

**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

November 15, 2023

IN ATTENDANCE

District Supervisors

Kayleen Hart, Chair
Chuck Howard, Board Supervisor
Beth Williams, Board Supervisor

Natural Resource Conservation Service (NRCS)

Arthur Franke, District Conservationist
Jamie Perry, Natural Resource Specialist

Steuben County Soil & Water Conservation District (SWCD)

Janel Meyer, Administrative Coordinator
Aimee Wentworth, Resource Conservationist

Indiana State Department of Agriculture (ISDA)

Kate Sanders, Resource Specialist

Associate Supervisors

Brad Hamlin

Absent

Craig Holman, Board Supervisor
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 (10-4-23)

Board Chair Hart asked the Supervisors to consider the minutes of the October 4, 2023 meeting. There being no further additions or corrections, she requested a motion to approve.

A motion to approve the minutes of the October 4, 2023 Steuben County Soil & Water Conservation District (SWCD) Board meeting, as presented, was made by Chuck Howard. Seconded by Beth Williams. Motion carried.

III. TREASURER'S REPORT

Janel provided a financial report for October 1 – October 31, 2023. The financial report was 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, 2023:

<u>General Fund - All Accounts</u>			
Checking	\$ 62,604.15		
Statement Savings	<u>42,054.58</u>		
Total	\$104,658.73		
<u>Checking account</u>		<u>Savings account</u>	
balance 9/30/23	\$ 64,793.29	balance 9/30/23	\$ 42,040.30
Receipts	\$ 8,793.00	Receipts	\$ 14.28
Disbursement	<u>(\$10,982.14)</u>	Disbursement	<u>(\$ 0.00)</u>
	\$62,604.15		\$42,054.58

Janel shared October checking account receipts totaled \$8,793.00 (R3622 – R3623) which included a Watershed Land Treatment Project (WLTP) grant cost-share payment for an 815 linear ft. grassed waterway project in the Green Lake sub-watershed of Pigeon Creek and reimbursement for the July 12, 2023 Western Lake Erie Basin (WLEB) Conservation Education Tour from the Indiana Soybean Alliance, Inc.

Disbursement was \$10,982.14 (Claim #6089 - #6098). This included payments for a 2023 District Cost-Share contract for Septic System Maintenance [*tank inspection/pumping/decommissioning in the Hamilton Lake- Black Creek sub-watershed of the Upper St. Joseph River (USJR)*], the WLTP cost-share payment for the 815 linear ft. grassed waterway project in Pigeon Creek, conservation education expenses [*September 14, 2023 Angola Middle School Water Quality Field Day supplies/refreshments for volunteers/staff; supplies/refreshments for September 19 – October 24, 2023 Steuben County SWCD Steuben County Life program*], dues and subscriptions, operating expenses, sponsorship for the Steuben County Strategic Water Quality Monitoring Program (SCSWQMP), and travel expenses [*Janel Meyer travel expenses for the September 26-27, 2023 Statewide Wildlife Action Plan (SWAP) Planning Meeting*].

Additional information provided with the monthly claims for Board review and verification included: 1. October 2023 checking & savings account bank statements and reconciliations; 2. October 2023 deposit/check detail and general ledger reports; 3. Staff payroll approval form, time sheets, compensatory time logs (10/20, 11/3 and 11/17/23 pay periods); and 4. October 2023 vehicle log.

Janel advised purchasing materials and supplies for the Steuben County SWCD is becoming more difficult since most online vendors only accept credit card payments and Angola businesses do not offer a wide selection of goods for our needs. The SWCD does not have a credit card and Janel will not apply for a card as she was advised an application requires a personal social security number. She is looking into other options, again. Per the Steuben County SWCD Credit Card Standard Operating Policy (SOP), personal debit and credit cards can be used to facilitate efficient, effective, and economic acquisition of goods and services. Janel was required to utilize her personal credit card to purchase the new district laptop because payments by check and electronic fund transfer were not an option.

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 Steuben County Soil and Water Conservation District (SWCD) Treasurer's Report for the period ending October 31, 2023, as presented. Seconded by Beth Williams. Motion carried.

IV. COMMITTEE REPORTS

a. Natural Resources/Technical Assistance

Beth Williams, Chair

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

1. Talking points were provided in the Supervisors' folders. NRCS District Conservationist Arthur Franke reviewed various application deadlines for Farm Bill Programs (*reported in the Steuben County SWCD October 4, 2023 meeting minutes*). He introduced Jamie Perry, the new Natural Resource Specialist stationed at the Angola USDA Service Center and provided information about the new Indiana State Conservationist, Damarys Mortenson. He also advised NRCS has updated their Equal Opportunity and reasonable accommodations statements which need to be published with all official publications associated with NRCS or NRCS involvement.
2. Kayleen Hart, Farm Service Agency (FSA) Program Technician, reported FSA has completed the FY23 organic program. They are beginning to certify wheat and all other fall-seeded small grain crops with a certification deadline of December 15, 2023. Cover crop certification has an insurance deadline of March 15, 2024 so FSA is also working on these certifications. Kayleen shared there are new Disaster Assistance Programs now available for farmers, ranchers, communities, and businesses that had a qualifying disaster from 2022. She is also processing short-term commodity loans for 2023 corn and soybean crops.

ii. Watershed Projects and Organizations/SWCD

-Southeastern Lake Michigan Basin: St. Joe River West (HUC 8) (Lake Michigan)

Sub-watersheds:

1. Pigeon Creek
 - a. Janel reviewed personnel changes in the Lake and River Enhancement (LARE) program. Austin Taylor, the Steuben County SWCD WLTP Grant Administrator, moved to the Division of Land Acquisition. Steven Vaughn replaced Austin. Janel advised there may be delays with LARE projects as Steven becomes proficient with the program. She reported the 3-acre Tree/Shrub Establishment application in the Turkey Creek sub-watershed of Pigeon, approved at the June 14, 2023 Board meeting, will be cancelled since the landowner has not responded to emails and phone calls regarding moving forward with the project. There is \$5,450 available in the Pigeon WLTP grant.
2. Fawn River
 - a. Janel reported the 3.0-acre Tree/Shrub Establishment application in the Tamarack Lake sub-watershed of Fawn River, approved at the October 4, 2023 Board meeting, will be cancelled since the landowner does not want to commit to the 15-year practice requirement. There is \$18,820 available in the Fawn River WLTP grant.
3. Friends of the St. Joseph River (FotSJR)
 - a. Aimee attended the October 26, 2023 in-person FotSJR Board and Watershed Council meeting in Three Rivers, MI. The Board discussed potential support for a Shavehead Lake study report but did not have all relevant project information available to make an informed decision. She also reported there was a discussion about combining the Annual Watershed Celebration with the St. Joseph River Basin Commission's Watershed Symposium in May 2024.
 - b. The next meeting is scheduled for December 14, 2023 via Zoom.

4. St. Joseph River Basin Commission (SJRBC)
 - a. The next SJRBC quarterly meeting has been scheduled for December 7, 2023. Janel will not participate due to a conflict with a State Board of Accounts training. She reported SJRBC Director Matt Meersman is finalizing a Memorandum of Understanding (MOU) between the Commission and the Steuben County Commissioners regarding the cost-share opportunity for the installation and operation of water monitoring equipment. The equipment will collect real-time water level information in streams and waterbodies within Steuben County. The data collected will be used to assess water availability and other factors relevant to drainage, development, and land use. Janel shared information from the one unit currently installed at Nevada Mills on Fawn River.

-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 reported all WLTP projects have been completed. She is currently working on invoicing the State for the 2,545 linear ft. grassed waterway cost-share payment. Janel requested approval to make the \$9,000 cost-share payment for the fence project in the Upper St. Joseph River (USJR) once the funds have been received.

Beth Williams moved to approve the \$9,000 cost-share payment for the 3,000 ft. Fencing Project in the Hiram Sweet Ditch sub-watershed through the 2021 Upper St. Joseph River (USJR) 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 Chuck Howard. Motion carried.
 - b. Aimee and Janel attended the October 12, 2023 NRCS WLEB Contribution Agreement meeting where NRCS and Allen County SWCD introduced the On Farm Demos grant agreement award. The award resembles other state’s NRCS demonstration farm grants being used to illustrate the best, leading-edge conservation practices available to reduce sediment and nutrients from entering the Great Lakes. The purpose of the meeting was to present the project to districts located in the WLEB with the goal of staff taking the information back to their respective boards for discussion and identification of landowners that may have an interest in the program. A copy of the Wisconsin Demo Farm Network document was provided in the Supervisors’ folders. The Board was supportive of the project and discussed WLEB landowners to consider.
 - c. A November 15, 2023 NRCS-SWCD meeting to discuss the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP) was cancelled. Art advised this was due to the uncertainty with programs and funding with the new Farm Bill.

iii. Entire County

1. Steuben County Lakes Council (SCLC)
 - a. Janel attended the November 4, 2023 monthly board meeting and provided meeting highlights: (1) The Steuben County Plan Commission is reviewing/revising the county comprehensive plan to determine what has been accomplished and still needs to be considered. They will also be reviewing county ordinances. The public will have an opportunity to comment once presented by the Plan Commission. Karen DeForest, member of the SCLC and Plan Commission, advised she will represent agricultural interests during the review. Karen is also planning a tour of a local dairy operation for a small group of SCLC members to illustrate how the operation protects area waterbodies with best management conservation practices; (2) The Steuben County Health Department purchased a water quality sonde with a blue-green algae sensor. Area residents can contact the Health Department if they believe their lake has a harmful algal bloom. The sonde can only determine the presence/absence of blue-green algae. Toxicity can only be determined via laboratory analysis.
 - b. Janel attended the October 20, 2023 SCLC Water Quality Committee meeting where the group discussed 2023 test results and the 2024 water quality sampling program.
 - c. The next SCLC Board Meeting has been scheduled for December 2, 2023. Janel will address the Steuben County SWCD/SCLC Conservation Education Support Program MOU at the meeting as the agreement expires in December.

2. Steuben County/Urban (IDEM CSGP/MS4)
 - a. Staff advised the December 1, 2023 Contractor Workshop changed to a Contractor Breakfast, instead of providing boxed lunches. Door prizes were donated by Dunham's, Dairy Queen, the Steuben County Tourism Bureau, Zollner Golf Course, and the SWCD. All speakers have been scheduled. Janel requested an amendment to the approved October 4, 2023 Board motion to support up to \$350 for refreshments/food. She asked for an additional \$150, if necessary, to help offset the cost of the breakfast which is being co-sponsored by the City of Angola.

Chuck Howard moved to approved amending the original October 4, 2023 motion [i.e., approve up to \$350 for refreshments/food for the December 1, 2023 Contractor Workshop] to approve up to \$500 for refreshments/food for the December 1, 2023 Contractor Workshop as this event furthers the mission of the Steuben County Soil and Water Conservation District (SWCD). Seconded by Beth Williams. Motion carried.

b. District Operations/Marketing

Chuck Howard, Chair

i. SWCD Training/Public Relations, etc.

1. Field Visits/Trainings

- a. IDEA Fall Conference • October 3 – 6, 2023. Aimee attended the conference and reported it was a great networking opportunity, and she learned more about some of the Gateway administrative reporting responsibilities. She also suggested the Steuben SWCD host an invasive species workshop in 2024 since one of the conference tracks focused on invasives.
- b. Steuben County Life Session 4 (Steuben County Community Foundation) • October 10, 2023.
- c. Steuben County Strategic Water Quality Monitoring Program (SCSWQMP) Update Meeting • October 12, 2023 (*virtual*). Janel reported the SCSWQMP submitted a Steuben County Community Foundation Impact Grant proposal for additional funding to support the strategic water quality sampling program. Grant applicants will be notified whether proposals have been funded in mid to late December. She shared the LaGrange County SWCD and LaGrange County Lakes Council received funding from their Community Foundation for a strategic water quality sampling program like the SCSWQMP.
- d. Lima-Brighton Preschool Program • October 12, 2023. Aimee reported the students were 18 of the best-behaved preschoolers she has even been around. She talked about fall, leaves changing colors, read a story, the group performed a tree movement activity and students completed leaf rubbings.
- e. Steuben County Life Session 5 (Cardinal IG Company) • October 17, 2023.
- f. Steuben County Community Foundation Workshop: Aligning Board Members and Key Staff • October 18, 2023. Janel and Aimee attended this workshop where information was presented about board versus staff responsibilities and how boards should have 100% buy-in since board commitment reflects their value of staff and the organization.
- g. ILMS 2024 Conference Committee Meeting • October 18, 2023 (*virtual*). Janel reported the Indiana Lakes Management Society (ILMS) Annual Meeting Committee identified the conference tracks they would like to offer and potential speakers. There are various levels of sponsorship opportunities available. Most levels include a complimentary conference registration, one table display, and recognition of the company/organization during the conference. Janel will present the sponsorship levels to the Board at the next SWCD meeting.
- h. In the Life of Bees: Nesting in the Darkness Webinar • October 19, 2023. Janel participated in this webinar which outlined bee behavior and threats to bees, such as exposure to pesticides and pathogens since most of the 20,000 species of bees from around the world nest below ground.
- i. EEAI Conference Planning Meeting • October 19, 2023 (*virtual*). Aimee participated to discuss final planning for the November EEAI Conference at Pokagon State Park.
- j. IMN Alumni Meeting • October 21, 2023. The alumni group meeting had 12 attendees, with Sarah VanHoosier, Pokagon Naturalist, providing a presentation about nocturnal animals and their biological adaptations. Aimee advised the group has scheduled another alumni group meeting for March 23, 2024, with Kate Sanders as the speaker who will discuss native plants in the landscape.
- k. Steuben County Life Session 6 (Sutton's Deli) • October 24, 2023. Janel advised the 2023 Steuben County Life evaluations indicated the program met or exceeded the participants

Expectations – all felt the program was worth their time and money. The only negative comments received involved Session 1 at Waite Farms and Session 5 at Cardinal IG. It was difficult to hear the presenters at both since Waite Farms is located on a busy road with truck traffic and the IG facility was loud due to the various production machines.

- l. Image of Hope Enviroscape® Lesson • October 25, 2023. Aimee and Art presented programs at the Image of Hope Day for Hicksville Elementary School students, who were in two groups of 4 students each. Art took soil trays for the runoff/infiltration demonstration and talked about soils, and Aimee provided the Enviroscape® presentation.
 - m. IDEA Professional Development Training Program • November 1-2, 2023. Aimee reported the final IDEA Career Development training program module was about partnerships. Guest presenter Cres Hizer discussed working with local legislators, and the state representative from the Indiana FFA Association talked about partnership opportunities.
2. A copy of the September and October 2023 tally sheets were provided in Supervisors' folders.
- ii. Indiana Association of Soil and Water Conservation Districts (IASWCD)
1. The 2024 Annual Conference has been scheduled for January 8 – 9, 2024. Supervisor Williams confirmed she will attend the conference and serve as the Steuben SWCD delegate. Janel will complete the delegate registration. Aimee requested permission to attend the conference because there is one session focusing on the new 2023 IDEA Career Development Program, where they will recognize her and all the individuals that participated. The Board requested information regarding what additional sessions Aimee planned to attend and discussed whether her attendance would be useful. Janel advised she still did not plan to attend since she will be completing 2 LARE WLTP grant applications which are due January 15.
Kayleen Hart moved to approve registration expenses, \$395/person, and travel expenses (separate hotel rooms for January 7 and January 8, 2024, at \$120 + taxes/night plus, per diem) for Resource Conservationist Aimee Wentworth and Board Supervisor Beth Williams to attend the January 7-9, 2024 Indiana Association of Soil and Water Conservation Districts' Annual Meeting in Indianapolis. Seconded by Chuck Howard. Motion carried (Board Supervisor Beth Williams recused herself from the vote).
- iii. Indiana State Department of Agriculture (ISDA)
1. Resource Specialist (RS) Kate Sanders reported the spotted lanternfly, a major pest of concern because of its adverse effect on fruit orchards, nurseries, and the logging and wine industries, has been confirmed in Porter, Elkhart, and St. Joseph counties. The adults feed on and weaken plants, making it difficult for them to survive in winter. The Indiana Department of Natural Resources (IDNR) believes it will be more of a “nuisance pest” in Indiana; however, the species does pose a significant threat to orchards and vineyards. The species can easily be spread through materials commonly transported by rail, and tree of heaven, an invasive plant species that is also a main food source of the spotted lanternfly, are common along railways. Kate also shared information regarding broadband access and a free speed test Purdue University wants Indiana residents to complete. Purdue is completing a survey to help determine where best to distribute the \$870 million broadband funds the state received.
 2. Janel participated in the October 24, 2023 State Soil Conservation Board (SSSCB) meeting where they announced the FY24 Clean Water Indiana grants awarded. Forty-nine applications were received which included SWCD led applications covering 57 counties and 3 statewide applications from IASWCD (two) and the Southern Indiana Cooperative Invasives Management (SICIM). Twenty-six were approved representing 45 SWCDs. SICIM was not funded and the SSCB Board Chair expressed his dissatisfaction and disappointment with the CWI Grant Selection Committee for not selecting it. The Committee advised they chose to fund CWI invasive species applications by county rather than statewide through SICIM.
 3. The Election Committee reported they were unable to find anyone interested in running against Craig Holman for the Board Supervisor position. Nominations from the floor will be accepted on the evening of the SWCD annual meeting. Janel advised she entered the committee nominee for election information in SharePoint.
 4. Board Supervisor Williams reported the Stroh Church of Christ would be available to host the joint LaGrange/Steuben SWCD Annual Meeting. The Board set March 14, 2024 as the date with March 21, 2024 as the alternate snow date. Aimee contacted several food vendors recommended by LaGrange County SWCD District Manager Martin Franke. Dan's Fish Fry Service is the caterer we would like to use. Aimee advised there are electrical requirements necessary. She will work with the church and caterer to see if those requirements can be met.

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

1. Membership Renewal: NACD mailed an invoice for FY24 membership dues. A copy of the most recent NACD Annual Report was provided for review.

Chuck Howard moved to support dues for the National Association of Conservation Districts (NACD) 2024 fiscal year at \$450; seconded by Beth Williams. Motion carried.

c. Budget and Finance

Kayleen Hart, Chair

- i. Position Schedule Fidelity Bond Janel presented the \$20,000 Position Schedule Fidelity Bond. Janel will record it with the County.
Beth Williams motioned to approve the \$20,000 fidelity bond for the Steuben County Soil and Water Conservation District (SWCD). Seconded by Chuck Howard. Motion carried.
- ii. 2024 Steuben County Final Adopted Budgets & Wages Janel will present the 2024 County Final Adopted Budgets and Wages at the next Board meeting. She reported Deputy Auditor and Commissioner's Assistant Kim Meyers resigned from her position effective October 18, 2023.
- iii. Ford Expedition Maintenance Janel advised Board Chair Hart approved maintenance costs for the District vehicle. The vehicle "check engine" warning light/message indicated an oxygen sensor needed to be replaced. Total cost for the regular maintenance (oil change) and the oxygen sensor removal/replacement was \$658.66.
- iv. Conflict of Interest Statements Chuck Howard signed a Uniform Conflict of Interest Disclosure Statement.
- v. Business Plan Update A draft copy of the FY24-26 Steuben County SWCD Business Plan was sent to staff and Board Supervisors for review in advance of the meeting. The group reviewed/discussed the draft document language. Janel requested all meeting attendees review the document and provide guidance on various sections requiring additional information. She requested all suggestions and edits be sent to her by December 4.

d. Information and Education

David Perkins, Chair

- i. Drainage Board (DB)
Staff are attending the twice-monthly county Drainage Board (DB) meetings as schedules allow. Janel reported the DB discussed 3 proposed apartment buildings at Crossroads Industrial Park in Fremont. Approximately 2.5 acres of the 8-acre parcel will be developed. The additional acreage will remain as natural areas, at this time. DB approval was required for the developer to obtain Town of Fremont building permits.
- ii. Steuben County SWCD 2023 Fall Newsletter
The Steuben SWCD 2023 fall newsletter was mailed and emailed last week.
- iii. Food Plot Seed
Corn, sorghum, and sunflower seed have been ordered for the 2024 Steuben SWCD food plot seed program. Soybeans were not an option; Janel asked Supervisor Howard if he could work on obtaining beans.
- iv. 4-H/Purdue Extension/SWCD/Other Educational and SWCD Projects
Aimee report:
- The November 10-12, 2023 EEAI Fall Conference had over 100 attendees. There were a lot of great sessions that provided information to help tweak some of her educational programs to make them more engaging.
- All session speakers have been confirmed for the 2024 Indiana Master Naturalist (IMN) workshop. She submitted a workshop application to Program Coordinator Jody Heaston and is awaiting approval.
- She is scheduled to present the ARS unit with Tami Mosier to Angola and Fremont Middle Schools on November 28 and 29, 2023. They will also present "The Incredible Journey" activity, understanding topographic maps, and a water availability demonstration.
- She was contacted by the Angola Middle School 7th grade science teacher to present soil and erosion information. She has asked Art to assist with a soils and erosion presentation, along with the "Earth as an Apple" activity. She will present the Enviroscape®.
- She requested permission to step into the role of Assistant Region Director for the IDEA North Northeast region and shared information about the role (*i.e., votes on motions for the region if the Director is unable to attend, assist on committees, assists with the IDEA Career Development Program, and assists in planning NNE region meetings*). Janel advised the Supervisors were provided a memo prior to the meeting outlining the 2024 dates Aimee is currently scheduled to be out of the office, along with the new dates requiring her absence if approved to serve as the Assistant Region Director. The Board Supervisors expressed their support for Aimee wanting to take on this role but had reservations with the amount of travel requiring her to be out of the office, which could compete with her job duties.

The Board asked Aimee about the option to attend meetings virtually and to provide a report at the next Board meeting.

Janel report:

- She requested Board approval for a Steuben County SWCD letter of support to Purdue Extension-Steuben County for their "Blossoming Prosperity: Empowering Indiana Cut Flower Growers for Sustainable Growth" grant proposal, being developed to introduce and implement risk management education skills for new and experienced growers.

Beth Williams made a motion to approve a Steuben County Soil and Water Conservation District (SWCD) letter of support for the Purdue Extension-Steuben County "Empowering Indiana Cut Flower Growers for Sustainable Growth" grant proposal. Seconded by Chuck Howard Motion carried.

- She advised Steuben SWCD contacted Allen County SWCD for them to build a soil tube display. Total cost would be about \$100.
- She asked the Board their opinion on having a professional promotional TV commercial made for the Steuben SWCD or NE Indiana Soil and Water Districts. Jamie Perry has a contact that could produce a commercial for approximately \$3,500, a cost which could be split between the three counties. Janel advised she would reach out to Maumee River Basin Commission Director Rodney Renkenberger for information about costs associated with airing TV advertisements.

v. Upcoming Regional / National Events

1. *Veteran's Day Holiday • November 10, 2023 (County Offices Closed)*
2. *EEAI Fall Conference • November 10 – 12, 2023 (Angola, IN)*
3. *Thanksgiving Holiday • November 23-24, 2023 (County Offices Closed)*
4. *CCSI-SARE Economics of Soil Health Systems • November 30, 2023 (Danville, IN)*
5. *Steuben County Contractor Workshop • December 1, 2023 (Trine U., Angola, IN)*
6. *SCLC Monthly Board Meeting • December 2, 2023 (Angola, IN)*
7. *Manure Management/Soil Fertility Webinar • December 7, 2023*
8. *Steuben County SWCD Monthly Board Meeting • December 13, 2023 (Angola, IN)*

V. **CLAIMS**

6095	Walmart (Supplies/Refreshments for Steuben Co. Life Session #4; 10/10/23)	\$	17.32
6096	Jacob Insurance (Pekin Ins. Co. Position Schedule Bond Policy Renewal 11/23 – 11/24)	\$	100.00
6097	Larry's Lock & Safe Service (Building Keys; 5 total)	\$	16.25
6098	Woodland Steward Institute (Sponsorship of FY22-23 Woodland Steward Newsletter)	\$	400.00
6099	Sutton's Deli (10/24/23 Final Steuben Co. Life Session Dinner; 36 servings)	\$	984.70
6100	USPS (2023 Steuben SWCD Fall Newsletter Postage – 1,599 Pieces)	\$	272.64
6101	KPC Media Group (Herald Republican Renewal 11/18/2023 – 11/18/2024)	\$	299.00
6102	Aimee Wentworth (Reimbursement per SWCD SOP-IDEA Conf. Travel & Training)	\$	515.75
6103	Janel Meyer (Reimbursement per SWCD SOP-Microsoft software renewal for SWCD Laptop)	\$	74.89
6104	Ceres Solutions (Fuel for Expedition – November Statement)	\$	187.66

Chuck Howard made a motion to approve the claims for the Steuben County Soil and Water Conservation District (SWCD) November 15, 2023 Board meeting. Beth Williams seconded the motion. Motion carried.

VI. **NEXT BOARD MEETING**

December 13, 2023 – Board Meeting – 5:00 p.m.

- Angola USDA Service Center, 1220 N 200 W, Suite L, Angola, IN 46703

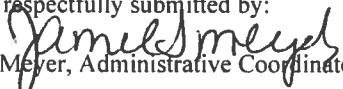
VII. **ADJOURNMENT**

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

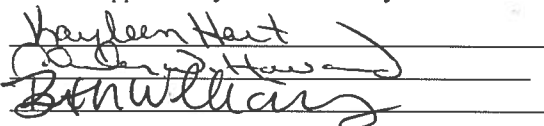
Chuck Howard moved to adjourn the November 15, 2023 Steuben County Soil and Water Conservation District (SWCD) Board meeting. Seconded by Beth Williams. Motion carried.

Meeting adjourned by Board Chair Hart at 7:14 p.m.

Minutes respectfully submitted by:


 Janel S. Meyer, Administrative Coordinator

Minutes approved by Steuben County SWCD Board:



12/13/2023

(Date)