



**August 2025 Board Meeting Agenda**  
**August 13, 2025 @ 7:30 AM**  
1812 Troxel Drive, Lafayette, IN 47909

<https://www.youtube.com/@TippecanoeCountySWCD>

**Call to Order**

**Last Month's Meeting Minutes**

**Financial Report & Claims**

**Soil Health**

- ❖ Soil Health for Gardens 10/17 @ West Lafayette Library

**Water Quality**

- ❖ 319

**Invasive Species**

- ❖ Invasive SWAP

**Wildlife Habitat**

- ❖ Helping Pollinators at Home 9/12

**Business Operations**

- ❖ Remote work policy
- ❖ 4-H Fair
- ❖ Resolutions – Due September 8
- ❖ Newsletter email distribution
- ❖ Annual Meeting - supervisors

**Other Reports/Announcements**

**Adjourn**

**NOTE:** *This agenda is in DRAFT FORM. Open Door Law does not prohibit the public agency from changing or adding to its agenda during the meeting.*

**Next Meeting:** Our next Board Meeting is scheduled for September 10, 2025, at 7:30 a.m. at the USDA Service Center. Check [tippecanoecountyswcd.org](http://tippecanoecountyswcd.org) for updates.

# TIPPECANOE COUNTY SOIL AND WATER CONSERVATION DISTRICT

1812 Troxel Dr., Lafayette IN 47909

## MINUTES

July 9, 2025, 7:30 AM

The regular monthly meeting of the Tippecanoe County Soil and Water Conservation District (SWCD) was held on Wednesday, July 9, 2025, in person. Board Chair, Mark Eastman, called the meeting to order at 7:30 A.M.

### SUPERVISORS PRESENT:

Mark Eastman, Chair  
Melody Clouser, Vice Chair  
Deb Grady Ruth, Supervisor  
Doug Osborn, Supervisor

### STAFF PRESENT:

Kris Gertz, SWCD  
Robert Suseland, SWCD  
Mike Smith, SWCD

### OTHERS PRESENT:

Sarah Vaughn, NRCS  
Kenny Cain, State Soil Board

### June 2025 Minutes

Upon a motion by Osborn, Clouser seconded: **"The June 2025 minutes accurately reflect reports made, actions taken and stands approved. Motion carried."**

**The July 2024 Financial Report, and July 2024 Accounts Payable Vouchers** were distributed.

Upon a motion by Clouser, Osborn seconded: **"The July 2024 Financial Report and July 2024**

**Accounts Payable Voucher Register stands approved."** A vote was taken. **Motion carried.**

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	OFFICE, DEPARTMENT OR FUND	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER
06/24/25	469	Comcast		\$ 172.55	172.55	6692
07/01/25	470	IRS		\$ 1.95	1.95	EFT
06/25/25	471	Tippecanoe County Treasurer		\$ 73,500.00	73,500.00	6693
07/04/25	472	Purdue University		\$ 358.19	358.19	6694
07/04/25	473	Kris Gertz		\$ 177.84	177.84	6695
07/04/25	474	Michael Smith		\$ 192.32	192.32	6696
07/04/25	484	fees		\$ 6.58	6.58	EFT
		Carried Forward		74,409.43	74,409.43	

### Soil Health

- ❖ Community Garden – Smith shared that he and Suseland were there last week. The cover crop has finally been established. He plans to buy a silage tarp for termination and plant alliums in the spring. The perennial plugs have been planted with plans for seeds to be added in the fall. The plot will be evaluated for research through Purdue on pollinators.
- ❖ The Urban Soil Health initiative will transition to a one director program offering assistance to district lead working groups.

### Water Quality

- ❖ RCPP – Smith shared the cancelation of the current RCPP program. TNC will resubmit application for next round. We will continue to support the program at the previously discussed rate.

### Invasive Species

- ❖ Invasive Swap – Eastman shared seeing the swap promotion in varies areas around the county. Suseland shared the SWAP program has funds available and would like everyone to share the program widely. The list of replacements is available on our website.

- ❖ Invasive Species Presentation at W.L. Library, August 1, 2025- The West Lafayette Library reached out for adult programming needs. The SWCD will offer educational programs throughout the year.
- ❖ TICT Table @ Fair – The SWCD will have a table at the fair. The staff will man the table Monday through Thursday evenings. Eastman suggested eating lunch there.
- ❖ TICT Potential Workdays – Suseland shared invasive removal projects at Tippecanoe, West Lafayette and Lafayette parks. He would appreciate the promotion of the workdays. The board discussed the noxious weed problems in the city.

### **Wildlife Habitat**

- ❖ Indiana Tree Species Selection Guide – Suseland shared the new Indiana Tree Species and Selection Guide. Eastman suggested meeting with Tree Lafayette.
- ❖ Helping Pollinators at Home – September 12 @ the West Lafayette Public Library to help landowners with promoting pollinators.

### **Business Operations**

- ❖ Remote work policy – The board discussed the pros and cons of a remote work policy. The board will continue discussions during an executive session.
- ❖ Fair Display – the display is almost complete and available for viewing.
- ❖ CNW Regional Meeting – August 21 @ 5pm – Cain shared his story of farming and many local SWCDs. He shared his concerns with loss of staff and funding. The Montgomery County SWCD is hosting a meeting at his farm. The events include a panel discussion and questions.
- ❖ Budget – Gertz shared the income and expenditures for the first half of the year.

### **Other Reports/Announcements**

- ❖ Harrison FFA – All plants are in the ground and weeds are being managed. Signage will come later.
- ❖ Extension ANR position – The ANR position is not planned to be filled anytime soon.
- ❖ Greenfest – The event had low attendance again this year. The presence of the SWCD will be reevaluated for next year.
- ❖ Local Working Group – Vaughn shared she and Gertz will work on the survey and marketing to obtain more responses. She also shared the funding of another 6 EQIP applications to fund projects in Tippecanoe County.

### **Upcoming Events**

- ❖ RiverFest – July 12
- ❖ Tippecanoe County Fair – July 18-26

**THE MEETING ADJOURNED AT 8:45 A.M. Grady Ruth motioned; Clouser seconded; motioned carried.**

Minutes recorded by Kris Gertz.

APPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

*The Tippecanoe County Soil and Water Conservation District is committed to provide quality technical, educational, and informational resources for the community through leadership, service, and citizen involvement to foster natural resource conservation and environmental stewardship.*

# Profit and Loss

## Tippecanoe Soil & Water Conservation District

July 5-August 8, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
1 - Intergovernmental Receipts	0
Grants	0
Other Grants	2,838.00
<b>Total for Grants</b>	<b>\$2,838.00</b>
<b>Total for 1 - Intergovernmental Receipts</b>	<b>\$2,838.00</b>
2 - Service Income	0
Equipment Rental	100.00
<b>Total for 2 - Service Income</b>	<b>\$100.00</b>
3 - Misc. Income	0
Interest	0.42
Sales Income	0
2 - Native Tree Sales	2,340.00
<b>Total for Sales Income</b>	<b>\$2,340.00</b>
Sales Tax Collected	162.57
<b>Total for 3 - Misc. Income</b>	<b>\$2,502.99</b>
<b>Total for Income</b>	<b>\$5,440.99</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$5,440.99</b>
Expenses	
41 - Education Programs	0
Conservation Education	21.48
Conservation Education Programs - Urban Soil	115.62
<b>Total for 41 - Education Programs</b>	<b>\$137.10</b>
48 - Office supplies	8.16
50 - Postage & Delivery	10.00
54 - Sales Tax Paid to IRS	112.57
56 - Cost of goods sold	0
Native Plant Sale COGS	83.30
<b>Total for 56 - Cost of goods sold</b>	<b>\$83.30</b>
57 - Utilities	0
Internet	172.55
<b>Total for 57 - Utilities</b>	<b>\$172.55</b>
60 - Fees	0
Credit card processing fees	81.76
Software & QuickBooks fees	300.00
<b>Total for 60 - Fees</b>	<b>\$381.76</b>

## Profit and Loss

### Tippecanoe Soil & Water Conservation District

July 5-August 8, 2025

DISTRIBUTION ACCOUNT	TOTAL
61 - Vehicle	0
Vehicle gas & fuel	52.63
<b>Total for 61 - Vehicle</b>	<b>\$52.63</b>
<b>Total for Expenses</b>	<b>\$958.07</b>
<b>Net Operating Income</b>	<b>\$4,482.92</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>\$4,482.92</b>

Tippecanoe Soil & Water Conservation District

Checking (0364) - 1, Period Ending 07/31/2025

RECONCILIATION REPORT

Reconciled on: 08/01/2025

Reconciled by: Kris Gertz

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	126,780.76
Checks and payments cleared (8)	-74,588.92
Deposits and other credits cleared (12)	4,611.05
Statement ending balance	56,802.89
Uncleared transactions as of 07/31/2025	-54.65
Register balance as of 07/31/2025	56,748.24

Details

Checks and payments cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/06/2024	Check		JOURNAL AND COURIER	-13.52
06/24/2025	Check	6992	COMCAST CABLE	-172.55
06/25/2025	Check	6993	TIPPECANOE COUNTY TRE...	-73,500.00
07/01/2025	Check	EFT	INDIANA DEPARTMENT OF ...	-1.95
07/04/2025	Check	6996	Michael Smith (V)	-192.32
07/04/2025	Check	6994	Purdue University	-358.19
07/04/2025	Check	6995	Kris Gertz (V)	-177.84
07/21/2025	Check	6997	COMCAST CABLE	-172.55
Total				-74,588.92

Deposits and other credits cleared (12)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2025	Deposit			30.87
07/08/2025	Deposit			279.92
07/09/2025	Deposit			290.02
07/10/2025	Deposit			155.55
07/11/2025	Deposit			124.38
07/18/2025	Deposit			94.70
07/18/2025	Deposit			269.23
07/21/2025	Deposit			62.04
07/22/2025	Deposit			62.04
07/23/2025	Deposit			279.92
07/23/2025	Deposit			124.38
07/28/2025	Deposit		WABASH RIVER ENHANCE...	2,838.00
Total				4,611.05

Additional Information

Uncleared checks and payments as of 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/04/2025	Check	6972	Michael Smith	-11.85
06/06/2025	Check	6988	Tammy Murray (V)	-42.80
Total				-54.65

Tippecanoe Soil & Water Conservation District

Money market savings (7405) - 1, Period Ending 07/31/2025

RECONCILIATION REPORT

Reconciled on: 08/01/2025

Reconciled by: Kris Gertz

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	50,004.23
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.42
Statement ending balance.....	<u>50,004.65</u>
Register balance as of 07/31/2025.....	50,004.65

Details				
Deposits and other credits cleared (1)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2025	Deposit		FIRST MERCHANTS BANK	0.42
Total				0.42



## **Tippecanoe County SWCD Work Policy**

The Tippecanoe County SWCD board has decided that all district work shall be conducted in the office setting.

Exceptions included and are limited to:

- Site visits on customer's land
- Partner meetings
- Events
- Trainings and conferences

In the event of a governmental shutdown or other occurrence that closes the office location, employees will be instructed to an appropriate work location.

Adopted on 8-13-2025

Reviewed & approved on \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_