

**DEKALB COUNTY SOIL AND WATER
CONSERVATION DISTRICT
AGENDA**

**July 9, 2025
Monthly Board Meeting Time 7:00 p.m.
DeKalb County Farm Bureau
1350 West Prairie Dr., Sycamore, IL**

Call to Order: 7:00 p.m.

Approval:

1. July 9, 2025 Agenda
2. June 11 and June 24, 2025 board meeting minutes
3. Treasurers Report

Reports:

1. NRCS
2. Natural Resources Education (U of I Extension)
3. Resource Conservationist
4. Conservation Planner
5. Executive Director
6. DeKalb County Watersheds Council Report

Operations:

1. Correspondence
2. Time Sheets

Unfinished Business:

New Business:

1. Approval of Fy26 Budget
2. Township letters of Support
3. County Road Signs
4. Conservation Minute
5. August Board meeting

Next Meeting: The next scheduled Board Meeting is August 13, 2025, meeting TBD.

*Our mission is to responsibly conserve healthy soil and clean water for all generations
Celebrating 78 years of Service to DeKalb County*



Meeting Minutes DeKalb County Soil and Water Conservation District

Call to order Monthly Board Meeting

The Monthly Board meeting of the DeKalb County SWCD was held on 6/11/2025. The meeting was called to order by Chairman Paul Kuhn at 7:00 p.m.

Attendees

Attendees included: Directors, Paul Kuhn, Lynn Martz, Anita Zurbrugg, and Dan Kenney

Associate Directors: Stan Doty, John Begun, Paul Koeppen Jr. and Jim Arndt

Staff: Dean Johnson, Executive Director and Jeff Woodyatt, Resource Conservationist

NRCS: Aaron Seim District Conservationist

IDOA: Not Present

Guests: Grace Coveliers

Directors not in attendance

Members not present included: Rick Bend

Approval of the agenda

Motion to approve the 6/11/2025 agenda made by Director Kenney seconded by Director Zurbrugg.
Motion carried.

Approval of minutes

Motion to approve the meeting minutes of May 14, 2025 made by Director Martz and seconded by Director Kenney. Motion carried.

Approval of Treasurers Report

Motion to approve the Treasurers Report made by Director Zurbrugg. Director Kenney seconded the motion, motion carried.

Reports

NRCS- Aaron Seim provided a written report of the activities of the NRCS office for the past month and the outlook for July. Several deadlines are approaching for CSP, EQIP, RCPP and CRP are ongoing. Aaron is acting for Lee and Whiteside County in the months of June and July.

NREC- No Report

Resource Conservationist- Jeff Woodyatt gave an update on his activities for the past month and the outlook for June.

Executive Director- Dean Johnson provided a written update for the past month's activities and the outlook for June.

DeKalb County Watersheds Council- Next meeting will be held on June 25, 2025.

Correspondence

We have received our FY25 operations funds of \$42,990.00. We have not received an amendment to the contract for PFC cost share. No indication when that will be arriving.

The General Assembly ended their session with no changes to the SWCD budget for FY2026. Two bills were being discussed but no action was taken on either bill.

The AISWCD Summer Conference is July 20-22 at the Crown Plaza in Springfield.

There is activity once again in the county regarding wind farms, it could be another year before it will be reviewed by the SWCD and the county.

Time Sheet Approval

Employee Time Sheets Reviewed By: Director Martz

Unfinished business

None

New business

Approval of New Hire and Contract Amendment- Director Martz moved to hire Grace Coveliers as District Conservation Planner and approve her contract. Additionally, Director Martz moved to amend Executive Director Dean Johnson's hours to 25 per week effective June 16, 2025. Director Zurbrugg seconded, motion carried.

NRI 745- SV CSG Kingston Solar 1 LLC- Director Zurbrugg moved to approve NRI 745 for SV CSG Kingston Solar 1 LLC. with the recommendations provided in the opinion page of the report. Director Kenney seconded the motion, motion carried.

NRI 746- Coltonville Solar Farm LLC- Director Martz moved to approve NRI 746 Coltonville Solar Farm LLC. with the recommendations provided in the opinion page of the report. Director Zurbrugg seconded the motion, motion carried.

Approve CPA for SWCD Financial Review- Director Zurbrugg moved to approve Foster Tax and Accounting LLC to complete the annual financial review and Comptrollers Report. Director Kenney seconded the motion, motion carried.

SWCD County Roadside Signs- A new bill passed by the General Assembly allows for SWCD road signs identifying that you are entering the Soil and Water Conservation District to be placed on the county lines. The sign will be placed by the Illinois Department of Transportation on State highways entering the county at a cost of \$100 per sign and will be maintained by IDOT. The board questioned if there could be logos or QR code placed on the signs. At this time no answer was available, and the Executive Director agreed to follow up with the AISWCD to get more information. The topic was tabled until the next meeting.

SWCD Budget Meeting Date- The annual budget is due to be reviewed by the board by the end of June. A tentative date of June 24th was set, the Executive Director will follow up with Directors to firm up a time for that meeting.

AISWCD Summer Conference- The board was reminded of the Annual Meeting in Springfield. It was the consensus of the board that Director Kuhn would serve as the delegate representing DeKalb County SWCD at the meeting. The board also reviewed the resolutions being proposed but no action was taken at the district meeting, the board will leave it up to the discretion of the delegate at the annual meeting on what action to take once a resolution comes to the floor.

Adjournment

Motion to Adjourn: Director Kenney and seconded by Director Martz, approved.

The meeting was adjourned at 8:20 p.m.

Announcements

The next meeting of the DeKalb County SWCD will be July 9, 2025 at 7:00 p.m. The meeting will be held at the DeKalb County Farm Bureau, 1350 West Prairie Dr. in Sycamore, IL

Chairman

Date



Meeting Minutes DeKalb County Soil and Water Conservation District

Call to order Special Budget Board Meeting

The Monthly Board meeting of the DeKalb County SWCD was held on 6/24/2025. The meeting was called to order by the Treasurer Lynn Martz at 1:00 p.m.

Attendees

Attendees included: Directors, Lynn Martz, Anita Zurbrugg, and Rick Bend

Associate Directors: Stan Doty

Staff: Dean Johnson, Executive Director and Jeff Woodyatt, Resource Conservationist

NRCS:

IDOA:

Guests:

Directors not in attendance

Members not present included: Paul Kuhn and Dan Kenney

Approval of the agenda

Motion to approve the agenda made by Director Zurbrugg seconded by Director Martz. Motion carried.

Approval of minutes

Approval of Treasurers Report

Reports

Correspondence

Time Sheet Approval

New business

Review FY 26 Budget- The board members reviewed the proposed budget for FY 26. It was the consensus of the board to bring the proposed budget to the July 9th board meeting for full board approval.

Adjournment

Motion to Adjourn: Director Martz and seconded by Director Bend, approved.

The meeting was adjourned at 2:00 p.m.

Announcements

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Chairman

Date

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9:10 AM

07/01/25

Accrual Basis

DeKalb County SWCD

Profit & Loss

June 2025

	Jun 25
Ordinary Income/Expense	
Income	
4100 · State Government Support	46,558.35
4400 · Sales	2,111.37
4901 · Reimbursements	2,285.05
4950 · Refunds/Discounts/Allowances	50.00
4980 · Gain(Loss) on Assets at DCCF Fo	5,434.96
Total Income	56,439.73
Cost of Goods Sold	
5018 · Seed Oats Purchased	298.38
Total COGS	298.38
Gross Profit	56,141.35
Expense	
5100 · PAYROLL EXPENSES	15,206.87
5250 · EDUCATION AND PROMOTION	15,016.17
5350 · Director Expense	391.31
6000 · OFFICE EXPENSE	174.87
6010 · DELIVERY	6.75
6020 · TELEPHONE	190.62
6021 · INTERNET/WEBSITE	205.70
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	30.00
6050 · TRAVEL	0.00
6051 · MEALS AND ENTERTAINMENT	43.16
6060 · CONFERENCES/TRAINING	775.00
6100 · REPAIRS & MAINTENANCE	2,519.97
6150 · VEHICLES EXPENSE	151.30
6500 · Reimbursed Expenses	2,381.32
8999 · Other Expense	2,109.02
Total Expense	39,202.06
Net Ordinary Income	16,939.29
Net Income	16,939.29

9:08 AM

07/01/25

Accrual Basis

DeKalb County SWCD
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · State Government Support	46,805.28	41,000.00	5,805.28	114.2%
4125 · NRCS Contribution Agreement	16,502.20	10,000.00	6,502.20	165.0%
4175 · State Government Support CREP	220.00	200.00	20.00	110.0%
4200 · Local Government Support	31,000.00	31,000.00	0.00	100.0%
4250 · Township support	750.00	3,000.00	-2,250.00	25.0%
4300 · Other Public Support	20,370.00	35,000.00	-14,630.00	58.2%
4350 · DCCF Samardzija Grant	6,000.00	0.00	6,000.00	100.0%
4355 · DCCF Watershed Coordinator Gran	60,000.00	50,000.00	10,000.00	120.0%
4400 · Sales	96,953.08	52,700.00	44,253.08	184.0%
4400.10 · Seed Oats	930.70	1,600.00	-669.30	58.2%
4450 · Awards Banquet Income	0.00	0.00	0.00	0.0%
4610 · Advertising	400.00			
4615 · Contract Labor	10,277.80	15,000.00	-4,722.20	68.5%
4800 · Interest	4,742.96	4,500.00	242.96	105.4%
4900 · Other	990.00			
4901 · Reimbursements	43,108.72	3,970.00	39,138.72	1,085.9%
4950 · Refunds/Discounts/Allowances	1,222.42			
4975 · Gain/(Loss) on Assets DCFBFound	-12,525.89	5,000.00	-17,525.89	-250.5%
4980 · Gain(Loss) on Assets at DCCF Fo	14,329.48	7,000.00	7,329.48	204.7%
Total Income	342,076.75	259,970.00	82,106.75	131.6%
Cost of Goods Sold				
5000 · COST OF GOODS SOLD	23,474.70	28,200.00	-4,725.30	83.2%
5018 · Seed Oats Purchased	1,191.58	1,500.00	-308.42	79.4%
Total COGS	24,666.28	29,700.00	-5,033.72	83.1%
Gross Profit	317,410.47	230,270.00	87,140.47	137.8%
Expense				
5100 · PAYROLL EXPENSES	179,762.12	176,612.00	3,150.12	101.8%
5250 · EDUCATION AND PROMOTION	19,327.06	20,750.00	-1,422.94	93.1%
5300 · INSURANCE	845.00			
5350 · Director Expense	4,700.89	4,445.00	255.89	105.8%
5400 · PROFESSIONAL SERVICES	4,465.00	4,300.00	165.00	103.8%
5410 · Licenses/Fees	84.50	85.50	-1.00	98.8%
6000 · OFFICE EXPENSE	3,815.16	4,300.00	-484.84	88.7%
6010 · DELIVERY	718.44	600.00	118.44	119.7%
6020 · TELEPHONE	2,298.21	2,350.00	-51.79	97.8%
6021 · INTERNET/WEBSITE	1,578.94	1,400.00	178.94	112.8%
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	1,350.18	3,310.00	-1,959.82	40.8%
6050 · TRAVEL	945.92	800.00	145.92	118.2%
6051 · MEALS AND ENTERTAINMENT	220.33			
6060 · CONFERENCES/TRAINING	3,243.47	3,000.00	243.47	108.1%
6100 · REPAIRS & MAINTENANCE	2,636.51	2,220.00	416.51	118.8%
6150 · VEHICLES EXPENSE	3,869.13	5,350.00	-1,480.87	72.3%
6500 · Reimbursed Expenses	46,396.26			
7000 · Balance Adjustments	-41.68			
8999 · Other Expense	2,361.00			

DeKalb County SWCD

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total Expense	278,576.44	229,522.50	49,053.94	121.4%
Net Ordinary Income	38,834.03	747.50	38,086.53	5,195.2%
Net Income	38,834.03	747.50	38,086.53	5,195.2%

DeKalb County SWCD

7/1/2025 9:21 AM

Register: 2050 · CREDIT CARDS

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
06/02/2025		Tom and Jerry's	6051 · MEALS AND ...	Lunch with Jeff...	43.16	X		1,603.22
06/05/2025		Adobe	6000 · OFFICE EXPE...	Adobe Acrobat...	21.59	X		1,624.81
06/08/2025		Zoom Video Commu...	5350 · Director Expens...	Board Meeting ...	16.99			1,641.80
06/09/2025		Intuit	6000 · OFFICE EXPE...	Quick books pa...	15.12	X		1,656.92
06/09/2025		1 Stop Bedrooms	8999 · Other Expense	Office Furniture	2,109.02	X		3,765.94
06/09/2025		PNC Bank	1000 · UNRESTRICT...	Account 0548 ...		X	1,557.48	2,208.46
06/11/2025		Meijer	5250 · EDUCATION ...	Board Meeting	16.17	X		2,224.63
06/15/2025		HyVee	6500 · Reimbursed Ex...	IDOA Regiona...	52.82	X		2,277.45
06/16/2025		Rosati's	6500 · Reimbursed Ex...	Regional Meeti...	374.32	X		2,651.77
06/18/2025		USPS	6010 · DELIVERY:60...	Postage	6.75			2,658.52
06/18/2025	2868	PNC Bank	1000 · UNRESTRICT...	Account 2562			82.45	2,576.07
06/18/2025	online	PNC Bank	1000 · UNRESTRICT...	Account 0548		X	2,552.33	23.74
06/23/2025		Best Buy	6000 · OFFICE EXPE...	Office suplies	94.96			118.70

DeKalb County SWCD

7/1/2025 9:26 AM

Register: 1000 · UNRESTRICTED CASH:1002 · SWCD OPERATIONS ACCOUNT

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/02/2025			-split-	Deposit			180.00	63,051.52
06/02/2025		Rick Boesche	1200 · Accounts Recie...				666.07	63,717.59
06/03/2025	2853	Comcast	6021 · INTERNET/W...	Internet 87711...	102.85			63,614.74
06/03/2025	2854	Winnebago County S...	6030 · DUES/PUBLIC...	LUC-16 Dues	30.00			63,584.74
06/03/2025	2855	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	176.00			63,408.74
06/03/2025	2856	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	1,147.00			62,261.74
06/03/2025	2857	Martenson Turf Prod...	5018 · Seed Oats Purc...	Statement # 8226	298.38			61,963.36
06/04/2025			4400 · Sales:4400.4 · ...	Deposit			1,550.00	63,513.36
06/04/2025		Ken Stark	1200 · Accounts Recie...				294.22	63,807.58
06/04/2025		James Arndt	1200 · Accounts Recie...				250.00	64,057.58
06/05/2025			4100 · State Governme...	Deposit			42,990.00	107,047.58
06/06/2025			-split-	Deposit			180.00	107,227.58
06/06/2025	2858	Best Buy	8999 · Other Expense	2- laptops and ...	2,519.97			104,707.61
06/09/2025		PNC Bank	2050 · CREDIT CARDS	Account 0548	1,557.48			103,150.13
06/09/2025	2859	Conserv FS	6150 · VEHICLES EX...	Vehicle Gas I...	151.30			102,998.83
06/09/2025	2860	University of Illinois ...	5250 · EDUCATION ...	Cooperative A...	15,000.00			87,998.83
06/09/2025	To Print	FirStar	-split-	36-2438424	2,661.64			85,337.19
06/09/2025	To Print	Illinois Dept. of Reve...	2100 · PAYROLL LIA...	36-2438424 000	560.62			84,776.57
06/11/2025	2865	Verizon Wireless	6020 · TELEPHONE:6...	Cell Phone Act...	130.62			84,645.95
06/11/2025	2866	Jeff Woodyatt	6020 · TELEPHONE:6...	Phone Stipend	60.00			84,585.95
06/11/2025	2861	Dean H Johnson	-split-	VOID:		X		84,585.95
06/11/2025	2862	Jeffery P. Woodyatt	-split-	VOID:		X		84,585.95
06/11/2025	2863	Dean H Johnson	-split-		2,645.00			81,940.95
06/11/2025	2864	Jeffery P. Woodyatt	-split-		1,976.43			79,964.52
06/16/2025			4400 · Sales:4400.7 · ...	Deposit			120.00	80,084.52
06/16/2025		John Begun/Billing	1200 · Accounts Recie...				81.37	80,165.89
06/16/2025		Tim Gulotta	1200 · Accounts Recie...				687.00	80,852.89
06/16/2025		Kishwaukee Water R...	1200 · Accounts Recie...				1,625.00	82,477.89
06/16/2025	2867	LePrint Express	6000 · OFFICE EXPE...	NRI Binding	21.60			82,456.29
06/18/2025			4100 · State Governme...	Deposit			3,568.35	86,024.64
06/18/2025	online	PNC Bank	2050 · CREDIT CARDS	Account 0548	2,552.33			83,472.31
06/18/2025	2868	PNC Bank	2050 · CREDIT CARDS	Account 2562	82.45			83,389.86
06/23/2025	2869	LePrint Express	6500 · Reimbursed Ex...	Printing of Wat...	1,200.00			82,189.86
06/23/2025	2870	LePrint Express	6500 · Reimbursed Ex...	Printing of Wat...	128.50			82,061.36
06/23/2025	2871	LePrint Express	6000 · OFFICE EXPE...	NRI Binding	21.60			82,039.76
06/24/2025	2872	AISWCD	6060 · CONFERENCE...	Summer Confe...	775.00			81,264.76
06/25/2025	2876	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	41.00			81,223.76
06/25/2025	2877	Comcast	6021 · INTERNET/W...	Internet 87711...	102.85			81,120.91
06/25/2025	2878	Iowa State University	6500 · Reimbursed Ex...	Benson Gudmu...	1,000.00			80,120.91
06/25/2025	2873	Dean H Johnson	-split-		1,568.13			78,552.78

DeKalb County SWCD

7/1/2025 9:26 AM

Register: 1000 · UNRESTRICTED CASH:1002 · SWCD OPERATIONS ACCOUNT

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/25/2025	2874	Grace M. Coveliers	-split-		1,600.78		76,952.00
06/25/2025	2875	Jeffery P. Woodyatt	-split-		1,976.42		74,975.58
06/26/2025			4950 · Refunds/Discou...	Deposit		50.00	75,025.58
06/26/2025		Illinois Dept. of Agri...	1200 · Accounts Recie...			401.82	75,427.40
06/26/2025	2879	SWCD Insurance Gr...	-split-	Additional Life...	657.67		74,769.73

DeKalb County SWCD

Balance Sheet

As of July 1, 2025

	Jul 1, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · UNRESTRICTED CASH	74,803.33
1001 · Unrestricted Waterman Bank	72,256.03
1100 · RESTRICTED CASH Waterman Bank	32,399.40
Total Checking/Savings	179,458.76
Accounts Receivable	
1200 · Accounts Recievable	1,893.23
Total Accounts Receivable	1,893.23
Other Current Assets	
1350 · Assets Held by DCFB Foundation	106,705.90
1355 · Accounts Held by DCCF	151,988.04
Total Other Current Assets	258,693.94
Total Current Assets	440,045.93
Fixed Assets	
1510 · OFFICE FURN, FIX, & EQUIPMENT	441.95
1520 · EQUIPMENT	4,720.99
1530 · VEHICLES	0.00
Total Fixed Assets	5,162.94
TOTAL ASSETS	445,208.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 · CREDIT CARDS	118.70
Total Credit Cards	118.70
Other Current Liabilities	
2100 · PAYROLL LIABILITIES	4,216.19
2155 · Accured Wages	814.86
2160 · Accured Vacation	6,812.80
Total Other Current Liabilities	11,843.85
Total Current Liabilities	11,962.55
Total Liabilities	11,962.55
Equity	
3900 · Retained Earnings	433,246.32
Total Equity	433,246.32
TOTAL LIABILITIES & EQUITY	445,208.87