

SEPTEMBER BOARD MEETING AGENDA

KANKAKEE COUNTY SOIL & WATER CONSERVATION DISTRICT

Monday, September 12, 2022 at 7:00 PM

Approval of Agenda

Public Comment

Consent Agenda

Secretary's Report

1. Minutes of August 8, 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
District Sales
NRI Reports

New Business:

Direct Deposit with QuickBooks
Admin Assistance Agreement

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
October 17, 2022 at 7:30 AM

KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT

Minutes September 12, 2022

The Kankakee County Soil and Water Conservation District held its regular monthly board meeting on Monday, September 12, 2022. Chairman Jeff O'Connor called the meeting to order at 7:05 PM. Present were Directors Jeff O'Connor, Jim Frogge, Larry Kirchner, Alan Wissmiller, Ed Brown, Associate Director John Settle, Resource Conservationist Crystal Sauder, Grants & Special Projects Coordinator Emilie Watkins (via phone), Conservation Coordinator Matt Raymond, and Administrative Coordinator Linda Settle. Absent was District Conservationist Trenton Rader.

APPROVAL OF AGENDA: O'Connor made and Brown seconded a motion to approve the agenda with the addition of 2023 Internships and Rock Creek Watershed under Old Business, AISWCD Electronic Delegate Meeting and 2023 Watershed Conference under New Business. Motion passed five to zero.

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

SECRETARY'S REPORT:

Minutes of August 8, 2022 Board Meeting

TREASURER'S REPORT:

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

CORRESPONDENCE: None

OLD BUSINESS:

PFC Cost Share – Raymond stated that he has submitted the request for additional cost share funds. The reallocation process has been started by the State. There are three applications from the second sign-up that need approved for which there is funds to pay. O'Connor made and Frogge seconded a motion to approve applications 14, 15 and 16 from the list presented by Raymond. Motion passed five to zero. A second motion was made by Kirchner and seconded by O'Connor to approve applications 17-24 pending available funding being received. See attached spreadsheet. Motion passed five to zero.

Grants – Raymond stated that the tailgate talks held for the Conservation Champions grant have been completed. Suggestion for holding a meeting with cooperators after fall harvest to get ideas for how to expand. Planning is already happening for next year's sites with Farmer Champs. Watkins has completed and submitted the mid-term report with the final report due March 2023.

Raymond stated an elected officials conservation tour is being planned for late November – early December. He asked the Directors for opinions on who they would like to see invited.

Watkins stated that the District has received the "More for Ag" grant from Compeer. A check for \$48,900 was received and AC Settle has deposited it. The money is not able to be spent until January 1, 2023 and must be spent by December 31, 2024. It will be used to continue the sensor program. Budget highlights are: sensors and field equipment \$26,900, communication and events \$9,000, staff, intern, contract worker time \$13,000.

Watkins stated that she has talked with the GDDF grant contact and received positive feedback. The discussion was on the District's progress, programs and partnerships. The focus is on finding funding to maintain the current staff. The final \$25,000 payment should be received sometime this month.

Watkins asked the board's opinion on whether she should attend the Conservation Collaborative meeting in person, which is to be held in October. Brown made and O'Connor seconded a motion to approve the expenditure of a flight for Watkins to attend the Conservation Collaborative meeting in person. Motion passed five to zero.

Watkins stated that Pembroke soil health event is the week of 9/15.

Watkins also stated that she has been looking into the SARE project grants (Sustainable Ag, Research and Education). She suggested waiting until fall 2023 to apply for it pick up when our current grants have been expended.

Education & Outreach – Sauder stated that the pond seminar had 29 attendees. She had other ponds offered for use for future pond seminars.

Sauder stated the BioBlitz with Bourbonnais Township Park District and ONU is September 16th & 17th and the Livingston County Ag Expo is September 28th for 4th and 5th graders. Sauder and Raymond will be participating.

Sauder stated that she has been asked to present at a STEM Conference for 5th graders to be held at Moraine Valley Community College. O'Connor made and Frogge seconded a motion for Sauder to attend/present at the conference.

Raymond stated that in August he attended the Cultural Resources Field Training at Starved Rock State Park, completed Soil Health Training online and RUSLE2 Soil Erosion Program Training at the New Lenox Field Office.

District Sales – Sauder stated the fall sales are happening. The fish sale orders were due today, September 12th with pickup being October 7th and the tree sale orders are due September 30th with pickup being October 20th. Orders have been slow and few, discussion was held on whether to cancel the tree sale as there was only one order to date. More time will be given to see what comes in.

NRI Reports – Sauder presented NRI reports for approval –

NRI #2022-13 – Darrel Smith is requesting to rezone to A2 for splitting 1 parcel into 2 even parcels. Recommendation is do not oppose. Kirchner made and Brown seconded a motion to provide a letter of no objection. Motion passed five to zero.

NRI #2022-14 – John Tamblin is requesting to rezone to RE and to subdivide the parcel. Recommendation is do not oppose. Wissmiller made and Frogge seconded a motion to provide a letter of no objection. Motion passed five to zero.

2023 Internship – Watkins stated that the Intern to be hired for 2023 will assist Matt with continuing and expanding the soil sensor project. The tentative hiring plan is for the job posting to be released in October 2022 with resumes, cover letters and class schedules due by December 9, 2022. Applications to be reviewed at December 12 meeting, interviews January 2023, internship mid-February – May (with hopes of extending into summer).

Rock Creek Watershed Plan – Watkins stated there is nothing new.

NEW BUSINESS:

Direct Deposit with QuickBooks – AC Settle reported that she has talked with QuickBooks and the District is able to do direct deposit through them without additional costs as the payroll service is already used. Discussion was held on when employees will give AC settle the hours for the pay period.

Consensus was for hours to be reported by 10 AM on Monday after the end of pay period. If the Monday after the end of a pay period falls on a holiday, hours are to be reported by 10AM on the first day back to work after the holiday. Once everything is set up and confirmed pay checks are to be deposited within 2 business days after sent to QuickBooks.

Administrative Assistance Agreement – Sauder reported that Administrative Assistance Agreement along with the CRP Assistance Agreement has been received. Discussion was held on the wording of the contracts and whether it had changed from the previous one. Brown made and O'Connor seconded a motion for O'Connor to sign the new agreements. Motion passed five to zero.

AIWCD Electronic Delegate Meeting – O’Connor reported that the Delegate meeting for Summer Conference did not have a quorum again this year. A virtual meeting was held instead.

2023 Watershed Conference - O’Connor stated that the 2023 Watershed Conference will be held at KCC on March 9th. He will be presenting at this conference.

REPORTS – in addition to printed reports, if necessary

RC Report – Sauder stated that SKDO has the annual report completed. It will need to be approved once the District receives it.

AC Report – AC Settle stated that she had checked on CD rates with the Bank of Bourbonnais. As of today – 6 mos. 1%, 12 mos. 1.75% and 18 mos. 2%

Grant Writer – Nothing additional

Conservation Coordinator – Nothing additional

DC Report – Nothing

FSA Report – Sauder stated that Karen is working on getting signatures on contracts

Committee Reports – Nothing additional.

The next regular District Board meeting will be held on Monday, October 17, 2022 at 7:30 AM. Wissemiller made and Frogge seconded a motion to adjourn. The motion passed five to zero. The meeting adjourned at 8:53 PM.