



**December 14, 2021**

Jasper County Fairgrounds – SWCD Building

Supervisors Present: Jim Martin, Mark Jordan, Stuart Orr and Mark Kingma

Supervisors Absent: Lana Zimmer

Staff Present: Shelby Keys

**i. Call to Order**

Chairperson Mark J. called the meeting to order at 3:01 pm CST.

**ii. Correspondence**

- i. RC&D Grant Application – Received RC&D grant application, deadline to apply is January 31<sup>st</sup>.
- ii. FOIA Request – Received an email requesting information pertaining to wells, septic systems, storage tanks, active landfills, etc. in the Dunns Bridge vicinity of Jasper County. Discussion was had on any relevant information the district may have regarding the information that was being asked for an environmental site assessment. Shelby will respond to the email that the district is not involved in data collection for those types of items and will recommend they reach out to the Health Department.
- iii. District Support Specialist Update – Shared Geneva Tyler’s monthly update. Deadlines for 1<sup>st</sup> Quarter of 2022 were discussed along with the Spring tillage transect that is to take place by the end of March.

**iii. Minutes from Previous Meeting**

Minutes from the November meeting were presented for review. Mark K. addressed a change that was needed with his North-Northwest Region Director update. Mark K. motions to approve the minutes with amendments, Jim M. seconds and the motion carries.

**iv. Treasurer’s Report**

Claims for the month of November in the amount of \$28,764.43 were presented for review. Mark K. motions to approve the claims, Stuart O. seconds and the motion carries.

**v. Old Business**

**Current Grant Updates/Deliverables**

- i. 205j – Lower Kankakee Watershed Initiative – Current grant manager Amanda Studor-Bond has left the position. Temporary grant manager is Josh Brosmer, until a replacement is hired. Quarterly Site Visit was conducted on November 22<sup>nd</sup>. Next progress report due January 18<sup>th</sup>. Received additional comments from EPA. Once the remaining questions are addressed, they will approve the watershed management plan.
- ii. Lake and River Enhancements (LARE) 2021 – Postcards have been ordered and will be sent out to landowners in the priority area in January.

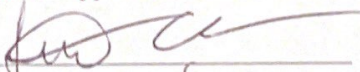

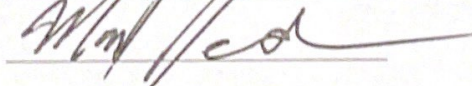


**vi. New Business**

- i. Supervisor Per Diem 2021 – Shelby passed out sheets to each Board Member detailing their participation in SWCD for 2021 and asked that they check that all events/board meetings they attended were listed. Per diem checks will be mailed to all Board Members prior to the end of the year.
- ii. Capital Asset Threshold Policy – After attending a finance training, it was discovered that every SWCD needs a Capital Asset Threshold Policy. Shelby presented Newton County’s policy for an example and shared that most are set between \$3,000 and \$5,000. Any equipment valued over the amount set, will have to be submitted on our capital asset spreadsheet that is submitted to Gateway annually. Discussion was had on the amount that the policy should be set at. Shelby will present a policy at next month’s meeting for approval.
- iii. SWCD Business Debit Card – Currently Lana is the only one with an SWCD Business Debit Card. That card expires in June 2022. Shelby requested a card in her name. Jim M. motions to approve Shelby getting an SWCD Business Debit Card in her name, Stuart O. seconds and the motion passes.
- iv. New Hire Position Description – Shelby presented two position descriptions to the board – one is shorter and the other goes in detail of what the position entails. Position title is Natural Resource Specialist. Stuart suggested adding a salary range to make the job more appealing. Jim M. made a motion to approve the job description and go forth with hiring a replacement, with the addition of a salary range starting at the Deputy Sheriff salary, Mark K. seconds and the motion carries.
- v. January 2022 Board Meeting – Board meeting falls while the board and staff are in Indianapolis for Annual Conference. Discussion was had that the January meeting is usually held during that time at conference. Meeting will take place at the Westin in Indianapolis on Monday, January 24<sup>th</sup>.
- vi. Director Update – The beekeeping workshop had 24 participants and was very successful. Discussing having another beekeeping workshop for intermediate beekeepers. Tax information is due January 7<sup>th</sup> to Huth Thompson. Discussed upcoming workshops for 2022 such as tree planting and pond management. Jim M. recommended that he would like to see a forestry workshop next year. Shelby will reach out to District Forester, James Potthoff, to schedule an event.

**Chairperson Mark J. made a motion to adjourn at 4:27 pm CST.**

Minutes approved

  
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Respectfully Submitted: Shelby Keys