



**Kendall County Soil & Water  
Conservation District**

**Personnel/Finance Committee Meeting  
Monday, April 8, 2024 at 4:00pm  
USDA Service Center, Yorkville**

Present: Kerri Horton, Scott Kaufmann, Deanna Bazan, Rita Feltes (joined at 4:30), Nicole Schneider, Alyse Olson, Ariel Beauchamp

**4:10pm: Call to Order**

Meeting was called to order by Kerri Horton.  
Horton called for additions to the agenda. There were none.

**4:11pm: Discussion Items**

1. Kendall County SWCD Draft FY25 Budget

- Bazan asked Schneider to take everyone through the FY25 draft budget that was prepared by the staff. Schneider presented the budget to the board.
- Kaufmann had a question about the \$4,000.00 income for Illinois Urban Manual Grant (652). Olson explained that the Illinois Urban Manual has not received a grant for several years & was just awarded 604b grant funding from IEPA. The grant application included \$5,000 for Kendall County SWCD to provide administrative services. The grant funding will cover FY25 and go halfway into FY26, so \$4,000 was budgeted for FY25. The remaining \$1,000 will be shown in FY26.
- Kaufmann had a question about the FY24 actuals for the spring fish & tree sales. Schneider shared that the spring fish sale total was \$5,384.00. She did not have the tree sale totals yet since the sale is ongoing.
- There was discussion regarding cover crop seeds. Olson shared that we had approximately 5-6 lbs. of red clover and about 30 lbs. of pea & oat seed left. There was discussion about promoting the cover crop seeds at the spring tree sale. Horton noted that now is the ideal planting time.
- There was discussion about moving the Used Oil Pick-Up line item (704) from Sales/Fundraisers to Outreach.
- Bazan had a question about outreach income from FY22. There was \$124.69 shown on the spreadsheet for that year & no other income reported for other years. Olson said that the staff could look into it.
- The board & staff had a long discussion about the Used Tire Drive event. We discussed reaching out to municipalities & townships to sponsor &

reaching out to the health department to help with promotion. Kaufmann felt that the health department may not have the means to assist financially on a limited budget. The board felt that we should aim for holding another used tire drive in June 2025 in conjunction with the used oil drive. This would allow for time to apply for grants & arrange sponsors.

- Schneider presented the employee expenses page of the budget. Olson noted that salaries were kept the same as FY24 (except for the AC salary – this value changed as a result of a change in staff), but if salaries were to change this would change the payroll tax values, short-term & long-term disability values, and retirement values.
- Olson noted that for the health insurance values, staff assumed a 15% increase based on previous years. Kaufmann agreed that this was a reasonable assumption.
- Under the retirement plan section, staff explained the \$150 budgeted for AC retirement (809.1). Schneider is not eligible yet for retirement benefits. This value is to cover Julie Brown's January 2024 time.
- Schneider presented the operating expenses page of the budget. There was discussion on the Director Expenses (816). Staff budgeted \$500 to cover travel & lodging expenses for directors attending Summer Conference. Olson noted that there used to be a director stipend that directors would receive for each board meeting attended. She asked the board if we'd want to budget for that considering we are hoping to add new directors to our board. It could be a potential incentive. Bazan provided history on how the board moved away from a director stipend & instead provided a meal at the board meetings. The full board was in support of keeping it this way & felt that a director stipend was not necessary at this time.
- Staff noted that for FY24 actuals nothing is shown for Directors Liability Insurance (822.1) or Dues AISWCD Expense (818.1) because those have not been paid yet this fiscal year. Those get paid in May/June every year.
- There was a full discussion on the Office Storage Fund (820.7). Beauchamp provided an update on the current location where the education materials are stored. The conditions & location are not ideal. Feltes noted that this has been a concern for awhile now. Discussion ensued.
- Schneider noted wanting to add an Adobe subscription to her computer. The board supported adding this to the budget.
- The board decided to hold another Finance Committee meeting on May 13<sup>th</sup> at 5pm.

5:07pm: **Adjourn**

The meeting was adjourned at 5:07pm.

Minutes submitted by: Alyse Olson