

Monthly SWCD Board Meeting Minutes

July 11, 2018

Chairman, Vern Latwesen, called the meeting to order July 11, 2018 at 8:35am Location: USDA Building Morrison, IL.

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

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

NRCS Personnel: Mark Kaiser, DC

Guest: None

Board Minutes: A motion was made by Mike Jacobsen, seconded by Dave Cook to approve the June 6, 2018 board meeting minutes. Motion carried.

Treasurer's Report, approve time sheets, overtime and pending bills: Mike Jacobsen gave report. Paul Young moved, seconded by Dave Cook, a motion to accept the Treasurer's report and approve time sheets, overtime and pending bills. This motion also included the SWCD paying the costs for the SWCD Education Foundation Cover Crop workshop held in July. Motion carried.

DC Report: See attached report. DC also spoke to board members to discuss workload, priorities, NRCS/District/other co-located partner roles and responsibilities within the District Group, marketing of programs, staffing, NRCS agreement expectations, and convening the local work group.

RC Report: See attached report.

AC Report: See attached report.

Old Business – SWCD Future – The office will run at current capacity until further notice.

Vacation / Policy – Due to insurance concerns, no burning can be conducted on district time and vacation can be used at the employee's discretion. Note of this will be placed in the employee handbook for future reference. Take off agenda.

Employee Evaluation / Contracts – It was decided unanimously to give both the AC and RC 2.7% wage increases. It was also decided to give the both the AC and RC \$3,000 bonuses, each.

Prevailing wage – Motion made by Paul Young, seconded by Dave Cook that the WCSWCD under legal obligation had adopted the prevailing wage policy, but does not necessarily endorse it. Motion Carried.

New Business – FY19 Budget was discussed, table until next meeting.

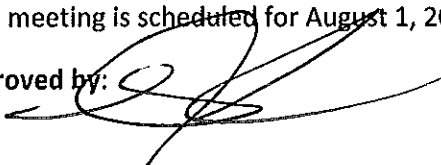
AC discussed with board members that for some time now, the timesheet pay periods have not matched with the dates of the Fiscal Year. Upon discussion, Board said that if it was an issue, adjust it and they will look at it again at the next meeting. Tabled.

Executive Session – Motion made by Paul Young, seconded by Dave Cook to enter executive session at 9:13am. Employee evaluations, contracts and bonuses were discussed. Motion made by Paul Young, seconded by Dave Cook to exit executive session at 9:20am and resume the regular meeting.

Adjourn: Mike Jacobsen moved, seconded by Paul Young to adjourn the meeting at 9:30am. Motion carried.

Next meeting is scheduled for August 1, 2018 at 8:30am.

Approved by:



Transcribed by: Patricia Paxson, AC

Monthly SWCD Education Board Meeting Minutes

July 11, 2018

Chairman, Paul Young, called the meeting to order at 9:31am July 11, 2018. Location: USDA Building Morrison, IL

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

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

NRCS Personnel: Mark Kaiser, DC

Guests: none

Minutes: A motion was made by Vern Latwesen, seconded by Mike Jacobsen to approve the June 6, 2018 minutes. Motion carried.

Treasurer's Report/Pending Bills: Mike Jacobsen gave report. Vern Latwesen moved and Dave Cook 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 science camps planned to be held at the center. To get more information about the ANC, take a look at their Facebook page – Andresen Nature Center.

Fruit Tree seminar – Waiting on person to get back to us to see if they are still willing to do the presentation. We are thinking January 2019, start with some indoor presentations, lunch and then finish up outdoors with a short presentation. More discussion to follow.

Donations – A list of past years donors was sent out to the directors to use if they would like to ask members of the public for donations to benefit the SWCD Education Foundation. Motion made by Mike Jacobsen, seconded by Mark Kaiser to have money raised from newsletter ads and sunflower seed sales to be put into the Education Foundation account. Motion Carried.

4th grade day is being planned and will be held on September 27, 2018 in Savanna at Palisades State Park.

New Business – An idea to raise funds is to have an online pie auction. Details still need to be worked out, will have more discussion next month, tabled.

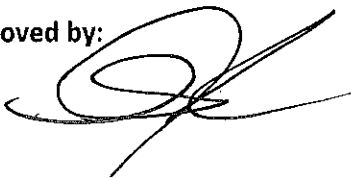
Cover Crop Workshop – This workshop was put together rather quickly. The workshop is sponsored by the WCSWCD Education Foundation but the SWCD has voted to pay for the cost of the workshop.

Budget - FY19 Budget was discussed, table until next meeting.

Adjourn – Mike Jacobsen made a motion, seconded by Mark Kaiser to adjourn at 9:50am. Motion carried.

Next Meeting will follow the regularly scheduled District Board Meeting August 1, 2018.

Approved by:



Transcribed by: Patricia Paxson, AC