



## ROCK ISLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT

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### **RISWCD Board Meeting Minutes Tuesday, June 4th, 2019 5:00 p.m.**

#### **PRESENT**

Dawn Temple, AC  
Gary Blanchard, Chair  
Sally Ferguson, Director  
Twila Cederstrom, Director  
Joe Gates, Conservation Specialist  
Brian Parkinson, Director  
Bob Westfahl, RI County Board Rep.  
Rich Stewart, RC

#### **ABSENT**

Jason Hessman, NRCS DC  
Marty McManus, IDOA R.R.  
Nathan Oak, Director

#### **1. Call to Order**

Chairman Gary Blanchard called the meeting to order at 5:00 PM at the Rock Island County Soil and Water Conservation District Office. Roll call was taken.

#### **2. Consent Agenda**

The previous meeting Minutes, Financial Packet and Agenda had been sent out via email to all board members for review. Ferguson reviewed. She asked Temple if any additional budget amendments are needed. Temple stated that the current budget is acceptable for this fiscal year without any further changes, but we need to start working on the FY20 budget. Ferguson noted that it is too time consuming and wastes a lot of paper to provide all the receipts each month so just the reports will be provided going forward. Temple will keep all the receipts in files and are available upon request. Ferguson made a motion to approving the consent agenda items. Cederstrom seconded. **MOTION PASSED.**

#### **3. Timesheets**

Timesheets were reviewed and signed by Ferguson. Ferguson commented on comp time for clarification so that we are in compliance with Illinois Labor laws. Over 40 hours in any week should be comped at time and a half. Also, no other paid time off can be taken in the same week if comp time has been earned. Temple will make some changes to the timesheets to better track. Ferguson made a motion to approve timesheets. Cederstrom seconded. **MOTION PASSED.**

#### **4. Bills to be Paid**

Ferguson reviewed the invoices signed checks for current bills previously discussed as well as normal operating invoices received during the month. Gates also requested

funds for the trailer to pick up the plants - \$50. Temple noted that she has an invoice for the FY19 audit, but she has not issued check due to still having issues with wrapping up the audit and them not responding. Temple is following up. She has gone through FY18 and internally audited to make sure everything is tying out to audit and found some issues. Sam.gov is fixed and up to date. (skip to Unfinished Business #2)

#### **5. Treasurer's Report**

Ferguson and Temple met to discuss various items including processes and efficiencies. They will meet again to discuss the audit and GATA prior to reaching out to him to get a full handle on where we are at. Blanchard suggested going to the office to meet with auditor.

#### **6. Public Participation**

Westfahl with RI County Board reported being involved on the update of the comprehensive plan for land use management. Gates is also participating on that committee representing the district.

### **7. UNFINISHED BUSINESS**

#### **1. Grant Applications**

Temple reported that we are still waiting on NACD grant. They reached out and asked if we would be willing to change our EQIP funds request to CSP because there was no EQIP funding left and office staff approved it. We are up next to be reviewed and should know soon. Also still waiting on Copperas Creek. Temple spoke to Chris Davis (IEPA) who said they are hoping to have all the contracts in place by 9/1/19 and that we are still on the list for the next phase. Stewart reported that once we get a confirmation, he has projects ready to go. Stewart also reported on the ILEPA NPDES (construction site reviews) grant that expires on 6/30/19 that we will not be getting a renewal due to lack of funding from IEPA. Only 4 districts in Chicago area & East St. Louis received a new contract. Chris Davis is still trying to get us funds for the education piece. Due to this, we will lose about \$6,000 in revenue annually. Construction site reviews will now be the responsibility of the respective municipalities. Ferguson suggested offering services to the municipalities if they need additional assistance.

#### **2. Audit Update**

Ferguson commented about noted that the auditor is probably frustrated with us as well since we gave them books with so many errors. She will also follow up with them and put some pressure on them. Parkinson pointed out that maybe there may be additional cost if additional services are needed. Ferguson and Temple agreed that we must wrap up this audit with this firm in order to complete GATA.

#### **3. Spring Conservation Sales**

Temple handed out reports for spring and fall tree & fish sales as well as total conservation sales. Ferguson pointed out that it's mostly a service to the community

based on what we make and how much time staff time is spent on coordinating it. Temple would like to discontinue using Vans Pines next year for spring.

**4. Turnover on Credit Card & Bank accounts**

Temple passed around a form for everyone to sign to change the signers on the SENB accounts to add Ferguson. Temple spoke to Parchert and Ferguson regarding transferring the credit card and we decided the best option is to close this credit card and open a new one in Ferguson's name. She presented one from Chase that looked good and IHMVCU also has a credit card program we could look into since we are already a customer there. Ferguson made a motion that we open a new credit card and close the card with Elan Mastercard. Parkinson seconded.

**MOTION PASSED.**

**5. PFC Program**

Stewart reported that he has a couple applications he is working on. Cost estimate is not finalized so not ready for approval. Tabled to next meeting. Also has an application for a well sealing. Gates has another one for a well. Several other rain garden applications are in the works. We also had several applications for entities not eligible including Sherrard High School and Martin Luther King Center in Rock Island. The contract states that these are only eligible if and only if all other options for landowners have been satisfied. FY18 funds must be used by 12/19 and we have some other applications already. Stewart states that we will have no problem using up all of FY18 funds before the deadline.

**6. Eco-Camp**

Temple reported that spring Eco-Camp went well. This event is a ton of work and the committee is really lacking so RISWCD is doing large majority of planning on this event. Temple is brainstorming how to move this event forward within current parameters. There was a discussion about different options. Ferguson suggested leaving this open to further discussion at the next meeting.

**8. NEW BUSINESS**

**1. RC Request to attend ISWCEA Regional Leadership Conference**

Since Stewart is the co-chair of the ISWCEA he requested approval to attend the conference and travel expenses. The conference will be 8/13 & 14 in South Dakota. Parkinson made the motion to approve. Blanchard seconded. Ferguson suggested if we can use the training funds with the Department of Ag. Stewart will check with Marty McManus. **MOTION PASSED.**

**2. Soil Conservation Field Day**

Temple and Stewart have been working with Haley Haverback with Extension to plan a 2-day event in conjunction with Whiteside County Soil & Water. The first day covering RI County will be Friday 8/23 and Whiteside on 9/6. There will be half day of presenters and demonstrations and a bus tour in the afternoon. This will include

lunch and will be free. The Rock Island portion will be focused on edge of field practices. Temple doesn't think the district will have to put up any funds for the event. Ferguson suggested marketing the NRCS programs at these events.

## 9. **OTHER BUSINESS**

### 1. **AC Report**

Temple gave a brief verbal and full written report highlighting work and activities/projects during April & May and upcoming activities. She noted that we need to start working on FY20 budget and updating the strategic plan that is expiring 2020.

### 2. **RC Report**

Stewart provided a written report highlighting work and activities/projects during April & May and upcoming activities. He thanked the Board for their donation to the Children's Home in honor of his mother's death. Busy with CRP reviews. Wrapping up construction site reviews since that contract is ending. Stewart completed the application for the farm family (Mueller) for the AISWCD Annual Conference. He also attended a meeting with the Rock River ravine planning committee. They are looking at ways to address erosion in ravines. He attended the NRCS Conservation Desktop Training.

### 3. **Conservation Specialist Report**

Gates provided and written and verbal report of current projects and activities. Working on plant sales and coordinating pick-up. He will be renting a trailer and will go to pick them all up the same day from both nurseries. There is currently 43 orders and we sold over 1,000 plants. He has been working with several landowners on potential projects. Still working on getting Linc card straightened out. He also attended the NRCS Conservation Desktop training. Temple was able to obtain the Owner/Operator list from Jason with NRCS. Now we can create tailorable mailing lists target marketing certain segments like highly erodible land, etc. by using GIS. Ferguson suggested maybe we could market this service to other districts in future.

### 4. **District Conservation Report**

Hessman provided a written report of current NRCS projects and activities. There was a brief discussion about seed sales following review of this report.

### 5. **IDOA Bureau Report**

McManus provided a written report of current projects and activities. Temple and Stewart noted some highlights.

### 6. **Added: Report from AISWCD**

Hammer reported on current State budget. IDOA funds will remain stable for FY20. The health insurance line item was NOT approved. There will be a crop insurance rebate program for cover crops.

**10. Next Board Meeting**

The next meeting will be scheduled for Tuesday July 2<sup>nd</sup>, 2019 at 5:00 pm.

**11. Adjourn**

**A motion was made by Oak, seconded by Ferguson to adjourn at 7:11 pm.**

**MOTION CARRIED.**

Respectfully Submitted,

Sally Ferguson, Secretary/Treasurer