



# Ford County Soil and Water Conservation District

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

## MINUTES OF BOARD MEETING September 3rd, 2015

### 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 8:05 p.m. Members present were: Adam Thorndyke and Todd Lee. District employees: Tina Bachman and Catie Loomis; NRCS employees: none; Guest: State Representative Thomas Bennett and Jason Bleich from Pheasants Forever& Quail Forever.

### II. REPORT OF COOPERATING AGENCIES

NRCS: none

FSA-Finalizing signups for contracts for 2014-15, need to be back with signatures by 09/25/15

### III. APPROVE MINUTES

The Board reviewed the minutes from the August, 2015 Board meeting. It was moved by Thorndyke and seconded by Lee to approve the August minutes. Motion carried with three directors present at 9:08 a.m.

### IV. APPROVE TREASURER'S REPORT

The Treasurer's report was given with the following balances as of August 31, 2015:

Capital Reserve  
Paxton First National Bank checking \$40,357.20  
IL Funds Operation account \$68,544.27  
IL Funds Program account \$14,665.68  
Petty Cash \$ 50.00  
Total of \$ 123,617.15

- It was moved by Lee and Seconded by Thorndyke to approve the treasurer's report from 08/01/15 to 08/31/15, as presented by AC, Tina Bachman. Motion carried with three directors present at 9:13 a.m.

#### A. Approve Bills

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

- ⊙ 08/05/15 Verizon Wireless \$40.01
- ⊙ 08/17/15 Tina Bachman (conference & mapping) \$350.17
- ⊙ 08/17/15 Catherine Loomis (MRBI & Linc Card) \$195.84
- ⊙ 08/24/15 True Value (fish license) \$10.50
- ⊙ 08/26/15 Amazon (external hard drive) \$68.90
- ⊙ 08/27/15 Office Depot (laser jet ink) \$590.72
- ⊙ 08/27/15 Verizon \$40.01
- ⊙ Catherine Loomis (MRBI meeting) \$51.75
- ⊙ 08/03/15 First National Bank (liabilities) \$1363.48
- ⊙ 08/28/15 First National Bank (liabilities) \$892.10
- ⊙ 08/03/15 Il Dept of Revenue (liabilities) \$224.88
- ⊙ 08/28/15 IL Dept of Revenue (liabilities) \$147.33

Thorndyke moved to disburse payment from the First National Bank checking account as presented and Lee seconded it; motion carried with three directors present at 9:13 a.m.

#### B. Approve Staff Time Sheets

Lee moved to approve the timesheet of AC: Tina Bachman and RC: Catie Loomis . Thorndyke seconded the motion and it carried at 8:06 a.m. with three directors present.

**V. OLD BUSINESS- UPDATES**

- A. Annual Plan of Work-Updated the plan of work.
- B. IL-Funds Operation Fund Money- taking out and putting into the First National Checking account. Filled out proper paperwork for transferring funds.
- C. Budget-was accepted and passed by Thorndyke and seconded by Lee at 8:15 a.m. Insurance for Catherine Loomis is pending her getting quotes.
- F. Employee Contracts were signed.

**VI. GRANTS AND FUNDING UPDATES**

- A. **PFC: FY 2014-2015-** No changes or updates.
- B. Electronic Recycling Purchased 28 inch screen TV and external Drive. Received external drive but not correct product, sent back for the correct item.

**VII. NEW BUSINESS**

- A. Audit for the State of Illinois- look into filing process for the audit through the state.
- B. Intern- coming in on Thursday's starting after Labor Day, Catie asked for permission to use the SWCD laptop for the intern to enter information for CRP. Loomis is going to have the intern sign in as a guest. Thorndyke motioned and Lee seconded at 9:42 a.m

**VIII. DISTRICT EMPLOYEE REPORTS -July -**

- A. **RC's REPORT -**
- B. **AC's REPORT -**

Thorndyke moved to accept the district staff reports. Lee seconded the motion and it carried with 3 directors present at 7:43 a.m.

**IX. COMMITTEE REPORTS - none****X. CORRESPONDENCE/MISCELLANEOUS -****XI. PLAN NEXT MEETING - October 7:30, 2015 at 8 a.m.****XII. ADJOURN-** motion made to adjourn by Lee and seconded by Thorndyke with 3 directors present at 9:55 a.m

