

Jennings County Soil & Water Conservation District
November 26, 2024
Board Minutes

The regular meeting of the Jennings County Soil & Water Conservation District was held at the USDA Conference Room. Brad Ponsler called the meeting to order at 6:33am.

Board Member:

Brad Ponsler
Dan Megel
Matt Branham
Kevin Morin
Kameron Garlitch

Staff:

Becca McClellan
Madelyn Suhre
Andy Ertel

Associate Board Members:

Jimmi Berkey (Absent)

Partners:

Jennifer Kipper

Reading of the Minute:

Matt Branham made a motion to accept the September 2024 minutes as submitted, with a second by Dan Megel. All were in favor.

Financial Report:

Dan Megel made a motion to accept the financial report as submitted, with a second by Kevin Morin. All were in favor.

Correspondence:

NACD – Matt Branham made a motion to continue to pay the usual payment of \$250.00, with a second by Kameron Garlitch. All were in favor.

LM Ag Services Invoice – Kameron Garlitch made a motion to reimburse DJ Branham, Inc. for the broadcast seeding on the Soil Health Demonstration Field, with a second by Dan Megel. All were in favor.

Regional Soil Health Workshop – This workshop will be held on February 4th, 2025. The board has decided to pass at this time.

Maddie's Reimbursement – Matt Branham made a motion to reimburse Maddie for fingerprinting fees in the amount of \$16.40, with a second by Dan Megel. All were in favor.

Hamilton Tax Inc. Invoice – Kameron Garlitch made a motion to pay Hamilton Tax, Inc. invoice, with a second by Kevin Morin. All were in favor.

Old/Ongoing Business:

Watershed Update – Andy reported that we are two years into the grant and on target with in-kind match. Most of the cost-share funding has been spent on cover crop. The board discussed again that no reimbursement payments would be made until the district received funding from IDEM first.

CWI Grant Update – The *Improving Our Waters* CWI Grant was approved by the State Soil Conservation Board. The grant will start in 2025.

Annual Meeting – Becca reported that that PARP speakers were lined up. Rolling Pin was booked for catering and asked if giveaways could be ordered. Kevin Morin made a motion to order garden depth tools and stickers, with a second by Matt Branham. All were in favor.

Conservation Building Electrical Work – Becca provided an estimate from Greg Daeger (Ultra Electric) for completing electrical updates that are needed in the conservation building. Andy suggested paying for these updates now and asking the commissioners and council for reimbursement since that is a county owned building and those updates are a necessity. Matt Branham made a motion to approve the electrical work with Greg, with a second by Kameron Garlitch. All were in favor.

New Business:

Delegate & Alternate Delegate – Brad Ponsler will be our delegate for the IASWCD Business Meeting. Becca will submit the paperwork for this. We will have no alternate delegate this year.

Increase Credit Card Limit – Becca asked for her German American Bank credit card limit to be increased from \$2,000.00 to \$5,000.00. Kameron Garlitch made a motion to increase Becca's credit card limit from \$2,000.00 to \$5,000.00 and have Madelyn's credit card limit the same, with a second by Kevin Morin. All were in favor.

Internal Audit – Matt Branham made a motion leave Deanna Jackson on the bank accounts and financials until the AFR has been completed and audited by the board. Once the AFR has been submitted Deanna will be removed from the bank accounts and financials and replaced with Madelyn Suhre, with a second by Kevin Morin. All were in favor.

Board Secretary – Matt Branham made a motion for Madelyn to be the new board secretary, with a second by Dan Megel. All were in favor.

Fiscal Officer – Matt Branham made the motion to have Becca remain as the fiscal officer since she was the back-up, while Deanna (Jackson) is training Madelyn. Once the AFR has been submitted and the internal audit is completed, with a second by Kevin Morin. All were in favor.

Bank Account Signatory Changes – Bank signatures will stay the same until audit is completed. It will stay with Deanna Jackson then transition to Madelyn Suhre when completed. Matt Branham made a motion to approve, with a second by Kevin Morin.

2025 Board Meeting Dates & Times – The next meeting will be January 21, 2025. It was discussed that the board meeting will continue to be at 6:30am for the board meetings in 2025.

Workday Extension Opportunity for Staff – Tabled for now.

Mileage Forms – All forms need to be filled out and signed by those receiving mileage reimbursement.

Staff/Partner Reports:

Jennifer Kipper – District Conservationist – NRCS

Verbal Report

Becca McClellan – SWCD

Written Report

Madelyn Suhre – SWCD

Written Report

District Policy:

Social Media – Laura Fribley recommended that each district create a social media policy if they did not have one already. Becca provided the board a social media policy similar to the lieutenant Governor's. Matt Branham made a motion to approve this policy, with a second by Kevin Morin. All in favor.

Salary Ordinance – Kevin Morin made the motion to approve the salary ordinance for Deanna Jackson as written, with a second by Matt Branham. All in favor.


Claims: Deanna Jackson prepared a packet including a financial report and board meeting minutes for the board members to review and sign.


Adjournment: Motion to adjourn was made at 7:51am by Dan Megel, with a second by Matt Branham. All in favor.

Minutes taken by: Madelyn Suhre


Chairman -


Vice Chairman -


Member


Member


Member