

# MAY BOARD MEETING AGENDA

KANKAKEE COUNTY SOIL & WATER CONSERVATION DISTRICT

Monday, May 9, 2022 at 7:30 AM

Approval of Agenda

Public Comment

Consent Agenda

Secretary's Report

1. Minutes of April 11, 2022 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  
RCPP  
Education & Outreach  
Personnel Policy/Health Insurance

New Business:

GATA ICQ  
NARP  
NRI Reports  
Employee Evals & Budget Meeting

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  
**June 13, 2022 at 7:00 PM**

## **Minutes May 16, 2022**

The Kankakee County Soil and Water Conservation District held its regular monthly board meeting, on Zoom, on Monday, May 16, 2022. Chairman Jeff O'Connor called the meeting to order at 7:33 AM. Present virtually were Directors Jeff O'Connor, Jim Frogge, Larry Kirchner, and Ed Brown, Resource Conservationist Crystal Sauder, Conservation Coordinator Matt Raymond, and Grant Coordinator Emilie Watkins. Absent were Director Alan Wissmiller, Associate Director John Settle, Administrative Coordinator Linda Settle, and District Conservationist Trenton Rader.

**APPROVAL OF AGENDA:** Frogge made and O'Connor seconded a motion to approve the agenda with edit of the date listed. Motion passed four to zero.

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

### **SECRETARY'S REPORT:**

Minutes of April 11, 2022 Board 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 there is still one no-till cost share submission from FY21 funds remaining. He has completed field monitoring for projects using FY21 funds. Raymond received 13 applications in the first round of FY22 cost share sign-ups and all fields have been ranked. O'Connor made and Brown seconded a motion to approve the following applicants and projects, with Frogge abstaining due to a family connection with two of the applicants. Time McCorkle - cover crop contract extension for \$3,200.00; Jacob Ralph - no-till/strip-till for \$3,200.00; Gale Jensen – no-till/strip-till for \$3,200.00; David Surprenant – cover crop contract extension for \$2,104.20; Jeff Adams – cover crops for \$3,200.00; Cody Rollins – cover crop contract extension for \$2,722.59; Jed Siedentop – cover crops for \$3,200.00; Jeff Adams – no-till/strip-till for \$1,800.00; Anthony Horn – cover crop contract extension for \$1,187.77; Jacob Jensen – no-till/strip-till for \$1,185.00; Jason O'Connor – cover crops for \$3,200; Chad and Richard Hansen – cover crops for \$3,200.00; and David Surprenant – cover crop demonstration plot for \$1,094.80. Motion passed three to zero.

**Grants** – Watkins shared she is completing an application for the Compeer General Use Grant for up to \$10,000 to continue and expand the soil sensor project. She went through the draft budget with everyone. She will be adding a student intern or a contract worker to the budget. The Board wanted Watkins to go over the \$10,000 limit for the grant to show all of the additional funds being contributed by the District and partners. It will also show there is a need for the grant funds and how much it will help us. There have been a lot of positive feedback from farmers on the soil sensors being utilized right now. Raymond and Watkins are looking into the best way to share the information to farmers across the county. Frogge made and Kirchner seconded a motion to approve the submission of a grant application to Compeer as written, pending Director review when application is finished. Motion passed four to zero.

### **NEW BUSINESS:**

**GATA ICQ** – Watkins shared she is updating the District’s Grant Accountability and Transparency Act (GATA) portal account that is needed to receive funds from the IL Department of Agriculture. The FY22 Internal Control Questionnaire (ICQ) needs to be approved to submit online. Watkins has reviewed the ICQ with Settle and Kirchner beforehand. Kirchner made and Frogge seconded a motion to approve and submit the FY22 ICQ to the GATA portal. Motion passed four to zero.

Watkins shared there is an indirect cost waiver the District needs to claim or waive. The indirect cost waiver would allow the District to claim 10% indirect cost of any leftover funds. All the District funds go towards staff time and are not using funds for indirect costs. Kirchner made and Frogge seconded a motion to waive the indirect costs waiver. Motion passed four to zero.

**NRI Reports** – Sauder shared NRI report #2022-03 to split a parcel to create a new 5.0-acre parcel containing a single-family residence and rezone from A1 to RE-1 in Otto Township. The LESA score for this project was 177.0, indicating a low priority for protection. O’Connor made and Frogge seconded a motion that the Board approve the staff recommendation of “do not oppose” for NRI report #2022-03. Motion passed four to zero.

Sauder shared NRI report #2022-04 to take 10.0-acres from an 80.0-acre parcel and rezone from A-1 to RE-1 to extend their residential property in West Otto Township. The LESA score for the project was 169.2, indicating a low priority for protection. O’Connor made and Brown seconded a motion to approve the staff recommendation of “do not oppose” for NRI report #2022-04. Motion passed four to zero.

Sauder shared NRI report #2022-05 to rezone 16.0-acres from A-1 to A-2 to build a primary residence with hayfields, a barn, and fencing in the future located in Yellowhead Township. The LESA score for the project was 206.3, indicating a moderate priority for protection. Frogge made and Brown seconded a motion to approve the staff recommendation of “do not oppose” for NRI report #2022-05. Motion passed four to zero.

**Employee Evaluations & Budget Meeting** – Sauder shared the June Board Meeting is when the Board holds employee evaluations and approves the FY23 Budget. It was decided to hold a meeting on another day before the June meeting, with a date being decided later.

**District Personnel Policy & Health Insurance** – Kirchner and Brown would like to make the health care insurance language consistent between the Personnel Policy and Employee Contracts. Brown mentioned changing the health insurance wording will not make any drastic changes but changing the District’s definition of “full-time” will change a huge part of the Personnel Policy. A meeting will be held later to discuss policy changes when the entire board can be present.

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

**RC Report** – Informed the Board she will be out of the office part of the day on May 31, 2022 as she travels back from a wedding.

**AC Report** – Nothing additional

**Grant Writer** – Nothing additional

**Conservation Coordinator** – Nothing additional

**DC Report** – Nothing additional

**FSA Report** – Nothing additional

**Committee Reports** – Kirchner shared the South Suburban Airport may be coming into fruition in the next one to three years. District staff will keep an eye out on the airport’s website for any developments and will look into past District Letter of Support.

The next regular District Board meeting will be held on Monday, June 13, 2022 at 7:00 PM. O’Connor made and Brown seconded a motion to adjourn. The motion passed four to zero. The meeting adjourned at 8:15 AM