

PHYLLIS MUSE, A.C.
NARRATIVE
MARCH 18 – APRIL 21, 2009

In addition to the daily tasks of opening the office, answering the telephone, greeting and assisting clients, word processing, opening and sorting mail, I have been involved in the following activities:

March 18– March 27

- I attended the Board meeting on Tuesday Evening.
- I put Board meeting material away.
- I wrote out check for Jonathon for traveling expenses and posted in Quickbooks.
- I made changes to the Annual Report and Bruce came in and signed it.
- I posted sales in Quickbooks
- I sent a copy of the District's signed Annual Report to IDOA.
- I sent in a copy of the Acceptance of Office forms for Bruce & Bill to IDOA
- I posted sales & made out a deposit & took to the bank.
- I rented the scraper out to Dean Beazley.
- I called the churches in Piatt Co. to see if they wanted the Stewardship material.
- I figured payroll, wrote out checks and posted in Qbs.
- I helped with the information for the web page to give to Ellis.
- I completed a farm tract split and made up file folders for it and entered in the system.
- Helped with recycling day. Taking money and posting in QB's.
- I posted plat book sales in QB's.
- I worked on the March Board meeting minutes.
- I received the Stewardship material, sorted it per church order and put in packets and delivered to the churches in Monticello, & Cisco.
- The computers were down and the ITS specialist was here to work on our comp.
- I completed the March Board meeting minutes, copied and sent to the proper people.
- Made copies of the minutes for the Directors books.
- I read over the Grant Agreement for the 3rd. qtr. Payment.
- I posted in QB's
- I made out a deposit and went to the bank.
- Rolli Spainol was here and I helped switch out the recycling trailer.
I paid Rolli for the items in the trailer.

March 30 – April 5

- I paid the AFLAC bill and posted in Qbs.
- I filed farm charts.
- I filled out Election forms and sent to IDOA.
- I waited on a customer that wanted soil types, maps and etc.
- I sold plat books and posted in QBs.
- I made out invoice for Ford County for rain barrels that they purchased through us.
- I talked with a teacher from Paxton and his team is not going to be able to participate in the LUC 6 Envirothon.
- I talked with Steve Parker and Dave Bishop about Forestry station for the Envirothon.
- Jonathon and I went to Sam's Club in Decatur to purchase refreshments and drinks for the LUC 6 Envirothon.

- The Rain Barrels were delivered and I helped unload them from the semi.
- I removed some of the old files from the file drawers and put in storage.
- I handled the recycling, Jonathon was in Bloomington for Envirothon.
- I paid the Health, Life and Disability Insurance payments and posted in QBs.
- I posted sales and recycling in QBs.
- I figured payroll and made out checks & posted in QBs.
- I mailed the Insurance checks to Marion County.
- I helped carry rain barrels to truck for Ford County.
- The trees came in for our tree sale.
- I did a recon and split into tract folders and entered in the system.
- I proof read the Envirothon New Release article.
- I gathered up numbers & information for Jonathon for the report for the Legislators.
- I updated my narrative and time sheet.
- Friday was my scheduled day off.

April 6 – April 10

- I called all customers with trees and rain barrels and reminded them to pick up.
- I made copies of the tree orders and got labels ready for sorting the trees.
- I posted sales in QBs.
- I reconciled the Illinois funds Program and CREP Account.
- I reconciled the First Mid-Illinois Bank and Trust Account.
- I made out a deposit and took to the bank.
- I helped sort trees for the tree sale and got them ready for the customer.
- I continued to work sorting trees.
- I posted sales and recycling.
- I helped with the recycling.
- I mailed out plat books to customer, & posted in QBs.
- I handed out trees and rain barrels.
- I wrote a thank-you letter to Pat Ford for her donation of trees that she paid for and then did not want them. She also did not want a refund. Said to keep them or donate them.
- I figured up all expenses for the LUC 6 Envirothon and invoiced all the counties that participated.
- I copied information “Tree Care” to be distributed to third graders along with their trees for Jonathon.

April 13 – April 21

- I paid the Directors for meetings attended for Jan-Feb-March. & posted in Qbs.
- I called people to come and pick up left over trees.
- I made up the agenda and treasurer’s report and made copies to send to the Directors and etc.
- I made copies of the March minutes & sent to Directors along with Assoc. Directors.
- I figured 941, IL 501 & Unemployment payroll taxes, made out checks and posted in QBs.
- I went to Springfield for the IAAP Meeting.
- I figured payroll, made out checks and posted in QBs.
- I made up an invoice for Derrick for left over trees that he purchased from the District.
- I talked with Linda about Macon County’s Board Chairman attending our District Board meeting.
- I talked with John Beckhart about the upcoming SWCD meeting.

- I cleaned up the mess made in the storage room from sorting trees.
- I called the 10 people that had not picked up their rain barrels and reminded them again to pick up their barrels.
- I got W-4 forms & etc. ready for Dylan & Kevin to fill out as new Associate Directors.
- I posted a direct deposit from IDNR for CREP to the Il. Funds CREP Account.
- I made out payments to R.W. Lamb & John Foltz Atty. for Surveying, Title Search and Legal Fees through CREP.
- I filled out my traveling expense form.
- Our Computers are down today so I have had to work off my Memory Stick.
- I posted in QBs.
- I entered a tree order in sales for additional trees that Jonathon picked up for Joe Bruce.
- I sold extra trees that were left over and bagged for the customer.
- I prepared for the upcoming Board Meeting
- I updated my narrative and time sheet.
- Friday was my day off.

UPCOMING EVENTS:

April 22	Piatt County Plat Meeting 10:00 a.m. - Jonathon
April 23	Piatt County Zoning Meeting 7:00 p.m. - Jonathon
April 24	Conservation Day White Heath 3 rd . Graders - Jonathon
April 24	Insurance Benefit Choice Seminar – Phyllis
April 24 & May 8	– Jonathon- Scheduled Days Off.
April 27 – April 30	– Handing out trees to 3 rd . graders – Jonathon
May 1 & 15	Phyllis- Scheduled days off.
May 11	Postage increases to 44 Cents for First Class Letter
May 14 & 15	IL. State Envirothon at Allerton Park.
May 19	SWCD Board Meeting. 7:00 p.m.
May 21	AC Meeting in Morris, IL, USDA Service Center

NRCS MONTHLY REPORT
APRIL 2009
Michelle Lewis

EQIP

- Root audit
- Prepare application information (deeds, plans, estimates)
- Area level application review
- Sent letters for 2009 EQIP practice schedule to participants

CRP

- Complete conservations plans
 - o Charles Dalton – wway(2)
 - o Wilbur James Trst – wway(2)
 - o Varsity land Co. – filterstrip
 - o J Cahill – filterstrip
 - o K Kislingbury – wways(2)
 - o L Robinson – wways(4)
- A Williams – I&E wway reapiir
- Developed cost list for 2009 with FSA

COMPLIANCE

- R Falk HEL compliance plan and wetland determination
- Cultrural Resources Review site investigation
 - o Stoddard
 - o Harper
 - o Alexander Heirs
- Heacock HEL/Wetland determination
- R Howland HEL/Wetland determination
- Cultural Resources Review
 - o D Kammeyer
 - o K Kislingbury

PLANNING

- E North – I&E farm
- C Dalton – I&E, terraces, waterways, GSS
- K Kislingbury – I&E waterways
- Gelsthorp (Jeff Schwarts) – I&E wways
- McClure – I&E wway
- John Kirby Trst – I&E filterstrip
- L Robinson – wway(4)

APPLICATION

- Dohme tile and wway designs with contractor
- M Morgan – wway(2) survey, design, built
- K Kidd – wway survey
- J Hendrix – tile survey

OTHER

- RC&D meeting
- Progress Reporting – PRS
- Linc Card pick up
- Area DC meeting
- Wetland training – Coles Co.
- Developed wetland layer in toolkit
- Developed technical needs spreadsheet

Board Report
April 2009
Jonathon Manuel, Resource Conservationist

Water Initiatives

Don Sanders Stream project is still a go. We are not sure why the contractor that has agreed to do this project has not showed up.

Natural Resources Initiatives

E-waste collection day is going very well! In the first three weeks we collected 1200 lbs of E-waste. Last Wednesday was the first day that we did not take some material in. On April 4th I assisted with the Barnhart Prairie Burn in Champaign County. March 24th and April 6th were meetings of the Piatt County Comprehensive Planning Committee. I feel this is moving along rather well.

Farm Land Initiatives

Steve Koss is well under way on his first water way. I hope to get the second water way design out to the engineer yet this month.

Mr. Robrock waterway is well under way by Duane Beyers.

Kent Kislingbury and I looked into which CRP programs would work to slow erosion on his farm East of Lodge.

Tim Menacher's waterway is surveyed; I hope to get it completed tomorrow.

On March 30th I attended a training on the transect survey. The Illinois Department of Agriculture is going to ask that we run the survey this year and again next spring. I did give a presentation at the training on how to use the GPS unit to do the survey.

For CPP Projects and Status please see Michelle's List.

Education Initiatives

I am working with Robbie Berg from Earth Partners on our Third Grade Conservation Day. We have it scheduled for April 24th at White Heath School.

The Envirothon was at East Bay Camp out side of Bloomington. We had three teams this year! Two from Monticello and one from CerroGordo! The Monticello team one took first with the Cerro Gordo team taking seconded out of 9 different schools. Cerro Gordo only lost by two questions!

Third grade trees should be in on Wednesday. We will include two posters for each teacher on Soil and for each student I have gotten a AG Mag from the Farm Bureau.

The Mclean County Conservation Day was a huge success again this year. I did an exercise on trees for the kids. It was held on April 15th with around 1200 third graders in attendance.

I am working on a Traveling Barn for use in Piatt, Macon and Champaign County. This would be a small barn shaped shed on a trailer that would hold information on agriculture.

District Operations Initiatives

We have sold 31 Rain Barrels.

The tree and fish sale is smaller this year. I felt that the 3" potted trees were much nice for the tree sale.