

**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

December 14, 2022

IN ATTENDANCE

District Supervisors

Kayleen Hart, Chair

Chuck Howard, Vice Chair

Craig Holman

Beth Williams

Indiana State Department of Agriculture

Kate Sanders, Resource Specialist

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 5:00 p.m.

II. MINUTES OF THE LAST MEETING (11-17-22)

Board Chair Hart asked the Supervisors to consider the minutes of the November 17, 2022 meeting. There being no further additions or corrections, she requested a motion to approve.

Chuck Howard moved to approve the minutes of the November 17, 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 November 1 – November 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 November 30, 2022:

<u>General Fund - All Accounts</u>	
Checking	\$ 56,955.54
Statement Savings	<u>41,901.28</u>
Total	\$ 98,856.82
<i>Checking account</i>	<i>Savings account</i>
<i>balance 10/31/22</i>	<i>balance 10/31/22</i>
<i>Receipts</i>	<i>Receipts</i>
<i>Disbursement</i>	<i>Disbursement</i>

Additional information provided with the monthly claims for Board review and verification included: 1. November 2022 checking & savings account bank statement and reconciliation; 2. November 2022 deposit/check detail and general ledger reports; 3. Staff payroll approval forms, time sheets, compensatory time logs (November 4 and 18, 2022 pay dates); and 4. November 2022 vehicle log.

Janel shared checking account receipts totaled \$233.00 (R3508 – R3509) which included flag sales and reimbursement for the Steuben County SWCD Youth Conservation Field Day (YCFD) from the Steuben County Lakes Council (SCLC) sponsorship. Savings account interest totaled \$11.54.

Disbursement was \$4,064.66 (Claim #5953 – #5960); this included dues and subscriptions, office supplies, operating expenses, postage for the Steuben County SWCD fall newsletter, travel/registration fees for the Indiana Association of Soil and Water Conservation District (IASWCD) 2023 Annual Conference (*staff and Board Supervisor Beth Williams*), and travel reimbursement for the Indiana District Employee Association (IDEA) 2022 Fall Conference (*staff*). 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.

Beth Williams moved to approve the Steuben County Soil and Water Conservation District (SWCD) Treasurer's Report for the period ending November 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 the application ranking date for the FY23 Environmental Quality Incentives Program (EQIP) sign-up is December 16. The application ranking date for the FY23 Conservation Stewardship Program (CSP) is January 20, 2023. He reported FY23 funding will mirror FY22 levels; Art only had three or four FY22 applications that were not funded. The Regional Conservation Partnership Program (RCPP) for the Western Lake Erie Basin (WLEB) sign-up period has not been announced at this time but is anticipated to fall in late-January 2023. The Lagrange County NRCS DC position has been added to the list of positions to be filled; however, it's uncertain when it will be posted. Until someone has been hired, he will continue his role as the acting DC working 1 day/week in LaGrange. Art is currently processing FY22 EQIP payments.

Kayleen Hart, Farm Service Agency (FSA) Program Technician, reported the fall-seeded wheat and other small grain crops certification deadline is tomorrow and a new Conservation Reserve Program (CRP) sign-up will be offered in January. FSA did not have any Agricultural Risk Coverage (ARC)/Price Loss Coverage (PLC) subsidy payments to process for the 2021 calendar year. Kayleen also reported FSA will be short-handed due to retirements in LaGrange and DeKalb.

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 requested approval to make the cost-share payment for the 10.0-acre Pasture and Hay (Forage/Biomass) Planting in the Green Lake sub-watershed of Pigeon Creek, prior to the State payment. Although the State has been invoiced, payments are taking significantly longer due to an understaffed accounting division. Total cost is \$1,499.80.

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.

Seconded by Craig Holman. Motion approved.

- b. Janel and Art presented a 3.82-acre Pasture and Hay (Forage/Biomass) Planting + ~2,340 ft. Fence application in the Turkey Creek sub-watershed of Pigeon for consideration; estimated project cost of \$7,593. Janel advised this would be the first application for the 2022 Pigeon Creek WLTP grant. Art provided project and current land-use information. The project area is located on a steeply sloped field and has been row-cropped (prior to 2020). The Board discussed the benefits of adding this conservation practice to the property and approved the project.

Chuck Howard moved to approve the 3.82-acre Pasture and Hay (Forage/Biomass) Planting + approximate 2,340 ft. Fencing project in the Turkey Creek sub-watershed of Pigeon Creek using the Steuben County Soil and Water Conservation District (SWCD) 2022 Pigeon Creek Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) grant. Seconded by Craig Holman. Motion carried.

- c. Janel and Art presented a Grassed Waterway application in the Otter Lake sub-watershed of Pigeon Creek for consideration; estimated project cost of \$4,700. Art advised this estimate is from the NRCS Technical Team and would need to be converted to LARE cost-share rates to determine exact funding the project requires. Art provided project and current land-use information. The project area is located on a steeply sloped field. The producer actively uses cover crops and no-tills but two areas with small gullies continue to reappear yearly. The Board discussed the benefits of adding this conservation practice to the property and approved the project.

Chuck Howard moved to approve the Grassed Waterway project in the Otter Lake sub-watershed of Pigeon Creek using the Steuben County Soil and Water Conservation District (SWCD) 2022 Pigeon Creek Lake and River Enhancement (LARE) Watershed Land Treatment Project (WLTP) grant. Seconded by Beth Williams. Motion carried.

2. Fawn River Watershed
 - a. Janel advised there is one outstanding contract for fence in the 2020 Fawn River WLTP. The landowner reported he will have the project completed by the end of the year (grant end date is December 31, 2022). Material shortages, lack of contractor availability, and a recent illness all impacted the project and impeded progress.
3. Friends of the St. Joseph River (FotSJR)
 - a. Resource Conservationist Aimee Wentworth participated in the FotSJR December 8, 2022 virtual Board meeting. She provided meeting highlights: (1) the FotSJR discussed collaborating with the St. Joseph River Basin Commission (SJRBC) for a joint 2023 watershed event (*holding the SJRBC Annual Symposium in the afternoon and the Friends' Annual Watershed Celebration in the evening*); (2) Kristi Todd from the Indiana Department of Environmental Management (IDEM) reported the Watershed Management Plan (WMP) for the Elkhart River (separate upper and lower) is being revised, focusing on the upper Elkhart first.
 - b. The next meeting is scheduled for January 26, 2023. It will be held virtually.
4. St. Joseph River Basin Commission (SJRBC)
 - a. Janel attended the December 1, 2022 quarterly meeting and provided meeting highlights: (1) Director Matt Meersman shared the water management audit/needs assessment for Steuben County was completed by Christopher Burke Engineering. They reviewed the County's stormwater, drainage, and floodplain policies and explored how to fund enforcement. The recommendations/findings are scheduled to be presented at the December 5th Drainage Board meeting; (2) Matt has been receiving inquiries from other Drainage Boards for additional information about his drainage benefit apportionment project with the LaGrange County Surveyor's Office. They are analyzing land cover and soil characteristics of their drainage watersheds to better determine how much each landowner benefits from drain maintenance. This new method of benefit of apportionment is perceived as more impartial by landowners, so they are more agreeable to it; (3) The SJRBC is providing two Watershed Leadership Academy scholarships in addition to the FotSJR's two. (4) Stream Ecologist Kate Barrett will be sending out a member survey to determine how best to fulfill the SJRBC purpose, determine staff priorities, and identify areas for improvement. This led into a discussion about the need for a Strategic Plan; (5) The Watershed Development Commission bill will be reintroduced this session. It would give counties the ability to form Watershed Development Commissions and levy a tax against landowners to fund drainage and flood control activities. The bill has been modified to include water quality (*1st version only had water quantity*) and an amendment allowing counties to set the tax rate based on each county's need as opposed to a mandated amount. Taxes could be used as a revenue source for issues on non-regulated drains (e.g., woody debris) and potentially raise money to purchase land for BMP installation. All counties represented in the SJRBC would have to agree to forming a Development Commission; (6) Matt discussed the new Drainage Task Force, authorized by the 2022 Indiana General Assembly. The committee consists of 5 state senators, 5 representatives and several additional individuals not in the state legislature. Rep. Abbott and Sen. Glick are both members along with Rep. Bower (South Bend). First meeting served primarily as an introduction to the task force and its mandate. Task force to (a) review responsibilities of landowners and state/local authorities under current laws relating to the drainage of land; (b) make determinations concerning drainage and regulatory matters; and (c) determine whether the balance between state authority and local authority over drainage of agricultural land favors state authority more in Indiana than neighboring states. Bill requires the task force to issue a report by December 1, 2023.

-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 plans to participate in the December 19, 2022 Domestic Action Plan (DAP) meeting. The meeting is being held to discuss updates to the milestone table. This table helps guide how Indiana will meet the mandated 40% phosphorus (P) load reductions entering the WLEB. Kate shared the DAP committee has a new lead, Kristin Arnold, who replaced Marylou Renshaw as IDEM's Chief of the Watershed Assessment and Planning Branch in the Office of Water Quality.
 - b. Janel requested the approval to make the cost-share payment for the 16' x 40' Heavy Use Area Protection (HUAP) project in the Hamilton Lake sub-watershed of the Upper St. Joseph River (OH), prior to State payment. Although the State has been invoiced, payments are taking significantly longer due to an understaffed accounting division. Total cost is \$1,500.

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. Seconded by Craig Holman. Motion approved.

Janel asked the Board to modify their October 12, 2022 Board motion approving a 1.4-acre tree/shrub establishment in the West Branch of Fish Creek sub-watershed. She advised the landowner identified an additional planting area, increasing the total acreage to 2.4 acres. The Board discussed the benefits of adding additional acreage and approved the amendment.

Beth Williams moved to amend the original October 12, 2022 motion (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) and increase total contract acreage to 2.4 acres. Seconded by Chuck Howard. Motion carried.

c. No report was provided for the December 8, 2022 Maumee River Basin Commission Meeting.

iii. Entire County

1. Steuben County Lakes Council (SCLC)

a. Janel attended the December 3, 2022 meeting and provided meeting highlights: (1) Scott Banfield provided his water quality testing annual report (should be uploaded to their website shortly). He focused on the Upper Pigeon and Black/Fish Creek sampling results, sharing

- 41% of the 2022 samples collected in Upper Pigeon exceeded the 235 cfu/ml standard for *E. coli*; inlet to Pigeon had highest level at >5776 cfu/ml
- only 11% of the 2022 samples collected in Upper Pigeon exceeded the P standard in 2022
- *E. coli* samples from Black/Fish Creek at S 600 E and 427 were lower compared to the prior year. Scott attributed the improvement in *E. coli* levels to the work Pete Hippensteel did in 2019 with the local cattle operation.

Scott shared the *E. coli* coming from the upper Pigeon and could be due to the amount of manure spread on area fields, but could also be wildlife – further stating he’s observed a lot of wildlife droppings along Pigeon Creek. Scott advised past DNA analysis showed *E. coli* sources were not from cattle; (2) Bill Schmidt provided the water quality committee report and discussed how the program was designed to “red flag” problem areas. He also discussed the Steuben County Water Quality Monitoring Strategic Plan group and the need to collect more robust water quality data. Bill asked and received Board approval for the Lakes Council to be the 501C-3 organization applying for a Community Foundation grant to fund the group’s proposed sampling program; (3) Rob Moreland, President of the Steuben Lakes Regional Waste District Board of Trustees, and Tyler Weldon presented information about the district’s history, coverage area, and potential expansion. They also perform water quality sampling, also looking to identify “hot spots” and want to collaborate on water quality sampling; (4) the December 12th BZA meeting docket includes (a) a petition by the Lake James Christian Assembly for a land-use variance for a public camp to expand the current youth camp operations on a property located across from Dollar General on N 200 W; they would like to have animals on the property; and (b) the Schmucker, Boose, and Wagler & Associates Special Exception Use to operate a Confined Feeding Operation (CAFO) petition; (5) public meetings to discuss the City of Angola’s project to evaluate the long-term availability of water supplies near Angola have been postponed until January; (6) Little Long Lake Association reported a recent fish kill mainly impacting gizzard shad. It’s believed the kill was related to natural causes; however, tissue samples were sent for analysis. They are partnering on a 319 Grant application focusing on the Nettle Creek sub-watershed in Michigan. Application includes Ag cost-share and cost-share incentives for septic tank inspection, possibly replacement, along with shoreline filter strips; (8) State Rep. Dave Abbott attended (via Zoom) and advised he is working on a bill to increase LARE by an additional 2.7 million dollars which could fund most applications the program receives. Funding would come from an update to the annual boat renewal fee which hasn’t changed in 20 years.

Janel shared comments about the SCLC meeting with the Board – advising she checked the 5,776 cfu/ml *E. coli* test result which was labeled as “suspect” from the lab due to the sample being tested out of the maximum hold time. She advised this is bad data which should never have been reported/included in Scott Banfield’s report. She will address this at the next SCLC meeting when she provides the SWCD update.

c. The next SCLC meeting is scheduled for February 4, 2023.

2. Steuben County/Urban (IDEM CSGP/MS4)

- a. Aimee provided a summary of the December 9, 2022 Contractor Workshop. There were 32 participants and 16 no-shows. All participants received a folder with handouts featuring various information (controlling erosion, concrete washout procedures, etc.). The 16 no-shows were forwarded the information via email.
- b. Information about the Turkey Creek Bridge project from the Indiana Department of Transportation was shared with the Board.
- c. Information about the Special Exception Petition permit for the proposed cattle growing operation, scheduled for the Board of Zoning Appeals (BZA) December 12, 2022 meeting, was shared with the Board.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training/Public Relations, etc.

1. Field Visits/Trainings

- a. CCSI Northern Program Manager Meeting • November 10, 2022. Staff met with Conservation Cropping System Initiative (CCSI) Program Manager Sheila Shroeder to discuss projects.
- b. “We Need to Talk About Honeybees” Webinar • November 10, 2022. Aimee participated in this webinar.
- c. ILMS Outreach Committee Meeting • November 14 & December 12, 2022. Janel participated in the Indiana Lakes Management Society (ILMS) meeting where the group discussed scholarships/awards, individuals selected for the Indiana Watershed Leadership Academy & student scholarships, newsletter topics, and planning for the upcoming January 12th Harmful Algal Bloom (HAB) Identification & Management Tactics webinar. Janel was tasked with event advertising for the event.
- d. Steuben County Water Monitoring Meeting • November 14, 28 & December 8, 2022. The SWCD continues to meet with City of Angola/Trine University MS4 Coordinator Kris Thomas, the Steuben County Health Department, Bill Schmidt (SCLC), and SJRBC Aquatic Ecologist Kate Barrett on the development of a county strategic water monitoring program. The goal of the project is to develop monitoring which better characterizes water quality trends for the county. The November 14 and 28, 2022 meetings focused on sampling locations, availability of additional water quality data, sampling design, and potential funding sources, including a grant from the Steuben County Community Foundation. Janel completed a white paper for the project. Janel shared how Kate utilized the SCLC data to identify 10 sampling locations for 2023 sampling. The December 8 meeting was held virtually with Lisa Biers, the Vice President of Programs for the Community Foundation to discuss grant applications submission deadlines. Kate Barrett will provide a draft grant application at the next scheduled meeting on December 19, 2022.
- e. Coffee and Invasive Species Management Webinar • November 16, 2022. Staff participated in this webinar featuring Arthur Franke as the presenter, who used the Steuben County SWCD invasive species video to begin his program.
- f. Urban/Small Farm 201 Conservation Planning Training • November 18, 2022. Janel and Aimee participated in this training; training was held to help staff provide consistent conservation planning and customer service for urban, small-scale, non-traditional farming/Ag. High tunnels; tillage; mulch; cover crops; conservation crop rotation; irrigation and nutrient management were covered.
- g. Section 508: What It Is and Why It’s Important • November 21, 2022. Staff completed this USDA required training.
- h. Soil Life in Organic Farming Webinar • December 5, 2022. Aimee participated in this webinar which discussed basic soil microorganisms and other macro fauna and addressed the question whether to introduce microbes into recently restored soil.
- i. ILMS Board Meeting • December 7, 2022. Janel participated; meeting focused on Committee reporting. The 2023 ILMS Conference has been scheduled for March 9-10, 2023 at Four Winds Lakeside Inn and Resort in Bloomington.
- j. Urban Soil Health Updates • December 13, 2022. Aimee participated in this virtual meeting.

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

Janel requested Board approval for staff per diem when attending the December 15, 2022 Indiana District Employees Association (IDEA) North Northeast Region meeting.

Kayleen Hart moved to approve travel per diem for Steuben County Soil and Water Conservation District staff when attending the December 15, 2022 Indiana District Employees Association (IDEA) North Northeast Region meeting. Seconded by Beth Williams. Motion carried.

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

1. Invitations to the January 10, 2023 IASWCD Legislative Breakfast were mailed/emailed. Board Supervisors received an informational legislative packet for the “Next level Conservation for Indiana’s Working Lands” initiative. IASWCD will be asking the legislature for an additional \$8.6 million/year for the Clean Water Indiana (CWI) Program. Board Supervisor Beth Williams and the group discussed the four resolutions for consideration at the 2023 IASWCD Annual Business Meeting.
- iii. Indiana State Department of Agriculture (ISDA)
 1. ISDA Resource Specialist (RS) Kate Sanders provided a brief update on upcoming deadlines.
 2. Janel participated in the December 7, 2022 ISDA Annual Financial Report (AFR)/Gateway training. She reminded the Supervisors an internal audit will need to be scheduled as soon as she completes the AFR, due in Gateway by March 1, 2023 and ISDA Grants Management System by March 31, 2023. Once our information has been added to the system, the \$10,000 matching CWI payment processing will begin. Janel advised all districts will receive a one-time \$2,000 District Capacity Payment in 2023. Funding is the result of extra Clean Water Indiana grant funds which were not obligated FY22.
 3. Aimee reviewed two catering options for the March 8, 2023 Annual Meeting with the Board deciding who to hire. She also advised Bob Barr of Indiana University Purdue University Indianapolis (IUPUI) agreed to speak at our annual meeting about maintaining healthy stream systems and streambank issues. Staff asked the Board of Supervisors for approval to offer Mr. Barr mileage reimbursement and overnight accommodations. Staff also reminded Beth to review her craft supplies as soon as possible to ensure enough time is available in the event table décor needs to be ordered.

Kayleen Hart motioned to approve travel per diem (mileage reimbursement and overnight accommodations) for Bob Barr, the Steuben County Soil and Water Conservation District (SWCD) March 8, 2023 Annual Meeting keynote presenter. Seconded by Chuck Howard. Motion carried.

c. Budget and Finance Kayleen Hart, Chair

- i. Encumbrance

Janel submitted the encumbrance form to carry forward remaining FY22 funds used to pay part time clerical employee Lisa Ledgerwood to FY23.

d. Information and Education David Perkins, Chair

- i. Drainage Board

Janel reported recent Drainage Board (DB) meeting highlights: (1) the county is beginning to review recreational pond permit standards from surrounding counties. No permit is currently required in Steuben. Commissioner Liechty wants a permitting process in place (new and modification of existing ponds) which would include construction specifications; (2) Christopher Burke (CB) Engineering presented the water management audit/needs assessment at the December 5th meeting. They reviewed the county’s stormwater drainage, flood plain policies, and explored how to fund enforcement. A 1996 county stormwater ordinance exists; however, it only includes water quantity, not quality. CB recommended incorporating both when updating the ’96 ordinance and stressed the importance of utilizing new rainfall data along with the new tools/technology available. SJRBC Director Matt Meersman was in attendance and advised the most logical place for stormwater ordinance enforcement is the Surveyor. CB short-term recommendations including updating watershed/drainage delineations, evaluating maintenance fees, adding staff, ordinance enforcement and collecting plan review fees. Long term recommendations included completing a comprehensive watershed/drainage study.
- ii. 4-H/Purdue Extension/SWCD/Other Educational and SWCD Projects

Aimee Wentworth reported:

 - Aimee attended a co-curricular activity with 4-H Youth Extension Educator Tami Mosier at the Angola Middle School. She is considering creating a “Mission: Conservation” group and has scheduled a meeting with the school coordinator to discuss details and logistics.
 - The next video Aimee is working on is recycling. She went to the Northeast Indiana Solid Waste Management District (NISWMD) to record soundbites for the video. The second draft of the soil video is out for review. She has also met with John Brittenham of Blue Heron Ministries and Tami to discuss a video series featuring Steuben County natural habitats.

Janel asked the Board if they would support the SWCD selling native plant kits this spring. The SWCD would offer 3 to 4 kits (rain garden, prairie wildflower, shade, and prairie grass), each featuring native plant plugs. The sale would be advertised on our website, social media and in the upcoming annual report. The vendor offers kits at a reduced price to help support environmental organizations.

Chuck Howard motioned to approve a 2023 Steuben County Soil and Water Conservation

District native plant kit sale. Seconded by Craig Holman. Motion carried.

A copy of "A Guide to Water Quality & Efficiency on the Farm", a new publication from the Water Education Group was provided for review.

iii. Upcoming Regional / National Events

1. *Christmas Holiday • December 23, 2022**
2. *Christmas Holiday • December 26, 2022**
3. *New Year's Day • January 2, 2023**
4. National No-Tillage Conference • January 10 – 13, 2023 (St. Louis, MO)
5. Steuben County SWCD Monthly Board Meeting • January 11, 2023 (Angola Service Center)
6. Ft. Wayne Farm Show • January 17 – 19, 2023
7. SAVE THE DATE: Indiana Horticultural Conference • January 23 – 24, 2023 (West Lafayette, IN)
8. Steuben Co. Community Foundation Grant Writing Workshop • January 25, February 8 & 22, 2023 (Trine University; Angola, IN)
9. Urban Soil Health Workshop • January 28, 2023 (Carnegie Public Library; Angola, IN)
**Angola USDA Service Center Closed*

V. **CLAIMS**

5959	USPS (2022 Fall Newsletter Postage; 1,613 Pieces)	\$ 247.76
5960	NACD (FY23 Membership Dues)	\$ 775.00
5961	Meijer (December 9, 2022 Contractor Workshop Refreshments)	\$ 40.73
5962	Petty Cash (Petty Cash Fund Replenishment)	\$ 63.12
5963	Graphics 3 (2022 Fall Newsletter Printing with Mailing Services; 1,650 copies)	\$ 933.55
5964	Ceres Solutions (Fuel for Expedition – December 2022 Statement)	\$ 127.91
5965	Staples (2-pocket folders; 1099MISC Tax Forms)	\$ 53.48

Chuck Howard made a motion to pay the claims for the Steuben County Soil and Water Conservation District (SWCD) December 14, 2022 Board meeting. Craig Holman seconded the motion. Motion passed.

VI. **NEXT BOARD MEETING**

Wednesday, January 11, 2023 – 5:00 p.m.

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

VII. **ADJOURNMENT**

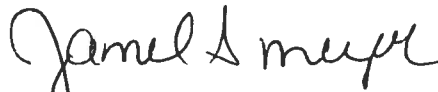
Janel provided staff schedule updates to the Board for December and January.

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

Kayleen Hart moved to adjourn the December 14, 2022 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by Beth Williams. Motion carried.

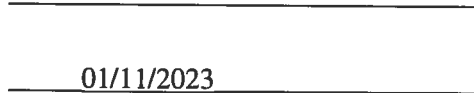
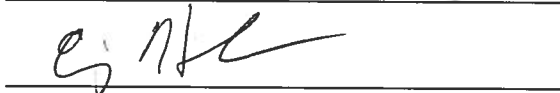
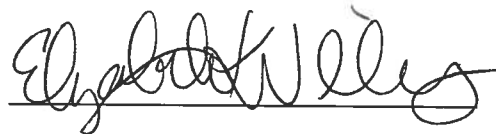
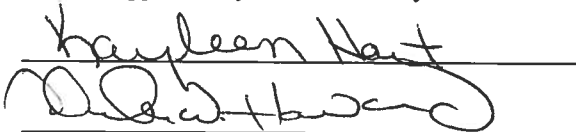
Meeting adjourned by Board Chair Hart at 6:33 p.m.

Minutes respectfully submitted by:



Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board:



01/11/2023

(Date)