 Wayne County Soil and Water Conservation District 823 S. Round Barn Rd., Suite 1, Richmond, Indiana 47374

Phone (765) 966-0191 Ext. #3 Fax (855) 391-1922

[www.](http://www/)waynecountyswcd.org

Minutes

Board of Supervisors

8:00 am, June 5, 2018

Members present: Others Present:

Eric Snyder, Chairperson Raquel Baker, District Technician

Scott McCarty, Member LuAnne Holeva, Conservation Ed Coordinator

Stephen Hayes Jr., Member Mindy Jordan, District Coordinator/Treasurer

Mike Birchler, District Conservationist

Colby Gray, FlatLand Resources

Kobe Walker, ERAN Intern

**Open Meeting:** Eric Snyder, Board Chair calls the meeting to order at 8:00 a.m.

**Meeting Minutes:** **Stephen Hayes Jr. motions to approve the May 2018 Board Minutes. Scott McCarty seconds the motion. Motion passes.**

**Financial Report:** **Stephen Hayes Jr. motions to approve the April 2018 & May 2018 financial reports. Scott McCarty seconds the motion. Motion passes.**

**Watershed Coordinator’s Report:**

Colby Gray reports that the 319 Grant has been finalized, FLR is happy with that. Colby states that he is here today to confirm the Supervisor’s position on the CWI Grant in the fall for the Head Waters in addition to the LARE Grant that we are waiting to hear if Wayne County will receive funding, and 319 Grant NOI was sent in by the deadline. Deadline for CWI will be due in Sept. 2018. Colby would like to see Wayne County sponsor the CWI Grant, but he needs to hear that ownership comes from the Board of Supervisors. **Board states that they would like to enter into the potential CWI Grant as a partner, but not in the lead role**.

**Action Items:**

* Mindy Jordan asks the Board for their support in supporting Cope Environmental and their upcoming projects (Mindy passes around the letter that was received back in December 2017).

**At this time the Board votes to not support the request from Cope request.**

* Mindy Jordan passes around an updated Credit Card Policy reflecting the change of increasing the limit to $100.00 from $75.00 per month as disused at last month’s meeting. **Scott McCarty motions to approve the increase up to $100.00 transaction per month with the Visa. Stephen Hayes Jr. seconds the motion. Motion passes.**
* LuAnne Holeva asks the Board for permission to spend additional funds in efforts to complete the rain barrels in time for the Wayne County Fair, she adds that she has spent $184.98 thus far that will come from the WCF Challenge Match Grant. **Stephen Hayes** **Jr. motions to approve up to $1,000.00 to be spent towards the rain barrels. Scott McCarty seconds the motion. Motion passes.**
* LuAnne Holeva asks for approval to purchase materials for fair activities, odd & end items are still needed for activities. **Stephen Hayes Jr. motions to approve up to $100.00 to be spent for fair activities from the WCF Grant. Scott McCarty seconds motions.**
* LuAnne Holeva asks for consideration for give-away(s) for the Annual Meeting & Fall tree sale ie., Annual Meeting tickets (2), bluebird nest box or rain barrel. **Stephen Hayes Jr. motions to approve up to $20.00 for give away for the fall tree sale. Scott McCarty seconds the motion. Motion passes.**
* LuAnne Holeva asks for approval to purchase wireless laser printer/scanner/copier. **Stephen Hayes Jr. motions to spend up to $500.00 on a printer & supplies of choice from the office supplies within the county budget. Scott McCarty seconds the motion. Motion passes.**
* Mindy Jordan asks the Board for permission to promote the local winners of the NACD poster contest via the rental of a billboard for one month in the amount of $345.00. **Stephen Hayes Jr. motions to approve up to $400.00 to Porter Advertising for promotion of the local winners of the NACD poster contest to be funded through grant funds. Scott McCarty seconds the motion. Motion passes.**
* Mindy Jordan asks permission to attend the QB training on 6/13/18 in the amount of $25.00 and to attend a grant management workshop on 6/7/18 that is free to attend and $8.00 for pizza with the group. **Scott McCarty motions to approve the $25.00 for the QB Training and then $8.00 for lunch with the group on 6/7/18 at the grant management workshop. Stephen Hayes Jr. seconds the motion. Motion passes.**

**New Business:**

* LuAnne Holeva points out that there is a fair sign-up sheet on the table.
* Mindy Jordan brings to the Supervisors the 2019 Budget Worksheet that is due to the auditor on 6/15/18. After a brief discussion, the Supervisors decided on the following: decrease 13640 to $500.00, 22110 increase to $2,500.00, 22210 increase to $2,000.00, 33200 increase to $600.00 being the only changes for 2019 as a proposed budget

**Old Business:**

Due to lack of communication from HR, Supervisors asked to remove the Federal Shutdown Plan follow up.

**Monthly Reports:**

**District Coordinator Report:**

Mindy Jordan reports she will be attending a grant mgt. workshop 6/7/18, soil & water employee meeting 6/12/18, QB training on 6/13/18, out of the office on 6/15/18 and will be working in the evenings at the fair.

**Technician Report:**

Raquel Baker reports she will be out of the office June 22- July 5th, she will be in on 6/26/18 and will not be working the fair this year to enjoy time with her family. No invoice from the water quality trading from the State, still looking for the contract. $26.82 was spent on her visa for plastic bags to hold cover crop seed for giveaways at the county fair, funds from the WCF will cover expense. Work load will shift to CRP.

**Educator’s Report:**

LuAnne Holeva reports upcoming schedule has been left as open as possible for unsure as to what will pop up with her parents. LuAnne asks the Supervisor’s if they would approve holding the regional contest for the Indiana Envirothon contest in March 2019? Present Supervisors gladly approve. Still waiting on invoice for the Tox-A-Way Day. LuAnne will be applying for the REMC Grant for Conservation Days 2019, due date is July 2, 2018. LuAnne adds that Kim Clauser, HR Director is just fine with checking Conservation Days volunteers to the sex offender list for this event and adds she will be contacting the sheriff’s office for some presence during the two-day events. Next month, she would like to discuss which tree vendor to use for the fall tree sale, Woody Warehouse is requiring that purchasing 25 of one species to avoid a 25% upcharge. LuAnne brings up her issue regarding Kronos mobile app. from last week, Cathy Becker wanted it in the minutes. LuAnne is looking for support from the Supervisors pertaining this situation. She offered three options for solutions for one issue and it blew up on her. She is looking for a more stream lined way of handling this in a way that would be less difficult on herself.

Stephen Hayes Jr. offers to go to the HR department and ask to be placed on the agenda to represent the Supervisors and LuAnne. The meeting will be held on 6/6/18 and LuAnne is unable to attend.

**Stephen Hayes Jr. motions to adjourn the meeting at 11:31 a.m., second by Scott McCarty. Meeting adjourns.**

Minutes recorded and submitted by Mindy Jordan.

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

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