

Agenda

Vermillion Co. Soil and Water Conservation District Monthly Meeting

January 21, 2026 – 10:00 AM
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 (*RITA, SFSH, CCSI*)
 - vi. Conservation Resource Technician
 - vii. Director
- V. Old business
 - Annual meeting items
- VI. New business
 - 2026 CFO Appointment
 - 2026 Recurring Payment reauthorization
 - 2026 Depository
 - 2026 IDEA Dues
 - 2026 Annual Plan of Work
- 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
File NRCS Contribution Agreement Invoice
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 IASWCD/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 2026 Chief Financial Officer
Authorize payment of reoccurring payments
Summit AP Voucher to County Auditor for 2026 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 2025 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 IASWCD/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

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
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 IASWCD/USH

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