



# Clinton County Soil & Water Conservation District

1780 N 4<sup>th</sup> St Breese IL 62230 Phone 618-526-7815, Ext. 3

## Minutes of the Board of Directors Meeting

The Board of Directors of the Clinton County Soil and Water Conservation District met for their monthly meeting on December 12th, 2024 at 8:00 a.m. at the Breese USDA Building.

Chairman, Tim Wesselmann, called the meeting to order at 8:04 a.m. Those present for the meeting were:\

### **Clinton County SWCD Directors:**

Tim Wesselmann  
Cliff Schuette  
Clinton Michael  
Brent Kalmer

### **Clinton County SWCD Staff:**

Executive Director: Emily Gaddis  
Survey Aide: Ryan Vogt  
Resource Conservationist: Sarah Mendoun

### **Clinton County SWCD Associate Director(s):**

Ken Knolhoff

Absent from the meeting: Associate Director: Ray Krausz

### **NRCS:**

District Conservationist: Gary Gaubatz  
Soil Conservationist: Landen Harris

Clinton Michael made a motion to approve the minutes for November's regular meeting and Cliff seconded the motion. Motion carried.

The Treasurer's reports and bills were reviewed. Cliff Schuette made a motion to approve financials and approve e-checks for bills (Andry's Fish Farm \$4,520.57, John Deer 1590 \$31,500 with payment date TBD, and AISWCD property and casualty \$959.84) director mileage and stipends, and Brent Kalmer seconded the motion. Motion carried.

**NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT:** Gaubatz went over the report and discussed the attached activities.

**ADMINISTRATIVE ACTIVITIES REPORT:** Gaddis went over the report and discussed the attached activities.

**RESOURCE CONSERVATIONIST REPORT:** Mendoun went over the report and discussed the attached activities.

**SURVEY AIDE REPORT:** Vogt went over the report and discussed the attached activities.

### **OLD BUSINESS:**

1. PFC Update: Staff provided updates on a plan to improve the process and timeline for implementing PFC. There will be cross-training and an effort to administer this program year-round and get more producers enrolled while creating a pipeline for producers who are no longer eligible to apply for applicable NRCS programs-CSP.
2. Ag in Classroom MOU w/ deliverables: The last scheduled meeting for Ag in Classroom was cancelled. Schuette and Wesselmann recommended setting a meeting with Clinton County Farm Bureau Manager and Ag in Classroom staff to discuss next steps.
3. 2025 Election of CCSWCD Board of Directors-annual meeting -The election will be held on 2/11 from 7:30am-5:30pm at the USDA Service Center in Breese.

## **NEW BUSINESS**

PFC Designee signature approval for RC: Mendoun requested PFC designee signature approval. Cliff Schuette made a motion to approve funds for the POS system and Clinton Michael seconded the motion. Motion passed.

1. Board Meeting Schedule w/ subcommittees (performance/finance: 4x year after quarter ends, [local food infrastructure](#) 2x year: After the quarter ends there will be a review of deliverables and financials for all grant reports. Twice a year in July and December, a local infrastructure group will meet.
2. Revised Personnel Policy: A revised personnel policy was reviewed. No action taken.
3. PTO Request Policy: The board suggested approval is needed if five consecutive working days will be taken off and coordination for deliverables should be discussed and planned for. No action taken.
4. Workforce Staffing Analysis: [Conservation Coordinator](#) for UAC grant/general SWCD cross training support: Gaddis provided an update that in order to meet deliverables of the UAC grant an additional staff member would be necessary to meet deliverables by the project end date of 11/15/2025. The board agreed to seek candidates for a 20 hour a week position that would also cross train in general SWCD work to provide office coverage and program support. Clinton Michael made a motion to approve the position for advertising and Cliff Schuette seconded the motion. Motion passed with all ayes.
5. Performance Review-EKG The Clinton County SWCD Board went into closed session for an annual employee review with Cliff Schuette making a motion to enter closed session at 10:35 and Clinton Micheal seconding the motion. The board resumed regular session at 10:53 with Cliff Schuette making the motion and Clinton Michael seconding the motion.

Kalmer made a motion to adjourn the meeting at 10:56 a.m. and Paul Hustedde seconded the motion. Motion carried. The next Board meeting is scheduled for January 14th at 8:00 a.m. at the Breese USDA Service Center.

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**Brent Kalmer, Secretary**