



Ford County Soil and Water Conservation District

1380 W. OTTAWA, PAXTON, IL 60957 Phone (217) 379-2372

MINUTES OF BOARD MEETING November 9th, 2016

I. CALL TO ORDER

The monthly board meeting of the Ford County Soil and Water Conservation District was held at the USDA Building, Paxton, IL and was called to order by Hawthorne at 7:35 a.m. Members present were: Kenneth Hawthorne, Kurt Edwards, Will Glazik, and Adam Thorndyke. District employees: Catie Loomis. NRCS: Wayne Cox

II. REPORT OF COOPERATING AGENCIES

NRCS-Updated on CSP and EQUIP contracts. NRCS also updated on the CRP contracts as well. Dennis hopes to have CRP re-enrolls completed by the end of February or beginning of March. Wayne would like to see AC/RC job descriptions today so he can give feedback. Board would like AC/RC jobs in description.

FSA-none

III. APPROVE MINUTES

The Board reviewed the minutes from the September 2016 Board meeting. It was moved by Edwards and seconded by Glazik to approve the September 2016 minutes. Motion carried with four directors present at 8:13 a.m.

IV. APPROVE TREASURER'S REPORT

The Treasurer's report was given with the following balances as of October 31, 2016

Capital Reserve \$70,069.81
 Paxton First National Bank checking \$84,016.34
 IL Funds Operation account \$00.00
 IL Funds Program account \$00.00
 Petty Cash \$ 53.79
 Total of \$154,386.15

- It was moved by Edwards and Seconded by Thorndyke to approve the treasurer's report from 9/01/16 to 10/31/16, as presented by RC, Catie Loomis. Motion carried with four directors present at 8:16 a.m.
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A. Approve Bills

The following were approved for payment from First National Bank:

⊙ 9/9/16 2 \$50 gift cards for field day _____	\$110.52
⊙ 9/9/16 insurance administration bill for 2016 _____	\$162.19
⊙ 9/22/16 1466 2016 fall newsletters _____	\$635.07
⊙ 9/23/16 MIFI service cc payment _____	\$40.01
⊙ 10/5/16 postage meter _____	\$104.15
⊙ 10/5/16 Fall 2016 fish sale _____	\$671.40
⊙ 10/10/16 Catie MRBI interview - travel reimbursement _____	\$20.52
⊙ 10/11/16 long term disability _____	\$14.19
⊙ 10/11/16 short term disability _____	\$49.92
⊙ 10/11/16 life insurance _____	\$10.14
⊙ 10/16/16 Oct 7 seed order _____	\$82,238.23
⊙ 10/16/16 Oct 14 seed order _____	\$10,973.70
⊙ 10/19/16 Fall 2016 tree sale _____	\$608.25
⊙ 10/26/16 MIFI service cc payment _____	\$40.01
⊙ 10/26/16 2000 marker flags _____	\$185.10
⊙ 10/30/16 Oct 28 seed order _____	\$15,480.22

Edwards moved to disburse payment from the First National Bank checking account as presented and Thorndyke seconded it; motion carried with four directors present at 8:17 a.m.

B. Approve Staff Time Sheets

Thorndyke moved to approve the timesheet of AC: Tina Bachman and RC: Catie Loomis. Glazik seconded the motion and it carried at 8:40 a.m. with four directors present.

V. OLD BUSINESS- UPDATES

Illinois funds update

Postpone addressing annual plan of work until January meeting.

- Glazik moved to answer GATA indirect costs questionnaire the same way Iroquois County SWCD does. Edwards seconded and the motion and it carried at 8:40 a.m. with four directors present.

VI. GRANTS AND FUNDING UPDATES

- A. **PFC: FY 2016-2017-** we will discuss PFC prioritization at a future meeting

VII. NEW BUSINESS

Signed CREP contract

Reviewed Kankakee Farm Bureau nutrient reduction project

Approved of moving forward with MRBI contract

Thorndyke moved that Catie go to one day of the AISWCD winter meeting that we pay ISWCDEA dues for two employees. Glazik seconded and the motion carried at 8:50 a.m. with four directors present.

The board discussed hiring an AC/RC instead of just an AC. Catie will send out AC and RC job descriptions to the board, Wayne, Jason and Dennis for review.

- Glazik moved to meet on Nov. 21st at 7:30 a.m. to finalize the AC/RC job description. Edwards seconded and the motion carried at 8:11 a.m. with four directors present.

VIII. DISTRICT EMPLOYEE REPORTS SEPT-OCT

A. **RC's REPORT -**

B. **AC's REPORT -**

IX. COMMITTEE REPORTS – none

X. CORRESPONDENCE/MISCELLANEOUS –

Thorndyke moved that Catie be put back on state insurance and to look into this year's cost of living increase. Glazik seconded and the motion carried at 9:10 a.m. with four directors present.

XI. PLAN NEXT MEETING –December 5th, 2016 at 7:30 a.m.

XII. **ADJOURN-** motion made to adjourn by Glazik and seconded by Thorndyke with four directors present at 9:13 a.m.