

# DECEMBER BOARD MEETING AGENDA

KANKAKEE COUNTY SOIL & WATER CONSERVATION DISTRICT

Monday, December 8, 2025 at 7:30 AM

Approval of Agenda

Public Comment

Consent Agenda

Secretary's Report

1. Minutes of November 10, 2025 Board Meeting

Treasurer's Report

2. Approve Time and Travel
3. Approve Financial Report
4. Bill Approval

Correspondence: None

FSA Report

NRCS Report

Unfinished Business:

- Partners for Conservation (PFC) Cost-Share Grants
- Education & Outreach Events
- AC Job Posting
- Mid-term Employee Evaluations

New Business:

- NRI #2025-08
- 2026 Meeting Dates
- Winter Training Updates

Reports – in addition to printed reports, if necessary

- Resource Conservationist – Crystal Sauder
- Administrative Coordinator – Linda Settle
- Grants & Special Projects – Emilie Watkins

For the Good of the Order

Adjournment

Date and time of next Board Meeting  
**January 12, 2026 at 7:30 AM**

# KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT

## Minutes December 8, 2025

The Kankakee County Soil and Water Conservation District held its regular monthly board meeting on Monday December 8, 2025. Chairman Jeff O'Connor called the meeting to order at 8:28 AM following 7:30 AM mid-term employee evaluations. Present were Directors Jeff O'Connor, Jim Frogge, Larry Kirchner, Alan Wissmiller and Ed Brown, Associate Director John Settle and Cody Rollins, Resource Conservationist Crystal Sauder, Grants and Project Coordinator Emilie Watkins and Administrative Coordinator Linda Settle, District Conservationist Trenton Rader. Absent was Soil Conservationist Matt Raymond. Guest in attendance was Adam Wagner.

**APPROVAL OF AGENDA:** O'Connor made and Frogge seconded a motion to approve the agenda with the addition of 2026 Director Elections under New Business. Motion passed five to zero.

**PUBLIC COMMENT** - Nothing.

**CONSENT AGENDA:** Kirchner made and O'Connor seconded a motion to approve the consent agenda as presented. Motion passed five to zero.

### SECRETARY'S REPORT:

Minutes of November 10, 2025 Board Meeting

### TREASURER'S REPORT:

Approval of Time and Travel  
Approval of Financial Report  
Approval of Bills

**CORRESPONDENCE:** None

### OLD BUSINESS:

**PFC Cost Share** – Sauder stated that she had received one strip-till contract that needs approval. The approximate payment will be \$4,980. Brown made and Kirchner seconded a motion to approve the contract payment. Motion passed five to zero. She also stated she will be submitting FY25 cover crop contracts to IDOA this week. Strip-till payments will be submitted in the spring after planting.

**Grants** – Compeer Grant – Sauder reported that Cody Rollins has completed the field work for the sensors. He could not find the sensors on the McCorkle field. He dug three times and used a metal detector but still couldn't find them. Rollins stated he re-measured and reflagged the current sites to make it easier to find them in the future. Antenna and wire needs replaced on Dandurand's site. Sauder asked the board about reimbursing Rollins mileage for his work. Kirchner made and Brown seconded a motion to include mileage reimbursement in Rollins contract. Motion passed five to zero.

Watkins stated that the website development is in the final stages. Kayla Yelverton is working on completing things by December 19<sup>th</sup>. She is working on recoloring and labeling of main roads, adding main cities, adding maps and pop-up to mobile site, finishing up all coding and documentation and

training/walk through session with Watkins. Watkins went over the final expense report she had included in the power point. She will get a new report when everything is completed. She suggests getting a metal detector and extra sensors with the remaining funds. The final report is due December 31<sup>st</sup>. She is working on having it ready to send to Directors for review prior to submitting.

GDDF Grant – Watkins reported that the Gaylord & Dorothy Donnelly Foundation grant is complete. The final report was submitted on November 21<sup>st</sup>. The District is ending on a great note with GDDF and has a positive relationship with the Senior Conservation Program Officer, Rebecca Judd. She will be reconnecting with Judd after the holidays for a phone call. Watkins will discuss possible connections Judd may have for the District, keeping in touch for future opportunities and using GDDF as a possible reference or resource in the future.

Section 604B Rock Creek Watershed Plan – Watkins stated that the 604B grant has been submitted and awaiting EPA review. There are no updates at this time.

Watkins stated that she will be switching gears to grant research and writing now that the 2 major grants will be wrapping up at the end of 2025. She will be focusing on small project based grants with an emphasis on community outreach.

**Education & Outreach** – Sauder has sent a follow-up email to Sarah with IADD to see what her board said about hosting a Drainage District meeting with the District.

O'Connor stated that the Conservation Tour needs to be scheduled and planned.

**AC Job Posting** – A committee has been formed to review the applications received for the AC position posted. Brown will be heading the committee.

**Mid-Term Employee Evaluations** – Employee evaluations were completed prior to the meeting. O'Connor made and Kirchner seconded a motion to approve an end of the year bonus of \$1,000 each to Crystal Sauder and Emilie Watkins and \$500 to Linda Settle. Motion passed five to zero.

## **NEW BUSINESS:**

**NRI #2025-08** – Sauder stated that the NRI needing approval is for rezoning of 69.78 acres on 3000N Rd. from A1 to SUP for building a solar energy generating facility. Her recommendation is to send a letter of no objection due to a low LESA score. Brown made and Frogge seconded a motion to follow the recommendation of sending a letter of no objection. Motion passed five to zero.

**2026 Meeting Dates** – 2026 meeting dates were sent in the board packets. O'Connor stated he will not be at the meetings in March or July. Vice Chairman Frogge will run those meetings. O'Connor made and Kirchner seconded a motion to approve the meeting dates as presented. Motion passed five to zero.

**Winter Training Updates** – Sauder reported that Fall Covers for Spring Savings program, which is through IDOA, opens on 12/15 at 8AM. The program closes on 1/15 at 11:59PM.

Sauder reported that the IDOA grant delivery and reporting is changing for FY26. They will be using Amplifund website for everything moving forward. There will be slides from Winter Training sent out

and possibly virtual training as more details are released. The original Certificate of Charter with the State may be needed.

Sauder stated that SWCD's are mandated to develop local soil health assessments with guidelines from IDOA. Assessments are to be submitted by September 1, 2026. IDOA has developed a template/guide for SWCD's to establish county baseline date. This must be completed to receive PFC funds after September 1<sup>st</sup>.

Sauder reported that the Local Work Group money is in the que with FPAC. The FY26 LWG meeting must be held by April 30, 2026. Reports are due to AISWCD by May 15, 2026. The report will be different for FY26.

**2026 Director Elections** – Sauder stated that the elections will be held on February 9, 2026. Kirchner, Wissmiller and Brown are up for election. Nominating committee will consist of Trenton Rader and Matt Raymond from NRCS and Karen Boehrsen from FSA. O'Connor made and Frogge seconded a motion to approve the nominating committee. Motion passed five to zero.

#### **REPORTS – in addition to printed reports, if necessary**

**RC Report** – Nothing additional

**AC Report** – AC Settle reported that she had to have the laptop worked on. She took it to Puter Pros. They were able to fix it and get it back in 1 day.

**Grant Writer** – Nothing additional

**NRCS Report** – DC Rader reported that Soil Con Raymond is recovering from heart surgery. He will be out for at least 2 months. He stated that he is doing everything now that should have been done in October. January 15 is the beginning of all NRCS sign-ups. Cost share funding is to be up from last year.

**FSA Report** – They are back to full operations. They have started SDRP Stage 2 (disaster program) for shallow losses in 2023 & 2024 that didn't trigger insurance indemnity payments. They issued 2025 CRP annual payments at the beginning of last week.

#### **Committee Reports –**

**Good of the Order** – Chairman O'Connor asked Adam Wagner what made him interested in being part of the District and what he would bring to the table.

The next regular District Board meeting will be held on January 12, 2026 at 7:30 AM.

Wissmiller made and Frogge seconded a motion to adjourn. The motion passed five to zero. The meeting adjourned at 9:38 AM.