



**Board Meeting
Monday, September 16, 2024, 5:00pm
USDA Service Center, Yorkville, IL**

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

5:25 pm: **Call to Order**
Meeting was called to order by Kerri Horton, Chairwoman.
Horton called for additions to the agenda. Deanna Bazan called to add two items to the agenda – (7) Check Signer and (8) Farmer’s TCF Presentation. The following action was taken:
Motion to approve the agenda with additions by: Deanna Bazan; 2nd by Scott Kaufmann- Motion Carried.

5:26 pm: **Minutes for Approval**
1. Horton called for the approval of the August 2024 Board Meeting Minutes.
The following action was taken:
Motion to approve the August 2024 Board Meeting Minutes by: Deanna Bazan; 2nd by Scott Kaufmann; – Motion Carried.

5:30 pm: **Financial Reports**
Schneider highlighted the payments Annual FREP membership and Summer Conference hotel rooms for the RC and Director. She also highlighted the deposit of the Summer Conference reimbursement of (1) director and (1) staff member, summer ag institute lunch reimbursement from Kendall-Grundy Farm Bureau and NRI deposits.
The following action was taken: **Motion to approve the August Treasurer’s Report by: Deanna Bazan 2nd by Rita Feltes – Motion Carried.**

5:35 pm: **Reports**
1. **Committees: Personnel/Finance, Policy, Education, Strategic Planning:** No committee report at this time.
2. **NRCS:** Written report provided by Erika Luft & included in packet.
3. **SWCD:**
o **EC- Ariel Beauchamp:** Report provided as written with a few highlights on the following:
o August was spent preparing for the school year.
o Fall Newsletter
o Back to School Packet was sent out.
o Golf Outing with KGFB was August 9th
▪ Hosted an activity at one of the holes – we provided a garden potato to putt a hole in one – prize: Target gift card – 4 people won!

- Attended a volunteer training with Director, Deanna Bazan.
- **RC- Alyse Olson:** Report provided in board packet as written with highlights on the following:
 - Submittal of monthly Tracking reports for funding
 - Attended Dekalb Soil Field Day
 - CRP site visits – 4 left this month to complete
 - PFC Projects: wrapping up two projects
 - Grass waterway – needing a STAR Form
 - Rain Garden – final check is schedule for early October
 - Brought Kane-DuPage cover crop seeds to sell at their Fall Tree Sale.
 - Sold 7lbs so far!
- **AC- Nicole Schneider:** Report provided in Board Packet with highlights on the following:
 - Fall Sales
 - 9/18 Fish Sale
 - 9/26 Tree Sale – volunteers needed for morning
 - Newsletter was sent out
 - Submitted reports
 - FY24 AFR to IL Comptroller’s Office
 - FY25 Budget to IDOA
 - FY25 APO to IDOA
 - Completed FMP & ICC
 - Administrative HR Webinar

4. Kendall County Board: No report at this time.

5. IDOA: See BLWR report in partner updates. Shelly Ray communicated a few updates verbally:

- IDOA will be at the Kendall County SWCD office tomorrow at 9AM to complete a PFC Audit.
- Districts are encouraged to begin election mapping – Election notice needs to go to IDOA no earlier than 60 days in advance and no later than 20 days to the election.
- PFC projects transfer forms will be sent out this week.

Shelly Ray left the meeting.

6. AISWCD: Verbal updates given by Schneider. Highlights include:

- Interim Executive Director – Grant Hammer.
- The AISWCD Board is in search of a new Executive Director – official job description and announcement is coming soon.

7. LUC 3: Directors & Staff attended the 9.5.24 LUC III meeting via Teams. The next meeting is tentatively scheduled for December 5th in person.

8. ISWCDEA / Insurance Committee: Verbal updates given by Schneider. Highlights include:

- August and September health insurance invoices have been received and paid for RC, EC & AC.

6:00 pm:

Old Business:

- 1. Timesheets Review & Approval:** Staff August timesheets were presented for review and approval. The following action was taken:
Motion to approve August timesheets by: Rita Feltes; 2nd by Deanna Bazan – Motion Carried.

2. **Investment & Savings Opportunities:** Schneider shared information given by AISWCD regarding CDs. Discussion between the board and staff began. Conclusion includes the district opening an additional account at a separate financial institution to ensure financial security and insurance for the district's operations fund account – CDs are still of interest once the second account is established.
3. **FY24 IDOA ICC & FMP Review & Approval:** The draft FY24 FMP Part II and ICC was presented for review and approval. The following action was taken: **Motion to approve the draft FY24 FMP Part II & ICC - by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
4. **Director Vacancy:** Directors would like this to stay on the agenda to continue to discuss how to invite more individuals to become associate directors.
5. **Education Assistant:** Ann Collet was hired. Her start date is on September 11th and she will visit classrooms with Ariel that day for training.

6:30 pm:

New Business

1. **PFC-1A Amendment Review & Approval for Project 093-00078:** Olson presented PFC-1A Amendment for Project 093-00078 for review and approval. The following action was taken: **Motion to approve PFC-1A Amendment for Project 093-00078 for by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
2. **PFC-1A Amendment Review & Approval for Project 093-00079:** Olson presented PFC-1A Amendment for Project 093-00079 for review and approval. The following action was taken: **Motion to approve PFC-1A Amendment for Project 093-00079 for by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
3. **NRI Fee Exemption Request:** Olsen presented the board with an NRI Fee Exemption Request from a customer. The board confirmed there are no exemptions to an NRI Fee.
4. **Natural Resources Information Reports Review & Approval:** Olson presented NRI Executive Summary Report 2427, NRI Report 2428 & 2429 for review and approval. The following action was taken: **Motion to approve NRI Executive Summary Report 2427, NRI Report 2428 & 2429 for by: Deanna Bazan; 2nd by Scott Kaufmann – Motion Carried.**
5. **Annual Meeting Date & Nominating Committee:** The Annual meeting date has been set for 1.13.2025 immediately following the January board meeting. The nominating committee will be Nicole Schneider, Alyse Olson & Ariel Beauchamp.
6. **Section 1619 Compliance:** This annual compliance review was presented to the board and will be presented to Erika Luft of NRCS for signature.
7. **Check Signer:** The board confirmed after the Annual Employee Personnel Reviews, the AC- Schneider, can now begin the process of adding her on the Operations Account as a check signer.
8. **Farmer's TCF Presentation:** Associate director, Cinatl, shared an opportunity for the district to provide presentations for the community and those interested in farming conservation practices. Discussion ensued. The board shared this could be beneficial to offer during the winter when farmers are more likely to attend. Cinatl confirmed she will look into the workings of this potential offering to potentially develop something this winter.

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 Rita Feltes, 2nd by Deanna Bazan – Motion Carried.

Our next regular board meeting is scheduled for November 18th, 2024, 5:00pm at the Yorkville USDA Service Center.

Minutes Submitted by: Nicole Schneider