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Minutes

Board of Supervisors

8:00 am, March 6, 2018

Members present: Others Present:

Eric Snyder, Chairperson Raquel Baker, District Technician

Cathy Becker, Vice-Chairperson LuAnne Holeva, Conservation Ed Coordinator

Scott McCarty, Member Mindy Jordan, District Coordinator/Treasurer

Stephen Hayes Jr., Secretary Bob Chamness, County Council Liaison

Brad Bihl, Member

**Open Meeting:**

Eric Snyder, Board Chair calls the meeting to order at 8:00 a.m. Mindy Jordan informs the Board that Mike Birchler will not be present today, as well as Colby Gray of Flatland Resources.

**Meeting Minutes:**

* The Board points out 15 changes that need to be corrected between; January 2018 Board Meeting, Executive Session 1-5-18 and the February 2018 Board Meeting. **Scott McCarty motions to approve the minutes noted above with corrections. Cathy Becker seconds the motion. Motion passes.**

**Financial Report:**

* Mindy Jordan points out to the Board that she has provided three different reports for the Board to view and decide which reports they would like to see going forward. Stephen Hayes Jr. states that the General Ledger has too much detail for a Board Meeting. Mindy Jordan asks if the Board likes to see the prior months on the profit loss report. Scott McCarty and Cathy Becker answer they would like to see the prior months on the report. Stephen Hayes Jr. notes that he would like to see the profit loss report should have summary items, YTD % where you are, a balance, and budget as we move forward. Mindy Jordan notes that there is an option for YTD%. **Scott McCarty motions to approve the January 2018 and February 2018 financial reports. Cathy Becker seconds the motion. Motion passes.**

**Action Items:**

* LuAnne Holeva asks the Board for approval to apply for the Spring Wayne County Foundation Grant, which applications are due Friday, March 9, 2018. She will refer back to her budget and more than likely request for $2,000.00 - $3,000.00 for Conservation Days, as she has in the past. **Cathy Becker motions for LuAnne to submit an application for the Spring Wayne County Foundation Grant. Brad Bihl seconds the motion. Motion passes.**
* LuAnne Holeva asks the Board for expenditures for hotel, meals and registration for the State Envirothon contest with the worst case scenario being $311.00 and she will ask Union to split all costs. This contest will be held in West Layette, IN. **Cathy Becker motions that LuAnne may spend $311.00 to attend the State Envirothon contest. Scott McCarty seconds the motion. Motion passes.**
* Mindy Jordan shares with the Board that Mike Birchler has brought it to her attention that the battery is in need of being replaced in the 2012 John Deere Gator. John Deere dealership DBA Koenig Equipment quoted a price of $75.98 plus tax and labor and the second quote from Interstate Battery being $71.95 plus taxes. **Brad Bihl motions to purchase the battery through Koenig Equipment using the District credit card. Stephen Hayes Jr. seconds the motion. Motion passes.**

8:51 a.m. Clair Burt from FlatLand Resources joins the meeting.

**New Business:**

* Mindy Jordan brings before the Board the Wayne County SWCD Business plan that is now out of date and needs to be updated, she shares her thoughts of taking the provided copies of the out of date business plan away today, make individual changes and then at the April Board Meeting collectively make an updated master copy. Cathy Becker reminds all in attendance that we have been waiting on doing this task because Tara Wissler-Henry has been out on maternity leave. Raquel Baker adds that she doesn’t think the new format is completed at this time. Cathy Becker instructs Mindy Jordan to not let the Board to forget this and to bring it back up when Tara returns.
* Mindy Jordan then brings up 2018 Annual Plan of Works needs to be updated. At that time all in attendance worked through the 2018 calendar, all events were updated with dates, events and staff. Bob Chamness suggests reaching out to HR to see that SWCD staff working on 11/12/2018 will be allowed in efforts of setting up for Conservation Days that begins on 11/12-14/2018 Mindy Jordan will update a master copy and upload it to the web site as soon as she can.
* Mindy Jordan provides the Board with a first draft, per their request last month, of a Federal Shutdown Plan. She asked them to review it for any changes they may want her to make before moving forward. Wanting to make special note of them working from home, as this has been the case for all the years past. All looked well to the Board. Stephen Hayes Jr. asks that it be presented to Wayne County HR to get feedback on the proposed plan before it is signed by the Board. Mindy Jordan adds that she will drop it off to HR on 3/7/18 while at the Annex for Finance Meeting. **Brad Bihl motions to approve the Federal Government Shutdown Plan in the event of a shutdown scheduled for the end of March, in the event the Board has not heard back from HR, this allowing the staff to carry on. Cathy Becker seconds the motion. Motion passes.**

Eric Snyder, Board Chair breaks up the direction of the meeting to allow Clair Burt time to give the FlatLand Resource monthly report so she can return back to Muncie, IN

**Watershed Coordinator’s Report:**

* Submitted a reimbursement packet with quarterly progress report packet to IDEM on February 13, 2018, Mindy should expect money in late March. Mindy Jordan asks Clair for an updated invoice that was submitted. Clair said she will send that to her. Clair informs the Board that total for reimbursement submitted was $37,663.90 and $27,787.00 for installed practices. Early April a second packet will be sent in for the producers that are still finishing up. There is one producer who might not complete on time, Mark Feemster, and one producer that IDEM might not receive reimbursement due to their IDEM policies. Clair Burt explains that Trent Bowman might not be allowed to receive the planned payment. Due to these two potential short comings, Clair wants to ask the Board if they would be willing allocate $1,750.00 of the Ball Brother Grant money for tree plantings at the Hagerstown Red Tail property and adds that she is hopeful that the Board could vote on this today. The Board discusses that the Ball Brothers Grant was applied to cover the 25% (grant application fees) so that the applicant would not have to pay anything. Clair shares that she has contacted Brum-Smith nursey out of Muncie for an installation estimate on the 39 tree planting job and they told her $5,000.00. Cathy Becker and Stephen Hayes Jr. ask Clair to get a local nursey estimate, for they want give a local business the work, Stephen Hayes shares a phone number with her. Stephen Hayes Jr. asks if the installed work will be covered by the IDEM grant and the Ball Brothers Grant, Clair states that is correct. LuAnne requests to see listing of trees to check for invasive listing.

Clair shares that FLR is near completion with the final draft for the newsletter and that she will send it down for the District to review before submitting to IDEM. Clair shares with the Board that she has completed all of the additional water quality testing. **Stephen Hayes Jr. approves up to $1,750.00 to be spent from the Ball Brothers Grant for the planting at the Red Tail property in Hagerstown. Cathy Becker seconds the motion. Motion passes.**

Clair Burt dismisses herself from the meeting at this time.

**Old Business:**

* LuAnne Holeva updates the Board that currently the only teams signed up from the county are from Lincoln High School and they have two teams. LuAnne asks the Board if they would be willing to sponsor both Lincoln High School teams for the registration in the amount of $140.00. In the past, the Board has sponsored different schools, and as there is not the interest from other county schools, would the Board like to use sponsorship money to support both Lincoln High Schools teams. **Brad Bihl motions to use the set aside funds to sponsor both of the Lincoln High School teams. Scott McCarty seconds the motion. Motion passes.**
* LuAnne Holeva presents the Board with a list of plant species and five different plant groupings showing the cost to the District in the amount of $769.60, for the order will be prepaid (and the minimum order is $500.00) and the potential profit for this fundraiser. Stephen Hayes Jr. mentions that with this being our first go around he would rather the selections offered be less, making our initial order right at the $500.00 mark. Eric Snyder feels that this is a good start for us. LuAnne informs the Board that the ordering deadline is April 13th to ensure ample time for delivery. Stephen Hayes Jr. asks if we know what Jennings County made from their grouping plant sale. LuAnne reads from a newsletter put out by Jennings County that states their goal was to sell $300.00 worth of plants and they sold $3,000.00 to 240 customers. Stephen Hayes Jr. asks what three combos Jennings County offered and he feels there is a lot of effort with not a lot of gain. Stephen Hayes Jr. thinks that offering one pollinator pack would be enough and then he adds shade and rain garden combos bumping up to three combo packs. LuAnne reminds the Board of the minimum order amount of $500.00. Cathy Becker asks what nursey LuAnne has been in contact with. LuAnne replies, Spence Nursery out of Muncie, IN and that they are the nursery we have used for years. Conversation moves on with which ones should be dropped. LuAnne offers to go back and rework the combo options to bring the cost down closer to the minimum order of $500.00. Cathy Becker asks that she not do that for LuAnne has already put in a fair amount of time into this research already. Cathy Becker asks LuAnne if she is comfortable with offering the five different combos. LuAnne replies that she is comfortable and this is the best way to utilizes as many plants as possible. LuAnne also shares that she will not be providing a gardening plan together for the 5 plant combos as the Board is seeing that Jennings County has done. Cathy Becker checks with LuAnne to be sure none of these are invasive. LuAnne states that none of them are invasive for they are native plants. Stephen Hayes Jr. asks LuAnne what is the end goal here? LuAnne answers to provide an educational service to the people with native plants. Raquel Baker adds that by offering the rain garden combo, we can reach out to urban residents to help draw others. LuAnne reminds the Board that we usually purchase around $700.00 worth of flowers. Cathy Becker says she feels it is fine as is, even with it being our first year offering the combo packs. Eric Snyder states he too is fine with what LuAnne has presented. Steven Hayes Jr. also adds to leave the order form as is. **Cathy Becker motions to order the native plants as presented by LuAnne. Scott McCarty seconds the motion. Motion passes.**
* Mindy Jordan reports to the Board that she has not received a solid figure for a new laptop. When she reached out to Teri Hughes she was out of the office. After a conversation with Chris at Government Acquisitions, he felt that $1,800 should be plenty to purchase a laptop for what is needed. Mindy informs the Board she will work on this during the month of March and report back.
* Cathy Becker reports to the Board about the recent IASWCD Region meeting. Informs the Board that Jennifer Boyles-Warner has resigned, effective first of June 2018. Cathy shares the different entities that were present at the meeting; Purdue Extension, NRCS, IASWCD, ISDA, and State Soil Board. There is a vacancy on the State Soil Board currently. She shared that is was well attended. Cathy shared the passing of Nola Gentry which will leave another vacancy on the State Soil Board. Cathy will not be able to attend the March meeting.

**Monthly Reports:**

**District Coordinator Report:**

* Mindy Jordan shares that she will be using her desktop computer moving forward to clock in/out with Kronos. Mindy also adds she wants the app to remain activated so she can use it to request time off and other features. Mindy shares with the Board that she has secured the 2019 dates at the Fairground for the Annual Meeting 2/4/2019 and 2/11/2019 for a snow make-up date. And at that time Mindy was told that there is a good chance that come 2019 there will be no more free rentals and this will be known come June 2018. Mindy asks the Board to please keep this in mind for locations for the upcoming events. Mindy Jordan wanted to share with the Board that there appears to have been another change made by HR without anyone knowing. She had sent Pam Hicks an email yesterday asking for clarification and as of this morning she had not received a reply from Pam regarding Mindy’s lack of ability to approve payroll timesheets yesterday. Full report is on the web site.

**Technician Report:**

* Raquel Baker shares with the Board; that after a conversation with Elijah Welch on the Rule 5 for the teardown at the old Reid Hospital, IDEM will review as requested because the City and County both have funds involved in the job. Full report is on the web site.

**Educator’s Report:**

* LuAnne shared thank you note from Mary Heyob on her recognition as Merit award winner.
* LuAnne will not pursuing the Clear Choices Clean Water programs for Districts through IASWCD due to lack of input/interest from boards & possible partners.
* LuAnne comments on HASTI Conference & met a new contact at Centerville High School Science Dep.t – Brooke Jackson.
* LuAnne returned the signed inter local agreement to the Richmond Sanitary District.

**Brad Bihl motions to adjourn the meeting at 10:52 a.m., second by Cathy Becker. Meeting adjourns.**

Minutes recorded and submitted by Mindy Jordan.

 Minutes approved: Dated: \_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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