

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

**Wednesday January 10, 2024
Monthly Board Meeting Time 12:30 p.m.
DeKalb County Farm Bureau
1350 West Prairie Dr., Sycamore, IL
Light Lunch at Noon**

Call to Order: 12:30 p.m.

Approval:

1. January 10, 2024, Agenda
2. December 13, 2023, Meeting Minutes
3. Treasurers Report

Reports:

1. NRCS
2. Natural Resources Education (U of I Extension)
3. Resource Conservationist
4. Executive Director

Operations:

1. Correspondence
2. Time Sheets

Unfinished Business:

New Business:

1. DeKalb County SWCD Parental Leave Policy
2. 2024 Fee Schedule Review

Next Meeting: The next scheduled Board Meeting is January 10, 2024 at **12:30 p.m.** at the DeKalb County Farm Bureau Center for Agriculture in Sycamore.

*Our mission is to responsibly conserve healthy soil and clean water for all generations
Celebrating 76 years of Service to DeKalb County*



Meeting Minutes DeKalb County Soil and Water Conservation District

Call to order

The monthly Board meeting of the DeKalb County SWCD was held on 12/13/2023. The meeting was called to order by Vice-Chairman Paul Kuhn at 12:35 p.m.

Attendees

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

Associate Directors: Jim Arndt, Nick Moore, Gordon Kohn, Byron Cann, Rick Bend and Peggy Doty

Staff: Dean Johnson and Jeff Woodyatt

NRCS: Aaron Seim, Alex Ibes, Kate McMahon, Rachel Rohrer

IDOA:

Guests: Stan Doty and Daryl Crum

Directors not in attendance

Members not in attendance included: John Begun

Approval of the agenda

Motion to approve agenda made by: Director Martz and seconded by Director Kenney, approved

Approval of minutes

Motion to approve minutes of the November 8, 2023 meetings made by: Director Kenney, seconded by Director Martz, approved.

Approval of Treasurers Report

Motion to approve the Treasures Report made by: Director Kenney and seconded by Director Kuhn, approved.

Reports

NRCS Report: District Conservationist Aaron Seim provided a report on the activities of the NRCS office and the outlook for the month of December. Aaron reported that funding will increase dramatically this year with the addition of a new program called ACT Now which is associated with the EQIP program. The Conservation Fund grant has run out of money so it will not be available moving forward.

SWCD Resource Conservationist: Jeff Woodyatt provided a written report of the activities of the Resource Conservationist for the month of November and the outlook for activities occurring in December.

SWCD Executive Director: Dean Johnson provided a written report of the activities of the Executive Director for the month of November and the outlook for December.

University of Illinois Natural Resources Educator: Peggy Doty provided updates to the activities at the Natural Resource Center. Activities currently under way include the Watershed Stewardship for Leaders Seminars, planning for the Master Watershed program and anticipating coming once again is funding for Solid Waste composting opportunities. Peggy also informed the board that they have received funding from the Wheaton Grant to pay for teacher education programs this year.

IDOA: No Report

Correspondence

FY24 Grant Agreements from the IDOA have arrived for signatures. We can expect two batches of payments the first will arrive in February the second in the spring. There are changes to the agreement to encourage Districts to have Level 3 planners. Expected payment to be around \$87,000.

We have held two Watershed Steering Committee Meetings for the Central South Branch of the Kishwaukee River Watershed. Next meeting will be January 18, 2024.

The DeKalb County SWCD has submitted an IEPA 604 (b) Water Quality Grant application to do watershed-based planning in the Somonauk Creek Watershed. We anticipate it may take 2 months before we know the outcome of the application. We also plan to submit a IEPA 319 grant application in January for the same area to give us a backup in case we are not successful with the 604 (b) application. Cost of the grant is \$166,600.

NIU is looking for volunteers for well water testing for micro-plastics.

The DeKalb County Stormwater Planning and Management Committee will be hosting an event for community leaders on February 29. The title is "Enhancing County Wide Infrastructure Planning".

Time Sheet Approval

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

Unfinished business

None

New business

Approve Employee Contracts for 2024- Director Kenney moved to approve the negotiated employee contracts with Dean Johnson and Jeff Woodyatt for 2024. Director Martz seconded the motion, motion carried.

Employee Christmas Bonus- Director Martz moved to provide a \$250.00 (net) Christmas bonus for each of the district employees. Director Kenney seconded the motion, motion carried.

Adjust Personnel Policy on Annual Leave- Director Kenney moved to approve changes to the annual leave policy for reflect the federal guidelines. Director Martz seconded the motion, motion carried.

Add Family Medical Leave Act to the SWCD Personnel Policy- Director Martz moved to add (FMLA) guidelines to the DeKalb County SWCD Personnel Policy. Director Kenney seconded the motion, motion carried.

NRI for Clare Solar # 733- Director Kenney moved to approve the NRI report 733 for Clare Solar in Mayfield Township. Director Martz seconded the motion, motion carried.

Adjournment

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

Announcements

The next meeting of the DeKalb County SWCD will be February 14, 2024 at 12:30 p.m.. The meeting will be held at the DeKalb County Farm Bureau Center for Agriculture in Sycamore.

Chairman

Date

DeKalb County SWCD

Profit & Loss

December 2023

	Dec 23
Ordinary Income/Expense	
Income	
4125 · NRCS Contribution Agreement	5,431.07
4300 · Other Public Support	120.00
4400 · Sales	1,570.50
4900 · Other	34,100.00
4901 · Reimbursements	179.94
Total Income	41,401.51
Gross Profit	41,401.51
Expense	
5100 · PAYROLL EXPENSES	15,619.79
5200 · PROGRAM EXPENSE	998.45
5300 · INSURANCE	1,321.23
5350 · Director Expense	295.21
5410 · Licenses/Fees	189.95
6000 · OFFICE EXPENSE	87.49
6010 · DELIVERY	66.00
6020 · TELEPHONE	131.55
6021 · INTERNET/WEBSITE	91.90
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	1.00
6050 · TRAVEL	0.00
6060 · CONFERENCES/TRAINING	633.33
6150 · VEHICLES EXPENSE	532.50
8999 · Other Expense	30,000.00
Total Expense	49,968.40
Net Ordinary Income	-8,566.89
Net Income	-8,566.89

DeKalb County SWCD
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · State Government Support	548.92	82,000.00	-81,451.08	0.7%
4125 · NRCS Contribution Agreement	9,121.95	8,000.00	1,121.95	114.0%
4150 · State Government Support/PPP	0.00	0.00	0.00	0.0%
4175 · State Government Support CREP	0.00	0.00	0.00	0.0%
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	120.00	20,000.00	-19,880.00	0.6%
4350 · Watershed Website Grant	3,580.00	3,780.00	-200.00	94.7%
4355 · DCCF Watershed Coordinator Gran	0.00	25,000.00	-25,000.00	0.0%
4400 · Sales	18,979.20	71,100.00	-52,120.80	26.7%
4400.10 · Seed Oats	438.20	1,000.00	-561.80	43.8%
4615 · Contract Labor	4,451.50	5,000.00	-548.50	89.0%
4800 · Interest	2,420.64	3,200.00	-779.36	75.6%
4900 · Other	34,120.00	0.00	34,120.00	100.0%
4901 · Reimbursements	53,585.90	2,000.00	51,585.90	2,679.3%
4975 · Gain/(Loss) on Assets DCFBFound	1,176.05	0.00	1,176.05	100.0%
4980 · Gain/(Loss) on Assets at DCCF Fo	-2,461.01	0.00	-2,461.01	100.0%
Total Income	157,831.35	255,080.00	-97,248.65	61.9%
Cost of Goods Sold				
5000 · COST OF GOODS SOLD	12,369.65	22,500.00	-10,130.35	55.0%
5018 · Seed Oats Purchased	417.14	900.00	-482.86	46.3%
Total COGS	12,786.79	23,400.00	-10,613.21	54.6%
Gross Profit	145,044.56	231,680.00	-86,635.44	62.6%
Expense				
5100 · PAYROLL EXPENSES	85,024.28	171,153.08	-86,128.80	49.7%
5200 · PROGRAM EXPENSE	25,546.07			
5250 · EDUCATION AND PROMOTION	0.00	24,500.00	-24,500.00	0.0%
5300 · INSURANCE	1,321.23	0.00	1,321.23	100.0%
5350 · Director Expense	1,701.03	3,200.00	-1,498.97	53.2%
5400 · PROFESSIONAL SERVICES	3,290.00	3,650.00	-360.00	90.1%
5410 · Licenses/Fees	259.95	425.50	-165.55	61.1%
6000 · OFFICE EXPENSE	1,171.27	4,000.00	-2,828.73	29.3%
6010 · DELIVERY	264.00	600.00	-336.00	44.0%
6020 · TELEPHONE	788.92	1,600.00	-811.08	49.3%
6021 · INTERNET/WEBSITE	643.30	1,450.00	-806.70	44.4%
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	266.80	4,501.60	-4,234.80	5.9%
6050 · TRAVEL	356.40	650.00	-293.60	54.8%
6051 · MEALS AND ENTERTAINMENT	66.89			
6060 · CONFERENCES/TRAINING	2,008.37	3,000.00	-991.63	66.9%
6100 · REPAIRS & MAINTENANCE	657.84	2,220.00	-1,562.16	29.6%
6150 · VEHICLES EXPENSE	3,240.89	5,350.00	-2,109.11	60.6%
6500 · Reimbursed Expenses	56,933.00	0.00	56,933.00	100.0%
8999 · Other Expense	30,020.00	0.00	30,020.00	100.0%
Total Expense	213,560.24	226,300.18	-12,739.94	94.4%

DeKalb County SWCD
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	-68,515.68	5,379.82	-73,895.50	-1,273.6%
Net Income	-68,515.68	5,379.82	-73,895.50	-1,273.6%

DeKalb County SWCD

1/4/2024 2:31 PM

Register: 2050 · CREDIT CARDS

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
12/01/2023		HyVee	5200 · PROGRAM EX...	Rain Garden ...	33.32	X		268.79
12/04/2023		Farm & Fleet	6150 · VEHICLES EX...	Battery for truck	100.93	X		369.72
12/04/2023		Grease Monkey	6150 · VEHICLES EX...	Oil Change	87.53	X		457.25
12/04/2023		Walmart Supercenter	6060 · CONFERENCE...	Winter Training	66.68	X		523.93
12/04/2023		Premier car wash	6150 · VEHICLES EX...	Car Wash	12.50	X		536.43
12/05/2023		Chesapeake Seafood ...	6060 · CONFERENCE...	Winter Trainin...	83.84	X		620.27
12/05/2023		Smokey Bones	6060 · CONFERENCE...	Winter Training	60.67	X		680.94
12/06/2023		Ramada Inn	6060 · CONFERENCE...	Winter Training	387.60	X		1,068.54
12/06/2023		Becks 27	6150 · VEHICLES EX...	Vehicle Gas	78.08	X		1,146.62
12/06/2023		Woody's Family Rest...	6060 · CONFERENCE...	Winter Training	34.54	X		1,181.16
12/07/2023		Intuit	6000 · OFFICE EXPE...	Payroll fee	12.96	X		1,194.12
12/08/2023		Zoom Video Commu...	5350 · Director Expens...	Board Meeting ...	15.99			1,210.11
12/08/2023		Lowe's Home Center...	6000 · OFFICE EXPE...	Hand trailer	53.98			1,264.09
12/13/2023		Rosati's	5350 · Director Expens...	SWCD Board ...	193.86			1,457.95
12/13/2023		HyVee	5350 · Director Expens...	Board Meeting	25.22			1,483.17
12/20/2023	2508	PNC Bank	1000 · UNRESTRICT...	Account 0548			601.96	881.21
12/20/2023	2509	PNC Bank	1000 · UNRESTRICT...	Account 2562			592.16	289.05
12/22/2023		USPS	6010 · DELIVERY:60...	Postage	66.00			355.05
12/27/2023		Apple.com	6020 · TELEPHONE:6...	Storage Fee	0.99			356.04
12/29/2023		EnviroCert Internatio...	5410 · Licenses/Fees:5...	CPESC Fee	189.95			545.99

DeKalb County SWCD

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

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/01/2023			4125 · NRCS Contribu...	Deposit		2,408.57	17,483.75
12/04/2023			4125 · NRCS Contribu...	Deposit		292.50	17,776.25
12/04/2023	2498	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Dean Johnson ...	1,385.00		16,391.25
12/04/2023	2499	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Jeff Woodyatt ...	474.00		15,917.25
12/07/2023	2500	AISWCD	-split-	Worker Comp I...	1,321.23		14,596.02
12/07/2023	2501	Shaw Media	5350 · Director Expens...	Notice of Nomi...	60.14		14,535.88
12/07/2023	To Print	FirStar	-split-	36-2438424	3,381.86		11,154.02
12/07/2023	To Print	Illinois Dept. of Reve...	2100 · PAYROLL LIA...	36-2438424 000	727.86		10,426.16
12/13/2023	2502	Dean H Johnson	-split-		2,295.93		8,130.23
12/13/2023	2503	Jeffery P. Woodyatt	-split-		1,669.50		6,460.73
12/14/2023		Anita Zurbrugg	1200 · Accounts Recie...			317.60	6,778.33
12/14/2023	2506	Conserv FS	6150 · VEHICLES EX...	Vehicle Gas I...	253.46		6,524.87
12/14/2023	2507	Verizon Wireless	6020 · TELEPHONE:6...	Cell Phone Act...	130.56		6,394.31
12/14/2023	2504	Dean H Johnson	-split-		250.00		6,144.31
12/14/2023	2505	Jeffery P. Woodyatt	-split-		250.00		5,894.31
12/18/2023			-split-	Deposit		670.00	6,564.31
12/18/2023			4900 · Other	Deposit		30,000.00	36,564.31
12/20/2023	2508	PNC Bank	2050 · CREDIT CARDS	Account 0548	601.96		35,962.35
12/20/2023	2509	PNC Bank	2050 · CREDIT CARDS	Account 2562	592.16		35,370.19
12/22/2023	2510	LePrint Express	6000 · OFFICE EXPE...	NRI Binding	20.55		35,349.64
12/26/2023			4125 · NRCS Contribu...	Deposit		1,950.00	37,299.64
12/26/2023	2513	DeKalb Co Farm Bur...	4300 · Other Public Su...	SWCD Fund - ...	100.00		37,199.64
12/26/2023	2514	DeKalb County Farm...	6030 · DUES/PUBLIC...	SWCD Fund - ...	1.00		37,198.64
12/27/2023			4300 · Other Public Su...	Deposit		100.00	37,298.64
12/27/2023			4125 · NRCS Contribu...	Deposit		780.00	38,078.64
12/27/2023	2511	Dean H Johnson	-split-		2,295.93		35,782.71
12/27/2023	2512	Jeffery P. Woodyatt	-split-		1,669.52		34,113.19
12/28/2023	2515	SWCD of Illinois Ins...	-split-	Diability, Basic...	548.72		33,564.47
12/28/2023	2516	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Jeffery Woody...	474.00		33,090.47
12/28/2023	2517	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Dean Johnson ...	1,385.00		31,705.47
12/28/2023	2518	Comcast	6021 · INTERNET/W...	Internet 87711...	91.90		31,613.57

DeKalb County SWCD

1/4/2024 2:32 PM

Register: 1100 · RESTRICTED CASH Waterman Bank

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/14/2023	1010	James Arndt	5200 · PROGRAM EX...	PFC Cost Shar...	965.13		35,890.92

DeKalb County SWCD

1/4/2024 2:32 PM

Register: 1001 · Unrestricted Waterman Bank

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/18/2023	1011	DeKalb County SWCD	8999 · Other Expense	Funds transfer f...	30,000.00		42,687.53

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01/04/24

Accrual Basis

DeKalb County SWCD

Balance Sheet

As of January 4, 2024

	Jan 4, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · UNRESTRICTED CASH	25,625.04
1001 · Unrestricted Waterman Bank	42,687.53
1100 · RESTRICTED CASH Waterman Bank	35,890.92
Total Checking/Savings	104,203.49
Accounts Receivable	
1200 · Accounts Recievable	7,362.02
Total Accounts Receivable	7,362.02
Other Current Assets	
1350 · Assets Held by DCFB Foundation	110,550.50
1355 · Accounts Held by DCCF	125,808.12
Total Other Current Assets	236,358.62
Total Current Assets	347,924.13
Fixed Assets	
1510 · OFFICE FURN, FIX, & EQUIPMENT	942.95
1520 · EQUIPMENT	6,771.99
1530 · VEHICLES	0.00
Total Fixed Assets	7,714.94
TOTAL ASSETS	355,639.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 · CREDIT CARDS	545.99
Total Credit Cards	545.99
Other Current Liabilities	
2100 · PAYROLL LIABILITIES	3,306.42
2155 · Accured Wages	459.72
2160 · Accured Vacation	7,443.20
Total Other Current Liabilities	11,209.34
Total Current Liabilities	11,755.33
Total Liabilities	11,755.33
Equity	
3900 · Retained Earnings	404,236.47
Net Income	-60,352.73
Total Equity	343,883.74
TOTAL LIABILITIES & EQUITY	355,639.07