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Logan County Soil and Water Conservation District  
1650 5<sup>th</sup> Street Road - Lincoln, IL 62656 – Phone (217) 735-5508 Ext.3

**Logan County SWCD Board Meeting Minutes 8/26/2020**

The April – August 2020 meeting of the Logan County Soil and Water Conservation District Board was held on August 26, 2020 in the Lincoln USDA Service Center parking lot at 1650 5<sup>th</sup> Street, Lincoln, Illinois.

Directors present: Doug Thompson-Chairman, Vice Chair Cheryl Baker, Dean Sasse-Sec.-Treas., Kent Kleinschmidt and David Allspach.

District staff present: Steve Bracey, RC

NRCS staff: Jamie Thompson – Soil Conservationist (SC) - absent

The meeting was called to order at 7:30 A.M. by Chairman Thompson.

**Secretary Report:** Board members reviewed the minutes from the March 17, 2020 board meeting as emailed. Kent Kleinschmidt moved to approve the minutes. Dean Sasse seconded the motion. The motion was approved.

**Treasurer's Report:** Board members reviewed the balance sheet and general ledger for March 2020, April 2020, May 2020, June 2020, July 2020 and August 2020 to date. All financial statements were emailed previously. Cheryl Baker moved to approve the treasurer's report as presented. Dave Allspach seconded. The motion was approved.

**Staff reports:**

Steve Bracey, RC, reviewed his written report with the Board. He reported that he has been working on waterway designs for CRP and state cost share. He conducted a tree and fish sale last spring. He has prepared the Annual Financial Report, Comptroller's Report and worked on the FY21 budget. A copy of his written report will be put on file. He informed the Board that Jamie will be working from home for the foreseeable future as her children's school has gone to virtual learning because of Covid-19.

**Old Business:**

- A. State Cost Share Program – Steve presented the FY19 and FY20 ledgers for cost share projects to date. All FY19 funds are allocated and appear to be on schedule for completion this fall. The FY19 money must be spent by December 31, 2020. \$10,000 was received in early June for FY20. Kent Kleinschmidt's application was approved in July by email approval. There is still some money available for the FY20 program. Steve presented two projects that are surveyed and ready to go. Doug Thompson moved to approve the applications for Masonic Home and Dean Sasse respectively. David Allspach seconded the motion. The motion was approved.

**New Business:**

- a. Approve time sheets – Cheryl Baker reviewed the sheets for correctness. David Allspach moved to approve the timesheets as checked. Kent Kleinschmidt seconded the motion. The motion was approved.
- b. Approve CRP contracts and plans – Cheryl Baker moved to approve the attached list of CRP contracts noting that each Board member refrain from approving any contracts in which they might have an interest. All members were polled individually and all agreed. Kent Kleinschmidt seconded and the motion was approved.
- c. Fish Sale vendor change – Steve informed the Board that our fish sale vendor has retired and he has secured Andry’s Fish Farm in Indiana as our new supplier.
- d. FY21 Partners for Conservation Average Cost List – IDOA has sent their cost list for FY21 and it is the same as the FY20 list. The Board has the option to change rates. The Board reviewed the list and Cheryl Baker moved to accept the list as presented. Dean Sasse seconded. The motion was approved.
- e. NRCS Contribution Agreement Update – Steve has not turned in any work for approval as he is waiting until he has received all plan signatures. That process is nearly complete and he will be submitting the entire workload in the month of September.
- f. Internal Control Checklist – The Board reviewed and completed the checklist. David Allspach moved to approve the checklist. Kent Kleinschmidt seconded the motion. The motion was approved.
- g. FY20 Annual Financial Report – The FY20 Annual Financial Report was reviewed by the Board. Cheryl Baker moved to approve the document. Dave Allspach seconded. Motion was approved.
- h. Comptroller’s Annual Financial Report – Steve reviewed the report which is prepared using all the figures from the FY20 Annual Financial Report. Cheryl Baker moved to approve the document. David Allspach seconded the motion. Motion was approved. Sec-Treas. Dean Sasse will get the certified copy of vote document notarized and return it to Steve.
- i. Review FY21 Budget – The FY21 Budget was reviewed. Soil & Water Conservation Districts are currently in the the state’s FY21 budget. State funding was left out of the budget due to concerns of Covid-19. David Allspach moved to approve the budget. Dean Sasse seconded the motion. Motion carried.
- j. Computer purchase – Replacing Steve’s computer was discussed. Dean Sasse moved to approve the purchase of a new computer. Cheryl Baker seconded the motion. The motion was approved. Steve will work with Doug Thompson and the IT person from NRCS on the selection of the computer.
- k. RC contract review – Steve’s contract expires September 30, 2020. Kent Kleinschmidt moved to extend Steve’s contract to December 31, 2020. Dean Sasse seconded the motion. The motion was approved.

**Adjournment:** Dean Sasse motioned to adjourn the meeting and Dave Allspach seconded the motion. The motion was approved. The meeting was adjourned at 8:50AM by Chairman Thompson.

Minutes compiled by Steve Bracey, Resource Conservationist

Approved by Logan County SWCD \_\_\_\_\_

Presiding Officer \_\_\_\_\_

Sec.-Treasurer \_\_\_\_\_