

**Coles County SWCD  
Board Meeting Minutes  
April 8, 2025**

The April board meeting of the Coles County SWCD was held on Tuesday, April 8<sup>th</sup>, 2025, at the USDA Service Center in Charleston.

**Directors Present:** Bill Janes, J.C. Doty, Brian Davis

**Associate Directors:** None

**SWCD Staff:** Kellie Diveley, Misti Neal Lewis, Malina Przygoda, Lauren Oertling

**Guests:** None

**Agenda:** Janes called the meeting to order at 7:35am. The agenda was reviewed. Doty made a motion to approve the agenda. Davis seconded the motion. The motion carried.

**Minutes:** Minutes from the March meeting were reviewed. Doty made a motion to approve the minutes as presented. Davis seconded the motion. The motion carried.

**Timesheets:** Employee timesheets were reviewed.

**Travel Reports:** Employee travel reports from March were reviewed. Doty made a motion to approve the travel reports as presented. Davis seconded the motion. The motion carried.

**Financial Reports:**

March financial reports were reviewed, however two of the bank statements haven't been received yet so the accounts aren't reconciled. Davis made a motion to table approval of the reports until the next meeting. Doty seconded the motion. The motion carried.

**Correspondence:**

None

**Business:**

**No Action Required:**

Oertling reminded the board to begin reviewing the annual plan of work for any necessary changes so that it can be modified and approved before the end of the fiscal year.

**Action Required:**

The PFC Practice Component List for FY25 was reviewed. Doty made a motion to approve the list as presented. Davis seconded the motion. The motion carried.

Due to staff and board member changes, the district's current signature authority for banking matters was reviewed. The bank accounts at Peoples Bank and Trust require two-signatures on all checks, and duplicate copies of the statements are mailed to Easton, district treasurer. Formerly, all employees had a credit card for district purchases, however only Oertling currently has one. Doty made a motion to add all the board members to the signature cards for the Peoples Bank and Trust accounts and to remove employees, and to obtain a credit card on the district account for each employee. Davis seconded the motion. The motion carried.

Davis made a motion to renew the district's membership to the National Association of Conservation Districts (NACD) at the \$775 "Gold" level, as last year. Doty seconded the motion. The motion passed unanimously.

**Staff Reports:** Attached

**Open Discussion:**

The condition of the district employee's laptop computers was discussed. The Resource Conservationist's computer is currently provided by USDA-NRCS and is in good condition. The Administrative Assistant's computer is owned by the district, and although currently functional is approximately 10 years old and will need to be replaced soon. The computer currently being used by the Education Coordinator belongs to the Lincoln Heritage RC&D and is being borrowed temporarily until another computer is available. It was discussed that considering the purchase of two new laptops for next fiscal year may be in order.

**Upcoming Events:**

Apr. 28-30<sup>th</sup> – Conservation Field Days

May 13<sup>th</sup> – Board Meeting

**Closing:** The meeting adjourned at 8:28 a.m.

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Bill Janes, Chairman