

MINUTES
STEUBEN COUNTY SWCD BOARD MEETING
Angola USDA Service Center • 1220 N 200 W, Suite L, Angola, Indiana 46703
November 17, 2022

(The November 9, 2022 Steuben County SWCD Board meeting was rescheduled to November 17, 2022)

IN ATTENDANCE

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

I. CALL TO ORDER

Steuben County SWCD Board Chair Kayleen Hart called the meeting to order at 5:00 p.m.

II. MINUTES OF THE LAST MEETING (10-12-22)

Board Chair Hart asked the Supervisors to consider the minutes of the October 12, 2022 meeting. There being no further additions or corrections, she requested a motion to approve.

Chuck Howard moved to approve the minutes of the October 12, 2022 Steuben County Soil & Water Conservation District (SWCD) Board meeting, as presented. Seconded by Beth Williams. Motion carried.

III. TREASURER’S REPORT

Administrative Coordinator Janel Meyer provided the financial report for October 1 – October 31, 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 October 31, 2022:

	<u>General Fund - All Accounts</u>		
Checking	\$ 60,787.20		
Statement Savings	<u>41,889.74</u>		
Total	\$102,676.94		
<i>Checking account</i>		<i>Savings account</i>	
<i>balance 9/30/22</i>	<i>\$ 61,425.76</i>	<i>balance 9/30/22</i>	<i>\$ 41,882.63</i>
<i>Receipts</i>	<i>\$ 1,457.58</i>	<i>Receipts</i>	<i>\$ 7.11</i>
<i>Disbursement</i>	<i><u>(\$ 2,096.14)</u></i>	<i>Disbursement</i>	<i><u>(\$ 0.00)</u></i>
	<i>\$60,787.20</i>		<i>\$41,889.74</i>

Additional information provided with the monthly claims for Board review and verification included: 1. October 2022 checking & savings account bank statement and reconciliation; 2. October 2022 deposit/check detail and general ledger reports; 3. Staff payroll approval forms, time sheets, compensatory time logs (October 7 and 21, 2022 pay dates); and 4. October 2022 vehicle log.

Janel shared checking account receipts totaled \$1,457.58 (R3504 – R3507) which included a 2022 affiliate membership, reimbursement for the Steuben County SWCD Youth Conservation Field Day (YCFD) from the City of Angola, sponsorship of YCFD materials, and a Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) cost-share payment for a 1.0-acre Pasture and Hay (Forage/Biomass) Planting + 1.0-acre Tree/Shrub Establishment in the Mud Creek sub-watershed of Pigeon Creek. Janel advised the landowner cost-share was paid; approved at the Steuben SWCD August 10, 2022 Board meeting. Savings account interest totaled \$7.11. Disbursement was \$2,096.14 (Claim #5943 – #5952); this included conservation education expenses (2022 Steuben County Life Program; October 15, 2022 Indiana Master Naturalist 20th Anniversary Celebration; and Creating/Maintaining a Prairie booklet printing), insurance (treasurer’s bond), office supplies (first aid kit supplies), operating expenses, and travel/registration fees for the 2022 Fort Wayne Stormwater Conference.

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.

David Perkins moved to approve the Steuben County Soil and Water Conservation District (SWCD) Treasurer’s Report for the period ending October 31, 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 he will continue to serve as the acting DC in LaGrange County until further notice. He will work 1 day/week in LaGrange for the next several months. December 16, 2022 was announced as the deadline for FY23 Environmental Quality Incentives Program (EQIP) applications. Several interested Steuben County landowners/operators have already completed applications. Art will finish contacting individuals on his EQIP interest list. The application deadline for the FY23 Conservation Stewardship Program (CRP) is January 20, 2023. Art has a couple CSP applications. The new National NRCS website and Indiana's portion was launched October 21.

Kayleen Hart, Farm Service Agency (FSA) Program Technician, reported the FSA Angola office is certifying fall-seeded wheat and other small grain crops. December 15, 2022 is the certification deadline. She is also working on processing commodity loans and reported there are more this year compared to last year. FSA staff are reviewing files for shredding; FSA files are revised with every new Farm Bill. She also advised there may be an additional Conservation Reserve Program (CRP) sign-up.

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 2020 Pigeon Creek WLTP grant updates:
 - The last outstanding contract through this grant [a 1.3-acre Pasture and Hay (Forage/Biomass) Planting in the Otter Lake sub-watershed of Pigeon Creek] will be cancelled. Janel advised the landowner was unable to complete the project by the fall seeding deadline. The funds allocated to this project will revert to the State since the grant end date is December 31, 2022. The 10.0-acre Pasture & Hay planting in the Green Lake sub-watershed of Pigeon Creek, approved at the September 14, 2022 Board meeting, has been completed (including the field verification and the State invoiced). Janel requested approval to make the \$1,499.80 cost-share payment when the funds are received.

Beth Williams moved to approve the \$1,499.80 cost-share payment for the completed 10.0-acre Hay and Pasture (Forage/Biomass) Planting in the Green Lake sub-watershed through the 2020 Pigeon Creek Watershed Land Treatment Project (WLTP) grant when the Steuben County Soil and Water Conservation District (SWCD) receives the Indiana Auditor of State payment. Seconded by Craig Holman. Motion approved.
2. Fawn River Watershed
 - a. Janel provided 2020 Fawn River WLTP grant updates:
 - The 18.26-acre Pasture and Hay (Forage/Biomass) Planting in the Snow Lake sub-watershed of Fawn will be cancelled. Janel advised the landowner did not move forward with the project. This was the planting where the family of the deceased contract-holder advised they would like to proceed when contacted in September. The funds allocated to this project will revert to the State since the grant end date is December 31, 2022.
3. Friends of the St. Joseph River (FotSJR)
 - a. Resource Conservationist Aimee Wentworth reported she was unable to attend the FotSJR October 27, 2022 virtual Board meeting due to a scheduling conflict. The next meeting will held in December; however, a date has not been set.
4. St. Joseph River Basin Commission (SJRBC)
 - a. The next SJRBC quarterly meeting will be held on December 1, 2022. Janel advised she plans to attend.

-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 was unable to attend the October 27, 2022 WLEB Stakeholder meeting due to a scheduling conflict. She provided information about a Maumee Watershed Alliance (MWA) 2021 Conservation Innovation Grant. The goal of the grant is to demonstrate phosphorus (P) recovery technologies. The project team is working to transform swine liquid manure into a stackable dry byproduct. Over the last year, they have been able to remove as much as 96-98% of the P from

liquid manure, giving potentially 4 products including a screened solid, a precipitated high-P co-product, ammonium sulfate, and treated water. This could have large impacts within the WLEB and throughout the country. Art shared information about the recovery system and advised they are now developing the technology for cow manure.

Janel reported the 16' x 40' Heavy Use Area Protection (HUAP) project in the Hamilton Lake sub-watershed of the Upper St. Joseph River (OH) has been completed (including the field verification/as-builds and the State invoiced). She requested approval to make the \$1,500 cost-share payment when the funds are received.

Beth Williams moved to approve the \$1,500 cost-share payment for the completed 16' x 40' Heavy Use Area Protection project in the Hamilton Lake sub-watershed through the 2021 Upper St. Joseph River Watershed (OH) Watershed Land Treatment Project (WLTP) grant when the Steuben County Soil and Water Conservation District (SWCD) receives the Indiana Auditor of State payment. Seconded by Craig Holman. Motion approved.

iii. Entire County

1. Janel shared the 2023 DeKalb-led Clean Water Indiana (CWI) Grant application was not chosen for funding. The verbal feedback received from our District Support Specialist indicated the State Soil Conservation Board didn't see a strong enough connection between the grant project (recycling) and addressing the statewide priority natural resource concerns identified in their business plan.
2. Steuben County Lakes Council (SCLC)
 - a. Janel attended the October 27, 2022 Water Quality meeting virtually. She reported meeting highlights: (1) Pete Hippensteel stepped down as the SCLC Technical Advisor. The new Chair is Bill Schmidt and Vice Chair is Karen DeForest; (2) Bill reviewed the 2022 water quality sampling and eDNA sampling results. 2022 water quality sampling included a rain event. (3) a discussion was held on 2023 sampling efforts and what sites to include (i.e., adding or reducing sites). A motion was made/approved for the Water Quality Committee to ask the SCLC Finance Committee for \$29,000 for the sampling program which included sampling all sites 3x/year.
 - b. Janel attended the November 5, 2022 Monthly Board meeting and reported meeting highlights: (1) the Water Quality Committee provided an update on the 2023 water quality sampling program. The group discussed providing monthly water quality articles to the Herald Republican; (2) President Steve Schroeder met with the Regional Lakes Waste District and Mayor Hickman regarding Northwood and Rosewood subdivisions. Steve discussed the proposed wetland project off N 200 W. The SCLC will no longer pursue this project since the wetland would just act as a band-aid and would not address the potential septic failure issue; (3) Steuben County Plan Commission members voted against the proposed Bonebend Hollow subdivision due to drainage concerns (located off Orland Road); (4) the Steuben County Surveyor contacted the City of Angola about the regulated ditch at Northwood. A letter was sent to all residents reminding them the regulated ditch running through Northwood eventually outlets at Crooked Lake public beach. The letter touched how the ditch should not be utilized as a dumping/disposal area and a reminder permanent structures are prohibited in a regulated drain right of way without prior approval from the Drainage Board.
 - c. The next SCLC meeting is scheduled for December 3, 2022. Scott Banfield will present a summary of the water quality grab samples from 2022.
3. Steuben County/Urban (IDEM CSGP/MS4)
 - a. The Contractor Workshop, sponsored by the City of Angola MS4 and Steuben County SWCD, has been scheduled for December 9, 2022. Aimee provided information about the three presenters and the availability of 2 Professional Development hours. Janel advised lunch is being sponsored by the City of Angola-Trine University MS4. She requested approval to purchase light refreshments for the morning of the workshop.

Beth Williams moved to support up to \$75 for refreshments/food for the December 9, 2022 Contractor Workshop as this event furthers the mission of the Steuben County Soil and Water Conservation District (SWCD). Seconded by David Perkins. Motion carried.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training/Public Relations, etc.

1. Field Visits/Trainings
 - a. ILMS Outreach Committee • October 13, 2022. Janel participated in this virtual meeting as a Committee member. Scholarships and awards were discussed, along with future topic ideas for a

January 2023 webinar.

b. IMN 20th Anniversary Celebration at Pokagon State Park • October 15, 2022. Aimee reported a total of 21 participants attended the workshop. The agenda included a presentation how animals prepare for winter by Jan McGowen and native plants in your landscape by Kate Sanders. Aimee received several inquiries for the 2023 Steuben County Indiana Master Naturalist (IMN) program. She advised twenty-three speakers have already been lined-up for the spring program.

c. Steuben County Water Monitoring Meeting • October 17, 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. This meeting focused upon sampling design and funding. The next meeting is scheduled for November 14, 2022.

d. Steuben County Life Program (Session 6; Pokagon) • October 18, 2022: This last session featured the new Pokagon Nature Center display and the Local Smithsonian Waterways display. Staff reviewed the program participant evaluation and evaluation comments with the Board. The sessions the group enjoyed most included the History of Fox Lake and the Anthony Wayne Scout Reservation presentation/tour. The Cookies and Canvas was the least enjoyed session.

e. Engaging the Next Generation of Water Stewards • October 20, 2022 (*virtual*). Staff participation in this webinar which featured presentations how to get/keep students interested in watershed education and careers and justice, equity, and diversity in environmental education.

f. IDEA Fall Conference • October 24 – 27, 2022. Staff reported the conference was a valuable networking opportunity and discussed their favorite presentations, which included “Everything but the Kitchen Sink” session which gave information on new activities to take into classrooms; “Arc Map & Web Soil Survey” where instructions how to find/download ARC Map onto our computers was provided; “Streambank Issues” where Research Scientist Robert Barr discussed his research on what is required to achieve and maintain healthy stream systems in a continually changing landscape; and “Body Language” where the audience was lead through many of the skills needed to better identify when people are comfortable/uncomfortable, truthful/deceptive, or even showing signs of feeling threatened.

g. Community Foundation: The How and Why of Strategic Planning • November 2, 2022. Aimee attending this workshop which discussed the importance of having a strategic plan covering an organization’s specific goals and measurables.

h. EEAI Annual Conference • November 4 – 6, 2022. Aimee attended and provided a report on the conference’s highlights. She received guidance how best to reach the homeschool community; learned about the Guidelines for Excellence by which to evaluate educational materials and was introduced to three new-to-her nature-based apps [Merlin (birds); iNaturalist (community science); and BugID]; she also received the Best Practices for Field Days planning guidebook.

2. The October tally sheet was provided in the Supervisors folders.

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

1. Janel presented four resolutions for consideration at the 2023 IASWCD Annual Business Meeting to be held on January 10, 2023 during the SWCD Annual Conference: State of Indiana Cooperative Invasives Management (SICIM) membership in the Indiana Conservation Partnership; inclusion of the office of SWCD Supervisor on the general ballot; restructuring of Conservancy Groups; and closed landfill funding. Board Supervisor Beth Williams discussed the resolutions with the Board since she will be serving as the Steuben SWCD delegate at the business meeting.

iii. Indiana State Department of Agriculture (ISDA)

1. Janel provided a report from ISDA Resource Specialist (RS) Kate Sanders. There are two RS positions posted for ISDA, one in Huntington and one in Kokomo, and there have been tillage transect data requests from Indiana University, and a University in the United Kingdom.
2. The Election Committee reported they were unable to find any interest in running against Chuck for the Board Supervisor position. Nominations from the floor will be accepted on the evening of the SWCD March 8, 2023 Annual Meeting. Janel advised she entered the committee nominee for election information in SharePoint.
3. Aimee reviewed various caterers and menus for the March 8, 2023 SWCD Annual Meeting. The group discussed options and additional caterers for Aimee to contact. She also advised 2023 will be the 75th anniversary celebration and inquired whether the Board Supervisors wanted to mark the occasion with a special memento. She suggested a decorated sheet cake to celebrate the anniversary. The Board agreed on the cake but didn’t express interest in purchasing a memento marking the 75th anniversary. Aimee presented table centerpiece ideas

and requested the Board Supervisors set a maximum purchase amount. Beth shared she has an abundance of craft supplies and will coordinate with Aimee. Staff presented speaker ideas to the Board and will be working on securing a presenter. Janel asked the Board whether they wanted to charge for the dinner or provide the meal for free.

Chuck Howard moved to approve a free dinner to individuals attending the Steuben County Soil and Water Conservation District March 8, 2023 Annual Meeting as this event furthers the mission of the Steuben County SWCD; seconded by David Perkins. Motion carried.

iv. National Association of Soil and Water Conservation Districts (NACD)

1. Membership Renewal: NACD mailed an invoice for FY23.

Kayleen Hart moved to support dues for the National Association of Conservation Districts (NACD) 2023 fiscal year at \$775; seconded by David Perkins. Motion carried.

c. Budget and Finance

Kayleen Hart, Chair

- i. Janel presented the \$20,000 Position Schedule Fidelity Bond; bond will be recorded with County.
Kayleen Hart motioned to approve the \$20,000 fidelity bond for the Steuben County Soil and Water Conservation District (SWCD); seconded by David Perkins. Motion carried.
- ii. Janel shared the 2023 Steuben County Final Adopted Budgets & Wages for Steuben SWCD staff. She also advised the SJRBC finally received their requested appropriation from Steuben County. The Commission has been requesting approximately \$7,000 since 2017. Although the appropriation was increased from \$500 to \$1,000 in 2019, then up to \$3,500 last year, this is the first time their request was fully funded.
- iii. Janel requested the Board discuss the District's Ford Expedition and determine the maximum they want to invest for maintenance. She advised nearly \$2,600 was spent on maintenance in 2021 for new tires, serpentine belt, muffler, etc. The recent maintenance cost was \$730.91 for a new battery, suspension inspection and to replace stabilizer bars. The Expedition also has body rust from being stored outside. Board Chair Hart asked for this item to be added to the agenda to determine when the Board would like to begin looking for a newer vehicle. The Board determined the expenses were minimal for maintenance on a 2010 vehicle and didn't feel the need to start the conversation about vehicle replacement.

d. Information and Education

David Perkins, Chair

- i. Drainage Board
Staff are attending the twice-monthly county Drainage Board (DB) meetings as schedules allow. Due to time constraints, a report was not provided.
- ii. Steuben County SWCD 2022 Fall Newsletter
The fall newsletter was recently mailed; it will be emailed November 18th.
- iii. 4-H/Purdue Extension/SWCD/Other Educational and SWCD Projects
Aimee Wentworth reported the soil video is about half done. Due to Indiana Education Standard changes in 2022, soil and soil particles are not mentioned as they were in 2016 standards. She may need to revisit what has been completed for additions/edits to try and best meet the new standards. Staff advised they are planning another workshop with Urban Soil Health Specialist Jamie Perry for January 28, 2023. They requested approval to purchase light refreshments for the event. The Board Supervisors approved light refreshments for the morning; lunch will not be provided.
Kayleen Hart moved to support up to \$75 for refreshments/food for the January 28, 2023 Urban Soil Health Workshop as this event furthers the mission of the Steuben County Soil and Water Conservation District (SWCD). Seconded by David Perkins. Motion carried.
Janel shared she is having Kate Sanders update a cover crop brochure and would like to have it available for the January 28th workshop.
- iv. Upcoming Regional / National Events
1. LaGrange County SWCD Invasive Species Workshop • November 4, 11 & 18, 2022 (*ParGil, LaGrange, IN*)
 2. ***Veteran's Day Holiday • November 11, 2022****
 3. ***Thanksgiving Holiday • November 24, 2022****
 4. ***Thanksgiving Holiday • November 25, 2022 (County Offices Closed)***
 5. Steuben County Lakes Council Monthly Board Meeting • December 3, 2022 (*Angola, IN*)
 6. Steuben County Contractor Workshop • December 9, 2022 (*Angola, IN*)
 7. Steuben County SWCD Monthly Board Meeting • December 14, 2022 (*Angola, IN*)
 8. Michiana Irrigation Association Winter Workshop • December 16, 2022 (*Middlebury, IN*)
 9. ***Christmas Holiday • December 23, 2022****
 10. ***Christmas Holiday • December 26, 2022****
****Angola USDA Service Center Closed***

V. CLAIMS

5947	Jacob Insurance (Pekin Ins. Co. Position Schedule Bond Policy Renewal 11/22 – 11/23)	\$	100.00
5948	Potawatomi Inn (10/18/22 Final Steuben Co. Life Session Dinner; 38 servings)	\$	949.52
5949	USPS (2 Rolls of Forever Stamps)	\$	120.00
5950	KPC Media Group (Printing Creating & Maintaining Prairie Booklet; 50 copies)	\$	556.00
5951	Amazon (Refill Kit for Office and Vehicle First Aid Kits)	\$	26.85
5952	Amazon (Antiseptic Products Refills for Office and Vehicle First Aid Kits)	\$	15.90
5953	Lonsbury Garage (Expedition-Rear Stabilizer Bars, Battery, Suspension Inspection)	\$	730.91
5954	cmglobal (2023 IASWCD Annual Conf. Registration for SWCD staff & Board)	\$	1,050.00
5955	KPC Media Group (Herald Republican Renewal 11/15/2022 – 11/15/2023)	\$	299.00
5956	Aimee Wentworth (Reimbursement per SWCD SOP–2023 IDEA Conf. Travel)	\$	349.26
5957	Janel Meyer (Reimbursement per SWCD SOP–2023 IDEA Conf. Travel, Software, etc.)	\$	464.39
5958	Staples (Office Supplies – binder clips, labels, monitor stand, USB Hub, etc.)	\$	148.34

Beth Williams made a motion to pay the claims for the Steuben County Soil and Water Conservation District (SWCD) November 17, 2022 Board meeting. Kayleen Hart seconded the motion. Motion passed.

Janel asked the Board to consider an amendment to the Steuben County Standard Operating Procedure concerning the daily meal allowance of \$60.00 with tips not to exceed 15%. She requested approval for tips to range from 15% to 20% since this is a more standard tipping rate.

Beth Williams motioned to approve Soil and Water Conservation District (SWCD) staff and Board Supervisors the option to provide a 15% to 20% tip when on official business travel; seconded by David Perkins. Motion carried.

VI. NEXT BOARD MEETING

Wednesday, December 14, 2022 – 5:00 p.m.

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

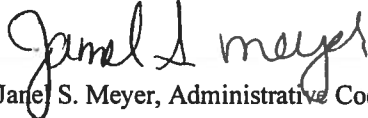
VII. ADJOURNMENT

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

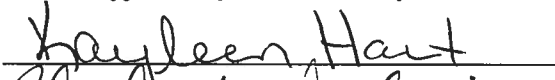
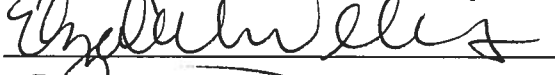
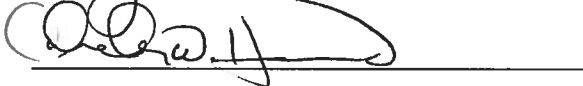
Chuck Howard moved to adjourn the November 17, 2022 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by David Perkins. Motion carried.

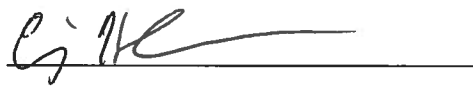
Meeting adjourned by Board Chair Hart at 6:32 p.m.

Minutes respectfully submitted by:


Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board:



12/14/2022

(Date)