

DECEMBER BOARD MEETING AGENDA

KANKAKEE COUNTY SOIL & WATER CONSERVATION DISTRICT

Monday, December 12, 2022 at 5:30 PM

Approval of Agenda

Public Comment

Consent Agenda

Secretary's Report

1. Minutes of November 14, 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
Education & Outreach
2023 Internship
Midterm Employee Evaluations

New Business:

ARC GIS Software
CD Rates
Elections
2023 Board Meeting Schedule
Payout of AC Accrued Vacation & Personal Time

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

January 9, 2023 at 7:30 AM

KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT

Minutes December 12, 2022

The Kankakee County Soil and Water Conservation District held its regular monthly board meeting on Monday, December 2, 2022. Chairman Jeff O'Connor called the meeting to order at 5:35 PM. Present were Directors Jeff O'Connor, Jim Frogge, Alan Wissmiller, Ed Brown, Associate Director John Settle, Resource Conservationist Crystal Sauder, Grants & Special Projects Coordinator Emilie Watkins (via Zoom), Conservation Coordinator Matt Raymond and Administrative Coordinator Linda Settle. Absent were Director Larry Kirchner and District Conservationist Trenton Rader. Guest in attendance was Evan O'Connor.

APPROVAL OF AGENDA: O'Connor made and Frogge seconded a motion to approve the agenda with the addition of NRI Approval under new business. Motion passed four to zero.

CONSENT AGENDA: Brown made and Wissmiller seconded a motion to approve the consent agenda as written. Motion passed four to zero.

SECRETARY'S REPORT:

Minutes of November 14, 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 that he is processing applications for the 2021 funds deadline of December 31st. He asked the board if Sauder could sign the applications as Designee instead of the Chairman signing. This would allow for faster processing of the applications. Consensus is that Sauder can sign if Chairman not readily available.

Grants – Watkins stated that there is nothing new on the overview of the grants.

Raymond shared the Ag events that are currently planned:

January 26th – “Covers Before Corn” will be held at the Herscher Community Center.

February 23rd – “Cover Crop Termination” will be at the Will/S. Cook SWCD office.

The Conservation Bus Tour date is yet to be determined. Raymond is waiting on the legislative calendars to come out to find a date that works. O'Connor stated that the calendars are out. Raymond will begin looking for an available date.

Sauder asked for any input on the Drainage District Meeting which will be in March. Some discussion was held and the consensus is to talk to the Drainage Districts and/or their attorney for what they want to hear about.

More for Ag Grant - Watkins stated that Compeer has issued a press release and posted on Facebook using the photo taken at the November board meeting for the "MORE for Ag" grant. She has created a "Compeer Grant Goals and Timeline" and shared it with Sauder and Raymond. Staff will have to take the initiative to delegate tasks and incorporate them into their workload. Expenditures begin January 1, 2023.

GDDF Grant - Watkins stated the first meeting of the Conservation Collaborative was held via Zoom on December 8th. O'Connor, Frogge, Sauder and Raymond participated. The final grant report is due July 31, 2023.

IN-IL RCCP - Watkins stated that there has been no movement on the IN-IL RCCP. She has reached out about joining the planning committee. She also stated that staff is going to begin reporting outreach activities in their log.

Sec319 – Watkins stated Sec319 is still tabled. It will be a future topic for the Conservation Collaborative group.

Reporting - Watkins stated that she has updated the activity log to include grant "coding" to track grant activities and staff hours in one location. GDDF, NWF, Compeer and IN-IL RCCP will all be tracked. Staff is to begin tracking ASAP.

Grantor Relations – Watkins stated that Phase I of the website updates is complete. Changes include a simplified and uniform design and new webpages. There is a password protected area for directors and staff. She is creating outreach infographics that will be able to be shared with grantors to visually showcase District impact.

Education & Outreach – Sauder shared that she went to Will-South Cook SWCD on December 2nd to train the staff on Wix website design. She stated that she and Raymond attended Winter Training December 6th & 7th.

2023 Intern Job Posting – Sauder stated that there has been one application received for the Intern position. She sent the applicants resume with the board meeting information. Discussion was held on the qualifications of the applicant and possible availability. Brown made and Wissmiller seconded a motion to offer the position to the applicant with an hourly wage of \$16.50. Motion passed four to zero.

Mid-term Employee Evaluations – O'Connor stated that mid-term employee evaluations were held. O'Connor made and Brown seconded a motion to approve an end of the year bonus of \$1,000 each to Crystal Sauder, Emilie Watkins and Matt Raymond and \$400 to Linda Settle. Motion passed four to zero.

NEW BUSINESS:

ARC GIS Software – Watkins stated that she has looked into the cost of the District purchasing their own ARC GIS software. There is both a web based version and a desktop version. Some discussion was held but it was decided to bring it back to the January meeting with more information.

CD Rates - Watkins stated that she had contacted Bank of Bourbonnais for current CD rates. A 6 month CD is 0.75 APY and a 12 month CD is 3.25 APY. Discussion was held and consensus was to move it to the January meeting.

Elections – Sauder shared that the nominating committee cannot be made up of current serving Directors nor can staff be on the committee. The nominating committee is now made up of Trenton Rader from NRCS, Karen Boehrsen from FSA and Chad Miller from Farm Bureau.

Sauder also presented the petition for approval to hold the election at the annual meeting for signing.

2023 Board Meeting Schedule – Sauder presented the 2023 board meeting schedule. The June meeting has been changed to the second Monday of the month because the third Monday is now a Federal holiday. O’Connor made and Frogge seconded a motion to approve the 2023 Board Meeting schedule. Motion passed four to zero.

Payment for AC Accrued Vacation and Personal Time – O’Connor stated that AC Settle would like her accrued vacation and personal time paid out. Frogge made and Brown seconded a motion to approve the payment of 22.43 hours of Settle’s accrued vacation and personal time. Motion passed four to zero.

NRI Approval – Sauder presented two NRI’s for approval –

NRI #2022-16 is a request for a Special Use Permit for a Community Solar Farm. The recommendation is a letter of opposition based on the moderate LESA score. Discussion was held and research into previous moderate LESA score parcels it was determined to do a letter of no objection. O’Connor made and Frogge seconded a motion to provide a letter of no objection. Motion passed four to zero.

NRI #2022-17 is also a request for a Special Use Permit for a Community Solar Farm. The recommendation is a letter of no objection based on the low LESA score. O’Connor made and Frogge seconded a motion to provide a letter of no objection. Motion passed four to zero.

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 – Sauder shared that Equip deadline is January, CSP deadline is February and RCCP deadline is March.

FSA Report – Nothing.

Committee Reports – Nothing additional.

The next regular District Board meeting will be held on Monday, January 9, 2023 at 7:30 AM. O'Connor made and Brown seconded a motion to adjourn. The motion passed four to zero. The meeting adjourned at 7:19 PM.