

# Agenda

## Vermillion Co. Soil and Water Conservation District Monthly Meeting

January 14, 2025 – 6:00 PM  
SWCD Office, Newport, Indiana

- I. Call to order
- II. Approval of minutes
- III. Financial report
- IV. Staff reports – *when in attendance*
  - i. NRCS
  - ii. ISDA
  - iii. FSA
  - iv. Purdue Extension
  - v. IASWCD
  - vi. Conservation Resource Technician
  - vii. Director
- V. Old business
- VI. New business
  - 2025 CFO Appointment
  - 2025 Recurring Payment reauthorization
  - 2025 Depository
  - 2025 IDEA Dues
  -
- VII. Other Business and Announcements
- VIII. Public Comments

### **From 2025 ANNUAL PLAN OF WORK**

#### January

Submit monthly conservation column to the Vermillion Parke On The Level online news outlet  
Attend Reuse Authority meeting  
Coordinate Poster Contest – Order supplies, schedule classroom presentations and contact judges  
Coordinate IDEM 319 Steering Committee  
Coordinate Cisma Steering Committee  
Provide soil testing for non-farm landowners in cooperation with CARP and IASWC/USH  
Publicize monthly board meeting  
Attend the IASWCD Annual Conference  
Draft Annual Report  
Prepare Watershed Program Updates for local Annual Meetings  
Review plat book stock levels  
Prepare and submit legal advertising for Annual Meeting  
Prepare Annual Financial Statement  
Publicize the Annual Meeting

Mail Annual Meeting invites  
Submit personnel report to SBOA, form 100R  
Audit financial records of previous year  
Designate the 2025 Chief Financial Officer  
Authorize payment of reoccurring payments  
Summit AP Voucher to County Auditor for 2025 Appropriation  
Pay IDEA membership dues  
Prepare monthly financial statement  
Balance SWCD books  
Prepare monthly Activity Report  
Set the board meeting Agenda  
Prepare the previous month's minutes for review  
Pay 2024 Sales Tax  
Mail Federal 1099 notices  
Designate SWCD Depository  
Upload signed minutes, bank reconciliation and monthly P&L statement to Gateway  
February

Submit monthly conservation column to the Vermillion Parke On The Level online news outlet  
Attend Reuse Authority meeting  
Coordinate Kindergarten Day – Confirm date, inform the schools and get a nose count  
Coordinate Poster Contest – Deliver supplies and make school presentations  
Review Roller crimper Rental Agreement  
Coordinate IDEM 319 Steering Committee  
Coordinate Cisma Steering Committee  
Provide soil testing for non-farm landowners in cooperation with CARP and IASWC/USH  
Finalize plans for the Annual Meeting  
Print Annual Report and Meeting Agenda  
Host Annual Meeting  
Develop activity for 4H Fun Fest  
Coordinate surface water testing locations  
Prepare monthly financial statement  
Balance SWCD books  
Prepare monthly Activity Report  
Prepare the previous month's minutes for review  
Submit Annual Financial Report  
Submit Election Certification  
Board elections  
Update Conservation Link – Election Results  
Upload signed minutes, bank reconciliation and monthly P&L statement to Gateway

Prepare and send Quarterly SWCD/NRCS Newsletter  
Monitor Butterfly Garden, Beechwood Rain Garden, & Visitor's Center Bioswale sites  
Coordinate CRP Reviews  
Attend IASWCD Regional Trainings as available  
Coordinate well water testing program – develop flier  
Conduct surface water testing at determined locations  
Publicize monthly board meeting  
Prepare monthly financial statement  
Balance SWCD books  
Prepare monthly Activity Report  
Set the board meeting Agenda  
Prepare the previous month's minutes for review  
Review Annual Plan of Work  
Upload signed minutes, bank reconciliation and monthly P&L statement to Gateway

## March

Coordinate Annual Field Day – preliminary planning  
Submit monthly conservation column to the Vermillion Parke On The Level online news outlet  
Submit an article quarterly to the Extension Express  
Participate in Vermillion Co. Purdue Extension 4H Fun Fest  
Coordinate Kindergarten Day – order supplies and confirm presenters  
Attend Reuse Authority meeting  
Coordinate Poster Contest  
Publicize Roller crimper availability  
Coordinate IDEM 319 Steering Committee  
Coordinate Cisma Steering Committee  
Coordinate Hoosier River Watch Volunteer Training  
Evaluate CWI Grant  
Provide soil testing for non-farm landowners in cooperation with CARP and IASWC/USH