

Jennings County Soil & Water Conservation District

September 24, 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 6:02AM

**Board Members**

Brad Ponsler  
Dan Megel (Absent)  
Matt Branham  
Kevin Morin (Absent)  
Kameron Garlitch

**Staff**

Becca McClellan  
Deanna Jackson  
Andy Ertel

**Associate Board Members**

Jimmi Berkey (Absent)

**Partners**

Jennifer Kipper

**Reading of the Minutes**

Matt Branham made a motion to accept the August 2024 minutes as submitted, with a second by Kameron Garlitch. All were in favor.

**Financial Report**

Kameron Garlitch made a motion to accept the financial report as submitted, with a second by Matt Branham. All were in favor.

**Correspondence**

**Indiana Woodland** – The District received a request to sponsor \$250.00 towards the printing cost of the Woodland Steward Newsletter. Matt Branham made a motion to continue to support the Indiana Woodland sponsorship of \$250.00, with a second by Kameron Garlitch. All were in favor.

**QuickBooks Increase** – Deanna Jackson received a notification from QuickBooks that they will be increasing their monthly fee from \$125.00 to \$130.00, and the per employee payroll fee from \$10.00 to \$11.00.

**Ongoing/Old Business**

**Watershed Update** – Andy Ertel reported that \$108,000.00 of cost-share funding have been allocated as of today. He is still waiting to hear from IDEM on the additional funding that was applied for. A Soil Health Field Day will be held in November, date to be determined, starting time 4:00PM and ending time 6:00PM. Speakers will be Alex Helms, from SEPAC on drones, Matt Branham will discuss the past four years with the Soil Health Demo Field, and Robert Zupancic on soil health topics. Kameron Garlitch made a motion for the District to purchase food for the field day up to \$500.00, with a second by Matt Branham. All were in favor.

**River Sweep** – Annual Fall River Sweep is Saturday, October 5<sup>th</sup> from 8:00AM – 12:00PM at the Vernon Commons.

**Annual Meeting** – Dan Megel announced that he will not be running for another term. Matt Branham will be running for re-election. The Election Committee will be made up of Brad Ponsler (Chairman of committee), Andy Ertel, and waiting to hear back from Shasta Woodward. Annual Meeting tickets will be sold for \$5.00 per person. Becca will gather some catering quotes and see if Tevin Shultz still has his catering business. Becca will also research promotional items to have available for the annual meeting and bring back to the Board at the November Board Meeting.

**Leadership Jennings County Program** – Kameron Garlitch made a motion for Becca McClellan to attend the Leadership Jennings County Program and pay the \$500.00 fee for the program, with a second by Matt Branham. All were in favor. Becca will check with Human Resources and see if anyone else from the County Government will be signing up.

### **New Business**

**SBOA Audit** – An SBOA Audit took place between the months of February and August (2024). District Staff was unaware of the audit until they received an email stating that an invoice would be sent within a few weeks and the District would be charged for 5.5 days for the examiner, a technology fee per day, and a processing fee. Deanna (Jackson) reached out to SBOA to ask why staff wasn't notified. They replied that the initial email was sent to Kelly Kent. Becca (McClellan) shared the only email she had received was a no-reply request from SBOA asking for a "Direct Request 2/7/24."

**Conflict of Interest** – Supervisors will fill-out and sign the Conflict of Interest forms and return them by the November Board Meeting.

**Administrative Assistant Position Opening** – The Job Announcement has been posted. An interview committee will be made up of Brad Ponsler, Kameron Garlitch, and Becca McClellan. Deanna (Jackson) will continue to take care of the bookkeeping and the monthly uploads, until the Administrative Assistant position has been filled. Deanna has offered to train the new hire. Matt Branham made a motion for Deanna Jackson to become a contracted employee and have her contract written similar to Andy Ertel's training contract, with a second by Kameron Garlitch. All were in favor.

**IASWCD Annual Conference Registration** – Matt Branham made a motion to approve District Staff's hotel accommodations (Sunday, January 26<sup>th</sup> – Tuesday, January 28<sup>th</sup>), hotel accommodations for any Supervisors and/or Associate Supervisors, and IASWCD Annual Conference Registrations, with a second by Kameron Garlitch. All were in favor. Becca (McClellan) and Brad (Ponsler) are planning on attending. The IASWCD Supervisor Scholarship deadline is November 8<sup>th</sup>, Becca will submit this for Brad, unless a Supervisor or Associate Supervisor who has not attended the annual conference plans to attend, then she will submit the scholarship for one of them instead.

**Elementary School Field Days** – Becca (McClellan) showed concern with Ag Day being moved to the same month that the 5<sup>th</sup> Grade Field Days were being held. Purdue Extension and the District share educators and with Ag Day and 5<sup>th</sup> Grade Field Days being a week apart from each other Becca feels there could be potential problems to maintain educators for both events. Becca will reach out to the educators and ask their thoughts on presenting with the field days being so close together. This has been tabled until the November Board Meeting.

### **Staff/Partner Reports**

Jennifer Kipper – District Conservationist, NRCS  
Verbal Report

Becca McClellan – SWCD  
Written Report

Deanna Jackson – SWCD  
Written Report

Andy Ertel – 319 Grant Educator/Stormwater Specialist  
Verbal Report

### **District Policy**

Equipment Rental Policy was reviewed and signed.

### **Strategic Plan**

Updates added to the Strategic Plan were reviewed.

**Claims**

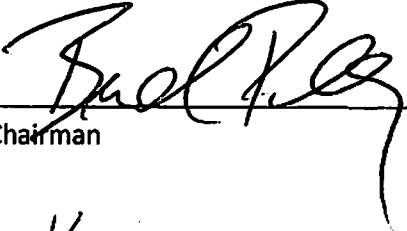
Deanna Jackson prepared a claims packet for the Supervisors to review and sign, along with the Financial Report and the approved August Meeting Minutes.

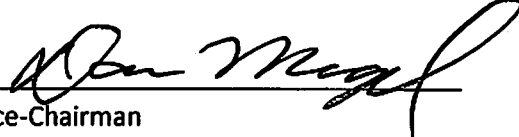
**Adjournment**


The Next Board Meeting is Scheduled for November 26, 2024 at 6:00AM. The starting time for future Board Meetings has been changed to 6:30AM. Motion to adjourn meeting was made at 7:52AM by Matt Branham, with a second by Kameron Garlitch. All were in favor.


Minutes taken by Becca McClellan.


Minutes approved by:

  
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Chairman

  
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Vice-Chairman

  
\_\_\_\_\_  
Member

  
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Member

  
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Member