

**PIATT COUNTY SOIL AND WATER
CONSERVATION DISTRICT**

MONTHLY BOARD MEETING MINUTES

JULY 20, 2010

Chairman, Bruce Stoddard called the monthly Board Meeting, of the Piatt County Soil and Water Conservation District, to order at 7:00 p. m. on July 20, 2010. The meeting was held at the USDA Building, Conference Room in Monticello, IL. Those present were:

DIRECTORS PRESENT:

Chairman, Bruce Stoddard, Vice Chairman John Beckhart, Sec-Treas. Derrick Bruhn, Bill Meyer and Loyd Wax

ASSOCIATE DIRECTORS PRESENT:

None

DIRECTORS & ASSOCIATE DIRECTORS ARRIVING LATE:

Bill Meyer arrived at 7:45 p.m.

DIRECTORS & ASSOCIATE DIRECTORS ABSENT:

Associate Directors Kurt Robson, Dylan Gallagher and Doug Gucker

NRCS PERSONNEL:

District Conservationist, Michelle Lewis

DISTRICT PERSONNEL:

Terre Zeigler, CREP Assistant was unable to attend
Jonathon Manuel, Resource Conservationist,
Phyllis Muse, Adm. Coordinator,

MINUTES:

Chairman, Bruce Stoddard asked if there were any additions or corrections to the June 15, 2010 Board meeting minutes. There being no further additions or corrections to the minutes, The Chairman entertained a motion to approve the minutes as presented.

Derrick Bruhn made a motion to approve the minutes as presented. Motion seconded by John Beckhart. Motion carried.

TREASURER'S REPORT:

The Treasurer's Report and Bank Statements for June, 2010.

Motion made by John Beckhart to accept the Treasurer's report & bank statements as presented. Motion seconded by Derrick Bruhn. Motion carried.

Derrick signed the Bank Statements for June, 2010.

OLD BUSINESS:

LUC 6 Meeting:

The Land Use Council 6 meeting scheduled for June 30 was canceled due to lack of a quorum. The meeting has not been rescheduled. There was some discussion as to how to get more Directors to attend the LUC meetings. Since our Directors always attend, they thought the question should be asked of those that don't attend. Try to find out what would work better for them.

NEW BUSINESS:

IDOA Grant Agreement

The District received a Grant Agreement from IDOA regarding the \$10,000.00 for Special Projects that the District applied for. The Board Chairman, Bruce Stoddard signed the Agreement prior to the Board meeting so that the Agreement could be signed and returned by the due date. The Board Chairman entertained a motion to approve the signing of the Agreement with IDOA.

John Beckhart motioned to approve the signing of the IDOA Agreement. Motion seconded by Loyd Wax. Motion carried.

CREP Amendment to Agreement:

The District received an Amendment to the CREP Agreement Contract. They have allowed \$500,000.00 for Piatt County compared to \$200,000.00 in the last contract.

Listed below are some of the activities under the Scope of Work that the District will be compensated for. They are as follows:

The Districts will receive a payment of \$2500.00 for each U.S. Department of Ag CRP-1 Application completed and accepted in a State CREP Contract Extension of 15 or 35 years. The District will receive a payment of \$5,000.00 for each U.S. Department of Ag CRP-1 application completed and accepted into a State CREP Permanent Easement. The District will receive a payment of \$2500.00 if a landowner upgrades a CREP Contract Extension to a CREP Permanent Easement during the duration of this Contract.

The District will receive a payment of \$20.00 per State CREP Enrollment (enrollment prior to January 1, 2008) for scanning and submitting to IDNR electronically all conservation plans, baseline monitoring and annual monitoring data by December 31, 2010.

IDNR will also provide a payment of \$5,000.00 per year for the life of this contract for access to USDA server for spatial data for priority site selection of permanent easements and to complete the following Scope of Work for the enrollment process. (Total payments will not exceed \$10,000.00.

Derrick Bruhn motioned that the Board signs off on the IDNR CREP Amendment Agreement Contract. Motion seconded by John Beckhart. Motion carried.

Cost Share Docket (Estimate List):

Jonathon presented a cost share docket with the average cost share estimates for FY 2011 to the Board for their approval.

John Beckhart motioned to approve the docket. Motion seconded by Loyd Wax. Motion carried.

IDOA Statewide Performance Report:

The District completed the Performance Report for IDOA of all Conservation Practices completed or in the works for FY 2010. The report includes the dollar amount spent for that FY for CPP, CREP, CRP, TMDL & etc.

Illinois Funds Transfer:

The District had to borrow funds from the CREP Administrative account to use for operations, since the District had not received any funding for FY 2010 until late June which was near the end of our FY. When the District received funds for operations for the 1st and 2nd quarter for FY 2010, Phyllis transferred the funds out of the Operations account into the CREP Administrative Account to pay back what had been borrowed.

Summer Conference - Auction Items:

Phyllis received a flower paper weight made of blown glass from Prairie Fire Glass of Monticello and a basket of soap, lotion, candle & etc. from the Cabbage Rose Florist of Monticello. These items were donated for the Auction to be held at Summer Conference.

Budget FY 2011:

Phyllis had previously presented the FY 2011 budget to the Board for their review and approval.

Derrick Bruhn motioned to approve the FY 2011 Budget as presented. Motion seconded by John Beckhart. Motion carried.

CDs – First State Bank:

The District has a 5 mo. CD at First State Bank that matured on July 8, 2010. If we were to let it roll over it would have automatically rolled over into a 6 mo. CD at .75% interest rate. If we closed it out and reopened another 5 mo. CD than the rate would be 1.14% with an annual rate of 1.15%. I talked with Derrick Bruhn and we decided to close out the 5 mo CD and open another 5 mo CD in order to receive the higher interest rate.

John Beckhart motioned to approve the 5 mo CD transactions. Motion seconded by Bill Meyer. Motion Carried.

Employee Job Description – CR Responsibilities:

The Civil Rights committee did a Civil Rights Binder review and noted that the employees need to have CR Responsibilities noted in their job descriptions. Phyllis typed up the CR Responsibilities to be added to the job descriptions. They are as follows:

E. CIVIL RIGHTS RESPONSIBILITIES:

- A. Display courteous and tactful behavior towards internal and external customers, supervisors and co-workers. Project a positive and professional image of the SWCD. Perform all duties in a manner which demonstrates fairness cooperation, and respect toward co-workers, office visitors and all others in the performance of official business. Demonstrate an awareness of civil rights policies.
- B. Assist in Keeping the Civil Rights notebook up to date.

The Responsibilities (A) was added to both Jonathon and Phyllis's job descriptions and (B) was only added to Phyllis's job description.

John Beckhart motioned to approve for the CR Responsibilities to be added to the job descriptions as presented. Bill Meyer seconded the motion. Motion Carried.

CPP:

Jonathon went over the CPP projects that have been completed and those that are in the process of being completed. The District will have to return \$2793.00 of TMDL funds to IDOA and possibly some of the CPP funds that will not be spent by the deadline.

Employee Evaluations:

See Executive Session

BILLS: Paid and unpaid:

Motion made by Derrick Bruhn and seconded by Bill Meyer to approve all bills paid & unpaid. Motion carried.

NRCS DISTRICT CONSERVATIONIST REPORT:

Michelle Lewis, District Conservationist submitted her written report as attached.

Michelle also passed out a spreadsheet of the NRCS program contracts and dollar amounts for the counties in area 5 and discussed it with the Board and staff.

Michelle gave handouts of the Illinois NRCS Area 5 Ranking Criteria for Fiscal Year 2011. The rankings were for cropland, forestland, and pastureland for the area/local priority issues that were determined by the Local Work Groups in each county of Area 5. The ranking criteria is for EQIP Applications.

SWCD STAFF REPORTS:

CREP Assistant's Report:

Terre Zeigler, CREP Assistant was unable to attend.

Resource Conservationist's Report:

Jonathon Manuel, Resource Conservationist, submitted his report as attached.

Administrative Coordinator's Report:

Phyllis Muse, Administrative Coordinator, submitted her report as attached.

Derrick Bruhn made a motion to approve the staff reports. Motion seconded by John Beckhart. Motion carried.

TIME SHEETS & EXPENSE REPORTS:

Motion made by Derrick Bruhn and seconded by Bill Meyer that the Board signs off on the time sheets and expense reports. Motion carried.

Executive Session:

Derrick Bruhn motioned that the Board go into Executive Session to discuss the Employee Evaluations. Motion seconded by John Beckhart. Motion carried.

Roll call was taken: Bruce Stoddard present; John Beckhart present; Derrick Bruhn present; Bill Meyer Present; and Loyd Wax present.

Meeting adjourned to the Executive Session at 8:57 p.m.

Meeting reconvened by a motion made by John Beckhart and seconded by Derrick Bruhn. Motion carried.

Meeting reconvened at 9:35 p.m. Roll call was taken. Bruce Stoddard present; John Beckhart present; Derrick Bruhn present; Bill Meyer present and Loyd Wax present.

The Board went over the Evaluations with each employee. Both Employees' overall performance level was more than satisfactory.

Next Board Meeting:

The next Board meeting is scheduled for Tuesday, August 17, 2010 at 7:00 p.m. at the USDA office in Monticello.

ADJOURNMENT:

There being no further business, Chairman, Bruce Stoddard entertained a motion to adjourn the meeting.

Motion was made by Derrick Bruhn and seconded by John Beckhart to adjourn the meeting. Motion carried. Meeting adjourned at 9:45 p.m.

Minutes taken and transcribed by:
Phyllis Muse, Administrative Coord.

Approved by:
Bruce Stoddard, Chairman

Signature

Date

H/my doc/minutes
July 20, 2010