

**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**

**Angola USDA Service Center • 1220 N 200 W, Suite L, Angola, Indiana 46703**

**October 12, 2022**

**IN ATTENDANCE**

District Supervisors

Kayleen Hart, Chair  
Chuck Howard, Vice Chair  
Craig Holman  
Beth Williams

Natural Resource Conservation Service (NRCS)

Arthur Franke, District Conservationist

Steuben County Soil & Water Conservation District (SWCD)

Janel Meyer, Administrative Coordinator  
Aimee Wentworth, Resource Conservationist

Absent

David Perkins, Board Supervisor

**I. CALL TO ORDER**

Steuben County SWCD Board Chair Kayleen Hart called the meeting to order at 5:01 p.m.

**II. MINUTES OF THE LAST MEETING (9-14-22)**

Board Chair Hart asked the Supervisors to consider the minutes of the September 14, 2022 meeting. There being no further additions or corrections, she requested a motion to approve.

*Craig Holman moved to approve the minutes of the September 14, 2022 Steuben County Soil & Water Conservation District (SWCD) Board meeting, as presented. Seconded by Chuck Howard. Motion carried.*

**III. TREASURER'S REPORT**

Administrative Coordinator Janel Meyer provided the financial report for September 1 – September 30, 2022. Financial reports were sent to the Board Supervisors for review in advance of the meeting. A hard copy was also provided in the Supervisors' folders.

*Report for period ending September 30, 2022:*

	<u>General Fund - All Accounts</u>
Checking	\$ 61,425.76
Statement Savings	<u>41,882.63</u>
Total	\$103,308.39

*Checking account*

<i>balance 8/31/22</i>	\$ 64,415.40
<i>Receipts</i>	\$ 1,685.59
<i>Disbursement</i>	<u>(\$ 4,675.23)</u>
	\$61,425.76

*Savings account*

<i>balance 8/31/22</i>	\$ 41,882.28
<i>Receipts</i>	\$ 0.35
<i>Disbursement</i>	<u>(\$ 0.00)</u>
	\$41,882.63

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

Janel shared checking account receipts totaled \$1,685.59 which included 2022 Steuben County Life program registrations and reimbursement for the Steuben County SWCD Youth Conservation Field Day from DeKalb County SWCD and the Oliver Lake Conservation Camp fund.

Disbursement was \$4675.23; this included conservation education expenses (*September 13, 2022 4<sup>th</sup> Grade Youth Conservation Field Day, 2022 Steuben County Life Program; and the September 22, 2022 Rural Homeowners Septic Workshop*), dues and subscriptions, office supplies (marking flags), operating expenses, travel/registration fees for the 2022 Environmental Education Association of Indiana (Resource Conservationist), and a LARE WLTP cost-share payment for a 15.01-acre Pasture and Hay (Forage/Biomass) Planting in the Hamilton Lake-Black Creek sub-watershed of the Upper St. Joseph River (OH).

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.

*Craig Holman moved to approve the Steuben County Soil and Water Conservation District (SWCD) Treasurer's Report for the period ending September 30, 2022, as presented. Seconded by Chuck Howard. 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. District Conservationist (DC) Arthur Franke advised information for the FY23 Environmental Quality Incentives Program (EQIP) should be available shortly. He will contact the list of 25 individuals that expressed interest in the program to advise of the pending sign-up. General Wetland Reserve Easement (WRE) applications are currently being accepted; the sign-up ranking date for FY23 funding is November 15, 2022. He performed a site visit on a property where the landowner had an interest in WRE; unfortunately, the program was not an option due to the lack of hydric soils present. Art continues to process Conservation Stewardship Program (CSP) and EQIP payments. He has been designated as the acting DC for LaGrange County until further notice. Current LaGrange County DC Jennifer Walker was selected for a Planning Team Leader position based in Albion. He will be working at the LaGrange Service Center one to two days/week until the position is re-filled.

Kayleen Hart, Farm Service Agency (FSA) Program Technician, reported the FSA Angola office continues to process Conservation Reserve Program (CRP) annual payments. Organic applications (certification program sign-up ends October 31) are also being processed and paid, and commodity loan applications for 2022 crops are beginning to come in for processing. Steuben County did not have any Agricultural Risk Coverage (ARC)/Price Loss Coverage (PLC) subsidy payments for the 2021 crop year paid out this year.

##### 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. Resource Conservationist Aimee Wentworth participated in the FotSJR September 22, 2022 virtual Board meeting. She reported the group discussed the Indiana Watershed Leadership Academy (IWLA) scholarship and the location for the October meeting. Due to the lack of a quorum, no business was voted on. Aimee will not attend the October meeting due to a scheduling conflict.
  - b. The next FotSJR meeting is scheduled for October 27, 2022. It will be held in-person.

##### -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 and Art presented a 1.4-acre tree/shrub establishment application in the West Branch of Fish Creek sub-watershed of the Upper St. Joseph River for consideration; estimated cost of project of \$840. She advised ample funds are available in the Watershed Land Treatment Project (WLTP) grant. Art provided project and current land-use information. The proposed planting area is located between two grassed waterways in a section of the field not ideal for farming. The Board discussed the benefits of adding this conservation practice to the property and approved the project. Art advised he would contact the applicant to discuss the approval and open a discussion of adding an additional grassed waterway to the property to reduce erosion.

*Beth Williams moved to approve the 1.4-acre Tree/Shrub Establishment in the West Branch of Fish Creek sub-watershed of the Upper St. Joseph River (USJR) using the Steuben County Soil and Water Conservation District (SWCD) 2021 USJR (OH) Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) grant. Seconded by Chuck Howard. Motion carried.*

##### iii. Entire County

1. Janel presented a copy of the 2023 District Cost-Share contract for the winner of the September 22, 2022 Rural Homeowners Septic Workshop (septic inspection and pumping/cleaning). She asked the Board to determine the contract completed date; the Supervisors agreed upon December 31, 2023.
2. Steuben County Lakes Council (SCLC)
  - a. Janel was unable to attend the October 1, 2022 SCLC Monthly Board Meeting; however, she reported highlights that were shared by Kris Thomas, City of Angola MS4 Coordinator/Assistant

Engineer. It was announced that Pete Hippensteel stepped down as the SCLC Technical Advisor and an overview of the water quality sampling results was given by Bill Schmidt. Janel provided copies of the Biomonitor Steuben County Environmental DNA Testing report for review. She reported the report was not very informative and explained the difficulty with understanding the information and inability to compare samples between years because of differences in collection dates and times.

b. The SCLC Water Quality Meeting has been scheduled for October 27, 2022. Staff will not be able to participate due to a scheduling conflict.

c. The next SCLC meeting is scheduled for November 5, 2022.

**b. District Operations/Marketing**

**Chuck Howard, Chair**

**i. SWCD Training/Public Relations, etc.**

**1. Field Visits/Trainings**

a. Steuben County Life Program (Session 2; Fox Lake) • September 20, 2022.

b. Steuben County Septic Maintenance Workshop • September 22, 2022. Aimee reported a total of 6 participants attended the workshop. The agenda included presentations by the Steuben County Health Department (What is a Septic System? and Do's and Don'ts of Septic Maintenance) and the City of Angola MS4 Coordinator (Stormwater Pollution: Understanding Your Role in Prevention).

c. Angola Middle School Water Quality Field Day • September 23, 2022. Staff participated in leading a water quality field day for 8<sup>th</sup> Grade students. This is the second year the SWCD has been asked to assist with teaching Hoosier Riverwatch data collection methodology. The LaGrange County SWCD staff and Art also assisted. Aimee reported the weather was nice for the event, but the History Festival was also scheduled the same day and the frequent firing of the cannon was somewhat distracting. Unfortunately, the day was cut short by a water main break at the school which resulted in the students being dismissed early.

d. Steuben County Water Monitoring Meeting • September 26, 2022: The SWCD continues to meet with Kris Thomas, the Steuben County Health Department and St. Joseph River Basin Commission (SJRBC) Aquatic Ecologist Kate Barrett on the development of a strategic water monitoring program for the county. The discussion of a strategic sampling plan began because of upcoming changes to the City of Angola's MS4 General Permit and their desire to partner with the SCLC for a more scientifically rigorous sampling program and more meaningful trend analysis. This meeting focused on Elkhart County's water monitoring program design. Water samples are collected weekly between April and September with a YSI sonde, which except for E. coli, eliminates the need to rely on expensive laboratory analysis. The group also discussed the Biomonitor Steuben County Environmental DNA Testing report and suggested better tests to confirm the presence or absence of human DNA, such as pharmaceutical testing (e.g., caffeine). The next meeting has been scheduled for mid-October.

e. Steuben County Life Program (Session 3; Cookies/Canvas) • September 27, 2022. This session featured Lynne Liechty leading the group in the completion of an acrylic painting.

f. Maumee Watershed Alliance Education Meeting • September 28, 2022. Jacquelyn Buck, the new Program Administrator for the Maumee Watershed Alliance, reached out to Aimee to discuss educational partnering opportunities. Aimee reported they discussed working together on a Women4theLand Women's Learning Circle for March. More details TBD.

g. Anthony Wayne Scout Reservation Field Tour • October 4, 2022. SWCD staff, Art, and Kate Sanders (Resource Specialist, Indiana State Department of Agriculture) participated in a tour of the Steuben County Anthony Wayne Scout Reservation with Betsy Yankowiak (Director of Camping, Properties, and Restoration). The purpose of tour was to discuss NRCS/SWCD programs available to assist with property restoration goals.

h. Steuben County Life Program (Session 4; Alternate Energy) • October 4, 2022.

i. 2022 Northern Indiana Stormwater Conference • October 5, 2022. Staff requested/received approval from Board Chair Hart to attend the 2022 Northern Indiana Stormwater Conference in Fort Wayne. Janel reported staff wanted to attend to gather ideas on how best to conduct worthwhile/successful contractor workshop. Janel reviewed the agenda, which included presentations on stormwater best management practices (BMPs), regulatory perspectives, and polymer use in stormwater. She shared the workshop was a good training opportunity for SWCD staff.

j. Steuben County Life Program (Session 5; Cardinal IG) • October 11, 2022. Janel advised the session was cancelled at the last minute because the Cardinal IG representative became ill and there wasn't a substitute representative in Fremont to accommodate a presentation/tour. This is the first time since the Steuben County Life program inception a session was cancelled.

2. August and September tally sheets were provided in the Supervisors folders.

ii. Indiana Association of Soil and Water Conservation Districts (IASWCD)

1. Janel advised the 2023 IASWCD Annual Conference registration and hotel reservations were open. Reservations made prior to November 16 receive the early bird discounted rate of \$350/person. Hotel accommodations cost \$116 plus taxes/night. Janel and Aimee expressed interest in attending and advised staff would like to travel to Indianapolis for the conference on Sunday, January 8, 2023 to avoid driving in bad weather early in the morning on January 9. She requested a Board motion for the approval of staff to register/attend the conference and the approval of staff to stay 2 nights, separate rooms. Supervisor Williams expressed an interest in attending and serving as the Steuben SWCD delegate, pending family approval.

*Chuck Howard moved to approve registration expenses, \$350/person, and travel expenses (separate hotel rooms for January 8 and January 9, 2023, at \$116 + taxes/night plus, per diem) for Administrative Coordinator Janel Meyer, Resource Conservationist Aimee Wentworth, and Board Supervisor Beth Williams to attend the January 8-10, 2023 Indiana Association of Soil and Water Conservation Districts Annual Meeting in Indianapolis.*

iii. State Department of Agriculture (ISDA)

1. No report for the District Support Specialist/Resource Specialist.
2. Board Chair Hart and Board Supervisors Beth Williams and Craig Holman volunteered to serve on the Election Committee. Craig will chair the committee. The only term to expire in 2023 is Chuck Howard's. Chuck expressed an interest in re-running. Janel advised the committee nominees for election are due in SharePoint by December 1.
3. Aimee reviewed various Steuben County meeting venues and rental fees for the March 8, 2023 SWCD Annual Meeting. March 15, 2023 was set as the alternate snow date. The Board chose three venues; first choice – Pleasant Township Trustee's Office event center (no fee for use; full kitchen, accessible restrooms, tables and chairs), second choice – Club Z (free if Café Bon Appetit utilized for catering), and third choice – Commons Hall (no or low fee for use; full kitchen, accessible restrooms, tables and chairs). Maximum price/person for the dinner was also discussed.

*Craig Holman moved to approve the Pleasant Township Trustee's Office Event Center, followed by Club Z and Commons Hall, as the March 8, 2023 Steuben County Soil and Water Conservation District (SWCD) Annual Meeting venue and a maximum price of \$15-17.00/person for the annual meeting dinner. Seconded by Beth Williams. Motion carried.*

c. Budget and Finance

**Kayleen Hart, Chair**

- i. Conflict of Interest Forms: Conflict of Interest statements were discussed by the Board. All Supervisor's completed forms in 2022; however, the only Supervisor potentially requiring a 2023 form is David Perkins.  
*Chuck Howard motioned to approve the Conflict of Interest Statement for Steuben County Soil and Water Conservation District (SWCD) Board Supervisor David Perkins. Seconded Craig Holman. Motion carried.*

The Conflict of Interest statement for David Perkins will be completed the next Board meeting he is available.

ii. Postage Stamps

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

*Chuck Howard motioned to approve the purchase of postage stamps for the Steuben County Soil and Water Conservation District (SWCD); seconded by Beth Williams. Motion carried.*

iii. Office Supply Order

Janel requested a motion to approve the purchase of office supplies; purchase will exceed the SWCD's SOP purchase limit of \$100 without prior Board approval. She advised Board Chair Hart would be contacted if the purchase exceeded \$150.

*Chuck Howard motioned to approve the purchase of office supplies for the Steuben County Soil and Water Conservation District (SWCD); seconded by Beth Williams. Motion carried.*

d. Information and Education

**David Perkins, Chair**

i. Drainage Board

Staff are attending the twice-monthly county Drainage Board (DB) meetings as schedules allow.

ii. SWCD Fall Newsletter

The fall newsletter will be compiled in late October. A discussion was held on articles/subjects to include.

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

Aimee Wentworth reported:

- She started the "Soil" video educational video recording. Aimee will need to record Purdue Extension Educator Tami Mosier's portion when Tami returns from being out of the office.

iv. Upcoming Regional / National Events

1. Steuben County Life Program • September 13 – October 18, 2022 (*Tuesday Evenings*)
2. IMN 20<sup>th</sup> Anniversary Celebration Workshop • October 15, 2022 (*Angola, IN*)
3. Engaging the Next Generation of Water Stewards Webinar • October 20, 2022
4. Life Hacks over Lunch for Watershed Professionals • October 21, 2022 (*virtual*)
5. Steuben County Purdue Extension Annual Meeting • October 24, 2022 (*Trine; Angola, IN*)
6. Connecting with Amish and other Plain Clothes Communities Conference • November 1-3, 2022 (*Shipshewana, IN*)
7. Steuben Community Foundation "How and Why of Strategic Planning" • November 2, 2022 (*Angola, IN*)
8. LaGrange County SWCD Invasive Species Workshop • November 4, 11 & 18, 2022 (*ParGil, LaGrange, IN*)
9. SCLC Monthly Board Meeting • November 5, 2022 (*Angola, IN*)
10. **General Election Day Holiday • November 8, 2022 (County Offices Closed)**
11. Steuben County SWCD Monthly Board Meeting • November 9, 2022 (*Angola, IN*)

V. **CLAIMS**

5934	Walmart (Supplies/Refreshments for 9/20 & 9/27/22 Steuben Co. Life Program)	\$	85.42
5935	EEAI (2022 EEAI Annual Conf. Registration for Resource Conservationist)	\$	244.00
5936	Amazon (Supplies for 9/27/22 Steuben County Life Program-Cookies/Canvas)	\$	111.58
5937	Amazon (Supplies for 9/27/22 Steuben County Life Program-Cookies/Canvas)	\$	198.89
5938	John Burriss (15.01-ac. Pasture/Hay Planting – LARE; Hamilton-Black Creek)	\$	2,251.50
5939	Woodland Steward Institute (Sponsorship of FY22-23 Woodland Steward Newsletter)	\$	300.00
5940	SCLC (Refreshments for Conservation Education Programs – 9/13, 9/22, 12/9 etc.)	\$	68.76
5941	Meijer (Refreshments for 9/22/2022 Septic Maintenance Workshop)	\$	13.99
5942	Walmart (Supplies/Refreshments for 10/4/22 Steuben Co. Life Program)	\$	21.12
5943	Meijer (Supplies/Refreshments for 10/11 Steuben Life & 10/15/22 IMN Workshop)	\$	77.48
5944	Larry's Lock & Safe Service, Inc. (NRCS/SWCD Office Keys; 6 Total)	\$	19.50
5945	Ceres Solutions (Fuel for Expedition – October 2022 Statement)	\$	123.63
5946	Janel Meyer (Reimbursement per SWCD SOP-IMN & Stormwater Conf. Registration)	\$	107.26

*Chuck Howard made a motion to pay the claims for the Steuben County Soil and Water Conservation District (SWCD) October 12, 2022 Board meeting. Craig Holman seconded the motion. Motion passed.*

VI. **NEXT BOARD MEETING**

**Wednesday, November 9, 2022 – 5:00 p.m.**

- Angola USDA Service Center, 1220 N 200 W, Suite L, Angola, IN

VII. **ADJOURNMENT**

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

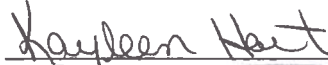


*Chuck Howard moved to adjourn the October 12, 2022 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by Craig Holman. Motion carried.*

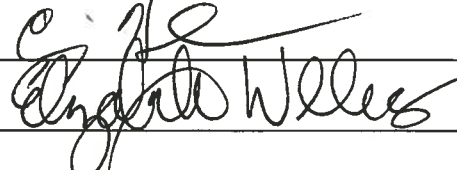
Meeting adjourned by Board Chair Hart at 5:59 p.m.

Minutes respectfully submitted by:

  
Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board:



11/17/2022

(Date)