



Ford County Soil and Water Conservation District

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

MINUTES OF BOARD MEETING April 3, 2014

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 Vera Bunting at 7:02 p.m. Members present were: Kenny Hawthorne, Fred Carlson, Adam Thorndyke and Todd Lee. District employees: Vickie Wilson and Ashley Warren; NRCS employees: none.

II. REPORT OF COOPERATING AGENCIES

NRCS-None
FSA-None

III. APPROVE MINUTES

The Board reviewed the minutes from the March 2014 board meeting. It was moved by Hawthorne and seconded by Thorndyke to approve the March minutes. Motion carried with five directors present at 7:10 p.m.

IV. APPROVE TREASURER'S REPORT

The March Treasurer's report was given with the following balances as of March 31, 2014:

Capital Reserve \$35,609.27
Paxton First National Bank checking \$19,025.16
IL Funds Operation account \$83,795.21
IL Funds Program account \$15,205.10
Petty Cash \$ 50.00
Total of \$ 153,684.74

The Board would like to start seeing Quarterly Comparisons for the current and previous year's financial reports. It was moved by Thorndyke and Seconded by Carlson to approve the treasurer's report from 3/1/14 to 3/31/14, as presented by AC, Vickie Wilson. Motion carried with 5 directors present at 7:15 p.m.

A. Approve Bills

The following were approved for payment from the First National Bank:

<input type="checkbox"/>	First National Bank: Payroll Liability	3/6/14	\$1150.38
<input type="checkbox"/>	IL Dept of Revenue: Payroll Liability	3/6/14	\$226.92
<input type="checkbox"/>	Post Office: Postage(meter down)	3/4/14	\$58.80
<input type="checkbox"/>	Ashley Warren: Expense report	3/7/14	\$93.74
<input type="checkbox"/>	William Street Press: Winter Newsletter	3/20/14	\$1723.47
<input type="checkbox"/>	Verizon Wireless: MiFi Internet	3/10/14	\$40.01
<input type="checkbox"/>	NACD: Stewardship Education Materials	3/17/14	\$333.63

Carlson moved to disburse payment from the First National Bank checking account as presented and Hawthorne seconded it; motion carried with 5 directors present at 7:20 p.m.

B. Approve Staff Time Sheets

Carlson moved to approve the timesheet of AC: Vickie Wilson and RC: Ashley Warren. Lee seconded the motion and it carried at 7:22 p.m. with 5 directors present.

V. OLD BUSINESS- UPDATES

A. Personnel policies- corrections to be made and brought to next meeting.

VI. APPROVE APPLICATIONS & CANCELLATIONS - PFC, CPO

A. Status of PFC for FY 2012-FY2014 –Approve Todd Lee PFC contract

B. CPO's

VII. NEW BUSINESS

A. Updates on Adult education days-Cover Crop Applicator Day (with Vermillion, Champaign and Iroquois Co.),

Cover Crop/Soil Health seminar at Thorndyke Farm-possibly in November. Pond management in late Aug./Early Sept.

- B. Discussed Cover Crop Plot Grant-Lee and Carlson offered up the 3 acres. Plan out details at a later date.
- C. Lady Landowners- Board was unsure of benefit to the District, or if there would be interest from producers. Board suggested putting a survey in the next newsletter to get an idea of how much interest there might be.

Carlson moved to approve and Thorndyke seconded the motion and it carried at 7:47 p.m. with 5 directors present.

VIII. DISTRICT EMPLOYEE REPORTS - March Activities – see pages 3-6

A. RC's REPORT - (pg. 3&4)

B. AC's REPORT - (pg. 5 & 6)

Thorndyke moved to accept the district staff reports. Carlson seconded the motion and it carried with 5 directors present at 8:15 p.m.

IX. COMMITTEE REPORTS – none.

X. CORRESPONDENCE/MISCELLANEOUS –

- A. Hazardous Waste Grant-meet with to see options
- B. Ford Co. Health Dept. well inspections by RC? Ok, to look into options.
- C. Environmental Board Meeting—try for 6:30 pm on May 1st.
- D. Purchase GC Courier—approved by board at 8:39 p.m.
- E. Looking into Electronics' recycling grant for next year.
- F. RC TNI approved by board at 8:42 p.m.
- G. Board okay with AC being on the insurance committee.

XI. PLAN NEXT MEETING - The next meeting will be held Thursday, May 1st at **7:00 p.m.**

XII. ADJOURN

Motion to adjourn regular meeting was made by Lee and seconded by Thorndyke. Motion carried with 5 directors present at 9:15 p.m.

**March Activity Report
Ashley Warren, Resource Conservationist
April 3, 2014 Board Report**

03/07/2014 – 03/13/2014

- PF Registration and dues
- Rain Barrel Forms for Fred Carlson
- Coordinated Well decommissioning schedule with Brad Pilcher
- Emailed Ford County Educators the Schoolyard Habitat Grant Program opportunities with explanations
- Put in orders for bare root seedlings from Iroquois County for Ford County Customer
- Wrote up tree sale letters, printed, and sent out
 - Talked with several tree sale customers
- Saturday March 8th 2014 – Volunteered with Electronic Recycling
- Put out the Gibson and Paxton Spring Sale Signs
- Pruned and removed excess branches from office trees and shrubs with Darryl Coates
- Wrote up an article on GC Electronic Recycling Event for local papers
- Researched and spoke with Susan Monte on HHW collection
- Press Release – Spring Sales
- Wrote article for News-Gazette – gardening tips
- Attended Joe Bybee's Regional Meeting in Morris – 03/11/14
- 1.5 Administrative Leave 03/12/14
- Prepared for PF Banquet
- Went to Champaign for meeting with CCSWCD for Cover Crop Applicator Day, meeting with Susan Monte, picked up materials from USDA Champaign office, dropped off toner cartridges at Staples, and recyclable material drop-off
- Conservation Cropping Seminar – Normal Illinois 03/13/14

03/14/2014 – 03/27/2014

- Timesheet/work log/expense logs
- Press Release – Paxton Electronic Recycling Event
 - Spring Sales
- Survey Training with Wayne Cox, NRCS
- Contacted other counties regarding Lady Landowner information
 - Conversation with Donna Grey on Lady Landowners
- Ken Kurtenbach came into the office for cover crop contract – PFC Funds
- Updated my CPP (PFC) spreadsheet
- 03/15/14 – PF Banquet Booth
- Fixed the front office sign with rope and clamps
- Updated webpage
- Researched soil maps for Dan Anderson
 - Researched other soil maps through WSS
- Assisted fish sale customers
- Emailed out request for Electronic Recycling Volunteers
- Created Arbor Day presentation and letters
- 2-hour Toolkit webinar with Wayne Cox
- Meeting in Champaign for Cover Crop Applicator Day and returned banquet materials in Champaign
- Went over CPO contracts with Wayne
- Reviewed IDNR Schoolyard Habitat Action Grant Program
 - Set up meetings and/or emailed information out to Ford County Educators
- Reviewed and prepped potential grant for Cover Crop Demo Plot for Ford County
- Put together a list of Ford County seed and applicator vendors
- Went to Flatville to take pictures of cover crop applicator day location
 - Sent out to the other counties involved

- Permeable pavers webinar through Forester University
- Put together details with Larry Thorndyke for potential soil health/cover crop field day
- Community Garden Webinar – NACD
- Adjusted TNI Training schedule from new NRCS updates
- Coordinated details for electronic recycling event with Brad Strebeck and Jon from COM2
- Talked with Joe Bybee about Cover Crop Demo Plot grant and different opportunities
- Looked up expiring CRP contract information – tract and field locations
- Contacted Gibson City for electronic recycling information
- Assisted Vickie to drop off file purge materials to be burned
- Surveyed with Wayne for a waterway
- Researched information and speakers for potential pond management workshop in the fall
- 03/25-27/14 – Prescribed Burn Awareness Training through NRCS in Decatur Illinois

03/28/2014 – 04/03/2014

- Meeting with Principal Darnell regarding Schoolyard Habitat Grant at Gibson City Middle School
 - Dropped off Soil Stewardship materials
- Sent out TNI Burn awareness Job Approval sheets to NRCS
- Filled out Envirothon information for LUC 6 Envirothon and State Envirothon
- Press Release – Paxton Electronic Recycling/Spring Sales
- Discussed options with Bart from TradeBe for HHW opportunities
- Fish Sale 03/31/14
- Tree Sale Customers and answering questions
- Talked with Steve Swearingen about EQIP program and SWCD
- Monthly webpage update
- Prepared for upcoming meetings
- Contacted some potential speakers for pond management workshop
- Expense sheets/monthly work log/timesheets
- Go through NRCS Con Planning Prerequisite Checklist
 - E-FOTG
 - NPPH
 - University of Illinois Agronomy Handbook
- Meeting with Elliot Hasslebring about Grant opportunities and introduce myself for educational events
- Sort out McLean County SWCD Conservation Day materials for our booth
- Meeting with Larry & Adam Thorndyke, and Doug Hanson about potential Cover Crop and Soil Health Day
 - Dropped off Tri-Point Upper Elementary soil stewardship materials
- Volunteered at LUC 6 Envirothon Event 04/03/14

**March Activity Report
Vickie Wilson, Administrative Coordinator
April 3, 2014 Board Report**

3/1/14-3/13/14

- Fed and State WH deposits
- Processed Payroll
- *Board meeting prep/wrap up afterwards*
- Post Office
- Bank Recs
- Envirothon follow-up
- Filled out/Printed Qtrly Ins invoices
- Started working on Earth day presentation slides
- Started BLWR Progress report for 2013
- Election reorganization forms and acceptance forms-follow-up with Adam/Vera
- Helped RC stuff and mail out tree sale fliers
- Went to both GC and Paxton to put up outdoor sale signs
- Paid Bills
- Attended regional meeting 3/11/14
- Scanned and sent sign insurance update to Melissa C.
- Sales forms/folders/spreadsheets
- Attended Cropping Seminar 3/13/14
- Timesheet
- Email for interest in Insurance Committee

3/14/14-3/27/14

- Process payroll
- Updated Liabilities
- Work log
- Continued to handle sales orders-tree/fish-mail and walk-ins
- Discussed lady Landowners with Donna G.(Iroquois co.)
- Compiled/Placed Stewardship material order
- Attend PF Banquet 3/15/14
- Continued to compile information for BLWR Progress report
- Restricted Species permits for fish sale
- Fish Sale totals to Logan Fish Farms
- Continued to work on Earth Day presentation
- Found TY cards to be mailed to all of our spring sales customers
- Proofed Ashley's arbor day presentation slides
- Typed up Personnel Policies
- Document Disposal
- Ad for 2014 Plat book
- Board meeting Agenda/Slides-emailed/mailed out previous min. and agenda
- Uploaded agenda to website
- Reminder calls for fish sale pick-ups
- Webinar for Water Quality, with Cover Crops
- Sorted and Handed out Stewardship materials
- Fish Tags
- Pulled files for JB/AW—prep for CRP

3/28/14-4/2/14

- Finished/Turned in BWLR Progress report for 2013
- Compiled trees sale totals for Elwin
- Fish Sale Pick-up—handled issues with customer who didn't show up

- Turned in reorganization form/acceptance forms via email(scanned)
- March Bank Recs
- Sort through recycled materials(lots)
- Brd meeting slides
- Meet with Thorndyke's/ProHarvest about Cover Crop demonstration
- Drop off Tri-point stewardship materials
- Work Log
- Entered Tree sales