



**Board Meeting
Monday, August 12, 2024, 5:00pm
USDA Service Center, Yorkville, IL**

Present:	Absent:
<p>Kerri Horton, Chairwoman Scott Kaufmann, Treasurer Rita Feltes, Vice Chairwoman Deanna Bazan, Secretary Nancy Cinatl, Associate Director (virtual) Alyse Olson, Resource Conservationist Ariel Beauchamp, Education Coordinator Nicole Schneider, Administrative Coordinator Megan Andrews, Soil Conservationist</p>	<p>Seth Wormley, Kendall County Board Liaison Zach Bachmann, Kendall County Board Liaison Erika Luft, Acting District Conservationist</p>

5:11 pm:

Call to Order

Meeting was called to order by Kerri Horton, Chairwoman.

Horton called for additions to the agenda. The following action was taken:

Motion to approve the agenda by: Deanna Bazan; 2nd by Scott Kaufmann- Motion Carried.

5:12 pm:

Minutes for Approval

1. Horton called for combined approval of the June board meeting minutes, June 4th Education Committee meeting minutes, June 25th NRI Committee meeting minutes and the July 23rd NRI Committee meeting minutes.

The following action was taken:

Motion to combine the approval of the June board meeting minutes, June 4th Education Committee meeting minutes, June 25th NRI Committee meeting minutes and the July 23rd NRI Committee meeting minutes by: Scott Kaufmann; 2nd by Deanna Bazan – Motion Carried.

2. Horton called for approval of officially closing and releasing the January 8th 2024 Executive Session Meeting Minutes.

The following action was taken:

Motion to approve the official closing and releasing of the January 8th 2024 Executive Session Meeting Minutes by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.

5:15 pm:

Financial Reports

Schneider highlighted the payments 2024 Golf Outing, NRT supplies, end of the year office supplies, end of the year office advertising hats, Summer 2024 Conference Training/Meeting for RC, AC & Director (Secretary), and the LUC 3 Envirothon district portion. She also highlighted the deposit of Kendall-Grundy Beef Association donation, FY24 PFC Cost Share Program funds, FY24 Final Grant Operations Allocations, and the Oil Drive Donations.

The following action was taken: **Motion to approve the June/July Treasurer’s Report by: Scott Kaufmann; 2nd by Rita Feltes – Motion Carried.**

5:20 pm:

Reports

1. **Committees: Personnel/Finance, Policy, Education, Strategic Planning:** Minutes were provided from the Education Committee and NRI Committee meetings.
2. **NRCS:** Written report provided by Erika Luft & included in packet.

3. SWCD:

- EC- Ariel Beauchamp: Report provided as written with a few highlights on the following:
 - 7,454 students were reached last school year 2023-2024
 - Summer Ag Institute was a success – 10 teachers came and we visited Costco meats, wildflower farm and others.
 - Ag in the Class Grant application was sent in July.
 - Currently interviewing for education presenter/assistant.
 - Working on the newsletter.
 - Potentially working on the SARE Grant

 - RC- Alyse Olson: Report provided in Board Packet – highlights on the following:
 - IUM updates and presented for the Illinois Association of Wastewater Agencies
 - CRP site visits & follow up
 - Worked on pieces for Kendall County Budget Request
 - Judged 4-H environmental projects
 - Master Gardener round-about landscaping projects – District may assist by ordering plants

 - AC- Nicole Schneider: Report provided in Board Packet with highlights on the following:
 - Posted FY25 FOIA Policy & FY25 Board Meeting Schedule
 - Budget – finalizing FY24 actuals
 - Typing Course
 - Used Oil Drive – planning/executing event – 420 gallons of oil and 70 gallons of antifreeze
 - AFR work
 - Cover Crops sales push
 - Newsletter work
 - Attend Summer Conference Training
 - Fall Sales – dates finalized & forms created (fillable)
 - Fish Sale: 9/18 at 11AM
 - Tree Sale: 9/26 from noon to 4PM
- 4. Kendall County Board:** Report provided as written with verbal highlights:
 - Budget Request and narrative due August 19th.
- 5. IDOA:** Verbal updates given by Schneider. Highlights include:
 - Updated STAR Form released – included in board packet under new business.
 - Budget & APO for FY25 due September 15th.
- 6. AISWCD:** Verbal updates given by Schneider.
- 7. LUC 3:** No report at this time.
- 8. ISWCDEA / Insurance Committee:** Verbal updates given by Schneider. Highlights include:
 - June and July health insurance invoices have been received and paid for RC, EC & AC.

6:00 pm:

Old Business:

- 1. Timesheets Review & Approval:** Staff June and July timesheets were presented for review and approval. The following action was taken:

Motion to approve June and July timesheets by: Scott Kaufmann; 2nd by Rita Feltes – Motion Carried.

2. **Director Vacancy:** Directors would like this to stay on the agenda to continue to discuss how to invite more individuals to become associate directors.
3. **Education Assistant:** Interviews in process.
4. **AISWCD 2024 Annual Meeting & Summer Training**

6:15 pm:

New Business

1. **Natural Resources Information Reports Review & Approval:** Olson presented NRI Report 2419, 2420, 2421, 2422, 2423, 2424, 2425, & 2426 for review and approval. The following action was taken: **Motion to approve NRI Report 2419, 2420, 2421, 2422, 2423, 2424, 2425, & 2426 by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
2. **IL STAR Navigator & Data Use Agreement Invitation:** Olson presented IL STAR Navigator & Data Use Agreement Invitation for review and approval. The following action was taken: **Motion to approve the updated IL STAR Navigator & Data Use Agreement Invitation by: Scott Kaufmann; 2nd by Rita Feltes – Motion Carried.**
3. **Employee 2024-2025 Contract Review & Approval:** Schneider presented the updated 2024-2025 Employee Contracts for the AC, RC & EC for review and approval. The following action was taken: **Motion to approve the Employee 2024-2025 Contract Review & Approval by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
4. **Schedule Fall Employee Reviews:** This meeting was scheduled for September 16th at 4:00PM prior to the September board meeting.
5. **Summer Office Activities – FB Young Leaders Golf Outing: Friday August 9th:** Tabled
6. **FY25 Kendall County Grant Request:** Schneider presented the FY25 Kendall County Grant Request for review. Schneider will submit final documents August 19th, 2024.
7. **Annual Financial Report Review & Approval:** Schneider presented the Annual Financial Report for review & approval. The following action was taken: **Motion to approve the Annual Financial Report Review & Approval by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
8. **FY24 IDOA ICC & FMP Review & Approval –** moved to old business to be reviewed and approved during September’s board meeting.
9. **USPS Fee Renewal:** Schneider presented the invoice for the USPS Fee Renewal for the newsletter. The price increased more than \$100 from last year. The following action was taken: **Motion to approve the expense of USPS Fee Renewal by: Scott Kaufmann; 2nd by Rita Feltes – Motion Carried.**
10. **Investment & Savings Opportunities:** Schneider presented insight on current financial position and suggested alternative options to investing and saving. Discussion will continue at the next board meeting with further research involved on Schneider’s behalf.
11. **Fall 2025 Activities: Fish & Tree Sales:** Schneider presented the dates of both fall sales. The Fish Sale will be held on September 18th and the Tree Sale will be held on September 26th. Volunteers are welcome!

7:00 pm:

Correspondence: See board packet.

- AISWCD: E-newsletter
- IDOA: None
- NACD: None
- NRCS: New phone system being rolled out.
- Updates: FREP e-newsletter, Chicago Wilderness e-newsletter, The Conservation Foundation e-newsletter

7:15 pm:

Adjournment: Motion to adjourn by Deanna Bazan, 2nd by Rita Feltes – Motion Carried.

Our next regular board meeting is scheduled for September 16th, 2024, 5:00pm at the Yorkville USDA Service Center.

Minutes Submitted by: Nicole Schneider