

# MARCH BOARD MEETING AGENDA

KANKAKEE COUNTY SOIL & WATER CONSERVATION DISTRICT

Monday, March 11, 2024 at 7:30 AM

Reorganization of the Board –  
Directors Election of Officers  
Appointment of Associate Directors  
Restructure of Committees

Approval of Agenda

Public Comment

Consent Agenda

Secretary's Report

1. Minutes of February 12, 2024 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  
Recent & Future Education & Outreach Events  
Spring Outreach Intern  
Contract Work  
Sales

New Business:

NRI #2024-05  
NRI #2024-06  
Future Filing of 1099's  
QuickBooks Update

Reports – in addition to printed reports, if necessary  
Resource Conservationist – Crystal Sauder  
Administrative Coordinator – Linda Settle  
Grants & Special Projects – Emilie Watkins

For the Good of the Order

Adjournment

Date and time of next Board Meeting  
**April 8, 2024 at 7:30 AM**

## KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT

### Minutes March 11, 2024

The Kankakee County Soil and Water Conservation District held its regular monthly board meeting on Monday, March 11, 2024. Vice Chairman Jim Frogge called the meeting to order at 7:37 AM. Present were Directors Jim Frogge, Larry Kirchner, Alan Wissmiller and Ed Brown, Associate Director John Settle, Resource Conservationist Crystal Sauder, Grants & Project Coordinator Emilie Watkins (by phone), Administrative Coordinator Linda Settle, Intern Jacob Hertz and Soil Conservationist Matt Raymond (left at 7:53am). Absent was Chairman Jeff O'Connor.

**APPROVAL OF AGENDA:** Wissmiller made and Kirchner seconded a motion to approve the agenda as with the addition of FY25 APOW added to New Business. Motion passed four to zero.

### **REORGANIZATION OF BOARD:**

Election of Officers: Wissmiller made and Frogge seconded a motion to approve the slate of officers to remain the same, which are as follows - O'Connor Chairman, Frogge Vice Chairman, Kirchner Treasurer and Wissmiller Secretary. Motion passed four to zero.

Appointment of Associate Directors: Wissmiller made and Frogge seconded a motion to continue with John Settle as Associate Director and the option of appointing another Associate Director at a later time. Motion passed four to zero.

Restructure of Committees: Wissmiller made and Frogge seconded a motion to keep the current committee assignments. Motion passed four to zero.

**PUBLIC COMMENT:** None

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

### SECRETARY'S REPORT:

Minutes of February 12, 2024 Board Meeting (incorrectly dated February 11, 2024)

### TREASURER'S REPORT:

Approval of Time and Travel

Approval of Financial Report

Approval of Bills

**CORRESPONDENCE:** Sauder stated that she had been invited to attend a meeting hosted by Senator Patrick Joyce and Senator Tom Bennett on April 2<sup>nd</sup> at 1pm to discuss solutions to flooding along the Iroquois and Kankakee Rivers. Anyone is welcome and she asked if any of the Directors would be interested in attending.

## **OLD BUSINESS:**

**PFC Cost Share** – Watkins reviewed the cost share document for FY24. The District must at least offer Cover Crops, No Till/Strip Till, Critical Area Planting and Conservation Cover practices at the cost share rate of 75% with no acreage cap on the cover crops or no/strip till. Well decommissioning will also be an option for 75% cost share not to exceed \$500 for hand dug and \$850 for drilled. Watkins also explained that there is no ranking involved in the application process, acceptance will be on a first come, first serve basis. Discussion was held about whether the District would be able to set an acreage cap and what it would be if one could be set. Watkins stated that there is a timeline to have the component list approved and the website updated with the information as the sign up period will be March 15<sup>th</sup> – April 15<sup>th</sup>. Kirchner made and Wissmiller seconded a motion to approve the cost share practices component list with the practices we offer being practice 327 through practice 351, capping the cover crop and no/strip till at 160 acres if the District has the authority, without caps if not. Motion passed four to zero.

Watkins added that a couple of things in the cost share document that she wanted to bring up were the annual financial report or audit that the District has to do for operational funds must also be done for all cost share transactions. Information on the status of the account (debits, credits and balance should also be published in the annual report. The second thing was regarding the cost share recipients receiving 1099G's for any payments totaling \$600 for the year. AC Settle stated that 1099G's have always been sent to cost share recipients.

**Grants** – Sauder stated that the O'Connor site has been picked for the soil sensors with the Soil on Demand project under the Compeer Financial Grant. Hertz is scheduling a meeting with Soil Scout to troubleshoot the soil sensors and base station. Sensor locations are being finalized.

Watkins stated that she had received approval from Compeer to use grant money to create Soil Health buckets for farmers. She has reached out to Kansas Soil Health Alliance who has this program in existence and the coordinator sent documents and resources to use. Hertz will assemble the buckets, perform simple soil health tests with the farmers and log simple results to share at events.

Watkins stated that there is nothing new under the Gaylord and Dorothy Donnelly Foundation grant.

**Education & Outreach** – Sauder stated that the Pond Workshop will be March 14<sup>th</sup>, 6pm – 8pm at the X-line Sportsmen Club.

**Spring 2024 Outreach Intern** – Jacob Hertz introduced himself to the Board. He is from Wilmington, grew up around farms but not involved a lot. He attends Joliet Junior College, majoring in agricultural business. He likes spending time outdoors and enjoys snowmobiling, fishing and restoring garden tractors.

**Contract Work** - Watkins stated that she had worked with Directors Kirchner, Frogge and Brown to draft a new independent contractor agreement for a website developer. She will meet with the

Contractor to discuss milestones and due dates, finalize the contract and send it to Directors for final approval.

**Sales** – Sauder stated that the Tree Sale is set for pickup on April 12<sup>th</sup> with orders due March 27<sup>th</sup>. The fish sale is set for pickup April 26<sup>th</sup> with grass carp orders due March 29<sup>th</sup> and all other fish orders due April 5<sup>th</sup>.

## **NEW BUSINESS:**

**NRI Approval** – Sauder stated that she has two NRI's that need approved but she is having Trouble with the GIS layers not loading so she is not able to create the maps needed for the reports. When she is able to complete the reports she will schedule a committee meeting to review that reports. They will be NRI #2024-05 and NRI #2024-06.

**Future Filing of 1099's** – AC Settle stated that SKDO completed and filed the 1099's this year due to the IRS requirement of e-filing them and myself and Sauder not being able to get set up to complete them ourselves. AC Settle is asking for approval to have them completed every year by SKDO. Kirchner made and Frogge seconded a motion to have SKDO, the accountant used by the District, to file the 1099's each year. Motion passed four to zero.

**QuickBooks Update** – AC Settle stated that the version of QuickBooks we currently use will no longer be supported by QuickBooks after May 31<sup>st</sup>. She will be updating the program before that time.

**FY25 APOW** – Sauder stated that a meeting to review the APOW for FY25 needs to be scheduled. Watkins and she will review the current APOW, draft suggested edits and send it to the board prior to the meeting.

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

**RC Report** – Sauder stated she will be out April 4<sup>th</sup> and 5<sup>th</sup>.

**AC Report** – Nothing additional

**Grant Writer** – Watkins reported that she will be moving to Fairbanks Alaska in June. Her time zone will be 3 hours behind ours.

**Conservation Coordinator** – Nothing additional.

**DC Report** – Soil Con Raymond reported that they are in the middle of EQIP. There were two sign ups. The ACT Now has had 8 or 9 applications approved and the regular EQIP is currently in the ranking phase. There are 58 apps to rank.

**FSA Report** – Murphy sent a report stating that Dr. Standley, the building owner, has received a 5-year lease extension. ARCPLC farm program sign up ends March 15<sup>th</sup>, late files will not be accepted unless there are extenuating circumstances. Watseka has an opening for a FSA Program Technician. U of I is accepting applications through March 15<sup>th</sup> for the Resilient Food Systems Infrastructure grants. Rural Development is accepting REAP (Rural Energy for America Program) applications for loans and grants.

### **Committee Reports –**

### **Good of the Order –**

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The next regular District Board meeting will be held on April 8, 2024 at 7:30 AM.

Kirchner made and Wissmiller seconded a motion to adjourn. The motion passed four to zero. The meeting adjourned at 9:04 AM.