

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

**May 14, 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. May 14, 2025 Agenda
2. April 9, 2025 Meeting Minutes / Special Meeting April 21, 2025
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. NRI 744 Burr Oak Solar Project
2. New Employee Candidates Review
3. Simonson Scholarship
4. PFC Approval
5. Transect Survey
6. Summer Event
7. Seminars

Next Meeting: The next scheduled Board Meeting is June 11, 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*



Meeting Minutes DeKalb County Soil and Water Conservation District

Call to order Special Meeting

The Special Board meeting of the DeKalb County SWCD was held on 4/21/2025. The meeting was called to order by Chairman Paul Kuhn at 1:00 p.m.

Attendees

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

Approval of the agenda

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

Approval of minutes N/A

Approval of Treasurers Report N/A

Reports N/A

Correspondence N/A

Time Sheet Approval N/A

Unfinished business

None

New business

PFC Contract Approval- Director Kenney moved to approve \$478.49 of PFC cost share for Meryl Domina for a rain garden project. Director Martz seconded the motion, motion carried.

Director Kenney moved to approve up to \$850.00 for a private well decommissioning for Dale Konicek. Director Bend seconded the motion, motion carried.

New Employee Discussion- The board listened to a presentation by the Executive Director outlining costs to hire a new employee. The job title would be District Conservation Planner, a job description was provided to review. The Executive Director stated that he plans to start cutting back on hours in phases to help facilitate the opportunity to afford a new hire. Funding is a concern as the State portion of support is unstable. There was discussion on pay and benefits, a salary table that is used by the federal workforce was introduced with different scenarios. The board decided that a salary range from \$45,000.00- \$60,000.00 would be advertised, salary is based on education and experience. There will be opportunities for advancement once goals have been achieved by the new hire. The minimum requirement for this position is an Associate degree. The timeline is to start advertising at the end of April for approximately 2 weeks. Interviews to occur in the 3rd week of May and start date for new employee early to mid-June 2025. It was the consensus of the board to move forward with this plan of action.

Adjournment

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

The meeting was adjourned at 2:15 p.m.

Announcements

The next meeting of the DeKalb County SWCD will be May 14, 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 Monthly Board Meeting

The Monthly Board meeting of the DeKalb County SWCD was held on 4/9/2025. 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, Dan Kenney and Rick Bend

Associate Directors: Stan Doty, Peggy Anesi, Byron Cann, Gordon Kohn

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

NRCS: Not Present

IDOA: Not Present

Guests:

Directors not in attendance

Members not in attendance included:

Approval of the agenda

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

Approval of minutes

Motion to approve the meeting minutes of March 12, 2025 made by Director Martz and seconded by Director Zurbrugg. Motion carried.

Approval of Treasurers Report

Motion to approve the Treasurers Report made by Director Bend. Director Zurbrugg 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 May.

NREC- Peggy Anesi provided an update of the work at the Natural Resource Center. The DeKalb School District sent 600 Kindergartners to visit Russell Woods. Project upcoming include Water education, Rainscaping, Watershed Naturalist Education this summer. Composting program in June Watershed Stewardship for Leaders starting in November. Watershed 101 course to be offered in Boone County.

Resource Conservationist- Jeff has been off on Paternity Leave and is looking forward to coming back soon.

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

DeKalb County Watersheds Council- Dean Johnson gave an update to the board on the newly established council. The group will meet again on April 30th.

Correspondence

We are still waiting for payment on the FY25 grant agreements. There will be more added responsibilities for staff. Examples include Soil Health Training, STAR, and updated budget reporting.

The Central South Branch of the Kishwaukee River Watershed Based Plan is near completion. We are waiting on IEPA approval then printing of the document will take place. We will also need to ask for adoption of the plans by the county and local communities in the planning area.

No updates on the Somonauk Creek Watershed application.

The AISWCD is watching several bills that affect the SWCD's funding for FY26 and the opportunity for stable funding for the future. We should know by the end of May if they are successful.

Time Sheet Approval

Employee Time Sheets Reviewed By: Director Martz

Unfinished business

None

New business

Special Recognition- Director John Begun was recognized for his 24 years of dedicated service to the DeKalb County SWCD. John was presented with a framed copy of the Conservation Creed by the Board of Directors.

New Employee Discussion- The Board is considering hiring a new employee to assist in the SWCD office. The position will be listed as the DeKalb County Conservation Planner. Mr. Johnson has indicated his desire to start to cut back on his hours allowing for this opportunity. The board agreed to hold a Special Meeting to discuss this matter further. It was the consensus of the board to meet on April 21, 2025 at 1:00 p.m. in the SWCD office. No further action was taken at this time.

Seminars- The district has given financial resources to conduct seminars for the next few years, at least once annually there needs to be a focus on FFA chapters throughout the county. There are also opportunities to hold other seminars that reflect our mission as well. We had some discussion on ideas, but more firm plans need to emerge in the near future. No action was taken at this time.

Donation for 4-H General Project show award- Director Kenney moved to approve \$25 donation for a plaque for the Best Conservation Project at this year's 4-H General Project show. Director Zurbrugg seconded the motion, motion carried.

Adjournment

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

The meeting was adjourned at 8:25 p.m.

Announcements

The next meeting of the DeKalb County SWCD will be May 14, 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

DeKalb County SWCD
Profit & Loss
April 2025

	Apr 25
Ordinary Income/Expense	
Income	
4400 · Sales	6,780.00
4400.10 · Seed Oats	141.90
4615 · Contract Labor	1,421.90
4800 · Interest	980.00
4901 · Reimbursements	4,029.03
4975 · Gain/(Loss) on Assets DCFBFound	-1,516.86
4980 · Gain(Loss) on Assets at DCCF Fo	-2,049.41
Total Income	9,786.56
Cost of Goods Sold	
5000 · COST OF GOODS SOLD	5,440.50
Total COGS	5,440.50
Gross Profit	4,346.06
Expense	
5100 · PAYROLL EXPENSES	20,703.94
5250 · EDUCATION AND PROMOTION	33.08
5350 · Director Expense	538.79
5400 · PROFESSIONAL SERVICES	200.00
6000 · OFFICE EXPENSE	36.36
6010 · DELIVERY	14.00
6020 · TELEPHONE	190.62
6021 · INTERNET/WEBSITE	102.85
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	124.80
6050 · TRAVEL	39.34
6051 · MEALS AND ENTERTAINMENT	46.45
6150 · VEHICLES EXPENSE	193.73
6500 · Reimbursed Expenses	2,739.00
Total Expense	24,962.96
Net Ordinary Income	-20,616.90
Net Income	-20,616.90

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05/06/25

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	91,246.42	52,700.00	38,546.42	173.1%
4400.10 · Seed Oats	454.74	1,600.00	-1,145.26	28.4%
4450 · Awards Banquet Income	0.00	0.00	0.00	0.0%
4610 · Advertising	400.00			
4615 · Contract Labor	6,455.80	15,000.00	-8,544.20	43.0%
4800 · Interest	4,063.45	4,500.00	-436.55	90.3%
4900 · Other	990.00			
4901 · Reimbursements	40,741.89	3,970.00	36,771.89	1,026.2%
4950 · Refunds/Discounts/Allowances	1,172.42			
4975 · Gain/(Loss) on Assets DCFBFound	-15,081.63	5,000.00	-20,081.63	-301.6%
4980 · Gain(Loss) on Assets at DCCF Fo	7,912.45	7,000.00	912.45	113.0%
Total Income	268,371.67	259,970.00	8,401.67	103.2%
Cost of Goods Sold				
5000 · COST OF GOODS SOLD	19,242.20	28,200.00	-8,957.80	68.2%
5018 · Seed Oats Purchased	893.20	1,500.00	-606.80	59.5%
Total COGS	20,135.40	29,700.00	-9,564.60	67.8%
Gross Profit	248,236.27	230,270.00	17,966.27	107.8%
Expense				
5100 · PAYROLL EXPENSES	152,020.13	176,612.00	-24,591.87	86.1%
5250 · EDUCATION AND PROMOTION	4,310.89	20,750.00	-16,439.11	20.8%
5300 · INSURANCE	845.00			
5350 · Director Expense	3,916.64	4,445.00	-528.36	88.1%
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	2,361.85	4,300.00	-1,938.15	54.9%
6010 · DELIVERY	629.24	600.00	29.24	104.9%
6020 · TELEPHONE	1,914.99	2,350.00	-435.01	81.5%
6021 · INTERNET/WEBSITE	1,373.24	1,400.00	-26.76	98.1%
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	1,320.18	3,310.00	-1,989.82	39.9%
6050 · TRAVEL	945.92	800.00	145.92	118.2%
6051 · MEALS AND ENTERTAINMENT	177.70			
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	3,484.15	5,350.00	-1,865.85	65.1%
6500 · Reimbursed Expenses	43,964.94			
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	224,609.68	229,522.50	-4,912.82	97.9%
Net Ordinary Income	23,626.59	747.50	22,879.09	3,160.7%
Net Income	23,626.59	747.50	22,879.09	3,160.7%

DeKalb County SWCD

5/6/2025 11:15 AM

Register: 2050 · CREDIT CARDS

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Charge	C	Payment	Balance
04/01/2025		USPS	6010 · DELIVERY:60...	Postage	14.00	X		281.49
04/05/2025		Adobe	6000 · OFFICE EXPE...	Adobe Acrobat...	21.24	X		302.73
04/07/2025		Intuit	6000 · OFFICE EXPE...	QuickBooks pa...	15.12	X		317.85
04/08/2025		Zoom Video Commu...	5350 · Director Expens...	Board Meeting ...	15.99			333.84
04/09/2025		Meijer	5250 · EDUCATION ...	Board Meeting	8.08			341.92
04/21/2025	2833	PNC Bank	1000 · UNRESTRICT...	Account 0548			327.03	14.89
04/28/2025		Brown Pub	6051 · MEALS AND ...	Seeding Lunch	46.45			61.34

DeKalb County SWCD

5/6/2025 11:13 AM

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

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/01/2025	2817	SWCD of Illinois Ins...	-split-	Additional Life...	578.26		38,123.87
04/02/2025	2815	Dean H Johnson	-split-		2,644.99		35,478.88
04/02/2025	2816	Jeffery P. Woodyatt	-split-		1,976.50		33,502.38
04/03/2025			-split-	Deposit		4,590.00	38,092.38
04/07/2025			-split-	Deposit		180.00	38,272.38
04/07/2025		Kenn Schweitzer	1200 · Accounts Recie...			2,300.00	40,572.38
04/07/2025	2818	Pheasants Forever	5000 · COST OF GOO...	P202532507	2,070.00		38,502.38
04/08/2025	2819	Baxter Woodman	6500 · Reimbursed Ex...	Invoice No. 02...	2,039.00		36,463.38
04/08/2025	2820	Northern Illinois Uni...	6500 · Reimbursed Ex...	Invoice FED00...	700.00		35,763.38
04/09/2025			-split-	Deposit		295.00	36,058.38
04/09/2025		Seraphine, John	1200 · Accounts Recie...			290.00	36,348.38
04/09/2025		Tim Gulotta	1200 · Accounts Recie...			795.00	37,143.38
04/09/2025	2821	Pheasants Forever	5000 · COST OF GOO...	P202532573 an...	715.50		36,427.88
04/09/2025	To Print	FirStar	-split-	36-2438424	2,661.64		33,766.24
04/09/2025	To Print	Illinois Dept. of Reve...	2100 · PAYROLL LIA...	36-2438424 000	560.62		33,205.62
04/11/2025		Bell Rod and Gun Cl...	1200 · Accounts Recie...			300.00	33,505.62
04/11/2025		Northern Illinois Co...	1200 · Accounts Recie...			1,201.98	34,707.60
04/11/2025		Quarter Moon Farms	1200 · Accounts Recie...			2,650.00	37,357.60
04/14/2025	2822	Pheasant's Forever	5000 · COST OF GOO...	Order Number ...	2,565.00		34,792.60
04/14/2025	2823	DeKalb County 4-H ...	5250 · EDUCATION ...	Plaque for Gen...	25.00		34,767.60
04/14/2025	2824	United States Liabilit...	5350 · Director Expens...	Liability for Di...	522.80		34,244.80
04/14/2025	2825	Conserv FS	6150 · VEHICLES EX...	Vehicle Gas I...	193.73		34,051.07
04/14/2025	2826	Verizon Wireless	6020 · TELEPHONE:6...	Cell Phone Act...	130.62		33,920.45
04/14/2025	2827	Jeff Woodyatt	6020 · TELEPHONE:6...	Phone Stipend	60.00		33,860.45
04/16/2025	2828	Shaw Media/ Daily C...	6030 · DUES/PUBLIC...	6 month subsc...	124.80		33,735.65
04/16/2025	2829	Pheasants Forever	5000 · COST OF GOO...	P202532679	90.00		33,645.65
04/16/2025	2832	Jeff Woodyatt	6050 · TRAVEL:6050...	Milage	39.34		33,606.31
04/16/2025	2830	Dean H Johnson	-split-		2,644.99		30,961.32
04/16/2025	2831	Jeffery P. Woodyatt	-split-		1,976.42		28,984.90
04/17/2025			-split-	Deposit		420.00	29,404.90
04/21/2025	2833	PNC Bank	2050 · CREDIT CARDS	Account 0548	327.03		29,077.87
04/24/2025	To Print	Illinois Director of E...	2100 · PAYROLL LIA...	0806879-3	208.74		28,869.13
04/25/2025			-split-	Deposit		595.00	29,464.13
04/25/2025			4400 · Sales:4400.7 · ...	Deposit		120.00	29,584.13
04/28/2025			4400 · Sales:4400.7 · ...	Deposit		60.00	29,644.13
04/28/2025		CAR-NEL Farms LLC	1200 · Accounts Recie...			640.00	30,284.13
04/28/2025	2834	Comcast	6021 · INTERNET/W...	Internet 87711...	102.85		30,181.28
04/28/2025	2835	Foster's Tax & Acco...	5400 · PROFESSION...	1st Quarter Pay...	200.00		29,981.28
04/29/2025			4800 · Interest	Deposit		980.00	30,961.28
04/29/2025	2838	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	1,147.00		29,814.28

DeKalb County SWCD

5/6/2025 11:13 AM

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

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/29/2025	2839	SWCD of Illinois Ins...	5100 · PAYROLL EX...	Health Insuran...	176.00			29,638.28
04/30/2025	2836	Dean H Johnson	-split-		2,645.00			26,993.28
04/30/2025	2837	Jeffery P. Woodyatt	-split-		1,976.42			25,016.86

DeKalb County SWCD
Balance Sheet
As of May 6, 2025

	May 6, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · UNRESTRICTED CASH	68,589.91
1001 · Unrestricted Waterman Bank	71,775.42
1100 · RESTRICTED CASH Waterman Bank	29,053.54
Total Checking/Savings	169,418.87
Accounts Receivable	
1200 · Accounts Recievable	4,039.03
Total Accounts Receivable	4,039.03
Other Current Assets	
1350 · Assets Held by DCFB Foundation	104,150.16
1355 · Accounts Held by DCCF	145,571.01
Total Other Current Assets	249,721.17
Total Current Assets	423,179.07
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	428,342.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 · CREDIT CARDS	261.33
Total Credit Cards	261.33
Other Current Liabilities	
2100 · PAYROLL LIABILITIES	5,561.10
2155 · Accured Wages	814.86
2160 · Accured Vacation	6,812.80
Total Other Current Liabilities	13,188.76
Total Current Liabilities	13,450.09
Total Liabilities	13,450.09
Equity	
3900 · Retained Earnings	423,434.60
Net Income	-8,542.68
Total Equity	414,891.92
TOTAL LIABILITIES & EQUITY	428,342.01