURER’S REPORT

Janel provided the financial report for February 1 to February 28, 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 February 28, 2022:

	<u>General Fund - All Accounts</u>			
Checking	\$ 61,966.58			
Statement Savings	<u>41,880.17</u>			
Total	\$103,846.75			
<i>Checking account</i>		<i>Savings account</i>		
<i>balance 1/31/22</i>	\$ 54,148.06	<i>balance 1/31/22</i>	\$ 41,879.85	
<i>Receipts</i>	\$ 9,370.00*	<i>Receipts</i>	\$.32	
<i>Disbursement</i>	<u>(\$ 1,551.48)</u>	<i>Disbursement</i>	<u>(\$ 0.00)</u>	
	\$61,966.58		\$41,880.17	

**Check #6161, \$25.00, for Aimee Wentworth’s February 8, 2022 Midwest Women in Agriculture Conference registration was voided in QuickBooks on March 7, 2022. Due to the event cancellation, the check was voided/returned to the Steuben County SWCD by the vendor (Purdue University/The Education Store).*

Additional information provided with the monthly claims for Board review and verification included 1. February 2022 checking & savings account bank statements and reconciliations; 2. February 2022 deposit and check detail and general ledger reports; 3. Staff payroll approval form, time sheets, compensatory time logs and 4. February 2022 vehicle log.

Janel advised checking account receipts totaled \$9,345.00 which included affiliate memberships, Indiana Master Naturalist workshop registrations, and the first half/payment of the Steuben County SWCD operating budget from the Steuben County Treasurer. She also advised check #6161, for \$25.00, was voided in QuickBooks. The check was voided/returned by the vendor (Purdue University) due to the cancellation of the 2022 Midwest Women in Agriculture Conference.

Disbursement was \$1,551.48, which included 2022 annual meeting expenses, operating expenses, postage

for the Steuben County SWCD 2021 Annual Report mailing, and travel expenses.

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 David Perkins to approve the Treasurer's Report for the period ending February 28, 2022 as presented. Seconded by Beth Williams. Motion carried.

IV. COMMITTEE REPORTS

a. Natural Resources/Technical Assistance

Beth Williams, Chair

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

1. NRCS District Conservationist Arthur Franke reported his FY22 Environmental Quality Incentives Program (EQIP) application ranking and payment estimate deadline is March 18.

Kayleen Hart, FSA Program Technician, reported the deadline for the 2022 Agricultural Risk Coverage (ARC)/Price Loss Coverage (PLC) program is March 15 and the deadline for the Conservation Reserve Program (CRP) is March 11. She shared the Angola Service Center office COVID status was upgraded to "green"; therefore, masks are no longer required for employees or visitors.

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 an update on Watershed Land Treatment Project (WLTP) contracts/applications. The 20-acre pasture planting project (Mud Creek sub-watershed), approved at the September 8, 2021 Board meeting, has been cancelled. Janel reported she has been unable to connect with the producer via phone or email since last December. She also advised the 15.24-acre pasture planting (Otter Lake sub-watershed), also approved at the September 8, 2021 Board meeting, has been cancelled. The landowner did not want to move forward with the project because he is now planning to build a pole barn. Amending the contract was an option (excluding the section where the barn would be sited); however, the landowner decided to cash rent the property until construction has been completed.
2. Friends of the St. Joseph River (FotSJR)
 - a. Aimee attended the FotSJR February 24, 2022 virtual meeting and reported meeting highlights: (1) FotSJR virtual Annual Member Meeting and Watershed Celebration is scheduled for Tuesday, March 15, 2022 at 7 p.m.; (2) Doug McLaughlin discussed the data collected from the St. Joseph River survey conducted last summer – 5,000 data points were collected during 43 river sampling days. There are links on the FotSJR website to some of the data. Additional data analysis is ongoing.
 - b. The next FotSJR virtual meeting is scheduled for March 15, 2022.
3. St. Joseph River Basin Commission (SJRBC)
 - a. Janel attended the SJRBC March 3, 2022 quarterly meeting and reported meeting highlights: (1) SJRBC 22nd Annual Symposium will be held on May 13, 2022 at Fernwood Botanical Garden in Niles, Michigan. The keynote address will focus on government funding for watershed management. Space is limited. Invitations will be sent first to Commission members; registration will then be opened to the public until all available spots have been filled.

-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 a 16-acre pasture planting application in the Hamilton Lake/Black Creek sub-watershed of Fish Creek; cost estimate for project is \$2,400. Planting would convert a row crop field into pasture. She advised the field is adjacent to Daniel Davis Ditch and approximately 1.9 miles from Hamilton Lake. The Board discussed the benefits of adding this conservation practice to the property and approved the project.

David Perkins moved to approve the 16-acre Pasture (Forage/Biomass) planting in the Hamilton Lake sub-watershed of Fish Creek using the Steuben County Soil and Water Conservation District 2021 Upper St. Joseph River Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) grant. Seconded by Beth Williams. Motion carried.

b. The next Great Lakes Water Quality Agreement (GLWQA) Domestic Action Plan (DAP) meeting has been scheduled for Wednesday, March 16, 2022. The group will meet at the Adams County 4-H Fairgrounds to discuss the DAP status, determine if noted action items are still relevant, and discuss water quality monitoring locations and data analysis. Staff will not be participating due to a scheduling conflict.

c. 2022 Agronomy Field Day • July 27, 2022: The date has been set for the Agronomy Field Day at the Andersons. Janel requested the Board consider sponsorship for the event. The Board discussed the 2021 support level of \$500 and approved the same level for 2022.

Beth Williams motioned to approve the Steuben County Soil & Water Conservation District \$500 sponsorship for the July 27, 2022 Agronomy Field Day at The Andersons; seconded by Craig Holman. Motion carried.

2. Maumee River Basin Commission (MRBC)

a. The MRBC met February 10, 2022. No update was provided.

iii. Entire County

1. Steuben County Lakes Council (SCLC)

a. Janel attended the SCLC March 5, 2022 monthly meeting and reported meeting highlights: (1) the Water Quality Committee will be meeting on March 25 to review the 2022 water testing protocol (discuss whether sites should be added or deleted and discuss DNA sampling); (2) SCLC monthly board meetings will be held at the Community Foundation through the end of the year, with exception of their August annual meeting.

b. The next SCLC Board meeting is scheduled for April 2, 2022.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training/Public Relations, etc.

1. Field Visits/Trainings

a. Smithsonian Water/Ways Exhibit Planning Meetings • February 10 & 22, 2022. Janel provided an update on the status of the local companion display. She shared a Herald Republican news article about the Smithsonian Exhibit (February 24, 2022).

b. Indiana Watershed Leadership Academy (IWLA) • February 16 & March 2, 2022. Aimee continues participation in the IWLA to gain information about the various tools available for watershed planning.

c. Steuben County Life Planning Meeting • February 23, 2022: Janel and Aimee met with Bill Schmidt to begin 2022 Steuben County Life program planning. It has been scheduled Tuesday evenings, 6 – 8:30 p.m., from September 13 – October 18, 2022.

d. Indiana Water Resource Regulatory Update Webinar • February 23, 2022: Janel and Aimee participated in this webinar which featured presentations from both the Indiana Department of Environmental Management (IDEM) and the U.S. Army Corps of Engineers (USACE) regarding recent changes in wetlands regulations.

e. Reba Wicker, Purdue Extension Ag & Natural Resources, Meeting • March 1, 2022: Reba Wicker, Purdue Extension's new Ag & Natural Resources Extension Educator, met with SWCD staff to introduce herself and discuss partnership opportunities.

f. CCSI BMPs for Herbicide App. & Cover Crop Termination • March 2-3, 2022: Janel participated in the March 2nd training which featured information about current supply and pricing of common herbicides, maximizing herbicide efficacy with best management practices, and cover crop termination strategies for this spring.

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

ii. Indiana State Department of Agriculture (ISDA)

1. District Support Specialist/Resource Specialist update: Janel discussed approving the chair, vice chair, and treasurer at the first Board meeting following the annual meeting. She recommended the Election Committee reach out to all Board Supervisors to determine interest. Board Supervisor's Craig Holman and David Perkins completed the ISDA/Indiana Association of Soil and Water Conservation Districts (IASWCD) training needs survey. The survey is being conducted to evaluate training content and delivery methods for SWCD Supervisors.

2. Steuben SWCD March 9, 2022 Annual Meeting: The Board discussed last-minute details for the evening's annual meeting. A copy of the meeting script was forwarded to the Supervisors for review prior to the meeting.

c. Budget and Finance

Kayleen Hart, 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; the AFR spreadsheet was also forwarded to our ISDA District Support Specialist. AFR submission to ISDA is required in order to receive the \$10k legislative match funds.

ii. Capital Asset Policy

Janel reviewed the Indiana State Board of Accounts (SBOA) requirement regarding asset depreciation methods. The Steuben SWCD methods are included in our Capitalization Policy – the common depreciation guidelines for our equipment ranges between 6 and 12 years. She explained each year, Steuben County sends an asset status report listing furniture and equipment and office and computer equipment. She explained many of these items are quite old, some even >40 years of age; however, the county list still reports positive values for each item. She advised all items included in the County list were entered in Gateway as fully depreciated based on the Steuben SWCDs common depreciation guidelines.

iii. Postage Stamps

Janel requested a motion to approve the purchase of 2 rolls of stamps as the purchase will exceed the Steuben SWCD's SOP purchase limit of \$100 without prior Board approval.

David Perkins motioned to approve the purchase of two rolls of stamps; seconded by Beth Williams. Motion carried.

iv. Steuben SWCD Performance Reviews

The Board discussed employee performance reviews, last conducted on July 14, 2021. This was Aimee's 90-day review and Janel's yearly review. The Board scheduled a yearly review for Aimee on April 13, 2022 from 5 – 5:30 p.m. Janel's yearly review will be scheduled in January, 2023.

Janel will forward the appropriate forms/associated materials to the Board.

d. Information and Education

David Perkins, Chair

i. Drainage Board

Staff are attending the twice-monthly county Drainage Board (DB) meetings as schedules allow. Jim Slabaugh, the new County Surveyor, was introduced at the March 7, 2022 meeting.

ii. Food Plot Seed Pickup

The food plot seed pickup discussion was tabled to the SWCD April Board meeting.

iii. NACD Stewardship Week Materials and Poster Contest

Soil and Water Stewardship Week is set for the last week of April. This year's theme is Healthy Soil, Healthy Life. Janel requested a Board motion approving the purchase of educational materials for the area elementary schools, up to \$1,500.

David Perkins made a motion to spend a maximum of \$1,500 on 2022 National Association of Soil and Water Conservation Districts' (NACD) Stewardship Week materials; seconded by Craig Holman. Motion carried.

iv. 4-H/Purdue Extension/SWCD/Other Educational and SWCD Projects

Aimee Wentworth reported:

- She participated in Allen County SWCD's Coffee & Urban Soils webinar on February 15, 2022.

James Wolff, Allen County Purdue Extension Educator, discussed the unique soil conditions that can be found in an urban setting, possible contamination issues, and ways to correct some of those problems.

- The pollinator video script has been written, edited, and revised with assistance from Tami Mosier, Steuben County Purdue Extension Educator, and Bridget Harrison, Clear Lake Township Land Conservancy. She has started collecting video footage and photos.

- There are five confirmed registrations for the Indiana Master Naturalist (IMN) workshop. She has also received several inquiries about the class and is hopeful more registrations will be received.

- Aimee requested approval to attend the Indiana Natural Resources Teacher Institute from July 18-22, 2022 in Martinsville, Indiana. The Institute is a multi-day professional development workshop about forestry; overall goal is to provide Indiana teachers with knowledge, skills, and tools to effectively teach students about forest ecology and forest management practices. The Board discussed her request and other Steuben SWCD commitments during the same time period. The Board asked Aimee to wait until 2023 to attend as this workshop is offered on a yearly basis, and the SWCD has many prior commitments to complete.

v. Upcoming Regional / National Events

1. Capture the Credits Meeting and Tradeshow • March 16, 2022 (*Goshen, IN*)

2. Life Hacks Over Lunch: A meet-up series for Watershed Professionals • March 18, April 15, & May 20, 2022 (*virtual*)

3. Envirothon • March 17, 2022 (*Columbia City, IN*)

4. Tri-State Regional Science Fair • March 19, 2022 (*Angola, IN*)

5. Steuben County SWCD Tree Pickup • March 22, 2022
6. **Good Friday Holiday • April 15, 2022**
**Steuben County SWCD staff 1/2-day Holiday (12 – 4:30 p.m.)*

Janel shared she requested approval from Board Chair Hart for staff to attend the Capture the Credits Meeting and Tradeshow in Goshen on March 16, 2022. Approval was requested prior to the March Board meeting due to the registration deadline and \$10/person registration fee.

V. CLAIMS

5837	USPS/Postmaster (2021 Annual Report Postage, 1,584 pieces)	\$ 450.30
5838	Amazon (ACH – Annual Meeting Materials/Supplies; paper goods)	\$ 33.64
5839	Amazon (ACH – Annual Meeting Materials/Supplies; rain gauges)	\$ 69.90
5840	Amazon (ACH – Annual Meeting Materials/Supplies; table cover roll)	\$ 24.99
5841	Lakeside Meats (Final Payment for March 9, 2022 Annual Meeting Meal)	\$ 577.95
5842	Walmart (March 9, 2022 Annual Meeting Materials/Supplies; coffee, ice, etc.)	\$ 35.59
5843	Presbyterian Chapel of the Lakes (March 9, 2022 Annual Meeting Facility Rental)	\$ 75.00
5844	Greg Shoup/Wane 15-TV (March 9, 2022 Annual Meeting Speaker Fee)	\$ 100.00
5845	Janel Meyer (Reimbursement March 9, 2022 Annual Meeting Supplies; lemonade)	\$ 7.54
5846	Beth Williams (Reimbursement March 9, 2022 Annual Meeting Supplies; centerpieces)	\$ 34.27
5847	Graphics 3, inc. (2021 Annual Meeting Report Printing & Mailing; 1,579 pieces)	\$ 2,574.45
5848	Ceres Solutions (Fuel for Expedition – March 2022 Statement)	\$ 36.91

Craig Holman moved to accept the claims for March 9, 2022; seconded by Beth Williams. Motion carried.

NEXT BOARD MEETING

Wednesday, April 13, 2022 – 5:30 p.m.

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

Executive Session, Wednesday, April 13, 2022 – 5:00 p.m.

- Steuben County Community Center Multi-Purpose Room
317 S. Wayne Street, Angola, IN 4670e

Purpose: To discuss job performance evaluations of employees of the Steuben County Soil and Water Conservation District [IC 5-14-1.5-6.1(b)]

VI. ADJOURNMENT

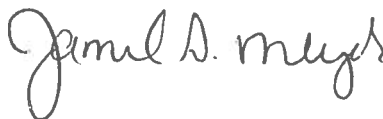
An update was provided by Board Chair Hart regarding the exclusion of SWCD meeting announcements in the Herald Republican. Janel advised the Steuben SWCD March 9, 2022 annual meeting information was printed; however, the Board meeting date/time was not included. The announcement noted the annual meeting was in place of the regular monthly meeting, which was incorrect.

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

David Perkins moved to adjourn the March 9, 2022 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by Beth Williams; motion carried.

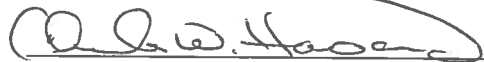
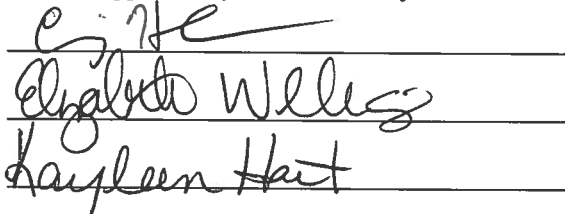
Meeting adjourned by Board Chair Hart at 5:19 p.m.

Minutes respectfully submitted by:



Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board



4/13/2022 (Date)