



Dubois County Soil and Water Conservation District Meeting
1486 Executive Blvd., Suite A, Jasper, IN 47546
812-482-1171, Ext 3, www.duboisswcd.org

Thursday, February 2nd, 2023 @ 4:32 pm
SWCD Office: Jasper USDA Service Center

Present: Brenda Sermersheim, Chair
Glenn Goepfner, Vice Chair
Pat Eckerle, Member
Andrew Helming, Member
Arlene Fleck, Member
Kenny Eck, Purdue Extension

Judi Brown, SWCD Executive Director
Justin Bary, SWCD Resource Specialist
Jessica Condra, SWCD Administrative Assistant
Melissa Ruschau, SWCD Resource Specialist
Emily Finch, CWI Invasive Species Grant Specialist

AGENDA

Sermersheim asked if there were any changes to the agenda. No changes were noted.

MINUTES

Sermersheim noted a change to the January minutes. Presented minutes state that the Friend of Conservation Award was to be presented to Vincennes University Jasper Campus (VUJC). This was not decided, and minutes need to be updated to represent that this has not yet been decided. Sermersheim asked for a motion to approve the January SWCD Meeting minutes as corrected. A motion was heard and seconded to approve the minutes as corrected. (*Goepfner/Fleck*) The motion carried unanimously.

FINANCIAL REPORTS

Condra reviewed the January Financial Report. A motion was heard and seconded to approve the Financial Report as presented. (*Goepfner/Helming*) The motion carried unanimously. Next Condra reviewed the register of claims to be paid. A motion was heard and seconded to approve the claims. (*Fleck/Helming*) The motion carried unanimously.

Condra reported the 3-page Internal Controls Report for January balanced.

Sermersheim stated that Brown will remain Treasurer until there is a vote at the February 14th reorganization meeting.

Condra discussed the need for a new SWCD laptop to replace the existing laptop and a onetime purchase to have Microsoft Office installed. A motion was heard and seconded to approve the purchase of a laptop and Microsoft Office, spending up to \$1,400. (*Fleck/Goepfner*) The motion carried unanimously.

Condra discussed the need to update Quickbooks software. They no longer offer a one-time purchase and it will cost \$55 per month. A motion was heard and seconded to approve a reoccurring charge of \$55 per month to be charged to Condra's SWCD credit card. (*Fleck/Helming*) The motion carried unanimously.

Condra reported that 1099s were prepared by Krueger & Associates due to incompatibility of the existing Quickbooks software and the forms. Krueger's charges \$5 per 1099 which is less than the purchase of the forms and time to process them. A motion was heard and seconded to have Krueger's & Associates prepare 1099s each year. (*Helming/Fleck*) The motion carried unanimously.

Condra will contact Julie Loehr and request an invoice to pay her for the first three Envirothon coaching sessions.

PLAN OF WORK

Brown asked if she could continue working on the plan of work. She stated that it is currently saved on the SWCD hard drive. The board agreed to let Brown take home the hard drive and update the file.

CRP

Brown confirmed that the contribution agreement is still valid for two more years.

Pat Eckerle arrived at 5:11pm

LSI

Ruschau asked for a subcommittee to discuss fertilizer recommendations. Eckerle and Goeppner will meet with Ruschau on Wednesday, February 8th at 4:30pm.

Sermersheim brought questions about the proposed Memorandum of Agreement between the SWCD and VUJC. She asked for clarification about what happens to the property revenues if the contracted is ended after harvest is completed as well as for an accurate acreage count. She recommended having a conversation with the Dean of VUJC about adding this information. This will be revisited at the meeting on the 14th.

INVASIVES

Finch discussed her six-month activity report and that for the last year of the grant, CWI reporting will be submitted quarterly. Finch also discussed the upcoming Michael Homya event.

CWI LIVESTOCK GRANTS

Bary reported that for the 2021-2023 grant, all but \$2,167.82 has been allocated and he has four applications out. If we have funding left over at the end of the year, then we can use this on cover crops.

Ruscahu left at 5:43pm.

Finch reviewed the application for the new 2023-2025 grant which will be used for all SWCD grants. The board stated that they want to maintain the 60% for livestock practices and 40% for noxious weed removal on hay and pastureland.

The board agreed to add access roads to the application, using rates set by Orange County at \$9 per foot, cap at \$2,000. The board agreed to use Orange County rates to set a cap of \$1,500 for livestock stream crossing, with an overall max cap per participant at \$5,000

ANNUAL MEETING

Condra reported that the annual meeting speaker, Kent Yeager, has asked that the SWCD become an \$50 member of the Indiana Barn Foundation instead of paying him a speaker fee. A motion was heard and seconded to pay \$50 to the Indiana Barn Foundation. (*Helming/Fleck*) The motion carried unanimously.

The board agreed to award the Friend of Conservation award to Bart Pitstick.

Condra provided an update on the annual report, which is scheduled to publish on Wednesday, February 8th.

POLICY REVIEW

SWCD policies were distributed at the January meeting for board members to review and discuss at this meeting.

For the travel policy, Sermersheim noted that the mileage rate should be changed to \$0.49 per mile, to reflect the new county policy. The board agreed to remove the line stating that rooms should be shared. A question was asked if the \$50 per diem on food includes gratuity. Condra will report back with clarification.

The board agreed that for the food policy, under annual meeting, "guests" needs to be changed to "one guest."

The board agreed that on the credit card policy, on the 4th paragraph last line add "be" in between "will" and "billed."

Condra will updated the policies and bring them to the March meeting.

AD CONTRACT

Brown presented to the board that this year's ad contract for the Dubois County Free Press will be \$2,040. A motion was heard and seconded to proceed with the ad contract as presented. (*Fleck/Helming*) The motion carried unanimously.

TIME CARDS

With the retirement of Brown, the board agreed that Goepner will sign off on SWCD staff and grant employee timecards until a new director is hired. Goepner will stop by the office every other Friday at 3pm to sign.

CONFERENCE

Bary requested approval to register for the Small Farm Conference in March and have two nights in a hotel. A motion was heard and seconded to approve conference registration and two nights in a hotel for Bary. (*Helming/Fleck*) The motion carried unanimously.

TOTAL STATION

Condra reviewed options presented by Tim Kiste regarding the total station. The board agreed to Kiste's recommendation that the SWCD send the total station to the state where Kiste will work with Scott Wagner on how to handle it, possibly selling as surplus.

STAFF & SUPERVISOR REPORTS

Staff reports were e-mailed out before the meeting.
There were no Supervisor reports

PARTNER REPORTS

Purdue Extension: Eck discussed changes to regulations for applicators, and Purdue Extension upcoming events.
NRCS: The DC talking points were passed out.

SOIL CONSERVATION BOARD

Sermersheim reviewed a new term limit policy for members of the State Soil Conservation Board. Noting that this only applies to the state board and is optional for local districts to implement.

Finch left at 6:50pm

The meeting adjourned at 6:54pm The next meeting is the annual meeting, scheduled for Tuesday, February 14th at 6:30pm.

Respectfully submitted,

Jessica Condra
Jessica Condra
Administrative Assistant

Approved on: March 2, 2023

Patrick Eckerle

Glenn Goepfer

Andrew Holmberg

Sheena A Fleck

Brenda Sermersheim