

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

**April 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. April 9, 2025 Agenda
2. March 12, 2025 Meeting Minutes
3. Treasurers Report

Reports:

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

Operations:

1. Correspondence
2. Time Sheets

Unfinished Business:

New Business:

1. Special Recognition
2. 4-H Plaque Donation Request
3. PFC Approvals
4. New Employee Discussion
5. Seminars

Next Meeting: The next scheduled Board Meeting is May14, 2025, meeting at 7:00 p.m. at the DeKalb County Farm Bureau 1350 West Prairie Dr., Sycamore Illinois.

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

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Meeting Minutes DeKalb County Soil and Water Conservation District

Call to order Annual Meeting

The monthly Board meeting of the DeKalb County SWCD was held on 3/12/2025. The meeting was called to order by Chairman Paul Kuhn at 12:30 p.m.

Attendees

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

Associate Directors: Peggy Anesi, and Byron Cann

Staff: Dean Johnson

NRCS: Aaron Seim

IDOA: Shelly Steging Regional Representative

Guests: Alexa Skirmont PCM

Directors not in attendance

Members not in attendance included: Dan Kenney

Approval of the agenda

Motion to approve the agenda made by: Director Zurbrugg and Director Martz, approved.

Approval of minutes

Motion to approve minutes of the February 12, 2025 meetings made by: Director Martz, seconded by Director Bend, approved.

Approval of Treasurers Report

Motion to approve the Treasures Report made by: Director Bend and seconded by Director Zurbrugg, approved.

Reports

NRCS Report: District Conservationist Aaron Seim provided a written report on the activities of the NRCS office for the month of February and the outlook for March. Aaron reported that many changes are occurring regarding freezing of funds and staff terminations. NRCS continues to work with clients and are doing the best they can with the information they have. Aaron is now assisting in Lee County as well.

SWCD Resource Conservationist: Jeff Woodyatt is on parental leave.

SWCD Executive Director: Dean Johnson provided a written report on the activities of the Executive Director for the month of February and the outlook for March.

University of Illinois Natural Resources Educator: Peggy Anesi reported on the flight demonstration in Boone County. Lidar radar will be used to collect data on the aquifers and geology below the earth's surface. Approximately 200 were in attendance for the event.

IDOA: Shelly Steging provided updates from the IDOA. Grant Payments should be made by May. PFC payments will be made later, smaller allocations are expected as a large portion of the PFC allocation went to the "I Cover" program. New Soil Health training will be coming this year. Regional meetings will take place in June.

Correspondence

No news on IEPA watershed Planning Grants

Congratulations to Rick Bend being elected as our newest Director and Lynn Martz on her re-election to the SWCD board.

IDOA Operations Grant Agreements have arrived, the DeKalb SWCD will receive \$42,990 for operations in FY25. PFC cost share agreements will be forthcoming this spring.

Potential government shutdown could occur on March 14, 2025.

The final plan of the Central South Branch of the Kishwaukee River WBP has been submitted to the IEPA for review. Most of the documents have been submitted, there are still financial reports due and the publishing of the Plan and Executive Reports for distribution.

The new DeKalb County Watersheds Council will meet for the first time on March 26, 2025.

Time Sheet Approval

Employee time sheets were reviewed and approved by: Director Martz.

Unfinished business

New business

Election of Officers- Director Martz moved to maintain the current set of officers for 2025. Director Zurbrugg seconded the motion, and the motion carried 4 yes and 0 nays. Chairman- Paul Kuhn, Vice-Chairman Dan Kenney, Secretary Anita Zurbrugg and Treasurer Lynn Martz.

Special Recognition- postponed

NRI 743 Aspasia Solar Project for the Town of Cortland- Director Zurbrugg moved to approve the NRI 743 report for Aspasia Solar Project within the Town of Cortland. Director Martz seconded the motion, motion carried.

FY25 PFC Practice Component list- Director Bend moved to approve the FY25 practice component list for the PFC program. Director Martz seconded the motion, motion carried.

Authority to Sign Grant Agreements with IDOA- Director Zurbrugg moved to authorize Dean Johnson or Jeffery Woodyatt to sign IDOA grant agreements if the Board Chairman is unavailable. Director Martz seconded, and the motion carried.

Local Work Group Summation - The Directors reflected on the discussions at the local work group meeting. Several noted that the input from the event could be useful for guiding conservation planning within the county.

Adjournment

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

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

Announcements

The next meeting of the DeKalb County SWCD will be April 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

12:42 PM

04/02/25

Accrual Basis

DeKalb County SWCD

Profit & Loss

March 2025

	Mar 25
Ordinary Income/Expense	
Income	
4355 · DCCF Watershed Coordinator Gran	60,000.00
4400 · Sales	11,576.90
4901 · Reimbursements	6,881.26
4980 · Gain(Loss) on Assets at DCCF Fo	-603.71
Total Income	77,854.45
Cost of Goods Sold	
5000 · COST OF GOODS SOLD	585.00
Total COGS	585.00
Gross Profit	77,269.45
Expense	
5100 · PAYROLL EXPENSES	15,188.61
5250 · EDUCATION AND PROMOTION	200.00
5350 · Director Expense	187.24
5410 · Licenses/Fees	14.50
6000 · OFFICE EXPENSE	225.44
6010 · DELIVERY	82.35
6020 · TELEPHONE	190.62
6021 · INTERNET/WEBSITE	205.70
6050 · TRAVEL	0.00
6051 · MEALS AND ENTERTAINMENT	31.01
6150 · VEHICLES EXPENSE	168.41
6500 · Reimbursed Expenses	-1,201.98
8999 · Other Expense	15.60
Total Expense	15,307.50
Net Ordinary Income	61,961.95
Net Income	61,961.95

12:44 PM

04/02/25

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	246.93	41,000.00	-40,753.07	0.6%
4125 · NRCS Contribution Agreement	11,429.20	10,000.00	1,429.20	114.3%
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	32,521.42	52,700.00	-20,178.58	61.7%
4400.10 · Seed Oats	312.84	1,600.00	-1,287.16	19.6%
4450 · Awards Banquet Income	0.00	0.00	0.00	0.0%
4610 · Advertising	400.00			
4615 · Contract Labor	5,033.90	15,000.00	-9,966.10	33.6%
4800 · Interest	2,781.38	4,500.00	-1,718.62	61.8%
4900 · Other	990.00			
4901 · Reimbursements	36,685.70	3,970.00	32,715.70	924.1%
4950 · Refunds/Discounts/Allowances	1,172.42			
4975 · Gain/(Loss) on Assets DCFBFound	-13,167.25	5,000.00	-18,167.25	-263.3%
4980 · Gain(Loss) on Assets at DCCF Fo	9,961.86	7,000.00	2,961.86	142.3%
Total Income	206,708.40	259,970.00	-53,261.60	79.5%
Cost of Goods Sold				
5000 · COST OF GOODS SOLD	5,932.35	28,200.00	-22,267.65	21.0%
5018 · Seed Oats Purchased	893.20	1,500.00	-606.80	59.5%
Total COGS	6,825.55	29,700.00	-22,874.45	23.0%
Gross Profit	199,882.85	230,270.00	-30,387.15	86.8%
Expense				
5100 · PAYROLL EXPENSES	138,162.02	176,612.00	-38,449.98	78.2%
5250 · EDUCATION AND PROMOTION	4,277.81	20,750.00	-16,472.19	20.6%
5300 · INSURANCE	845.00			
5350 · Director Expense	3,372.78	4,445.00	-1,072.22	75.9%
5400 · PROFESSIONAL SERVICES	4,265.00	4,300.00	-35.00	99.2%
5410 · Licenses/Fees	84.50	85.50	-1.00	98.8%
6000 · OFFICE EXPENSE	2,325.49	4,300.00	-1,974.51	54.1%
6010 · DELIVERY	629.24	600.00	29.24	104.9%
6020 · TELEPHONE	1,723.38	2,350.00	-626.62	73.3%
6021 · INTERNET/WEBSITE	1,270.39	1,400.00	-129.61	90.7%
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	1,195.38	3,310.00	-2,114.62	36.1%
6050 · TRAVEL	906.58	800.00	106.58	113.3%
6051 · MEALS AND ENTERTAINMENT	131.25			
6060 · CONFERENCES/TRAINING	2,468.47	3,000.00	-531.53	82.3%
6100 · REPAIRS & MAINTENANCE	116.54	2,220.00	-2,103.46	5.2%
6150 · VEHICLES EXPENSE	3,076.18	5,350.00	-2,273.82	57.5%
6500 · Reimbursed Expenses	41,225.94			
7000 · Balance Adjustments	-41.68			
8999 · Other Expense	251.98			

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total Expense	206,286.25	229,522.50	-23,236.25	89.9%
Net Ordinary Income	-6,403.40	747.50	-7,150.90	-856.6%
Net Income	-6,403.40	747.50	-7,150.90	-856.6%

DeKalb County SWCD

4/2/2025 12:46 PM

Register: 2050 · CREDIT CARDS

From 03/01/2025 through 03/31/2025

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
03/04/2025		HyVee	5350 · Director Expens...	Board Meeting ...	34.03	X		550.81
03/05/2025		Hobby Lobby	6000 · OFFICE EXPE...	Office supplies	30.98	X		581.79
03/05/2025		Adobe	6000 · OFFICE EXPE...	Adobe Acrobat...	21.24	X		603.03
03/06/2025		USPS	6010 · DELIVERY:60...	Postage	73.00	X		676.03
03/06/2025		Office Depot	6000 · OFFICE EXPE...	Office supplies	73.44	X		749.47
03/07/2025		Intuit	6000 · OFFICE EXPE...	QuickBooks pa...	15.12	X		764.59
03/08/2025		Zoom Video Commu...	5350 · Director Expens...	Board Meeting ...	15.99	X		780.58
03/10/2025		Office Depot	6000 · OFFICE EXPE...	Office supplies	17.98			798.56
03/12/2025		Rosati's	5350 · Director Expens...	SWCD Board ...	137.22			935.78
03/13/2025		Portill's	6051 · MEALS AND ...	Meeting with Jeff	31.01			966.79
03/14/2025		IDNR	5410 · Licenses/Fees:5...	Fish License	14.50			981.29
03/14/2025		Hobby Lobby	6000 · OFFICE EXPE...	Office supplies...	32.49			1,013.78
03/14/2025		USPS	6010 · DELIVERY:60...	Postage	9.35			1,023.13
03/17/2025	2807	PNC Bank	1000 · UNRESTRICT...	Account 0548			675.16	347.97
03/17/2025	2808	PNC Bank	1000 · UNRESTRICT...	Account 2562			105.42	242.55
03/24/2025		Illinois Tollway	8999 · Other Expense	Toll	3.60			246.15
03/26/2025		Best Buy	6000 · OFFICE EXPE...	Phone cover	16.19			262.34
03/27/2025		Illinois Tollway	8999 · Other Expense	Toll	4.80			267.14
03/31/2025		Illinois Tollway	8999 · Other Expense	Toll	7.20			274.34

DeKalb County SWCD

4/2/2025 12:47 PM

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

From 03/01/2025 through 03/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/03/2025			4355 · DCCF Watershe...	Deposit		60,000.00	101,118.58
03/03/2025	2796	Comcast	6021 · INTERNET/W...	Internet 87711...	102.85		101,015.73
03/03/2025	2797	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	176.00		100,839.73
03/03/2025	2798	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	1,147.00		99,692.73
03/04/2025	2801	DeKalb County SWCD	1001 · Unrestricted Wa...	Transfer from ...	60,000.00		39,692.73
03/05/2025			-split-	Deposit		723.00	40,415.73
03/05/2025	2799	Dean H Johnson	-split-		2,645.00		37,770.73
03/05/2025	2800	Jeffery P. Woodyatt	-split-		1,976.51		35,794.22
03/10/2025	To Print	FirStar	-split-	36-2438424	2,661.68		33,132.54
03/10/2025	To Print	Illinois Dept. of Reve...	2100 · PAYROLL LIA...	36-2438424 000	560.62		32,571.92
03/11/2025	2802	Conserv FS	6150 · VEHICLES EX...	Vehicle Gas I...	168.41		32,403.51
03/12/2025	2803	Northern Illinois Co...	5250 · EDUCATION ...	Donation to the...	200.00		32,203.51
03/13/2025	2804	Jeff Woodyatt	6020 · TELEPHONE:6...	Phone Stipend	60.00		32,143.51
03/14/2025			-split-	Deposit		988.00	33,131.51
03/14/2025	2805	Verizon Wireless	6020 · TELEPHONE:6...	Cell Phone Act...	130.62		33,000.89
03/14/2025	2806	LePrint Express	6000 · OFFICE EXPE...	NRI Binding	18.00		32,982.89
03/17/2025	2807	PNC Bank	2050 · CREDIT CARDS	Account 0548	675.16		32,307.73
03/17/2025	2808	PNC Bank	2050 · CREDIT CARDS	Account 2562	105.42		32,202.31
03/19/2025			-split-	Deposit		2,085.90	34,288.21
03/19/2025	2809	Dean H Johnson	-split-		2,644.98		31,643.23
03/19/2025	2810	Jeffery P. Woodyatt	-split-		1,976.51		29,666.72
03/20/2025			4400 · Sales:4400.2 · F...	Deposit		195.00	29,861.72
03/20/2025			4901 · Reimbursements	Deposit		6,421.46	36,283.18
03/21/2025			4901 · Reimbursements	Deposit		459.80	36,742.98
03/21/2025		Dwight McCoy	1200 · Accounts Recie...			450.00	37,192.98
03/28/2025			-split-	Deposit		970.00	38,162.98
03/28/2025			4400 · Sales:4400.7 · ...	Deposit		240.00	38,402.98
03/28/2025		Don Weberpal Trust	1200 · Accounts Recie...			275.00	38,677.98
03/28/2025		Jim Zajicek	1200 · Accounts Recie...			375.00	39,052.98
03/28/2025	2811	Comcast	6021 · INTERNET/W...	Internet 87711...	102.85		38,950.13
03/28/2025	2812	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	1,147.00		37,803.13
03/28/2025	2813	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	176.00		37,627.13
03/28/2025	2814	Pheasant's Forever	5000 · COST OF GOO...	Order Number ...	585.00		37,042.13

DeKalb County SWCD

Balance Sheet

As of April 2, 2025

	Apr 2, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · UNRESTRICTED CASH	31,875.98
1001 · Unrestricted Waterman Bank	71,571.72
1100 · RESTRICTED CASH Waterman Bank	28,955.17
Total Checking/Savings	132,402.87
Accounts Receivable	
1200 · Accounts Recievable	7,226.98
Total Accounts Receivable	7,226.98
Other Current Assets	
1350 · Assets Held by DCFB Foundation	106,064.54
1355 · Accounts Held by DCCF	147,620.42
Total Other Current Assets	253,684.96
Total Current Assets	393,314.81
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	398,477.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 · CREDIT CARDS	288.34
Total Credit Cards	288.34
Other Current Liabilities	
2100 · PAYROLL LIABILITIES	5,699.82
2155 · Accured Wages	814.86
2160 · Accured Vacation	6,812.80
Total Other Current Liabilities	13,327.48
Total Current Liabilities	13,615.82
Total Liabilities	13,615.82
Equity	
3900 · Retained Earnings	423,434.60
Net Income	-38,572.67
Total Equity	384,861.93
TOTAL LIABILITIES & EQUITY	398,477.75