

***Fayette County Soil and Water Conservation District
Director's Meeting
October 27, 2011***

Directors Present:

Jake Hortenstine
Susan Holdeman
Elizabeth Heinzmann

Others Present:

Tony Pals, RC
Karen Sanders, AC
Mary Ann Hoeffliger, DC

Absent:

Matthew Runge
Jamie Elmore, CC
Craig Opfer

Chairman, Jake Hortenstine called the October 27, 2011 meeting to order at 8:00 a.m.

Roll was taken. Craig Opfer and Matthew Runge were absent from the meeting

Agenda considerations were discussed. Elections: Nominating Committee

Approval of Minutes

Per the district audit it was recommended that the board separately approve the minutes from each of the online email board meetings.

Board meeting minutes were reviewed and approved as follows:

1. January 27, 2011 - Liz moved to approve board meeting minutes; seconded by Susan. Motion carried.
2. April 28, 2011- Liz moved to approve board meeting minutes; seconded by Susan. Motion carried.
3. May 26, 2011- Liz moved to approve board meeting minutes; seconded by Susan. Motion carried.
4. July 28, 2011 - Liz moved to approve board meeting minutes; seconded by Susan. Motion carried.
5. August 18, 2011- Liz moved to approve board meeting minutes; seconded by Susan. Motion carried.
6. September 22, 2011- Liz moved to approve board meeting minutes; seconded by Susan. Motion carried.

Treasurer's Reports

Per the district audit it was recommended that the board separately approve the Treasurer's report from each of the online email board meetings.

Treasurer Reports were reviewed and approved as follows:

1. January 27, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.
2. April 28, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.
3. May 26, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.
4. July 28, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.
5. August 18, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.
6. September 22, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.
7. October 27, 2011- Liz moved to approve treasurer report; seconded by Susan. Motion carried.

Pending Bills

Per the district audit it was recommended that the board separately approve the Pending Bills report from each of the online email board meetings.

Pending Bills were reviewed and approved as follows:

January 27, 2011- \$693.76

- Credit Card Charges/Credits – \$648.76
 - US Postal Service - Stamps - \$52.80
 - Harmon's Market - Board Meeting Snack - \$7.18
 - Quill - Printer Ink - \$276.45
 - Quill - Coffee - \$26.94
 - Wal-Mart - Poster Board - \$216.00
 - Something Special Florist - Nelson's Flower's - \$69.39
- AT & T - Internet - \$45.00

January 2011 pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

April 28, 2011 - \$4,045.25

- Credit Card Charges/Credits – \$316.27
 - US Postal Service - Stamps - \$44.00
 - Wal-Mart - Contact Paper - \$5.94
 - Wal-Mart- Certificate Paper- \$23.96
 - Wal-Mart - Masking Tape - \$7.05
 - Harmon's IGA - Board Meeting Snack - \$7.12
 - GoDaddy.com - Website Update - \$213.12
 - Envirothon Supplies - \$15.08
- AT & T - Internet - \$45.00
- AISWCD - Dues for partial 3rd quarter allocation - \$251.48
- AISWCD - Dues for 1st and 2nd quarter allocation - \$765.00
- Carino Nurseries - Tree Order - \$1,791.25
- Champion Trophies - Envirothon Plaque Engraved - \$3.00
- Champion Trophies - Envirothon T-shirts - \$451.00
- Correctional Industries - Rain Barrels - \$247.25
- Council 10 - Envirothon Meals - \$175.00

April 2011 pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

May 26, 2011 - \$163.85

- Credit Card Charges/Credits – \$118.85
 - Wal-Mart - Envirothon and Carlyle Lake Day Supplies - \$11.06
 - Rural King - Padlock for Storage Unit - \$24.99
 - Wal-Mart - Administrative Professional Day Gift Card - \$27.14
 - Wal-Mart - CREP Meeting Breakfast - \$49.66
 - Wal-Mart - Extra keys for padlock - \$6.00
- AT & T - Internet - \$45.00

May 2011 pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

July 28, 2011- \$370.10

- Credit Card Charges/Credits – \$258.25
- Checks Unlimited - CREP Account - \$75.95
- Quill - Printer Ink - \$73.33
- Quill - Shredder - \$103.77
- Harmon's IGA - Board Meeting Snack - \$5.20
- AT & T - Internet - \$45.00
- Vandalia Leader Union - Prevailing Wage Notice Ad - \$66.85

July 2011 pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

August 18, 2011- \$150.00

- AT & T - Internet - \$45.00
- Storage Land - CRP Seed Storage - \$105.00

August 2011 pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

September 22, 2011 - \$3,013.68

- Credit Card Charges/Credits – \$301.90
- US Postal Service - Stamps - \$44.00
- Wal-Mart - Card Stock - \$5.77
- Wal-Mart - Conservation Field Days - \$96.64
- Wal-Mart - Conservation Field Days - \$155.49
- AT & T - Internet - \$45.00
- Caplugs - tubes and caps for soil profiles for Conservation Field Days - \$544.53
- Strebel's Sales and Service - 1- 15 ft roll Fabric - \$461.00
- Strebel's Sales and Service - 15 - 3 ft rolls fabric - \$1,661.25

August 2011 pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

October 2011- \$382.57

- Credit Card Charges/Credits – \$427.57
- Wal-Mart - Conservation Field Days - \$11.10
- Wal-Mart - Conservation Field Days - \$27.18
- Harmon's Market - Conservation Field Days - \$6.27
- Wal-Mart - Conservation Field Days - Return Excess Water - {\$41.58}
- Quill - Printer Ink and paper - \$194.12
- Emtac Federal - CREP Monitor - \$185.48
- AT & T - Internet - \$45.00

October pending bills were reviewed and a motion to approve was made by Liz; seconded by Susan. Motion carried.

Employee Time Sheets

Liz moved to approve employee time sheets for January; seconded by Susan. Motion carried.
Liz moved to approve employee time sheets for April; seconded by Susan. Motion carried.
Liz moved to approve employee time sheets for May; seconded by Susan. Motion carried.
Liz moved to approve employee time sheets for July; seconded by Susan. Motion carried.
Liz moved to approve employee time sheets for August; seconded by Susan. Motion carried.
Liz moved to approve employee time sheets for September; seconded by Susan. Motion carried.
Liz moved to approve employee time sheets for October; seconded by Susan. Motion carried.

Employee Reports

Tony gave the RC report. Report on file.
Karen gave the AC report. Report on file.
Jamie gave the CC report. Report on file.

Susan moved to approve AC, RC and CC report; seconded by Liz. Motion carried.

Mary Ann gave the DC report.

Old Business:

1. Award pictures for First National Bank of Vandalia – Karen and Tony found a website that the district can purchase a picture frame from. It will hold the 5 (8x10) pictures the board chose. The frame will cost approx. \$270.00 and that will include the pictures printed and shipping. Susan moved to approve the purchase of the frame; seconded by Liz. Motion carried.
2. Board Evaluation Meeting – tabled until further notice

New Business:

Correspondence:

1. Regional Rep. Report for October - Correspondence on file
2. AISWCD final dues payment for FY11 - Correspondence on file
3. Council 10 Meeting - December 8, 2011 - Correspondence on file
4. FY2012 Grant Agreement - IDOA - Karen informed the board of the allocation amounts that were listed in the grant agreement. They are as follows: Operations Funds \$ 47,596 and PFC Funds \$6,200. Jake signed the agreement.

FY11 Audit - Liz, Susan and Karen met with Joe Barth, CPA before the board meeting to discuss the findings of the audit. Susan and Liz reported the findings to the board. The formal report is included with the FY11 Audit from LuAllen, Cearlock, Barth and Burnam. Liz moved to approve the audit as presented as well as pay the invoice of \$3,000 for services; seconded by Susan. Motion carried.

Annual Plan of Work FY12 - Susan moved to approve the Annual Plan of Work, seconded by Liz. Motion carried.

IRAP Meeting - The board is not sure that they want the district to sell permits. There will have to be a lot more information provided before the final decision is made.

Carlyle Lake Watershed Representative - After some discussion as to whether we need to have a member on the board and who it should be, Susan volunteered to attend the meetings, as needed. If Susan is unable to attend she is to report to the SWCD Office and Karen will see if another board member is able to attend in her place.

Reschedule November Board Meeting - The November Board Meeting will be held as an online email meeting.

Elections - Nominating Committee - Matthew Runge and Susan Holdeman are up for re-election in February. Tony is to talk to Matthew to see if he is going to run for re-election and if he is not going to run then Tony is to find someone to take his place. Susan nominated Liz to be chairperson of the nominating committee; seconded by Jake. Motion carried.

FY12 Budget - Tabled until next meeting

Average Cost List for Fayette County - The State of Illinois has developed an average cost list for the state. Some of the practice cost share amounts went up and some didn't but it will make things more fair statewide. Susan moved to approve the Average Cost List for Fayette County; seconded by Liz. Motion carried.

Soil Judging Contest Update - The soil judging contest was held in September. There were 3 schools from Fayette County that participated. South Central won for Fayette County. Altamont won for Effingham County. Odin won for Marion County. The overall winner was Altamont.

General Yearly Report to Landowners and Operators - Jake requested that Karen and Tony put together a report, by the end of the year, that can be mailed out to all the landowners and operators. Information that could be included: online meetings, website information, CREP Update, what the office is doing to stay open, various programs the office works with, EQIP. Can be printed in the office or at a printer, whatever would be best. The board is suggesting that a draft report be put together for board approval and be finalized for mailing before the end of December.

RC Contract with Effingham County - Effingham County reviewed and signed the FY12 Contract for Services. Contract is on file in the office for audit purposes. Liz moved to approve the FY12 contract with Effingham County, seconded by Susan. Motion carried.

FY12 Envirothon and Council 10 Dues - Envirothon Dues are \$50 plus \$5.00 per person that attends the Envirothon and Council 10 Dues are \$30. Susan moved to pay the Envirothon Dues and the Council 10 Dues as well as the per person charge for each person that attends the Envirothon; seconded by Liz. Motion carried.

QuickBooks Update - Karen informed the board that QuickBooks requires a payroll update yearly. The renewal would have cost the district \$299 for FY12 but Karen received a phone call from Intuit to inform her of a newer version of the payroll that we were eligible to receive and if we signed up for that the FY12 updates only cost us \$210, which included a rebate on the months of service we still had remaining on our existing update contract. Also, as of March of 2012, we will no longer be able to get the updates with our current version (QuickBooks 2009) of software so I really need to start looking for 2012 version. Liz moved to give Karen permission to begin researching the prices of QuickBooks Pro 2012 and if she finds a good price to purchase it; seconded by Susan. Motion carried

Winter Training attendance approval - Winter Training is set for December 6th and 7th. Liz moved for Karen, Tony and Jamie to attend Winter Training in Springfield; room, mileage and per diem will be paid by the district. Karen and Jamie are to submit mileage and meals to the CREP Program for reimbursement; seconded by Susan. Motion carried.

CREP Coordinator Position Update - Jamie is now working full-time. She is working part-time in Fayette County and part-time in Moultrie County. Karen presented the board with a proposal prepared by Jamie asking the board for assistance in paying the insurance premium. After some discussion Susan moved to table the discussion until the next meeting; seconded by Liz. Motion carried.

Insurance Policies and Procedures - Liz moved to approve the Insurance Policies and Procedures as presented; seconded by Susan. Motion carried.

Other - There is no other

Adjournment – Susan moved to adjourn at 10:30 a.m.; seconded by Liz. Motion carried.

Craig Opfer, Secretary