

Will-South Cook Soil and Water Conservation District
1201 S. Gougar Road, New Lenox, Illinois
Regular Board Meeting Minutes
Wednesday, May 12th, 2010



Leadership in Resource Management Since 1946

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Meeting called to order at 7:00pm.

Directors Present: Dick Smerz, Everett Moeller,
Burton Barr, Barry Tyler, David Deutsche
Associate Directors Present: Roger Galas, Diana Galas,
Bill Hnetkovsky, George Johnson, Harold Liberman,
Marlene Liberman, Cathy Ruchaj, Wayne Wagner
Staff Present: Bob Jankowski, Keith Eichorst, Kim Mitchell
Others: Joe Bybee-IDOA Area Representative

The meeting was opened with the Pledge of Allegiance at 7:00 pm. Chairman Smerz recognized IDOA Area Representative, Joe Bybee who proceeded with his report. Joe introduced himself and thanked the Board for their presence at the Director's Training that he had conducted earlier in the day. He advised those in attendance that Will-South Cook had received $\frac{3}{4}$ of their 2010 allocation. He discussed the receipt of the last allocation being in the next fiscal year and the probability that we can expect a decrease for next year. Joe reviewed CPP status for the District and announced cancellation of the Transect Survey due to funding difficulties in the southern part of the state. He encouraged attendance of the Summer Conference, highlighting an SESC program for the RC's. Finally Joe explained the information request from IDOA concerning program dollars that have been spent by the District.

Dick then requested consideration for a motion to approve the April 14th, 2010 Board Meeting minutes, noting the quality of the content and thanking Burton for a great job. Everett motioned to approve the minutes, Dave seconded the motion. The motion carried.

Financial Reports:

Kim distributed updated reports due to the receipt of the IDOA Operations allocation, pointing out the improvement in the P&L of (\$3,000) YTD. Kim also noted that the Tree & Fish Sale gross was nearly \$19,000. Marlene asked for clarification regarding the YTD P&L Balance. Kim explained that it was a negative balance of \$3000 but she expects the books to close for the 6/30 Fiscal Year in the black due to IEPA and rental receipts.

- YTD Profit & Loss – NOTE: The YTD P&L will no longer include restricted/Programs funds. A Program Funds Account Register will be included as a separate report. Program funds are restricted and do not contribute to the financial status of the District. A motion was made by Burton to accept the P&L report and seconded by Barry. The motion carried.
- YTD Balance Sheet- accepted with a motion from Dave and a second from Everett. The motion carried.
- April Bills were approved with a motion by Everett and a second by Burton. The motion carried.

Staff Reports from Bob, Keith, Kim and Neil were accepted as written with additions as follows:-Bob commented on the slow down in CPP due to the rain but stated that the interest in projects is greater than ever. We have identified projects for all available CPP funds and EQIP and CRP programs are being implemented as well.

Committee Reports:

-Wayne submitted a Will County Stormwater Management Committee report. Wayne wanted to note that the river gauges identified in the report cost \$15,000 each with an additional \$10K to \$12 each year to

maintain. Dave asked for status on the DeGroot issue and Wayne stated that the County is still working on it and refused to make any comment on the issue. Dick thanked Wayne for his report.

Old Business:

-Kim distributed updated Committee and Roster Reports and introduced new Associate Directors, Roger and Diana Galas, Cathy Ruhaj, Curt Paddock (absent) and David Hill (absent). Dick welcomed them. A preference list was made for email vs. regular mail for the board packet delivery.

-Sale of the District Truck was discussed. Burton reported on the condition of the truck (running fine / good shape) and the Kelly Blue Book price, \$14K-\$18K. Neil's mileage (\$650) for the year was compared to the expense of keeping the truck (\$2,300). Due to the age of the truck and its limited use, it was agreed to sell the truck. The motion was made by Everett and seconded by Burton. The motion carried. It was agreed to advertise in the Farmers Weekly and to display the truck in the front of the building. A motion was made to accept bids, minimum \$15,000, until 6/7, opening the bids at the 6/9 meeting, with the right to reject any and all bids, by Dave. The motion was seconded by Barrie. The motion carried.

-The FSA lease increase request was reviewed. Kim reported that she is waiting on a reply

-Johnson and Moore tours were cancelled due to rain and complications with on-going projects.

-Keith reminded the Board that the T-Survey was cancelled.

New Business:

-Kim talked about an update of the personnel guide. It has not been done since 1998. She requested that the Board consider a complete review of the document, with updates as needed, starting with the IDOA guide in DARTS rather than trying to piecemeal so many edits from meeting minutes and miscellaneous memos since 1998. She suggested that it start with a Personnel Committee Meeting scheduled by Barrie. All agreed that it should be updated. Barrie agreed to schedule a meeting.

-The policy proposal, submitted by Neil, for repairing/installing field tile associated with draining a CPP grassed waterway area was reviewed. A maximum 6" tile would be covered (cost share). Increases in tile size would be paid for by the land owner. A motion to adopt the policy was made by Burton and seconded by Everett. The motion carried.

-Kim requested board approval to transfer residual balances from the Expansion Grant, post 2004 CPP interest and CREP funds to the Operations account. These transfers are for inactive programs and CPP interest transfers, which are not restricted by IDOA. Joe Bybee confirmed IDOA concurrence for these transfers. A motion was made by Burton and seconded by Everett. The motion carried.

-Kim also requested the balance of the HRP fund, a joint fund of Will/South Cook, Kane-DuPage and Kendall SWCD's be disbursed with the intention of applying the funds to CPP projects by each SWCD. The HRP is no longer being funded by ACOE. A motion was made by Dave and seconded by Everett. The motion carried.

-A request for payment of the 3rd quarter AISWCD dues has been received. Kim reminded the Board that funds for the 1st, 2nd and 3rd allocations have been received. A motion was made by Dave and seconded by Everett. The motion carried.

-Kim reminded everyone that she is in the process of updating the APO and would like any updates by the end of the month. Staff will be distributing a proposed draft with the June Board packet.

-Kim advised the Board that WRDR has offered to do the audit for \$6100 this year. It was agreed to solicit for bids. Gaspardo and Zabel who submitted bids last year will be asked for a bid. If any one else has a firm they would like contacted they should contact Kim. Cathy Ruhaj suggested using WRDR for alternating years. Burton suggested multi-year bids.

-Kim advised the Board that the 2010 Budget needs to be reviewed and balanced and the 2011 Budget needs to be developed. She asked that Barrie schedule a meeting. Barrie will schedule a meeting.

-Summer Conference attendance was discussed. Everett, Dick, Burton, Diana & Roger, Cathy expressed an interest and will decide after they get the agenda. Kim reminded everyone that the District covers the expense of the conference and that spouses are encouraged to attend.

-The Auction item for summer conference was discussed. Dick commented on the popularity of a rain barrel last year. It was agreed to offer a "painted" rain barrel. Burton will take care of finding someone to paint the barrel. The painter will be paid \$100 - \$150. Everett made the motion and Barrie seconded. The motion carried.

Other:

-Kim advised that Board that the copier/fax hard drive has crashed. Repair will cost the SWCD \$500. A comparison of the bids was distributed. Kim noted that she will be without a printer once she is taken off of the server. Bids for a copier/printer/scanner/fax were distributed. The low bid, \$7950, from McGrath Office Supply, was accepted. The SWCD could save up to \$1500 per year in ink cost because the proposed machine uses toner. A motion to purchase the Savin 2828 from McGrath with a payment of \$3975 made in this fiscal year and \$3975 paid in the 2011 fiscal year was made by Burton and seconded by Barrie. The motion carried. Everett asked that Kim obtain the hard drive from McGrath before it is taken from the building.

-Kim advised the Board that she was invited to participate as a stakeholder in the Will County Zoning Ordinance update. She asked the Board if they would like her to participate on the Districts behalf. It was agreed that she should attend the meetings and report back to the Board.

- Associate Director, Diana Gallas advised the Board that the next meeting will be via conference call on May 13th.

A motion to approve timesheets was made by Everett and seconded by Barrie. The motion carried.

A motion to adjourn was made by George. The motion carried.
Minutes Respectfully Submitted by,

Burton Barr, Secretary