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Dearborn County Soil and Water Conservation District  
10729 Randall Avenue, Suite 2 – Aurora, IN 47001 – Phone (812) 926-2406, Ext. 3

**MINUTES – REGULAR BOARD MEETING**  
February 10, 2022  
8:30 AM – Purdue Extension Dearborn County

Supervisor

Ken Gunkel – Chairman  
Eric Callahan – Vice Chair  
Pat Holland  
John Kruse  
Robert Schroeder

Associate Supervisors

Brad Dawson – not present  
Tom Klump

SWCD Staff

Jessica Rayburn  
Vickie Riggs – called in  
Jennifer Hughes  
Watershed – Heather Wirth  
NRCS - Matt Jarvis – called in  
Alejandra González-López – not present  
Extension – Not present  
FFA – East Central – Bradley Kolb  
South Dearborn – not present  
ISDA – Not present

The board meeting was called to order by Ken Gunkel, Chair, at 8:35 AM.

*Minutes*

Minutes from the previous meeting, January 13, 2021, were reviewed, motion to approve was made by Pat Holland, seconded by John Kruse, motion carried.

*Financial Report*

The claims voucher for January was presented to the Board for review. A motion to approve the claims vouchers was made by Eric Callahan, seconded by Pat, motion carried.

*Extension*

- Not present.

*FFA*

- Bradley Kolb from East Central FFA was present. He said they had their officer reviews. He said the District 12 contest will take place March 5<sup>th</sup> at South Ripley.

*ISDA*

- Not present

*NRCS*

- Matt Jarvis called in. He said a District Conservationist position in Switzerland County has been approved. The position has not been advertised yet. He will still cover Dearborn and Ohio counties once the Switzerland County position has been filled. Until then he will still cover all three counties.



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*Old Business*

- Employee Evaluations – Ken said he has a 5-page template created. He sent each board member a copy and asked for them to review and provide feedback. He hopes to have the evaluations completed by the end of the first quarter.

*New Business*

- Telework Policy – A telework policy was handed out and it was discussed. It was decided to table to the next meeting.

*Staff Reports*

- Vickie Riggs sent her report. She signed 17 conservation plans on behalf of the Board.
- Heather Wirth sent her report. She said there will be a PARP event on March 10<sup>th</sup>. She said there is a little over \$5,000 left in the Hogan Creek Watershed 319 Grant. The grant is set to end Monday, February 14, 2022. She asked about reallocating the money from the current task to different task. John recommended reallocating \$1,000.00 for a bonus to Heather. The board did a vote by raise of hands to reallocate the money and it was approved. It was discussed to reallocate the rest of the money to be used for cost-share and the Board agreed.
- Jennifer Hughes sent her report. She had a meeting for MS4 on Wednesday, February 9.
- Jessica Rayburn sent her report. She said she mailed out the certified final notice letters for the past due equipment rentals after the last board meeting. She said she received one of the green cards back signed and two were returned with failure to claim. She recommended moving forward with the small claims filing as it was discussed last meeting. Ken and John asked for contact information for those with an outstanding balance and will report back at the next board meeting on what the plan is moving forward.

*Supervisor Updates/Comments*

- John said that during the annual conference there was a discussion about joining the local Chamber of Commerce. Ken asked Jessica to see what the cost of joining the Dearborn County Chamber of Commerce is. Robert Schroeder asked if the Board of Realtors still provide welcome packets to those that move into the area. Nobody knew if this was still done or not. Ken asked Jessica to find out.

*Other*

- Commissioners Meeting – Jessica, Jennifer, and Ken attended the February 1<sup>st</sup> Commissioners meeting. Jessica provided updates about the office and upcoming events. Jennifer provided an update on the MS4.
- Jessica and John will attend the April 5<sup>th</sup> Commissioners Meeting.

*Adjourn* -Meeting was adjourned at 10:22 AM.

The next meeting will be held on **Tuesday, March 8, 2022 8:30 AM at Carnegie Hall.**

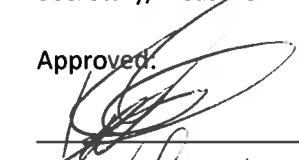



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*Jessica Rayburn*  
Secretary/Treasurer

Approved:

  
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*John Luce*  
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*Gene Allen*  
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