

## Monthly SWCD Board Meeting Minutes

August 2, 2017

Chairman, Vern Latwesen, called the meeting to order August 2, 2017 at 8:30am Location: USDA Building Morrison, IL.

Members present were: Mike Jacobsen, Vern Latwesen, Jeff Deets and Dave Cook. Paul Young was absent.

District Staff: Dave Harrison - Resource Conservationist, Patricia Paxson - Administrative Coordinator

NRCS Personnel: Mark Kaiser, DC – Absent – Henry Sanford filled in.

Guest: None

**Board Minutes:** A motion was made by Mike Jacobsen, seconded by Dave Cook to approve the July 5, 2017 board meeting minutes. Motion carried.

**Treasurer's Report, approve time sheets, overtime and pending bills:** Mike Jacobsen gave report. Dave Cook moved, seconded by Jeff Deets, a motion to accept the Treasurer's report and approve time sheets, overtime and pending bills. The pending bill list had a minor typo – the AC payroll should have read \$844.51 not \$844.50. Motion Carried. At the last meeting, a motion was made by Dave Cook, seconded by Vern Latwesen to offer to buy up to 60 hours of employee vacation, at their current rates and have these funds deposited in to the employee's Simple IRA accounts. Both employees said thank you but chose to decline the offer at this time.

**DC Report:** See attached report.

**RC Report:** See attached report.

**AC Report:** See attached report.

**Old Business – SWCD Future – New CRP and Administrative Agreements** are being discussed for the future. The paperwork for the new agreements had been sent out and needed to be sent back in by July 28<sup>th</sup>. Lee County had called our office, on July 28<sup>th</sup>, and asked if the AC would be willing to be their secondary contact for the Administrative Agreement. The AC stated she would need board approval and would let Lee County know after the board meeting. In the meantime, since the documents needed to be turned in, Lee County got Ogle County as the secondary contact. At Whiteside's board meeting, this was discussed and by unanimous vote, the decision was – leave Ogle County on there as is but if Lee County got into a big bind to where Ogle couldn't help, call Whiteside for assistance then. Our office will run at current capacity until further notice.

**Employee contracts and evaluations –** A motion was made by Dave Cook, seconded by Mike Jacobsen to give each employee a 2.5% salary increase. A motion was made by Mike Jacobsen, seconded by Dave Cook to give each employee a \$2,000 bonus – gross pay. Motions carried.

**Credit Card –** The information was found online for taking credit card payments through Illinois Funds ePay. Still need to contact them to get further detailed information.

**Budget –** The budget was gone through and discussed. Motion was made by Dave Cook, seconded by Mike Jacobsen to accept the District FY18 budget as written. Motion was made by Dave Cook, seconded by Jeff Deets to accept the NAGS budget as written. Motions carried.

**New Business – Newsletter ads –** this was accidentally put on the Education agenda as a topic of Facebook Ads. Employees need to come up with more information on prices, etc. for the next board meeting. In an open discussion on

how to ramp us sales, etc.... one of the directors suggested we change our Facebook profile to an actual Facebook page. Once we do that, we will be able to see how many "hits" or "likes" etc., we will have. It's just a better way to track how many people are viewing our page.

**Executive Session – none**

**Note:** The board meeting was in session from 8:30am to 9:22am, took a brief pause to do the Education Foundation meeting since there was a guest waiting to be heard for an education grant. The district meeting resumed at 10:00am.

**Adjourn:** Mike Jacobsen moved, seconded by Dave Cook to adjourn the meeting at 10:21am. Motion carried.

Next meeting is scheduled for September 6, 2017 at 8:30am.

Approved by:

A handwritten signature in black ink, appearing to be 'D. Cook', written over a horizontal line.

**Transcribed by:** Patricia Paxson, AC

## Monthly SWCD Education Board Meeting Minutes

August 2, 2017

Vice-Chairman, Vern Latwesen, called the meeting to order at 9:23am August 2, 2017. Location: USDA Building Morrison, IL

Those present were: Mike Jacobsen, Vern Latwesen, Jeff Deets and Dave Cook. Paul Young was absent.

District Staff: Dave Harrison - Resource Conservationist, Patricia Paxson - Administrative Coordinator

NRCS Personnel: Absent

Guests: Jim Duis – Eagle Cam Project

**Minutes:** A motion was made by Mike Jacobsen, seconded by Dave Cook to approve the July 5, 2017 minutes. Motion carried.

**Treasurer's Report/Pending Bills:** Mike Jacobsen gave report. Dave Cook moved and Jeff Deets seconded a motion to accept the Treasurer's report as well as approve the pending bills. Motion carried.

### Old Business

Fulton Education Center – The ANC has been holding educational presentations as well as various camps throughout the summer. The next science camp is August 13, 2017 from 1-3pm. To find a complete schedule of the science camp, visit their Facebook page – Andresen Nature Center.

Teacher Grants – Guest Jim Duis was here and spoke about his grant application. The grant money he receives from any and all donors will go toward the Frank R. Duis Memorial Wildlife Watch camera. The camera will be placed on the Rock River corridor near Sterling and Rock Falls. The project will provide online access of an active wildlife area for the purpose of environmental education while at the same time, lessening the human impact on the site. The camera will allow teachers to fill in the gaps and teach environmental awareness and stewardship to the students in our area. The online site will also be viewable by the public, not just classrooms. The goal is to raise \$6,000.00 to get this project operational. The board had questions for Mr. Duis to get answered. Once he has his answers, he is to contact us again.

Morrison School Ag Program – Invite the new Ag teacher to the next board meeting so we can discuss some things we may have to offer. We would like to see if we can possibly pay for part of a conservation curriculum or guest speaking event.

Facebook Ad – There was confusion on this. This was supposed to be Newsletter Ad and put on the district agenda not Education agenda.

**Budget** – Was accidentally left off the agenda. A motion was made by Dave Cook, seconded by Mike Jacobsen to accept the Education Foundation FY18 budget as written. Motion carried.

### New Business – None

**Adjourn** – Mike Jacobsen made a motion, seconded by Jeff Deets to adjourn at 9:59am. Motion carried.

Next Meeting will follow the regularly scheduled District Board Meeting September 6, 2017.

Approved by:



Transcribed by: Patricia Paxson, AC