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# North Cook County Soil & Water Conservation District

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## BOARD MEETING MINUTES

899 Jay Street in Elgin

October 15, 2009

(Key: P = Present; E = Excused Absence)

PRESENT:

**Directors**

P James Singer, Chair  
P Bob Murzyn, Vice Chair  
P Mark Toberman, Treasurer  
P Leo Kinsch; Director  
P Deborah Perryman

**Associate Directors**

E Agnes Wojnarski  
P Jay Coleman  
E Hart Kargenian

**District Staff**

P Rick McAndless, Resource Conservationist  
P Tonya Canania, Administrative Coordinator

**USDA - NRCS**

P Jim Rospopo, District Conservationist

### CALL TO ORDER:

Jim Singer called the meeting of the board of directors of the North Cook County Soil & Water Conservation District ('District') to order at 7:15 p.m.

### MINUTES:

Bob Murzyn motioned to accept the meetings minutes as presented for the September 17<sup>th</sup>, 2009 District board meeting; seconded by Deborah Perryman.

\*Approved.

### GUEST DISCUSSION: Joe Bybee; Illinois Department of Agriculture- Bureau of Land & Water Resources, Office of Natural Resource Management- Region Two Representative

Joe discussed various agency activities and updates with the board. The board updated Joe on District programs and budget issues.

### FINANCIALS:

#### Reconciliation:

The board was presented with September financial statements and reconciliations for all Illinois Fund accounts held and the September Harris checking account. Mark Toberman

motioned to accept reconciliations for all September IL Fund account statements and September Harris bank checking account; seconded by Deborah Perryman.

\*Approved

Fiscal Year 2009 Reporting: Fiscal Year 2009- Balance Sheet

The board reviewed, compared and discussed account balances as of June 30, 2009 with current account balances.

Fiscal Year 2009 Reporting: Fiscal Year 2009- Illinois Department of Agriculture Financial Management Plan Forms

Tonya presented the board with a completed Fiscal Year 2009 IDOA Financial Management Program- Part II report of grant money expenditures and the IDOA Internal Control Checklist. The board reviewed both reports and completed the Internal Control Checklist.

Bob Murzyn motioned to accept the Fiscal Year 2009 IDOA Financial Management Program- Part II as submitted and the IDOA Internal Control Checklist as completed; seconded by Leo Kinsch.

\*Approved Reports.

Fiscal Year 2010 Illinois Department of Agriculture Grant Agreement:

Deborah Perryman motioned to make Tonya Canania authorized signatory for the first fiscal year 2010 grant agreement submitted by the IDOA for approval; seconded by Bob Murzyn.

\*Authorized Signatory.

**OLD BUSINESS:**

District Rain Barrel Fundraiser- E-Pay Program:

Tonya discussed recent research regarding potential liability issues resulting from District participation in the Illinois E-Pay program. No significant risk for the District was discovered. The E-Pay program would allow customers to order and pay for rain barrels and accessories online through the Illinois Funds E-Pay website. The District will not retain nor have access to customer account information. The program will take two to three months to set up and implement. The next rain barrel fundraiser is scheduled for March of 2010. The District will take orders through March 12<sup>th</sup> and set up distribution days for March 19 & 22 at District office and March 18 & 20 at Kinsch Village Florist in Palatine.

Mark Toberman motion to allow the set up of the Illinois E-Pay program to facilitate online order and payment for rain barrels and rain barrel accessories; seconded by Leo Kinsch.

\*Approved Program.

Urban Resource Conservation Programming & Partnerships:

The board discussed resource conservation needs within the District. The board discussed inviting staff of various legislative offices to accompany Rick on site inspections and field visits. Allowing those individuals to accompany Rick may help to clarify District program objectives. The board also discussed sending follow up letters to District legislative offices to keep them abreast of District programs and urban conservation needs.

\*Ongoing

Fall Water Quality Luncheon (WQL) & Spring Illinois Environmental Protection Agency (IEPA)- National Pollutant Discharge Elimination System (NPDES) Workshop:

Tonya reported that she was unable to locate and confirm a location sponsor for the WQL. Due to insufficient promotional lead time the WQL will be postponed until the spring. The Spring IEPA- NPDES Workshop will also take place during spring 2010 and feature the essential steps to permitting. The two events will take place between late March and mid May 2010.

\*Ongoing

**NEW BUSINESS:**

Annual Plan of Work Fiscal Year 2010:

The board reviewed and discussed the Annual Plan of Work. The board discussed additions to the Annual Plan of Work for fiscal year 2010.

Bob Murzyn motioned to approve the draft Annual Plan of Work Fiscal Year 2010 as amended; seconded by Deborah Perryman.

\*Approved Annual Plan of Work Fiscal Year 2010.

District / Natural Resource Conservation Service (NRCS) Rental Agreement:

The board discussed the timeline for renewal of the rental agreement. The board discussed requesting an amendment to the market survey boundaries maintained by NRCS. Staff will inquire as to how this process takes place and report back to the board when a clear course of action is obtained from NRCS.

\*Ongoing.

District Board of Directors Election 2010:

Tonya presented the board with a timeline for the next District election. The board discussed the timeline and nomination process.

Deborah Perryman motioned to establish the format for the 2010 District election as a general election; seconded by Bob Murzyn.

\*Approved General Election Format.

Deborah Perryman motioned to establish February 18<sup>th</sup>, 2010 as the official date of the 2010 District election; seconded by Bob Murzyn.

\*Approved Election Date.

Deborah Perryman motioned to establish the nomination process for the 2010 District election as Nomination by Petition and to notify the public that no nominations will be taken from the floor; seconded by Bob Murzyn.

\*Approved Nomination Process- By Petition With No Nominations from the Floor.

**COMMITTEE REPORTS:**

Bob Murzyn: - Metropolitan Water Reclamation Department of Greater Chicagoland (MWRD) - Technical Advisory Committee (TAC) Report:

Bob and Rick reported and discussed their attendance to a study session hosted by Deb Shore; MWRD Commissioner.

Jim Singer & Tonya Canania- Land Use Council 16 (LUC16) Quarterly Board Mtg.

Reports: *No New Report.*

The next LUC16 quarterly board meeting is scheduled for November 20<sup>th</sup> at 10 a.m. at the DeKalb Co. Farm Bureau building in Sycamore.

Tonya Canania- LUC16 Leadership Outreach Committee: Update

Tonya reported that she received communication from the Association of Illinois Soil & Water Conservation Districts (AISWCD) that indicated that they plan to submit the Land Use Council 16 marketing idea to the AISWCD Marketing Task Force for discussion and consideration. No meeting has been schedule to date.

Tonya Canania- LUC16 Leopold Education Project (LEP) Scholarship Committee:

Tonya reported that she has completed all edits to the application and guidelines. All Districts within LUC16 have received the updated packet. The LEP Scholarship Committee's objectives have been met and the Committee has now dissolved.

Tonya Canania- LUC16 Display Board Design Sub Committee: No New Report.

**STAFF REPORTS:**

Jim Rospopo; District Conservationist:

Jim reported on a Great Lakes group and District activities.

Rick McAndless, Resource Conservationist:

Rick reported on potential CPP program for the Hanover Township Youth and Family Service's property and his attendance to a NPDES Seminar.

Tonya Canania, Administrative Coordinator:

Tonya reported working on the spring rain barrel fundraiser, NE Illinois Envirothon registrations and website updating.

Bob Murzyn motioned to accept the reports as presented; seconded by Leo Kinsch.

\*Approved.

**NATURAL RESOURCE INVENTORY REPORTS:** No New Applications or Re-Submissions.

**CLOSE SESSION STAFF REVIEWS:**

The board deferred the close session reviews to the November board meeting.

**NEXT MEETING:**

The board discussed Jim Rospopo's scheduling conflict due to the Lake Co. SWCD board meeting arrangements.

Deborah Perryman motioned to tentatively move all future board meetings to the third Thursday of each month; seconded by Bob Murzyn.

\*Approved District Board Meeting Schedule.

The November North Cook Co. SWCD board meeting will be held on November 19<sup>th</sup>. 2009 at 7 p.m.

**ADJOURNMENT:** Meeting was adjourned at 10:30 p.m. by motion made by Deborah Perryman and seconded by Leo Kinsch.