

Minutes
Brown County Soil & Water
Conservation District
1/7/2021
Zoom - 1:00 pm

The meeting was brought to order at 1:05 pm by chair Scott Stephenson. Those in attendance were as follows: Jim Allen, Cara Bergschneider, Liz Marthaler, Courtney McGuckin, Amanda Perkins, Scott Stephenson, Sara True, and Laura Young.

Amanda made a motion to accept the December minutes. Laura seconded. Motion passed.

Liz clarified the purpose of three different deposits made into the checking account. Laura made a motion to accept the December Financial Report and Claims. Amanda seconded. Motion passed.

Old Business:

Annual Plan of Work: Allison assisted Liz in putting together an extensive 2021 plan of work that includes all monthly District Manager duties as well. Ag Breakfast is on the calendar for this month. It is still being planned.

IASWCD Annual Conference: This year's event will be held virtually Jan. 11-13. Most of the board members and all of the staff are registered.

BC SWCD Annual Meeting: The meeting will be held virtually on March 24th. Liz will be meeting with Nathan to clarify what will suffice for virtual voting. We would like to still provide a presenter or educational component for attendees. A memorial to Al will also be on the agenda.

2020 Mini Grants: All 2020 projects are completed and have been compensated. Liz performed a few site visits this past month.

Financial Account Changes: Liz was added onto the BC SWCD banking accounts successfully.

COOP: The Continuity of Operations Plan that was drafted in the summer will remain as is which gives customer support options in the case of a COVID related closure of the BC SWCD.

New Business:

NRCS: Cara has been busy with EQIP. There are 20 applications for Brown County. Most are forestry related projects. Cara also has 36 applications in Monroe County. There is 1 CSP application for Brown County. The deadline for CSP is 1/8/2021. Cara has been able to conduct site visits and project check outs. The fall cover crop transect will be done soon with Liz. Cara's office is still currently closed to the public.

IASWCD Resolutions: There were 2 resolutions submitted for this year's IASWCD meeting. The first resolution consists of allowing districts to make modifications to their annual meetings to allow for a virtual meeting format. Amanda made a motion to vote "yes" for this resolution. Jim seconded. Motion passed. The second resolution asks for an adjustment to the per diem compensation allotted for

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supervisors. Brown County has not done per diem compensations for supervisors for many years. Laura made a motion to vote “no” for this resolution. Amanda seconded. Motion passed.

Review of Policies, Internal Controls, and Employee Job Descriptions: The employee job descriptions were tabled. Laura made a motion to change the internal audit language to “annually” instead of indicating a certain time of year that it is done. The title District “Coordinator” will also be changed to “Manager” in the chart in section 1.1.2. Other minor grammatical issues will be corrected in the future. Amanda seconded. Motion passed.

Designation of Depository: Laura made a motion to continue using The Peoples State Bank in Nashville for our accounts. Amanda seconded. Motion passed.

Internal Audit Committee: Amanda and Jim will serve as the internal audit committee. This will be conducted when the Annual Financial Report is completed for 2020.

BCSWCD Inventory: The 2 new rentable items were added to the inventory: 415 Hardpan Broadfork and Uprooter.

2021 Mini Grants: More signed contracts have been turned in. We are still waiting on 3 contracts to be submitted.

Summer Intern: Liz would like to wait until the summer of 2022 to have her first intern.

FoLM Watershed Plan Update: none

Manager’s Updates: “I completed two site visits for CYO and Shepherd of the Hills Lutheran Church to check on their completed mini grants. Trees have been ordered for the 2021 Tree Giveaway (100 American Plum and 100 Red Bud). The Outdoor Adventure Series Tree ID hike and survival skills program was cancelled due to rain. We are currently deciding if it can be rescheduled to fit in with school breaks. I’ve also been attending zoom meetings about how a virtual annual meeting will work and how to best set one up. So far lots of helpful information has been given out.”

Educator’s Updates: “I am working on the NACD 2021 poster contest for the schools. We did this contest for the first time last Spring, shifting to virtual with the rise of COVID. This year’s contest will be entirely virtual. Liz has agreed to help with the end of the contest after I leave. I will promote the event and provide the virtual programming for the schools, and Liz will take care of the judging and state submissions. Liz and I are putting the final touches on the Conservation Practices booklet. After

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reviewing some quotes from local businesses and online options, we have decided to do some in-house printing of the booklet first before paying for a company to print it. The winter newsletter will be going out soon. I have also been helping to plan and organize the Native Woodlands winter planning meeting that takes place every January.”

Rule 5: One new plan was submitted by Duke Energy that Liz forwarded to IDEM.

Meeting adjourned at 2:18 pm. Motion was made by Laura and seconded by Amanda. Motion passed.

Minutes taken and submitted by Courtney McGuckin.