

# NOVEMBER BOARD MEETING AGENDA

## KANKAKEE COUNTY SOIL & WATER CONSERVATION DISTRICT

Monday, November 14, 2022 at 7:30 AM

Approval of Agenda

Public Comment

Consent Agenda

Secretary's Report

1. Minutes of October 17, 2022 Board Meeting
2. Minutes of October 26, 2022 Special Meeting

Treasurer's Report

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

Correspondence: None

FSA Report

NRCS Report

Unfinished Business:

Partners for Conservation (PFC) Cost-Share  
Grants  
Education & Outreach  
2023 Internship

New Business:

Nominating Committee  
Midterm Employee Evaluations  
Approve Fy23 GATA Internal Control Questionnaire

Reports – in addition to printed reports, if necessary

Resource Conservationist – Crystal Sauder  
Administrative Coordinator – Linda Settle  
Grants Coordinator & Special Projects – Emilie Watkins  
Conservation Coordinator – Matt Raymond

Adjournment

Date and time of next Board Meeting  
**December 12, 2022 at 5:30 PM**

## KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT

### **Minutes November 17, 2022**

The Kankakee County Soil and Water Conservation District held its regular monthly board meeting on Monday, November 17, 2022. Chairman Jeff O'Connor called the meeting to order at 7:40 AM. Present were Directors Jeff O'Connor, Jim Frogge, Alan Kirchner, and Ed Brown, Resource Conservationist Crystal Sauder, Grants & Special Projects Coordinator Emilie Watkins (via Zoom), Conservation Coordinator Matt Raymond, and District Conservationist Trenton Rader. Absent were Director Larry Kirchner, Associate Director John Settle, and Administrative Coordinator Linda Settle. Guest in attendance was Dustin Wright from Compeer Financial (in attendance from 8:00 AM to 8:30 AM).

**APPROVAL OF AGENDA:** O'Connor made and Frogge seconded a motion to approve the agenda with the addition of "Watkins' Maternity Leave". Motion passed four to zero.

**CONSENT AGENDA:** Frogge made and O'Connor seconded a motion to approve the consent agenda as written. Motion passed four to zero.

#### SECRETARY'S REPORT:

Minutes of October 17, 2022 Board Meeting  
Minutes of October 26, 2022 Special Meeting

#### TRERASURER'S REPORT:

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

**CORRESPONDENCE:** none

#### **OLD BUSINESS:**

**PFC Cost Share** – Raymond shared we received an additional \$1,301.01 in PFC funds from the State.

**Grants** – Raymond stated there is \$1,576.09 left to spend for the National Wildlife Federation's Conservation Champions Grant. They have three events planned for this winter in January, February, and March. The final report is due to NWF at the end of March 2023. The Compeer grant will continue and expand what the NWF grant started.

Watkins said we were awarded the Compeer Financial "MORE for Ag" grant and our project was fully funded. Dustin Wright from Compeer attended the board meeting to take a photo with District Staff and the Board for a press release.

Watkins has reconnected with all of the Conservation Collaborative members and received their questionnaires back. She will be scheduling a their first Zoom meeting for the first two weeks of December.

Watkins shared an overview of the IN-IL Kankakee River Basin RCPP project that will take place from 2023-2027. It was a \$16 million project with significantly more contribution from Indiana. The goals of the grant include 3,000 acres of cover, 800 acres of wetlands, 2 miles of 2-stage ditches, and EQP-style cost-share. Year one will focus on outreach, promotion, and preparation, where years two through five will focus on land management and easements. Our District's role will be in promotion and outreach. Watkins and Sauder have volunteered to serve on the Outreach Committee. There will be quarterly reporting that is needed for this RCPP grant that Watkins has added to our current Activity log.

**Education & Outreach** – Sauder shared she presented at the STEM Conference for 5<sup>th</sup> graders on November 12<sup>th</sup> at the Moraine Valley Community College.

**2023 Intern Job Posting** – Sauder has sent the 2023 Spring Intern posting to local schools, ag partners and retailers, and has posted the position on social media. After some discussion, Sauder will also send the position posting to the Career Center, local FFA students, and the Extension office for the 4-H students.

#### **NEW BUSINESS:**

**Nominating Committee** – Sauder shared O'Connor and Frogge are up for re-election. O'Connor made and Frogge seconded a motion to appoint Wissmiller and Brown as the nominating committee. Motion passed four to zero.

**Midterm Employee Evaluations** – Sauder said that Midterm Employee Evaluations are in December. IT was decided that the Employee Evaluations will be held on December 12, 2022 at 7:30 AM.

**Approve FY23 GATA Internal Control Questionnaire** – Sauder said Watkins has completed the FY23 Internal Control Questionnaire (ICQ). The report is submitted annually for our state grant funding and nothing has changed since it was completed for the FY22 ICQ. O'Connor made and Frogge seconded a motion to approve Watkins to sign and submit the FY23 ICQ. Motion passed four to zero.

**Watkins Maternity Leave** – Watkins shared her Maternity Leave plan with the Board previously. Her leave will start sometime mid-December through the end of January. She will be using one month paid leave via banked sick time and may utilize up to 6 months unpaid leave.

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

**RC Report** – Nothing additional

**AC Report** – Nothing additional

**Grant Writer** – Nothing additional

**Conservation Coordinator** – Nothing additional

**DC Report** – Rader shared he is working on CSP payments right now with the help of Sauder and Raymond. Ivan Dozier is retiring as the State Conservationist for NRCS.

**FSA Report** – Brown shared FSA is holding their elections and farmers are beginning to record their cover crop acreage.

**Committee Reports** – Nothing additional.

The next regular District Board meeting will be held on Monday, December 12, 2022 at 5:30 PM. Wissmiller made and Frogge seconded a motion to adjourn. The motion passed four to zero. The meeting adjourned at 9:22 AM.