



ROCK ISLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT

3020 1st Avenue East, Milan, Illinois 61264
Phone: (309)764-1486 ext. 3

www.rockislandswcd.org

RISWCD Board Meeting Minutes Tuesday January 7, 2020 5:00 p.m.

PRESENT

Dawn Temple, AC
Gary Blanchard, Chair
Sally Ferguson, Associate Director
Brian Parkinson, Vice-Chair
Rich Stewart, RC
Twila Cederstrom, Director
Julie Voelker, Director
Joe Gates, Conservation Specialist
Jason Hessman, NRCS DC
Nathan Oak, Treasurer/Secretary
Bob Westfahl, RI County Board Rep.
Ross Smith, Education Coordinator
Amy Oak, Public

ABSENT

Marty McManus, IDOA R.R.

1. Call to Order

Chairman Gary Blanchard called the meeting to order at 5:17 PM at River House Bar & Grill in Moline. Roll call was taken.

2. Consent Agenda

The previous meeting Minutes, Paid Bills, Financial Packet and Agenda had been sent out via email to all board members for review. Ferguson reviewed minutes and financial packet in detail and after some follow-up with Temple finds them to be in order.

Cederstrom made a motion to approve the consent agenda items. Parkinson seconded.

MOTION PASSED.

3. Timesheets & Bills

Blanchard reviewed the timesheets and approved. Bills were sent out with the consent agenda items and were reviewed and signed by Blanchard. Parkinson made a motion to approve the Timesheets & Bills. Oak seconded. **MOTION PASSED.**

ADD: Introduction of New Employee

Temple introduced Ross Smith, Education Coordinator. He is the education and outreach person we are sharing with the Rock Island County Forest Preserve District who started in November. Smith gave a brief verbal and written report since he had to leave for another engagement. He is helping with the pond clinic and Envirothon outreach and starting to work on the CRP Open House being held at our office on January 30th. Will continue to work on educational programs going forward.

4. Public Participation

None

5. UNFINISHED BUSINESS

1. FY19 Audit

Temple presented the draft audit, which was previously sent out to the Board via email. Temple reported that everything looks good and Ferguson also reviewed it in detail. There were some minor errors found and updated by the auditor. An extension for the AFR report for the Comptroller was granted and the report will be filed on time per the extension deadline. Temple reviewed it and it looks in order. The auditor will file this. Oak made a motion to approve the audit and comptroller report as presented with minor changes from Ferguson. Parkinson seconded. Management letter was signed by Blanchard. **MOTION PASSED.**

2. Copperas Creek ILEPA Grant

Stewart reported that the grant has been approved and a conference call is scheduled with Chris Davis. We need to set up a stakeholder & media networking event which will be held at the community center in Illinois City. Stewart will follow up with them and get a date set. Stewart has some projects ready to go, but some procedures need to be followed before they can get started. Permits are also required from the Corps of Engineers, which can take up to 60 days. Looking at spring construction start time. Temple also noted that we have to complete an Education Strategy and BMP Strategy with all of our guidelines, ranking tools, application forms, landowner agreements, etc. Grant runs through November of 2021 and funds received will be about \$180,000 in total from ILEPA (60% cost-share) with the landowners paying 40% cost-share. Stewart also plans to have a lunch meeting with the committee soon.

3. Report from the Nominating Committee

Ferguson reported that she reached out to Jim Stewart and Bill Parchert about being on the nominating committee. Stewart contacted Parkinson and Blanchard and they both have agreed to run again. Ferguson contacted Cederstrom and reported that she has taken on some additional responsibilities with her church and would prefer not to run for another term if a replacement can be found. Ferguson reached out to Mark Jackson for potential suggestions and to see what his status was with his position with NRCS. She would like to target someone with a marketing background if possible. Temple spoke to Jackson and he informed her that he would not be eligible as a federal employee but will talk to Ferguson about some recommendations. Ferguson requested that if anyone else had any ideas or suggestions to send them her way. Cederstrom did not have any recommendations for a replacement.

4. Trailer Insurance

Temple reported in follow-up from prior meeting that she checked with the agent on the inland marine policy and we wouldn't be able to add it to that since it was not eligible. It needs to be on an auto policy. The premium went up from \$115 to \$250. I think the question is what policy would cover the liability if there was an accident since we are using the NRCS trucks and they are self-insured. Hessman stated that anything being pulled with their trucks needs to be insured. Temple recommended keeping it despite the cost increase even though the agent didn't recommend keeping it. Parkinson made a motion to approve the invoice and keep the policy. Voelker seconded. **MOTION PASSED.**

6. NEW BUSINESS

1. Appointment of Replacement Secretary/Treasurer

Ferguson suggested we form a finance committee and she will assist in the financial oversight and bringing other Board members up to speed. She requested that the committee meet 30 minutes prior to the regular board meeting to discuss the financial statements. She is also volunteering to provide a financial report at the Board meetings. She would like to move to looking at financials quarterly. Ferguson provided a 1st quarter analysis and discussed the process. She discussed the chart and explained the variances observed for 1st quarter most of which are due to timing. Nothing was found of concern at this point. 2nd quarter analysis will be reviewed at the next meeting. The goal is to provide an easier way to explain variances in the budget due to cyclical revenue streams. Oak was nominated as the replacement Secretary/Treasurer by Parkinson. Seconded by Voelker. **MOTION PASSED.**

2. Farm Show Volunteer Sign-Ups

The sign-up for the farm show volunteer slots was passed around to everyone.

3. Mill Creek Watershed Grant Application

Stewart reported that we are meeting with the Mill Creek Steering committee on Thursday at our office to review the bids and make a choice for the Watershed plan grant. We have 3 bids from Christopher B. Burke Engineering, Northwater Consulting, and Olson Consulting. We are applying for ILEPA 604(b) grant funds to get the watershed plan written. Haley Haverback from U of IL Extension is helping facilitate and has match grant funds of \$50,000. The grant deadline is January 15th. This watershed plan is a lot more complicated than Copperas Creek since there is no prior watershed inventory. Stewart and Temple are recommending the more in-depth contract through Northwater due to the time constraints of staff in being involved in doing the inventory and surveys.

7. Next Board Meeting

The next meeting is scheduled for Tuesday February 4th, 2020 at 5:00 pm.

8. **Adjourn**

A motion was made by Parkinson and seconded by Oak to adjourn at 5:55 pm. MOTION CARRIED.

Respectfully Submitted,

Nathan Oak, Secretary/Treasurer