



Dubois County Soil and Water Conservation District Meeting
1486 Executive Blvd., Suite A, Jasper, IN 47546
812-482-1171, Ext 3, www.duboisswcd.org
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Wednesday, June 5, 2024 @ 4:30 pm
Jasper USDA Service Center: Conference Room

Present:

Brenda Sermersheim, Chair
Glenn Goepfner, Vice Chair
Arlene Fleck, Supervisor, Treasurer
Pat Eckerle, Supervisor
Mark Welp, Supervisor

Aubree Pond, SWCD Executive Director
Veronica Helming, SWCD Administrative Assistant
Andrew Fry, SWCD Resource Specialist
Clay Cox, NRCS District Conservationist

SWCD Chair Brenda Sermersheim, opened the meeting at 4:31pm.

Sermersheim asked if there were any changes to the agenda. There were no changes to the agenda.

Sermersheim welcomed the new Resource Specialist, Andrew Fry to the team. Everyone in attendance introduced themselves.

MINUTES

A motion was heard and seconded to approve the May 2nd Board Meeting Minutes as presented. (Welp/Fleck) The motion was carried unanimously.

FINANCIAL REPORTS

Helming reviewed the May 2024 Financial Report and Internal Control Form. A motion was heard and seconded to approve the Financial Report. (Goepfner/Fleck) The motion carried unanimously. Next, Helming reviewed the Register of Claims to be paid. A motion was heard and seconded to approve the Register of Claims. (Goepfner/Welp) The motion carried unanimously.

SWCD Strategic Action Updates

A. Operations

a. Drill/Seeder Update

- i. Goepfner had done some repairs on the seeder and drill. There was a gear on the seeder that was starting to wear. He replaced the gear. He also fixed the electrical wires on the drill. He also stated the discs were still in good shape. During the past month, Fry worked on updating the back page of the drill contract. Previously, there were no pictures of what staff was supposed to check after a producer dropped it off. Helming created charts to for the drill and seeder of how the interest and sales have changed over the years.

b. Policy Updates

i. Internal Controls Policy

1. Helming presented the updated Internal Controls Policy. Sermersheim suggested a few grammar changes. A motion was heard and seconded to approve the Internal Controls Policy with the grammatical changes. (Fleck/Goepfner) The motion carried unanimously.

ii. Per Diem Policy

1. Helming presented the Per Diem Policy. Everyone reviewed the policy, and no suggestion were made for any changes. A motion was heard and seconded to approve the Per Diem Policy as is. *(Goepfner/Welp)* The motion carried unanimously.
- iii. Capital Assets Policy
 1. Helming presented the Capital Assets Policy. Everyone reviewed the policy, and a few grammatical errors needed to be corrected. A motion was heard and seconded to approve the Capital Assets Policy with the grammatical errors corrected. *(Welp/Fleck)* The motion carried unanimously.
- iv. Travel Policy
 1. Helming presented the Travel Policy. Pond recommended a change in the allowance of meals on overnight travel. Previously, the amount was \$50. Pond is suggesting increasing the amount to \$60-\$75 due to the rising cost of goods. A motion was heard and seconded to approve the increase of overnight meal allowance to \$75 per day. *(Welp/Goepfner)* The motion carried unanimously. Also, Pond suggested offering a meal allowance on single day business travel. The reasoning behind this is staff does not have the ability to bring their lunch when traveling to a business meeting and the rising cost of goods. A motion was heard and seconded to approve a single day travel meal allowance of \$25 per day for business travel. *(Eckerle/Fleck)* The motion carried unanimously.

Clay Cox arrived at 5:07pm.

- v. Vehicle Policy
 1. Helming presented the Vehicle Policy. Everyone reviewed the policy, and a few grammatical errors need to be corrected. A motion was heard and seconded to approve the Vehicle Policy. *(Goepfner/Eckerle)* The motion carried unanimously.
- c. NRCS Engineering Bootcamp Training
 - i. Pond suggested sending Fry and herself to Engineering Bootcamp in July. She went over the tentative agenda for the training. Cox went last year and discussed what he learned. He said it would be very beneficial for our technicians to attend. The training is free. The only expenses would include the hotel, meals, and fuel. Hotel costs would be around \$888 and meals would be around \$750. The training is July 15-19. This is the same week as the Dubois County 4H Fair. If Pond and Fry attend this would leave Helming in the office to handle the fair booth on her own with the Board. There is also a chance we could hire another Resource Specialist by then, meaning they could help with fair as well. Helming is fine with taking on fair and the office by herself. She would just like one evening off to take her children around the fair. A motion was heard and seconded to approve sending two individuals from our office to the NRCS Engineering Bootcamp Training. *(Fleck/Welp)* The motion carried unanimously.

B. Stormwater: No Update

C. Soil Health

- a. VUJC Land Stewardship Initiative Update
 - i. Eckerle has completed planting for the 2024 season. He also stated the vetch and vines were a hassle on the ends while planting. Pond stated she

is waiting for Nutrien to let us know when they are going to spray. Pond asked Eckerle where the seeds came from. He stated they came from Small & Small Seeds, and they had no treatments on them.

- b. Let's Dig: No Update
- D. Invasive Species and Noxious Weeds
 - a. ISAC Meeting
 - i. Pond updated the Board on upcoming events for ISAC. The Parklands Prairie Walk will be on Tuesday, July 23, 6:30-8:30, a speaker has not been picked just yet. The Invasive Landowner Training is on Saturday, September 27th from 9am-5pm, Helming is taking registrations. Also on September 27th is the Ferdinand Folk Fest where ISAC will have a booth.
- E. Livestock Production
 - a. Clean Water Indiana Projects
 - i. 2023-2025, Dubois, Orange, Washington: No Update
- F. Forest Management: No Update
- G. Native Plant, Pollinator Habitat, Small Farms: No Update

Reports

- A. Supervisor Reports:
 - a. Mark Welp attended Fischer Farms Field Day. He talked with Travis Gogel about the soil health trailer. He thinks it would be great to have at the 4H Fair. Cox stated there is a possibility and he will reach out to Gogel. Pond will also check with Purdue Extension to see if it is a possibility for where our booth is placed.
 - b. Sermersheim will be attending the Joseph Kern Field Day in Spencer County.
 - c. Eckerle stated there will be a Weed Board Meeting in July at 10am at the Highway County Garage. He does not know the date yet but will get that to Pond when ever he finds out.
- B. Staff Monthly Activity Reports: Provided via email prior to meeting.
- C. Partner Reports:
 - a. NRCS: Cox will be the acting District Conservationist in Gibson County for the next four months. He also thanked the Board for how they handled a irate producer that had come into the office on Monday.

Other Business

Audit

Pond stated she had received an email that our State Board of Accounts Audit was completed. We are needing to set up a time to do the exit interview. All Board members are welcome to attend but Fleck, Pond, and Helming have to attend. The meeting should only take about 30 minutes and is tentatively scheduled for Monday.

The meeting adjourned at 5:52pm.

The next meeting is scheduled for Thursday, July 11th, at 4:30pm.

Respectfully Submitted,

Veronica Helming

Veronica Helming
Administrative Assistant

Approved On: July 11, 2024

Mark Welp

Patrick Eckardt

Glenn Joepson

Brenda Linsenweim

Aileen Black