



Clinton County Soil & Water Conservation District

1780 N 4th St

Breese IL 62230

Phone 618-526-7815, Ext. 3

Minutes of the Board of Directors Meeting

September 29, 2025

The Board of Directors of the Clinton County Soil and Water Conservation District met for their monthly meeting on September 29 at 8:00 a.m. at the Breese USDA Building. Chairman, Tim Wesselmann, called the meeting to order at 8:02 a.m. Those present for the meeting were:

Clinton County SWCD Directors:

Tim Wesselmann

Cliff Schuette

Brent Kalmer

Clinton Michael

Clinton County SWCD Staff:

Executive Director: Emily Gaddis

Resource Conservationist: Ryan Vogt

Administrative Coordinator: Keelyn Bloch

Associate Directors:

Ken Knolhoff

NRCS Staff:

Soil Conservationist: Landen Harris

District Conservationist: Gary Gaubatz

Absent from the meeting: Board Members: Ray Krausz, Ken Knolhoff

Clinton Micheal made a motion to approve the minutes for August meeting, and Paul Hustedde seconded the motion. Motion carried. Closed Minutes Performance reviews will remain closed and confidential. Brent Kalmer motioned, Clinton Micheal Seconded, motion carried.

Financial Update

LUC Council Check- CD investment

Deitrich Implements Check- 6' drill repair

PFC #498 check- well decommission

Emily provided financial reports, budget reviews and Credit card statements. Cliff Schuette motioned to approve, Clinton Micheal seconded. Motion carried.

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT: N/A

ADMINISTRATIVE ACTIVITIES REPORT: Gaddis updated signatures, bank accounts, invoices, CD Admin requests, and prepped for Government Shutdown, AFR extension submitted (due Feb 25-26). Native Food Corridors- Trees and Plants are on pre-order (waiting to order since drought), Possible conversation about a demo site on Tribal lands in Louisiana (Board prefers site in Clinton CO.), unfortunately there were no sites secured due to ongoing maintenance issue.

The new AC training plan was to observe tasks and take over supervision. Old AC contract has a extended tentative end date due to the government shutdown. (Phasing out of the roll)

Cliff Schuette Volunteered to attend Kaskaskia Watershed Association Meetings. AC should attend Carlyle in Bloom meetings. Onboarding new hire information was sent to appropriate people. AC has training and a meeting with Deborah Grey on 10/2.

RESOURCE CONSERVATIONIST REPORT: Vogt went over the PFC announcements which included contracts to be signed, applications, and financials. NRI had 4 reports, 1 letter. TA24 grants developed, a new intake activity log was created, and new clients were added. Fish orders had continued to come in. CSP letters for producers had been emailed or mailed for documents to be brought in. A site visit CREP was to be conducted soon. There were four events that had been attended 2 training events, 1 soil health event, 1 Safety event. Upcoming events are the fish sale 10/15. American Farmland Trust discussion on starting a flash group, possible Teams meeting with AFT staff to be scheduled.

SURVEY AIDE REPORT: NA

OLD BUSINESS: NA

October meeting: Tentative due to lack of quorum

November meeting: Move meeting to Monday the 10Th or 18th

NEW BUSINESS

1. **District Cell Phone:** District Cell Phone is through Verizon. The monthly payment quoted would be \$50.05. Gwen would have to be contacted to see if she has the Verizon PIN as well as the Facebook Login Information. Cliff Schuette Motioned, Clinton Micheal Seconded, Motion Carried
2. **New AC Training Plan:** The New Administrative Coordinator Training Plan is to have a flexible work schedule of 8-24 hours per week as Keelyn needs and time allows.
3. **PFC:** Check #498 has been signed
4. **ICC:** ICC was signed by board chairman to be sent to IDOA for 11/1 transmittal due date
5. **Bank and Signature Authorizations/Removal:** with the New AC, it was discussed to transfer or get a CCSWD Credit Card in her name. Bank Signatures Authorize to transfer to new AC and remove departing staff. Clinton Micheal motioned to approve. Brent Kalmer seconded. Motion carried.
6. **NRCS Admin Agreement:** The agreement needs to be renewed. Ryan Vogt led, Keelyn Bloch Secondary, Cliff Schuette Motioned, Clinton Micheal Secondary. Motion carried.
7. **FMP:** FMP is due November 1st. AFR extension (Feb 26th) will need to remind Gina and check periodically on progress. Cliff Schuette will sign and notarize AFR when complete
8. **Data, back up, and Retention:** possible switching from QuickBooks Online to QuickBooks Desktop for the next fiscal year. This would allow staff to contribute to 457b, which QuickBooks Online does not allow. New AC will learn both systems and decide which is best for office processes.

9. **Native Tree Giveaway:** Possible this fall depending on how many trees are planted, NACD will be asked for authorization to distribute more trees if there is no demo site available.
10. **CRP Agreement:** Discussion for the CRP agreement, Cliff Schuette motioned, Clinton Micheal Seconded, motion carried.
11. **Civil Rights Checklist:** the board completed the checklist and sent to NRCS.
12. **Government Shutdown Plan:** A shutdown plan was discussed; staff will work out of extension or remote using district laptops. The Fish sale and the tree giveaway can be delivered to the extension office if needed. Check payments can be either dropped in mail or dropped off at Extension. During this time work plans have been made to develop outreach and opportunities to reach the public. Soil samples for NFC will be taken. If possible, check out sites for appropriate space for trees.

Brent Kalmer made a motion to adjourn the meeting at 9:30 a.m. and Clinton Micheal seconded the motion. Motion carried. The next Board meeting is scheduled for November 18th at 8:00 a.m. at the Breese USDA Service Center.

Brent Kalmer, Secretary