

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

**Wednesday November 13, 2019  
Monthly Board Meeting Time 7:00 p.m.**

**Call to Order:** 7:00 p.m.

**Approval:**

1. November 13, 2019 Agenda
2. October 9, 2019 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:**

- 1.

**New Business:**

1. CPP Contract Cancellation
2. Nominating Committee Selection
3. Set Election Date for District Directors
4. Set date for employee reviews and contract negotiations
5. Christmas Lunch

**Next Meeting:** The next scheduled Board Meeting is December 11, 2019 at **12:30** p.m. at the DeKalb County SWCD Conference room. Lunch will be at noon.

*Our mission is to responsibly conserve healthy soil and clean water for all generations  
Celebrating 72 years of Service to DeKalb County*



# Meeting Minutes DeKalb County Soil and Water Conservation District

## Call to order

A meeting of the DeKalb County SWCD was held at the DeKalb County Farm Bureau Center for Agriculture in Sycamore Illinois on October 9, 2019. The meeting was called to order by Chairman John Begun at 7:00 p.m.

## Attendees

**Attendees included:** Directors, John Begun, Lynn Martz and Scott Pumroy

**Associate Directors:** Nick Moore, Jim Arndt and Byron Cann

**Staff:** Dean Johnson and Jeff Woodyatt

**NRCS:**

**Guest:**

## Directors not in attendance

**Members not in attendance included:** Paul Kuhn and Dan Kenney

## Approval of the agenda

**Motion to approve agenda made by:** Director Martz, Seconded by Director Pumroy, approved.

## Approval of minutes

**Motion to approve minutes of the August 14, 2019 meeting made by:** Director Pumroy, seconded by Director Martz, approved.

## Approval of Treasurers Report

**Motion to approve the Treasures Report made by:** Director Martz and seconded by Director Begun, approved.

## Reports

**NRCS Report:** Acting District Conservationist Lori Younker provided a written update as to the activities of the NRCS in the month of September and the outlook for October.

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

**SWCD Executive Director:** Dean Johnson provided a written report of the activities of the Executive Director for the month of September and the outlook for October.

**University of Illinois Natural Resources Educator:** No Report

## Correspondence

Dean and Jeff attended the IDOA Regional Meeting in Mendota on October 2<sup>nd</sup>. It was announced that Sangamon County SWCD will write prevent plant checks for the state and hopefully 1099's. They are targeting November for this to occur, the State needs to release funding to the District's before this action can take place.

Health Insurance for employees will begin once the State releases funds.

Transect Surveys will be done annually from now on.

The \$5 per acre rebate for crop insurance for those who plant cover crops this fall will begin December 15<sup>th</sup>. There is \$300,000.00 allocated for this pilot program.

All FY20 CPP participants will be required to enroll the field in the S.T.A. R. Program.

IDOA will be looking for Ag Inspectors from the SWCD to visit wind farm sites.

Winter Training will be December 3-4 in Springfield.

Resource Conservationist has permission to sign District Checks.

## Time Sheet Approval

Employee time sheets were reviewed and approved by: Director Begun

## Unfinished business

None

## New business

**Annual Plan of Work-** Director Martz moved to approve the FY20 annual plan of work for the DeKalb County SWCD. Director Pumroy seconded the motion, motion carried.

**Annual Financial Review-** Director Martz moved to approve the Annual Financial Review completed by Foster's Tax and Accounting for the State Comptroller. Director Begun seconded the motion, motion carried 3 yes 0 no.

**CPP Projects-** Director Martz moved to approve a CPP pollinator project for \$1916.25 for Gene Heinsohn. Director Begun seconded the motion, motion carried.

Director Pumroy moved to approve \$1975.70 for a grassed waterway project for Carl and Kate Bruch. Director Martz seconded the motion, motion carried.

**Prevent Plant Cover Crops-** RC Jeff Woodyatt presented contracts enrolled in the IDOA PPCC program that required amendments. Director Pumroy moved to approve contract amendments to the PPCC program. Director Martz seconded the motion, motion carried.

## Adjournment

**Motion to Adjourn:** Director Pumroy, seconded by Director Martz, motion carried. Meeting adjourned at 8:00 p.m.

## Announcements

The next meeting of the DeKalb County SWCD will be November 13, 2019 at 7:00 p.m.. The meeting will be held in the SWCD conference room located in the DeKalb County Farm Bureau's Center for Agriculture in Sycamore, Illinois.

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Chairman

Date

## DeKalb County SWCD

11/5/2019 9:16 AM

Register: 1000 · UNRESTRICTED CASH:1002 · IL FUNDS OPERATIONS ACCOUNT:1002.01 · General Operations

From 10/01/2019 through 10/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/04/2019	To Print	FirStar	-split-	36-2438424	1,485.14		110,409.15
10/04/2019	To Print	Illinois Dept. of Reve...	2100 · PAYROLL LIA...	36-2438424 000	329.70		110,079.45
10/09/2019	1543	Turner-Vermost	5350 · Director Expens...		1,154.00		108,925.45
10/09/2019	1544	Conserv FS	6150 · VEHICLES EX...	Vehicle Gas	57.90		108,867.55
10/09/2019	1545	Daily Chronicle	6030 · DUES/PUBLIC...	Subscription	46.80		108,820.75
10/09/2019	1546	Applied Ecological S...	6500 · Reimbursed Ex...	Watershed Plan	8,036.39		100,784.36
10/09/2019	1549	Richard Fowler	5200 · PROGRAM EX...	CPP Waterway	6,347.25		94,437.11
10/09/2019	1550	Rick Bend	5200 · PROGRAM EX...	Cover Crop- C...	1,200.00		93,237.11
10/09/2019	1551	Ollies	5350 · Director Expens...	Board Meeting	36.16		93,200.95
10/09/2019	1547	Dean H Johnson	-split-		1,747.97		91,452.98
10/09/2019	1548	Jeffery P. Woodyatt	-split-		1,183.22		90,269.76
10/22/2019			-split-	Deposit		629.30	90,899.06
10/23/2019	1554	Foster's Tax & Acco...	5400 · PROFESSION...	Annual Financi...	1,900.00		88,999.06
10/23/2019	1555	PNC Bank	2050 · CREDIT CARDS	Visa	16.88		88,982.18
10/23/2019	1556	PNC Bank	2050 · CREDIT CARDS	Visa	198.60		88,783.58
10/23/2019	1557	Frontier	6021 · INTERNET/W...	Internet and ph...	109.23		88,674.35
10/23/2019	1558	Verizon Wireless	6020 · TELEPHONE:6...	Cell Phone	134.16		88,540.19
10/23/2019	1559	NACD	6030 · DUES/PUBLIC...		100.00		88,440.19
10/23/2019	1552	Dean H Johnson	-split-		1,747.98		86,692.21
10/23/2019	1553	Jeffery P. Woodyatt	-split-		1,183.22		85,508.99
10/29/2019		Steve Chaney	1200 · Accounts Recie...			2,200.00	87,708.99
10/29/2019		William Harbecke Pr...	1200 · Accounts Recie...			2,320.00	90,028.99
10/29/2019		William Harbecke Fa...	1200 · Accounts Recie...			1,350.00	91,378.99
10/30/2019		Robert Stanberry	1200 · Accounts Recie...			465.00	91,843.99
10/30/2019		Jay Maddock	1200 · Accounts Recie...			870.00	92,713.99

## DeKalb County SWCD

11/5/2019 9:17 AM

Register: 2050 · CREDIT CARDS

From 10/01/2019 through 10/31/2019

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Ref.</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Charge</b>	<b>C</b>	<b>Payment</b>	<b>Balance</b>
10/07/2019		Intuit	6000 · OFFICE EXPE...	Intuit Payroll	4.25	X		202.85
10/08/2019		Panera Bread	6050 · TRAVEL:6050...	Madison for Li...	12.63	X		215.48
10/10/2019		Grease Monkey	6150 · VEHICLES EX...	Oil Change	66.28			281.76
10/10/2019		Office Max	6000 · OFFICE EXPE...	Office Supplies	78.19			359.95
10/16/2019		Farm & Fleet	6100 · REPAIRS & M...	FFA Soil Judgi...	31.19			391.14
10/18/2019		Los Rancheros	6051 · MEALS AND ...	Soil Erosion Se...	37.35			428.49
10/22/2019		Office Max	6000 · OFFICE EXPE...	Office Supplies	11.99			440.48
10/23/2019	1555	PNC Bank	1000 · UNRESTRICT...	Act. 0548 Dean			16.88	423.60
10/23/2019	1556	PNC Bank	1000 · UNRESTRICT...	Act. Jeff			198.60	225.00
10/29/2019		McDonalds	6060 · CONFERENCE...	Lunch Soils Tr...	8.14			233.14
10/30/2019		Greenhouse Cafe	6060 · CONFERENCE...	Lunch Soils Tr...	12.87			246.01
10/31/2019		Office Max	6000 · OFFICE EXPE...	Office Supplies	25.49			271.50
10/31/2019		Best Western Montic...	6060 · CONFERENCE...	Jeff Soils Train...	206.46			477.96
10/31/2019		Greenhouse Cafe	6060 · CONFERENCE...	Lunch Soils Tr...	12.87			490.83

**DeKalb County SWCD**  
**Balance Sheet**  
 As of November 5, 2019

	Nov 5, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · UNRESTRICTED CASH	85,647.98
1003 · Certificate of Deposits	120,000.00
<b>Total Checking/Savings</b>	205,647.98
<b>Accounts Receivable</b>	
1200 · Accounts Recievable	21,933.00
<b>Total Accounts Receivable</b>	21,933.00
<b>Other Current Assets</b>	
1350 · Assets Held by DCFB Foundation	38,861.31
1355 · Accounts Held by DCCF	69,998.20
<b>Total Other Current Assets</b>	108,859.51
<b>Total Current Assets</b>	336,440.49
<b>Fixed Assets</b>	
1510 · OFFICE FURN, FIX, & EQUIPMENT	1,842.97
1520 · EQUIPMENT	17,741.84
1530 · VEHICLES	14,305.00
<b>Total Fixed Assets</b>	33,889.81
<b>TOTAL ASSETS</b>	<b>370,330.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2050 · CREDIT CARDS	490.83
<b>Total Credit Cards</b>	490.83
<b>Other Current Liabilities</b>	
2100 · PAYROLL LIABILITIES	399.41
2155 · Accured Wages	1,810.94
2160 · Accured Vacation	9,843.91
<b>Total Other Current Liabilities</b>	12,054.26
<b>Total Current Liabilities</b>	12,545.09
<b>Total Liabilities</b>	12,545.09
<b>Equity</b>	
3900 · Retained Earnings	390,717.59
Net Income	-32,932.38
<b>Total Equity</b>	357,785.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>370,330.30</b>

**DeKalb County SWCD**  
**Profit & Loss Budget vs. Actual**  
**July 2019 through June 2020**

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · State Government Support	0.00	40,721.65	-40,721.65	0.0%
4150 · State Government Support/PPP	0.00	0.00	0.00	0.0%
4200 · Local Government Support	28,000.00	30,000.00	-2,000.00	93.3%
4250 · Township support	1,250.00	2,000.00	-750.00	62.5%
4300 · Other Public Support	500.00	40,800.00	-40,300.00	1.2%
4355 · DCCF Watershed Coordinator Gran	0.00	25,000.00	-25,000.00	0.0%
4400 · Sales	7,724.10	67,450.00	-59,725.90	11.5%
4615 · Contract Labor	619.00	7,500.00	-6,881.00	8.3%
4800 · Interest	0.00	5,000.00	-5,000.00	0.0%
4900 · Other	25,490.00	0.00	25,490.00	100.0%
4901 · Reimbursements	1,208.09	500.00	708.09	241.6%
4975 · Gain/(Loss) on Assets DCFBFound	1,801.02	0.00	1,801.02	100.0%
4980 · Gain/(Loss) on Assets at DCCF Fo	-371.19	0.00	-371.19	100.0%
<b>Total Income</b>	<b>66,221.02</b>	<b>218,971.65</b>	<b>-152,750.63</b>	<b>30.2%</b>
<b>Cost of Goods Sold</b>				
5000 · COST OF GOODS SOLD	4,454.85	30,900.00	-26,445.15	14.4%
<b>Total COGS</b>	<b>4,454.85</b>	<b>30,900.00</b>	<b>-26,445.15</b>	<b>14.4%</b>
<b>Gross Profit</b>	<b>61,766.17</b>	<b>188,071.65</b>	<b>-126,305.48</b>	<b>32.8%</b>
<b>Expense</b>				
5100 · PAYROLL EXPENSES	43,833.91	132,679.38	-88,845.47	33.0%
5200 · PROGRAM EXPENSE	10,331.00	0.00	10,331.00	100.0%
5250 · EDUCATION AND PROMOTION	57.99	1,300.00	-1,242.01	4.5%
5300 · INSURANCE	0.00	0.00	0.00	0.0%
5350 · Director Expense	2,474.34	3,390.00	-915.66	73.0%
5400 · PROFESSIONAL SERVICES	2,040.00	3,150.00	-1,110.00	64.8%
5410 · Licenses/Fees	0.00	229.00	-229.00	0.0%
6000 · OFFICE EXPENSE	673.41	4,500.00	-3,826.59	15.0%
6010 · DELIVERY	225.60	650.00	-424.40	34.7%
6020 · TELEPHONE	536.43	1,625.00	-1,088.57	33.0%
6021 · INTERNET/WEBSITE	434.85	1,505.00	-1,070.15	28.9%
6030 · DUES/PUBLICATIONS/SUBSCRIPTIONS	426.80	2,020.00	-1,593.20	21.1%
6050 · TRAVEL	101.63	125.00	-23.37	81.3%
6051 · MEALS AND ENTERTAINMENT	135.29	200.00	-64.71	67.6%
6060 · CONFERENCES/TRAINING	1,094.41	1,240.00	-145.59	88.3%
6100 · REPAIRS & MAINTENANCE	31.19	1,000.00	-968.81	3.1%
6150 · VEHICLES EXPENSE	2,357.34	4,400.00	-2,042.66	53.6%
6500 · Reimbursed Expenses	33,803.54	0.00	33,803.54	100.0%
7000 · Balance Adjustments	0.00	0.00	0.00	0.0%
8999 · Other Expense	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>98,557.73</b>	<b>158,013.38</b>	<b>-59,455.65</b>	<b>62.4%</b>
<b>Net Ordinary Income</b>	<b>-36,791.56</b>	<b>30,058.27</b>	<b>-66,849.83</b>	<b>-122.4%</b>
<b>Net Income</b>	<b>-36,791.56</b>	<b>30,058.27</b>	<b>-66,849.83</b>	<b>-122.4%</b>