

Minutes
Brown County Soil & Water
Conservation District
1/8/2020
SWCD Office- 5:00 pm

The meeting was brought to order at 5:00 pm by chair Scott Stephenson. Those in attendance were as follows: Jim Allen, Cara Bergschneider, Bonnie Closey, Courtney McGuckin, Amanda Perkins, Allison Shoaf, Scott Stephenson, Al Weber, and Laura Young.

Laura made a motion to accept the December minutes. Al seconded. Motion passed. The minutes were signed by the board members.

Amanda made a motion to accept the December Financial Report and Claims. Al seconded. Motion passed.

Old Business:

CWI: The 2017-2019 Clean Water Indiana program is complete. We will highlight the work at our annual meeting and in our winter newsletter. There is no update on the status of the 2020 CWI program.

Annual Plan of Work: The annual Ag Breakfast hosted together with Purdue Extension is taking place on Jan. 25th at 9am in the fairground's exhibit building.

2020 BCSWCD Annual Meeting: The annual meeting is on March 4th at the Brown County History Center at 6pm with speaker Amy Spalding of the National Wild Turkey Federation. Door prizes have been accounted for: an SWCD goodie bag, bird houses, a squirrel box, a Yeti cup, a gold panning kit, and NWTF merchandise donated by Amy Spalding. Allison also hopes to include a 2020 Brown County Plat Book if they have arrived. The regular BCSWCD monthly board meeting will take place at 4:30pm before the annual meeting.

PSS Agreement: We have not been paid for 2019 Quarter 2, 3, or 4's work. The 3 year total payment will be \$16,707.41; \$3,000 of which has been given as a stipend to Allison.

Native Plant Garden: Al has drawn up a plan for the garden. Allison and Amanda are working out a time to pick up the lumber.

Locally Led Ranking System change: Other SWCDs have expressed concern about the change as well. As of now, the change is still occurring. The response to our letter was that there is not predicted to be a dramatic change in funding for Brown County projects. Laura presented a statistical table showing the dramatic difference in cropland between Brown County and the other counties we will be grouped with. Agriculture projects will likely be ranked higher than forestry projects for our group which is an issue for Brown County.

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New Business:

NRCS: Cara and Allison are continuing a close working relationship after Allison has finished working in the Bloomington office. Cara will come and work in our office once every two weeks. Cara and Allison performed Brown County site visits together this past month. Cara is still accepting Brown County EQIP applications. She currently has 11 applications for Brown County, but will take up to 20. Amy Spalding has been helping with many of the forestry plans, allowing Cara to accept more. Cara will be attending the IASWCD Annual Meeting next week. The soil health trailer is continuing to be used frequently. Cara will be taking it to two locations this month.

Continuation of PSS Duties: Allison wrote a letter to the board requesting to continue PSS duties after the expiration of the agreement. She would like to continue helping with the applications and payments for Brown County customers. Cara confirmed that it is very helpful for Brown County customers to have a local place to ask questions and turn in forms. Laura made a motion for Allison to continue her PSS work in cooperation with NRCS. Amanda seconded. Motion passed.

2020 IASWCD Annual Conference Resolutions: Three plans were submitted for voting at the IASWCD conference. Al will be attending and voting for Brown County. The resolutions were as follows: State and County Soil and Nutrient Loss Estimates, submitted by Knox County; Establishment of legislative task force to consider state's role in addressing invasive plants on private land, submitted by Knox County; and Conservation Plan Requirement to Receive USDA Subsidizes, submitted by Fulton County. The board discussed their recommendations for Al and the plausibility of the resolutions. The second and third resolutions listed are both already under consideration from other sources. The first resolution listed could be clarified at the annual meeting.

2019 Staff Evaluations: Allison Shoaf's evaluation was completed on Dec. 18, 2019 and was determined satisfactory. Courtney McGuckin's evaluation was completed on Dec. 19, 2019 and was determined satisfactory.

Review of Policies, Internal Controls, and Employee Job Descriptions: No changes were made to the Policies, Internal Controls, or Manager's job description. Changes to the part time position's job description were as follows: job title was changed to Educator, incumbent will be required to develop and lead programming rather than just assisting the manager with programming, and incumbent will be responsible for seeking out and applying for grants. Laura made a motion to accept the changes in the part time job description and for the Policies, Internal Controls, and Manager's job description to remain the same. Al seconded. Motion passed. The Business Plan in place is for 2015-2020. The board will create a subcommittee after the annual meeting to review this and create a Business Plan for the following years.

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Summer Intern: Allison is working with an Indiana University intern coordinator to setup this position. The IU coordinator will help find an intern and potentially supplement us with the cost. The intern will be paid in full at the end of the summer.

Educator Position and Hourly Rate: The board will hold a private, executive session to discuss a change in hourly rate for the Educator. This will be at 4:45pm, immediately before the Feb. board meeting.

BCSWCD Inventory: The broadfork and uprooter were the only new items added to the inventory list.

Designation of Depository: Laura made a motion to continue using People's State Bank for BCSWCD's checking and savings account. Al seconded. Motion passed.

Internal Audit Committee: The committee will consist of Laura and Bonnie. They will meet in mid Feb. to perform the audit.

2020 Mini Grants: The board discussed modifying the contracts for 2020 grants and all future mini grants. Laura made a motion to state in the contract that mini grants will be paid upon completion of the project. Amanda seconded. Motion passed.

The Dixon project is to spray invasive stilt grass along trails. Allison is going to work with the applicant to clarify costs and then the application will be reviewed again.

The Casperson application is to continue treating invasive plants on their property. The Casperson's received a CWI grant in 2019, and this would be continuing that work. The board found this application very straightforward. Laura made a motion to approve the Casperson application for \$1,280 to treat invasive plants. Al seconded. Motion passed.

The Decker application is to pour a concrete pad to reduce erosion. Cara performed a site visit at this location and made many suggestions. She advised them to use gravel instead of concrete and to increase the area of the project. The Decker's were very open to these suggestions and will be putting together a new application. Allison will ask the Decker's to present their project to the board at the Feb. board meeting.

CYO Camp Rancho Framasa is requesting grant money to have informational signs created for a bee motel, pollinator habitat, and native perennial habitat as well as a one-way viewing window overlooking the pollinator habitat. Allison is going to help fix the budget on this application. We are also waiting for the Eagle Manufacturing cost estimate before this application is reviewed further.

Shepherd of the Hills Lutheran Church is applying for money to remove invasive plants around the church and to replant with native trees, shrubs, and perennials. The plan included a break down of plant species and costs. We will require a BCSWCD sign to be located at the church. The board did not have further questions for this proposal. Amanda made a motion to approve the Shepherd of the Hills Lutheran Church application for \$2,260 to remove invasive plants and plant natives. Laura seconded. Motion passed.

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Manager's Updates: "The Waterway Permitting and Stream Etiquette workshop we hosted with Extension went really well. We had about 10 people attend which was a good size crowd to have some productive conversation. The presenters were really pleased and said they'd be happy to come back and do another program in the future. Kara and I would like to start offering an annual winter workshop like this, with different topics each year. I've been getting all the details sorted out for the Ag Breakfast which will take place on January 25 th at 9 am. The Homemakers are fixing the meal this year and so we will reimburse them for the food afterwards. I've sent in our final PSS Reimbursement request and I'll report our total earnings once we have been paid. Also, we purchased two entering/leaving HWY signs from Eagle Manufacturing. I will call INDOT to see if they can install one of the signs along HWY 45. The second sign location is TBD."

Educator's Updates: "The Winter Family Tree ID hike is Saturday. I have been out to Trevlac twice to plan for that. The poster contest is officially beginning this week. The teachers will receive the email first, then the information will be on Facebook and our website. I am working on the winter newsletter and will have that out next week."

Rule 5: Allison followed up with the Duke right-of-way and Lake Lemon complaint. They have been amended.

Meeting adjourned at 7:32 pm. Motion was made by Amanda and seconded by Laura. Motion passed.

Minutes taken and submitted by Courtney McGuckin.