

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.

Chuck Howard moved to approve the Treasurer's Report for the period ending July 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
2. The Steuben County Local Working Group Meeting will be held at 5:00 p.m. in the Multi-Purpose room of the Steuben County Community Center on September 14, 2022.
3. District Conservationist Arthur Franke advised he has 33-34 Environmental Quality Incentives Program (EQIP) contracts and 1 new Conservation Stewardship Program (CSP) contract that have been approved, which was one of the best acceptance rates in the state. He will be completing Conservation Reserve Program (CRP) status reviews for contracts expiring in Fall of 2023 and on contracts that were planted this Spring. Art is continuing to assist Jennifer Walker, LaGrange County District Conservationist (DC), one day/week while she is the acting NRCS NE Indiana Planning Team Leader. Art also shared there is a Regional Conservation Partnership Program (RCPP) Grasslands for Gamebirds and Songbirds (GGS) meeting at Par-Gil on August 11, 2022, and he will assist with FFA judging in October.

Kayleen Hart, Farm Service Agency (FSA) Program Technician, reported the FSA Angola office is updating their files after crop certifications have been filed.

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 reviewed the schematics for the new Steuben County Judicial Center rain garden provided by Kris Thomas, City of Angola MS4/Engineering assistant. Janel and Art's comments on the plant species chosen were included; some of the species noted were non-native and potentially invasive. Kris included in her comments the proposed rain garden/bioretenion measures must be designed by an individual proficient in Low Impact Development (LID)/Green Infrastructure design to ensure proper functioning.
 - b. Janel provided 2020 Pigeon Creek WLTP grant updates:
 - There are still funds available for this program; however, the type of conservation project is limited due to the December 31, 2022 grant end date. All projects have been paid except for a 1-acre Hay and Pasture (Forage/Biomass) Planting + 1.0-acre Tree/Shrub Establishment; Janel requested approval to make the cost-share payment. Field verification was completed, and the State will be invoiced for payment. Total cost is \$750.00.

Chuck Howard moved to approve the \$750.00 cost-share payment for the completed 1.0-acre Hay and Pasture (Forage/Biomass) Planting + 1.0-acre Tree/Shrub Establishment project through the 2020 Pigeon Creek Watershed Land Treatment Project (WLTP) grant; seconded by Beth Williams. Motion approved.
2. Fawn River Watershed
 - a. Janel provided 2020 Fawn River WLTP grant updates:
 - She has not been successful in contacting the contract holder's family about the 18.3-acre pasture planting contract where the contract holder recently passed away.
3. St. Joseph River Basin Commission (SJRBC)
 - a. Janel and Aimee participated in a Strategic Plan for Steuben County Water Monitoring Program meeting on August 1, 2022 with Kris Thomas and Steuben County Health Department representatives, plus SJRBC Aquatic Ecologist Kate Barrett. They have requested Kate develop a strategic water monitoring program for Steuben County that incorporates sampling efforts by the Steuben County Lakes Council (SCLC), City of Angola MS4, and other agencies water monitoring data to look for trends, suggest sites that are needed, and recommend the best way to collect data with scientific rigor and follow proper sampling protocols. It was suggested the SCLC take more of a watershed approach versus a local lake approach.
 - b. The next SJRBC Quarterly meeting is scheduled for September 1, 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 a 16' x 40' x 5" concrete Heavy Use Area Protection application in the Hamilton Lake sub-watershed of the Upper St. Joseph River. She stated the maximum cost-share payment is \$1500.00/site or up to 80% of the total cost of the project per grant guidelines. The landowner is experiencing erosion and runoff in his cattle feeding areas. There were concerns about the number of cattle on the 10-acre lot according to NRCS standards; this will be researched and discussed with the landowner if necessary.

Chuck Howard moved to approve the 16' x 40' x 5" concrete Heavy Use Area Protection in the Hamilton Lake sub-watershed of the Upper St. Joseph River using the Steuben County Soil and Water Conservation District (SWCD) 2021 Upper St. Joseph River Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) grant.

Seconded by Beth Williams. Motion approved.

- b. Janel advised the SWCD was asked to provide a letter of support by Bridget Harrison, Director of the Clear Lake Township Land Conservancy, for the purchase of property adjacent to the Koeneman Lake Nature Preserve, near the Clear Lake Lutheran church, through the IDNR's Next-Level Conservation Trust Grant. Janel submitted such a letter for the project; Board Chair Kayleen Hart approved the submission.

iii. Entire County

1. Janel advised she made the cost-share payment for the 3.0-acre Tree/Shrub Establishment contract in the Mud Lake and Long Lake sub-watersheds of Pigeon Creek through the 2022 Steuben SWCD District Cost-Share Program. She explained the maximum payment for the practice is \$600/acre, which includes one-year of follow-up herbicide treatment. Because of the \$1,800 cost-share cap, the landowner would be eligible for the remaining cost-share funding available for the 1-year of follow-up herbicide treatment. The cost-share payment for the planting totaled \$1,176.31, leaving \$623.69 remaining in the contract.

2. DeKalb, Steuben and LaGrange County SWCDs held a Clean Water Indiana (CWI) grant planning meeting on August 4, 2022. The goal of the meeting was to determine each SWCD's commitment for a recycling and education CWI grant application [in partnership with the Northeast Indiana Solid Waste Management District (NISWMD)]. The current application proposal includes conducting one tire amnesty event in each county (every year of the CWI grant); hosting an educational workshop on recycling in each county (every year of the CWI grant); and promoting recycling in each county. The DeKalb County SWCD will take the lead on this grant and submit the application. They have requested \$500.00/year from each SWCD, for a total of \$4,500.00 (\$1,500.00/SWCD), to go toward the required \$37,500.00 matching funds.

Chuck Howard made a motion to support the 2022 Clean Water Indiana Grant application with DeKalb and LaGrange County Soil and Water Conservation Districts (SWCDs), committing \$500.00 of Steuben SWCD funds per year for the three-year grant (\$1,500.00 total). Seconded by Craig Holman. Motion carried.

3. Steuben County Lakes Council (SCLC)
 - a. The SCLC's Annual Business Meeting & 50th Anniversary Celebration are scheduled for August 13, 2022. The Business Meeting will be held at Lake James Christian Camp & Retreat Center at 8:00 a.m.; the 50th Anniversary Celebration will be held at Selman Timber Frame in Commons Park beginning at 2:00 p.m.
 - b. Janel shared that the SCLC reported many sites in their water quality sampling in July had high *E. coli* levels. The sampling was done between July 22 – 28, during which time there were several rain events.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training/Public Relations, etc.

1. Field Visits/Trainings
 - a. Urban Soil Health (Working Group Discussion) • June 20, 2022. Janel advised this item was tabled from the July Steuben SWCD Board meeting to today's meeting since Urban Soil Health Specialist Jamie Perry was unable to attend in July. He requested to be added to the August agenda; however, Jamie was also absent for this meeting.
 - b. Steuben Co. 4-H Fair Soil & Water Science Judging • July 14, 2022. Janel and Aimee assisted the 4-H poster judge in assessing the two entries in the Soil and Water category. Aimee helped determine the Grand Champion and Reserve Grand Champion; Janel recused herself as she judged one of the entrants Tri-Sate Science Fair project that was submitted for the 4-H poster judging and assisted the other entry with their poster information. Grand Champion was Logan

Sattison with his poster “It’s Not Just Dirt”; Reserve Champion was Emma Creager with her poster “Effluent Water, Ground Water, and Surface Water”.

c. ILMS Aquatic Invasive Plant Species Workshop • July 18, 2022. Janel attended this workshop. She reported there were 33 attendees, including 2 from Steuben County. She said the workshop was similar to what the Steuben SWCD was planning to hold; the SWCD has not conducted one due to difficulty in finding an appropriate site.

d. Steuben Co. 4-H Fair Family Fun Day • July 19, 2022. Janel, Aimee and Kate Sanders (Indiana State Department of Agriculture Resource Conservationist) set up the ARS unit in the Lion’s Building at the 4-H Fairgrounds during Family Fun Day. The kids and parents really enjoyed it. Janel shared the SWCD will be present in-person at the fair at least one day to promote the district and district programs.

e. Pokagon State Park Nature Center Exhibit Grand Opening • July 21, 2022. Aimee attended as a partner and reported the event was well attended; there were more people there than was anticipated.

f. NNE Region IDEA Meeting • July 25, 2022. Aimee attended the meeting and reported the Allen County SWCD will have the SK Worm display for a period, IDEA is planning to announce a new training series for recent hires at the Fall Conference, and the next NNE Region IDEA Meeting will be hosted in Whitley County, location and date TBD. Janel reported staff registered for the Fall Conference, for which the fees were paid by the SWCD. Fees for the bat house session and Janel’s excursion during the Conference were paid out of Aimee and Janel’s personal funds.

g. Smithsonian Water/Ways Meeting • July 25, 2022. Janel reported there were 1,627 visitors recorded for the time the exhibit was at the Steuben County Carnegie Public Library. The average attendance was 200 per week; most one day attendance was 111 and the least one day attendance was on a Saturday with 9 people. Janel also reported the remaining funds in the Community Foundation account for the display must be spent by the end of the year. The planning group is discussing publishing a book to go with the local exhibit. She then reported the Steuben County Tourism Bureau has Geofencing software that can collect information from cell phones within range about the region the cell phone originates, i.e., other cities. Through this software the Tourism Bureau could report that 85% of the exhibit’s visitors were from Steuben County.

h. Agronomy Field Day • July 27, 2022. Janel, Aimee and Art attended this event. It was noted that attendance appeared to be down compared to previous years.

i. Clear Lake Conservancy Knee-High Naturalist Program • July 29, 2022. Janel, Aimee, Art, and Kate Sanders presented a program about wilderness survival. Mini First Aid kits were provided to the children who participated. There were 48 kits ordered; the SWCD has 4 remaining. Janel advised Board Chair Hart approved the purchase of the first aid kits as the purchase exceeded the Steuben SWCD’s SOP purchase limit of \$100 without prior Board approval.

j. ILMS Board Meeting • August 3, 2022 (*virtual*). Janel participated in the virtual Board Meeting and reported the spring conference is scheduled to be in March 2023 at the Four Winds Resort in Bloomington. Janel also reported that ILMS has offered free one-year memberships to recent Indiana Watershed Leadership Academy graduates, and only three people (including Aimee) have accepted the offer.

k. ILMS Education and Outreach Committee Meeting • August 8, 2022 (*virtual*): Janel participated in this meeting which focused on planning future ILMS events.

l. Oakley Studio Website Training • August 9, 2022 (*virtual*). Aimee participated in this training with Peter Oakley and she also visited Jenna Wait, Educator for the Elkhart County SWCD, to get first-hand tips and tricks for updating and maintaining the Steuben County SWCD website.

2. June tally sheets were provided in the Supervisors folders. Janel noted that she and Aimee are no longer tracking questions in the Questions column due to the vagueness of the category.

ii. Indiana Conservation Partnership (ICP)

1. July 27, 2022 Partnership Meeting (*virtual*). Janel and Aimee participated in the virtual partnership meeting which featured two speakers. Janel stated that the first presenter was very entertaining and engaging (Stop Acting your Age!), while the second presenter from High Heels and Canola Fields did not seem to address diversity as was advertised. Janel offered to provide a link to the recording if the Supervisors had an interest in reviewing.

iii. State Department of Agriculture (ISDA)

1. No District Support Specialist/Resource Specialist update was provided. However, Janel stated that all Steuben County SWCD Board Supervisors must review the Preventing Sexual Harassment training and sign to signify that they had completed the training.

c. Budget and Finance

Kayleen Hart, Chair

- i. Computer Monitors/Adapters: New laptops were received by Steuben SWCD staff from the USDA Depot. Aimee reported the monitor on the laptop is very small and inadequate for use with the video editing software. She also reported their current external monitors will not connect to the new laptops' docking stations as they are not equipped with a VGA port. The purchase of two (2) adapters or two new external monitors was discussed.

Beth Williams made a motion to allow the purchase of two (2) new monitors, with a maximum total purchase cost of \$300.00 for both monitors. Chuck Howard seconded the motion. Motion passed.

Staff also reported their current office chairs were no longer functional. Permission was requested to purchase two (2) office chairs to replace the non-functioning units.

Chuck Howard made a motion to allow the purchase of two (2) new office chairs, not to exceed \$200.00 per chair for a total of \$400.00. Craig Holman seconded the motion. Motion passed.

d. Information and Education

David Perkins, Chair

- i. Drainage Board

Staff are attending the twice-monthly county Drainage Board (DB) meetings as schedules allow. Janel provided an update to the ongoing Ken Wilson/Bob Wilson drainage complaint. She also reported the Parkside Channel Ditch will need to be dredged again due to sediment.

- ii. Steuben County SWCD 2022 Summer Newsletter

Janel stated the 2022 Summer Newsletter was scheduled to be mailed on August 10, 2022. She requested a motion to pay the Graphics 3, inc. invoice for the printing of the newsletter as it will be due before the next Steuben County SWCD Board meeting. The cost was estimated at approximately \$800.00.

Chuck Howard made a motion to pay the Graphics 3, inc. invoice for the Steuben County SWCD 2022 Summer Newsletter printing with mailing services. Craig Holman seconded the motion. Motion Passed.

- iii. Steuben County Water/Ways Exhibit (Trine University) August 22, 2022

Janel and Aimee reported the local piece of the Water/Ways Exhibit will be on the campus of Trine University during the return to school open house. It is also being used during a Steuben County Life session in October.

- iv. 4th Grade Youth Conservation Field Day September 13, 2022

The group discussed the material expenses and an official Board motion to support this educational event. Janel advised she preemptively ordered the materials with permission from Board Chair Kayleen Hart due to the ongoing supply chain and delivery issues to ensure the materials arrived on time for the event.

Chuck Howard made a motion to (1) approve the purchase the educational materials and bags/backpacks, (2) support refreshments/food for the presenters and volunteers working the September 13, 2022 4th Grade Youth Conservation Field Day, and (3) approve the Dumpster Drummers performance as this event furthers the mission of the Steuben County Soil and Water Conservation District (SWCD). Seconded by Beth Williams. Motion carried.

Janel also reported the fisheries station at this year's Field Day has been replaced with a Pollinator Station. Jenna Wait, Elkhart County SWCD, will be the presenter.

- v. Steuben County Life

Janel reported the agenda for the 2022 Steuben County Life program had been printed; however, the manufacturing site that was previously scheduled has been cancelled. She and Aimee are working to contact another manufacturing site to determine interest in hosting the group.

- vi. Steuben County Septic Workshop September 22, 2022

Janel and Aimee reported that a Steuben County Septic Workshop is scheduled for September 22, 2022 at the Steuben County Community Center Multi-purpose room from 5:30 p.m. to 7:00 p.m. The Steuben County Health Department and Kris Thomas, City of Angola MS4/Engineering assistant will be presenting. Support for a sponsorship of a septic system inspection/pumping was requested to be used as a door prize to encourage attendance by residents. Janel recommended using the 2022 Steuben County SWCD District Cost-Share Program to fund the septic system inspection/pumping.

Beth Williams made a motion to provide up to a \$500.00 prize for the inspection/pumping of a septic system at the Steuben County Soil and Water Conservation District (SWCD) September 22, 2022 Septic Workshop using the Steuben County SWCD District Cost-Share Program to fund the cost. Seconded by Chuck Howard. Motion passed.

Beth Williams made a motion to support the purchase of refreshments for the Steuben County Soil and Water Conservation District (SWCD) September 22, 2022 Septic Workshop. Chuck

Howard seconded the motion. Motion passed.

- vii. Indiana Master Naturalist 20th Anniversary Celebration October 15, 2022
 Aimee reported that in celebration of the 20th Anniversary of the Indiana Master Naturalist Program the Steuben County SWCD and Pokagon State Park are hosting a morning workshop at the Pokagon Nature Center on October 15, 2022. There will be two presenters. Janel reported there are still funds from the 2022 IMN Workshop registration fees, so no motion was required to support the refreshment purchase.
- viii. 4-H/Purdue Extension/SWCD/Other Educational and SWCD Projects
 Aimee Wentworth reported:
 - The Stormwater video is posted on our Conservation Education Videos website. The first draft of the Water Pollution video has been reviewed and edits will be completed upon Aimee receiving the new external monitor. She will be recording the Invasive Species video footage featuring John Brittenham of Blue Heron Ministries with Tami Mosier of the Purdue Extension at Pine Knob Park on August 11, 2022.
 - Sarah Koch, Angola Middle School teacher with whom the SWCD conducted a Water Quality Field Day in Fall 2022 has requested another Water Quality Field Day this fall. It is scheduled for September 23, 2022. The Angola Parks Department has granted approval for the event as it will be conducted on their property.
 - Aimee asked if the Board would like to extend the Conservation Tour as there have only been 4 finishers. Since it would require contacting all the landowners to request permission to leave the signs up for an additional week, it was decided there would be no extension.
 - The cost of a display banner will be approximately \$200.00 from JY Design & Print. They will work with Steuben County SWCD staff to design the banner when they receive images and text for the banner from the SWCD.
- ix. Upcoming Regional / National Events
 1. Indiana State Fair • July 29 – August 21, 2022 (*Indianapolis, IN*)
 2. LaGrange Co. SWCD Pasture Walk (Organic Dairy) • August 11, 2022 (*Nappanee, IN*)
 3. Steuben Co. Lakes Council Annual Mtg. & 50th Anniversary • August 13, 2022 (*Angola, IN*)
 4. “2022 Day at the Lake” • August 16, 2022 (*Put-In-Bay, Ohio*)
 5. Coffee and Fall Cover Crops • August 17, 2022 (*virtual; www.allenswcd.org*)
 6. DeKalb SWCD Backyard Conservation Series (Composting) • August 18, 2022 (*Auburn, IN*)
 7. **Labor Day Holiday • September 5, 2022 (USDA Service Center Closed)**
 8. Roemke Farms Annual Soil Field Health Day • September 7, 2022 (*Harlan, IN*)
 9. LaGrange Co. SWCD Pasture Walk (Sheep/Grazing) • September 12, 2022 (*Millersburg, IN*)
 10. Steuben County Life Program • September 13 – October 18, 2022 (*Tuesday Evenings*)
 11. Steuben Co. SWCD Local Working Group & Board Meeting • September 14, 2022 (*Community Center; Angola, IN*)
 12. Septic Maintenance Workshop • September 22, 2022 (*Community Center; Angola, IN*)
 13. **Columbus Day Holiday • October 10, 2022 (USDA Service Center Closed)**

V. CLAIMS

5902	Heather Ford (3.0-ac. Tree/Shrub Planting – District Cost-Share; Pigeon Creek)	\$ 1,176.31
5903	Indiana Farm Bureau Ins. (Commercial Auto & Fire Policy; 8/31/22 – 8/31/23)	\$ 818.00
5904	Amazon (July 29, 2022 Knee-High Naturalist Program Supplies)	\$ 106.68
5905	IDNR (July 12, 2022 Conservation Camp Program Fee)	\$ 25.00
5906	Hillsdale Conservation District (August 11, 2022 Tri-State Workshop Sponsorship)	\$ 500.00
5907	Lonsbury Garage (Ford Expedition Maintenance-oil, tire rotation/balance, AC, etc.)	\$ 311.02
5908	Discovery Comics (Educational Soil Booklets for 2022 YCFD)	\$ 222.00
5909	New Resources Group (Educational Water Conservation Booklets for 2022 YCFD)	\$ 223.00
5910	AnyPromo.com (ACH– Custom Cinch Bags for 2022 YCFD Educational Materials)	\$ 430.14
5911	Project Energy Savers (Educational Stormwater Booklets for 2022 YCFD)	\$ 610.00
5912	IDEA (Steuben SWCD Staff Registration for 2022 IDEA Fall Conference)	\$ 270.00
5913	USPS (2022 Steuben SWCD Summer Newsletter Postage)	\$ 247.94
5914	IDNR (Field Guides for 2022 IMN Program)	\$ 1,037.65
5915	DeKalb Co. SWCD (July 27, 2022 AFD Sponsorship)	\$ 500.00
5916	Tom Buchs (1.5-ac. Pollinator Planting – LARE; Silver Lake-Pigeon)	\$ 975.00
5917	Arthur Franke (0.5-ac. Pollinator Planting & 1.7-ac. Tree/Shrub – LARE; Snow Lake)	\$ 1,345.00
5918	Charles Ransom (1.4-ac. Pollinator Planting – LARE; Lake James-Crooked Creek)	\$ 910.00
5919	Town of Fremont (2.9-ac. Pollinator Planting – LARE; Snow Lake)	\$ 1,885.00
5920	Ceres Solutions (Fuel for Expedition – August 2022 Statement)	\$ 270.98
5921	Oakley Studio, LLC (Managed Website Hosting – July through December 2022)	\$ 104.00

Chuck Howard made a motion to pay the claims for the Steuben County Soil and Water Conservation District August 10, 2022 meeting. Craig Holman seconded the motion; motion passed.

VI. NEXT BOARD MEETING

Wednesday, September 14, 2022 – 5:30 p.m.

- Steuben County Community Center (Multi-purpose Room), 317 S. Wayne Street, Angola, IN

VII. ADJOURNMENT

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

Chuck Howard moved to adjourn the August 10, 2022 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by Craig Holman. Motion carried.

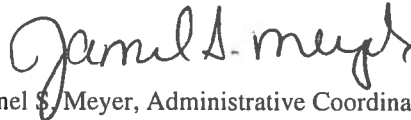
Meeting adjourned by Board Chair Hart at 6:19 p.m.

Minutes respectfully submitted by:



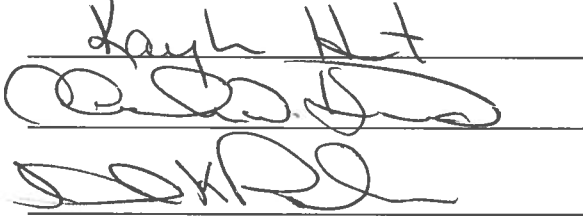
Aimee M. Wentworth, Resource Conservationist

Minutes amended by:



Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board:



9/14/2022 (Date)