

**AGENDA**  
**STATE SOIL CONSERVATION BOARD MEETING**  
**July 21<sup>st</sup>, 2020**  
**WebEx Virtual Meeting**

- I. 9:30 am.: Call to Order**
- II. Approve Minutes of May 2020**
- III. Clean Water Indiana**
  - a. Clean Water Indiana Grants – Geneva Tyler
  - b. Clean Water Indiana Grants Committee report- Kenny Cain
  - c. Grants Management System (GMS) demo- Leah Harmon
  - d. Washington County SWCD Grant modification request- Laura Fribley
  - e. 2021 CWI Non-SWCD led Concept Papers
    - 1. Lake Maxinkuckee Environmental Fund
    - 2. Indiana Association of Soil and Water Conservation Districts
    - 3. Maumee Watershed Alliance
- IV. State Soil Conservation Board Business**
  - a. Chairman’s Report- Brad Dawson
  - b. New supervisor welcome letter- Tara Wesseler-Henry
  - c. ISDA Budget update- Jordan Seger
- V. Soil and Water Conservation Districts**
  - a. Election process- Geneva Tyler
    - i. Oath of Office policy
    - ii. Nominations from the floor
    - iii. Withdrawal of a Candidate
  - b. Jasper County Temporary Appointment- Geneva Tyler
  - c. Floyd County Temporary Appointment- Laura Fribley
- VI. Public Comment**
- VII. Next Meeting:**  
**2019 Meeting Dates**
  - September 15, NRCS State Office
  - October 27, TBD
- IX. Adjourn**

**\*\*\*PLEASE NOTE\*\*\***

This agenda is in DRAFT FORM. Open Door Law does not prohibit the public agency from changing or adding to its agenda during the meeting.

**STATE SOIL CONSERVATION BOARD MEETING**  
**MINUTES**  
**May 19, 2020**  
**Conference call**

**I. Call to Order**

- a. Brad called meeting to order at 9:34

**II. Approve Minutes of April 2020**

- a. Larry Clemens made a motion to approve the minutes. Kenny Cain seconded. Motion passed.

**III. Clean Water Indiana**

- a. Clean Water Indiana Grants report- Geneva Tyler
- b. 2018 Clean Water Indiana Grants- Geneva Tyler

Kenny Cain moved to extend 2018 participating grants by one year if they cannot meet the deadline due to the COVID situation. Amy Burris seconded. Discussion followed. Kenny Cain rescinded the motion. Kenny Cain made a motion for 2018 CWI grants to receive an extension if needed as all 2018 CWI grants would be affected by COVID19. This is intended to be a blanket extension to any 2018 CWI grantee. Warren Baird seconded. Motion passed.

- c. Grant County SWCD CWI grant modification request

Jennifer Thum read the grant modification request from Grant County SWCD. Claire from Grant County provided more details on those modifications. Warren Baird moved to approve the 2019 Grant county grant modification request. Ray Chattin seconded. Motion passed.

**IV. State Soil Conservation Board Business**

- a. Business Plan: Fall Plan of Work meeting

Geneva provided update of Plan of Work. She asked the board to entertain setting a date to work on this in the future. A Doodle Poll will be sent to the SSCB members to coordinate a date in November.

- b. Training

Jennifer Thum offered thoughts on training for the State Soil Conservation Board.

- c. FY2020 Budget Review

Jordan Seger provided an update. Kenny Cain made a motion to roll over \$297,000 balance in CWI funds to fiscal year 2021 CWI. Amy Burris seconded. Motion passed.

**V. Soil and Water Conservation Districts**

- a. Newton County- Geneva Tyler

Bob Eddleman moved to approve the Newton County temporary appointment. Amy Burris seconded. Motion passed.

**VI. Partner Reports**

Brad shared updates from Roger Wenning, IASWCD.

**VII. Public Comment**

- a. Joe gave a short update from the Association.
- b. Lisa Holscher gave a short CCSI Update.

**VIII. Next Meeting:**

**2020 Meeting Dates**

July 21, NRCS State Office

October 27, TBD

September 15, NRCS State Office

**IX. Adjourn**

Kenny Cain made a motion to adjourn. Amy Burris seconded.



# State Soil Conservation Board

July 21, 2020  
Clean Water Indiana  
Grants Committee



## Program Updates

### Clean Water Indiana Competitive Grants

#### 2020

• Financial reports are due 7/31. Conservation project tracking is also due at this time. The DSS team will be quality controlling both financial reports and conservation project tracking during August.

#### 2019

Projects Expire 12/31/21

Financial reports are due 7/31

#### 2018

- Projects Expire 12/31/20 (except Hamilton)
- Financial reports are due 7/31.

## Non-SWCD Led Projects

### IASWCD

Expires: 12/31/21

Grant Agreement A337-19-CWI-001

- Total amount of grant agreement \$64,450.00
- Claims:
  - \$12,385.27
  - \$15,538.73
  - \$33,163.95
- Remaining funds: \$8,362.05

Expires: 12/31/2022

Grant Number 37-20-CWI-013

- Claims: One claim for \$22,250.00
- Remaining funds: \$22,250.00

### SICIM

Expires 12/31/2022

- Grant number: A337-20-CWI-014
- Claims: One claim for \$27,000.00
- Remaining funds: \$27,000.00

## Grant Reviews

- Ten grants have tentatively been chosen for review.
- Following the July 31<sup>st</sup> report deadline, those will be finalized and Grantees will be notified.

## Grants Management System

- 2019 and 2020 CWI Grants have been rolled into GMS.
- Leah and DSSes have hosted 2 training opportunities for SWCDs.
- July 31<sup>st</sup> reports will be due in the new GMS system.
- 2021 CWI Grants will be submitted via GMS.



# State Soil Conservation Board

July 21, 2020  
Clean Water Indiana  
Grants Committee



## **Present**

Kenny Cain  
Amy Burris  
Bob Eddleman  
Laura Fribley  
Geneva Tyler  
Tara Wesseler-Henry

## **2021 CWI Grants**

The CWI Grants committee met on July 9<sup>th</sup> to outline the ranking process for the 2021 CWI Grants, for both SWCD and non-SWCD led application.

- To recap: Applications are due September 11, 2020.
- The DSS team and the CWI Grants Committee will rank the CWI 2021 Applications.
- Training will occur for the Grants Committee for the process of ranking in GMS.
- October 6, 2020 – CWI Grants Committee deadline to rank applications.
- October 13, 2020 – CWI Grants Committee and DSSs will meet in Indianapolis or somewhere in the vicinity to discuss the applications and ranking.
- October 27<sup>th</sup>, 2020- CWI Grants Committee will propose chosen applicants for funding to the full State Soil Conservation Board.
- Depending on available CWI dollars, the committee agreed to propose \$30,000 in training dollars available for SWCD Supervisors/Staff in 2021.



# State Soil Conservation Board

July 21, 2020

## Grants Management System Update



### What is the Grants Management System?

- The grants management system (GMS) is a collaborative project of the Lieutenant Governor's Family of Business. The three main partners are the Indiana State Department of Agriculture, the Office of Community and Rural Affairs, and the Lieutenant Governor's Business Office.
- The GMS is a centralized hub for the vast majority of grant related documentation and submission.
  - Applications, reports, claims, and modifications will be processed through the system.
  - Contracts and conservation project tracking will remain in their current systems.
- The system has increased efficiency and transparency for all ISDA grants.

### How do I access the GMS?

- ISDA will set up all accounts for CWI users. Email Leah Harmon at [lharm2@isda.in.gov](mailto:lharm2@isda.in.gov) to request an account.
- You can access the GMS from 3 locations
  - ISDA Grants and Funding Opportunities Website (<https://www.in.gov/isda/2474.htm>)
  - CWI Website (<https://www.in.gov/isda/2342.htm>)
  - Direct Link (<https://indianaegms.force.com/Grants/>)

### Trainings

- ISDA hosted 2 GMS trainings in July. Over 50 SWCDs and other organizations attended.
- Some highlights of reviews from the training:
  - This system looks so user friendly! looking forward to using it!
  - I do think these virtual trainings are a great idea and very helpful. They are quick and to the point, and mostly easy to follow along with.
  - I love it. Great job, Leah!
  - Very good presentation! Step by Step was good! The presenter was awesome, not too fast and not too slow.
  - Very helpful to actually run through and app, claims and updates that will be required.
- Leah will provide one on one assistance to grantees as needed when reports and applications are due.

### Other

- The GMS was paid for out of ISDA funds. No CWI funds were utilized to implement the system.
- The GMS will be used for all administration of all 2019 and 2020 grants. 2021 and all future grant applications will also be submitted through the portal.
  - 2018 grants will maintain legacy systems for the final six months of their projects.

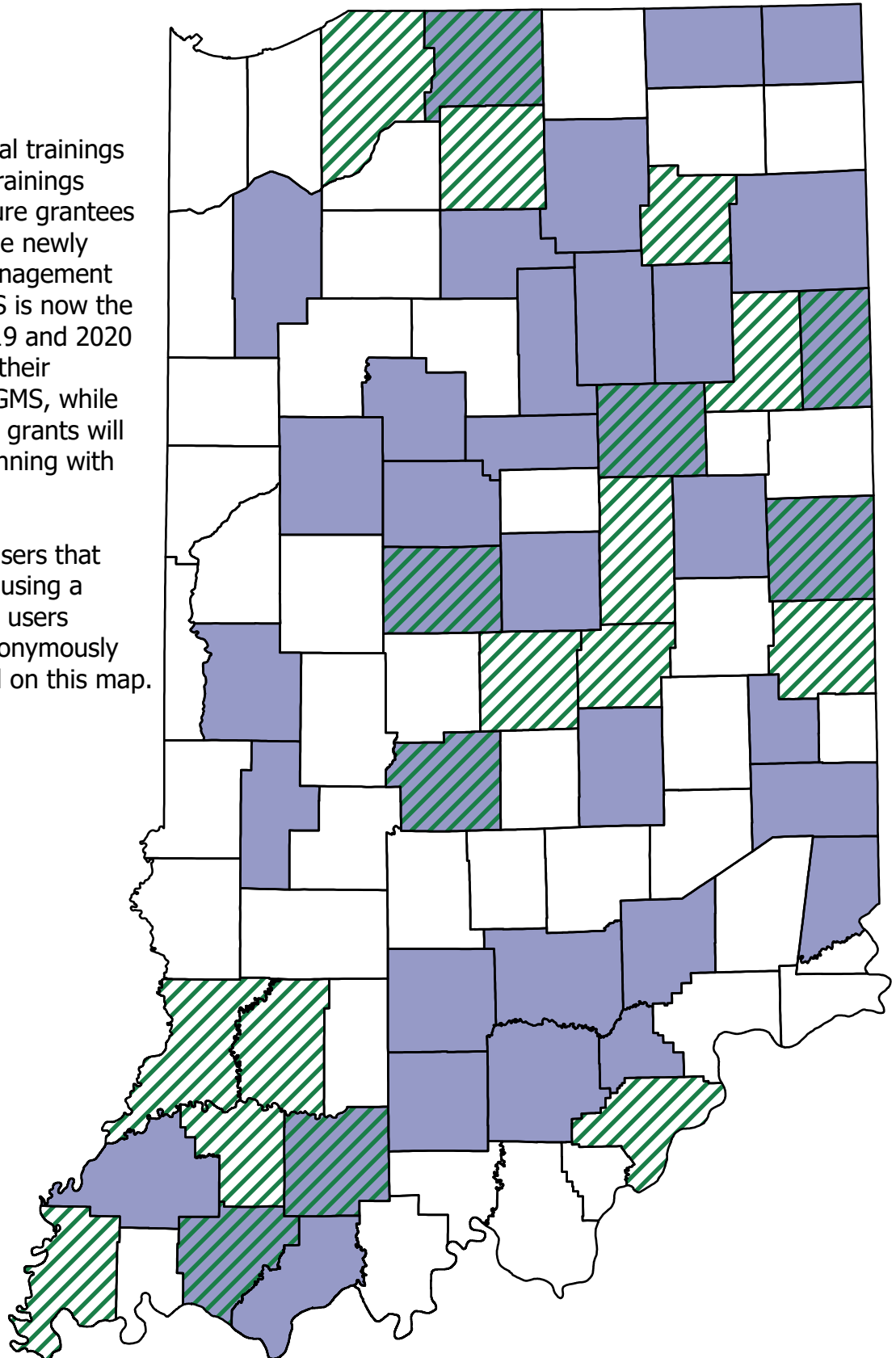
# Clean Water Indiana

## Grants Management System Training



ISDA provided two virtual trainings for CWI grants. These trainings walked existing and future grantees through the pieces of the newly implemented Grants Management System (GMS). The GMS is now the hub for CWI grants. 2019 and 2020 CWI grants are moving their administration into the GMS, while 2021 and all future CWI grants will start in the system beginning with their application.

\*This map shows only users that logged into the training using a named account. Several users watched the training anonymously and are not represented on this map.



### Training Date

- July 8, 2020
- July 14, 2020



## Training Attendees

July 14, 2020  
Leah Harmon, ISDA Director of Information Systems

**Scope of Services Modification**

<b>Date:</b>			
<b>Grantee:</b>		<b>Grant Number:</b>	
<b>Project:</b>		<b>Approved Grant Amount:</b>	
<b>Contact Person:</b>		<b>Phone/Email:</b>	

<b>Activity to be Changed (Exhibit A Description Original Grant Agreement):</b>	<b>Proposed Change:</b>

**Justification for Modification/Change of Grant Activities**

Provide the justification for each change of activity requested. Clearly describe the new activity, how project beneficiaries will benefit as a result of the changes and the overall impact on the program. Attach additional pages if necessary.

\_\_\_\_\_  
Signature/Title of Person Submitting Request

\_\_\_\_\_  
Date:

**Office Use Only**

<b>Revision Approved By:</b>	<b>Date:</b>
<b>Revision Denied:</b>	<b>Date:</b>
<b>If Denied Indicate Reason:</b>	

## Proposed Additions of Cost Share Practices

Consultant Forester Fees\*\*

Invasive Plant Trade In\*\*

Invasive Species Removal

Pollinator Planting

Riparian Forest Buffer

Tree Planting

\*\* Indicates current cost share practice offered.

We believe that the offering of these additional practices fulfills a missing piece in the public that we have been trying to address through this grant. Unfortunately, invasive species are much more widespread throughout landscapes in our community than we would like to see. Having intentionally limited ourselves when proposing this grant, we had anticipated the general acceptance of the grant's intention to be more widely grasped. However, due to the nature of the plants we initially sought to be our focus, residents hesitate to remove them from their landscapes because they deem them incomparable to native trees/shrubs or they have matured to a point that the plant's removal would require intensive labor. Having developed strong relationships within our communities, we feel these additional practices will satisfy homeowners and create an array of options for them to remove the invasive species from their landscapes and replace them with native ones.

**Removal of Invasive species** – Removing the large, established invasive species in landscapes is rather expensive. This item allows for invasive species to be removed correctly, leaving the best opportunities for native species being replanted to thrive. With intensive labor inabilities being a major setback for many of our targeted audience, the cost share item can promote the hiring of a landscaping professional to remove the invasive plants.

**Tree Planting** – This item serves as the transition of ground back to a landscape native to Indiana that has been overrun with invasive species. Many individuals in our community have had an influx of invasive species due to many factors on ground that could be covered in native trees. This practice would offer many individuals in our community the opportunity to reintroduce native trees in places where invasive trees and weeds are overtaking the landscapes.

**Riparian Forest Buffer** – This is a practice with the potential of widespread involvement through the community. Many homeowners along streams in our community and county have struggled with invasive species taking over their riparian zones on their property. To promote native plantings of trees and other shrubs along our waterways, having this cost share option would allow homeowners to retain a wooded riparian zone while combating the invasive species that constantly try to overtake those areas.

**Pollinator Planting** – With pollinator interest coming to new heights in our community and across the state, this is an effort to give the people what they want while using it as an opportunity to get rid of their invasive species filled landscapes. With many options of native pollinator plantings, this gives the homeowner the opportunity to replace invasive species with native ones and promote a healthy pollinator population.

These additional cost share opportunities will not require additional funding. Funding in the budget for 'Consultant Forester' and 'Invasive Plant Trade In' will be made available for all practices listed above. The efforts of adding these additional practices to the grant are to offer extended native species promotion, meeting the need of our local community. Without the addition of these practices, conservation may not be implemented in the removal of invasive species as we had anticipated.





**Clean Water Indiana  
Non-SWCD Concept Paper  
2021**

*\* Directions: This Concept Paper is limited to two pages max. Provide a brief, big picture view of your project.*

*\* CWI applications will be distributed upon approval of the Concept paper by the State Soil Conservation Board.*

**Contact Information**

Lead Entity	Lake Maxinkuckee Environmental Fund
Address	116 N. Main/PO Box 187
City, State, ZIP	Culver, IN 46511
Lead Entity Contact Name & Title	Debbie Palmer, President
Email Address	lmecc@lakemax.org
Phone	574-842-3686

**Local SWCD Contact**

Cooperating SWCD	<b>Marshall County</b>
Point of Contact	<b>Jodie Overmyer</b>
SWCD Phone	<b>574-936-2024 x 3</b>
Total estimated CWI Funds Requested	<b>\$10,000</b>

**Purpose**

Describe the project.
<p>Lake Maxinkuckee Environmental Fund proposes to contract with Ecosystems Connections Institute to collect and analyze water samples to provide detailed data that quantifies, both spatially and temporally, the inflow of nutrient loads and sediment relative to rain events at the Kline Wetland on Lake Maxinkuckee, Marshall County, Indiana. This data will provide a mechanism for prioritizing future remediation and restoration projects in the watershed. As part of the Mississippi River Basin, any pollutants that flow out of Lake Maxinkuckee contribute to the Dead Zone in the Gulf of Mexico. The best way to stop pollutants from making their downstream is to reduce pollutant loading upstream. With this data, we can make decisions, based on scientific information, on how best to make watershed wide changes to reduce the amount of sediment, nutrients, pesticides, E - coli and other nonpoint sources of water pollution from entering our local waterbodies.</p>

How does the project meet the goals of the State Soil Conservation Board Business Plan?

The SSCB has identified Water Quality, including sediment, nutrients, pesticides, E - coli and other nonpoint sources of water pollution found in our streams, rivers and lakes as one of the statewide priorities of natural resource concerns to be addressed over the next five years. Erosion and Streambank Erosion are also priorities. This project specifically measures sediment, which can be directly tied to erosion and streambank erosion, along with other pollutants, that are entering the lake from upstream. Knowing the pollutant load numbers allows us to focus our conservation efforts based on these numbers.

Part of the SSCB Vision is increase local SWCD capacity to be effective partners in the Indiana Conservation Partnership delivery of conservation across the state. LMEF will include the local SWCD as a partner and plan at least one outreach event for the local community. LMEF will make the data available to the SWCD for their conservation outreach efforts in the agricultural community.

How will CWI funds be utilized?

To help pay for water sampling collection, testing and reports. This is a one-year study, with samples collected hourly during the spring, when agricultural fields are being tilled and heavy sediment loading is predicted, then reduced to daily and weekly, then just after rain events.

The total project cost is \$40,000. LMEF is asking for CWI funds to cover 25% of the total project cost with LMEF providing the balance.



## Clean Water Indiana Non-SWCD Concept Paper 2021

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### Contact Information

Lead Entity	IASWCD
Address	225 S. East Street, Ste. 740
City, State, ZIP	Indianapolis, IN 46202
Lead Entity Contact Name & Title	Joe Schmees, Executive Director
Email Address	Joseph-Schmees@iaswcd.org
Phone	(317) 692-7519

### Local SWCD Contact

Cooperating SWCD	<b>All 92 SWCDs per NRCS agreement</b>
Point of Contact	<i>Received cash match commitments from</i>
SWCD Phone	<i>9 Districts to date</i>
Total estimated CWI Funds Requested	<b>\$90,000 over 3 years (\$30,000/year)</b>

### Purpose

Describe the project. The purpose of this project is to match federal NRCS funding provided over 5 years that will promote a statewide approach to agricultural conservation in urban settings and with farmers otherwise new to agriculture, through 5 full time staff, a statewide technical lead and 4 regional urban conservationists, along with event and consultation financial support for Districts. The IASWCD and our member Districts have a mutual interest in helping to bring about the conservation and wise use of our natural resources, especially in areas that are currently underserved. Building the capacity of districts in town and non-traditional ag settings to deliver timely professional technical assistance, training, and education and outreach related to soil health management systems will result in long-term impacts on local natural resources and a continuation of these services at the local level after the agreement. Training around urban agriculture and soil health provided to Districts will afford them confidence to provide this assistance locally. Financial support to Districts for events and individual one-on-one landowner consults will further bolster their own urban soil health programs.
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How does the project meet the goals of the State Soil Conservation Board Business Plan?

This project addresses the following statewide resource concerns outlined in the SSCB Business Plan:

- District Capacity/Accountability
  - Urban conservationists will provide training for districts, and assist with partnership building, events and materials development as well.
  - Program provides reimbursement to Districts for one-on-one consultations with landowners for soil health assessments and planning
- Soil Health/Degradation
  - Program addresses soil health capacity building in currently underserved audiences not participating in traditional programs
- Water Quality
  - Planning, assessment and practice implementation encouraged and provided by urban conservationists and partners will protect water quality.
- Erosion
  - Practices recommended will prevent erosion.

This project also addresses the following high level goals and action items outlined in the SSCB Business Plan:

- Increase local SWCD capacity to be effective partners in the Indiana Conservation Partnership delivery of conservation across the state.
  - See above
- Work with ICP to find creative ways to increase capacity at local level
  - This program addresses a need with non-traditional, new partners. Encourage and facilitate when possible non-ICP (non-traditional) partnerships for new resources
  - Addresses landowners not participating in our traditional programs.

How will CWI funds be utilized?

CWI funds will be utilized for cash match needed to cover a portion of the 5 staff positions. The NRCS agreement provides approximately \$300,000 per year over 5 years. The total amount needed to match the NRCS contribution is approximately \$100,000 per year. IASWCD is providing \$17,500 in-kind match for the administration of the NRCS agreement, and working with Districts to provide cash match. 9 Districts have committed \$30,000 per year over 5 years. IASWCD is still obtaining cash match from interested Districts. IASWCD has also secured in-kind match from Purdue Extension, with staff time contributed from their urban agriculture coordinator and other staff. IASWCD is also working to secure additional partners, including American Farmland Trust. Due to the unique nature of working with non-traditional partners, IASWCD will continue to explore new partnership opportunities throughout the program.



**Clean Water Indiana  
Non-SWCD Concept Paper  
2021**

*\* Directions: This Concept Paper is limited to two pages max. Provide a brief, big picture view of your project.*

*\* CWI applications will be distributed upon approval of the Concept paper by the State Soil Conservation Board.*

**Contact Information**

Lead Entity	Maumee Watershed Alliance
Address	425 Van Buren St.
City, State, ZIP	Fort Wayne, IN 46802
Lead Entity Contact Name & Title	Mike Werling, Chairman
Email Address	mwoodgrain@frontier.com
Phone	260-418-6148

**Local SWCD Contact**

Cooperating SWCD	<b>Allen County</b>
Point of Contact	<b>Greg Lake</b>
SWCD Phone	<b>260-484-5848 ext. 3</b>
Total estimated CWI Funds Requested	<b>\$ 116,500.00</b>

**Purpose**

Describe the project.												
<p align="center"> <b>&gt;Increase efficiency and effectiveness of local watershed organizations</b>  <b>&gt;Strengthen local Soil and Water Conservation Districts through partnerships</b>  <b>&gt;Advance efforts to improve water quality and soil health</b> </p> <p>The Maumee Watershed Alliance, (MWA) is a 501(C)(3) organization that develops innovative solutions to improve natural resource management. The MWA works as a regional leader to establish partnerships by fostering common goal dialogue among stakeholders to create opportunities for varied interests to work together.</p> <p align="center"><b>Current Watershed Partners include</b></p> <table border="0"> <tr> <td>Friends of the Cedar Creek</td> <td>Save Maumee Grassroots Organization</td> </tr> <tr> <td>St. Joseph River Watershed Initiative</td> <td>Upper Maumee Watershed Partnership</td> </tr> </table> <p align="center"><b>Other Maumee Watershed Alliance Members</b></p> <table border="0"> <tr> <td>City of Fort Wayne</td> <td>City of Defiance, Ohio</td> </tr> <tr> <td>The Nature Conservancy</td> <td>Steel Dynamics, Inc.</td> </tr> <tr> <td>Purdue University - Fort Wayne</td> <td>Fort Wayne Outfitters and Bike Depot</td> </tr> <tr> <td align="center" colspan="2">Local Citizen River Advocates</td> </tr> </table>	Friends of the Cedar Creek	Save Maumee Grassroots Organization	St. Joseph River Watershed Initiative	Upper Maumee Watershed Partnership	City of Fort Wayne	City of Defiance, Ohio	The Nature Conservancy	Steel Dynamics, Inc.	Purdue University - Fort Wayne	Fort Wayne Outfitters and Bike Depot	Local Citizen River Advocates	
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Purdue University - Fort Wayne	Fort Wayne Outfitters and Bike Depot											
Local Citizen River Advocates												

If funded, this project will:

1. Empower the long-term sustainability and growth of the Maumee Watershed Alliance and its partnering watershed organizations
2. Synergize efforts of member organizations
3. Share existing resources and develop new ones
4. Provide training opportunities to build capacity for long-range planning; financial management; grant writing; branding and marketing; goal setting and prioritization; and engaging target audiences
5. Provide ongoing education programs to member organizations, Soil and Water Conservation Districts and other interested parties on topics such as: climate change predictions relative to natural resource management; utilizing current and historical water quality data for planning purposes and utilizing watershed management plans for conservation planning and implementation
6. Pursue partnerships with organizations in the St. Marys and Auglaize River watersheds

How does the project meet the goals of the State Soil Conservation Board Business Plan?

The success of our project will increase the capacity of the MWA, our partner organizations and local SWCDs to better enable them to deliver effective messaging and programs related to natural resource management on rural, suburban and urban lands. Because the goals and achievements of each organization associated with the MWA are broad and far-reaching, this project is expected to accelerate efforts to improve water quality and soil health; reduce rill, sheet, gully and streambank erosion; and control invasive species in the Western Lake Erie basin. The expected outcomes are directly in line with the goals of the State Soil Conservation Board's Business Plan.

How will CWI funds be utilized?

In an effort to accomplish the aforementioned goals the CWI funds will provide 75% of the cost to hire a Maumee Watershed Alliance Director for a minimum of two years. The CWI funds will also provide 50% of other associated administrative costs such as travel, initial office equipment purchases (computer & printer), insurance, facility rental, training programs, speaker fees, program marketing (website & social media) and other misc. expenses.

The CWI funds will be matched with additional funds from Steel Dynamics, Inc, the Tides Foundation, the Waterfield Foundation and other local donations.



# INDIANA STATE SOIL CONSERVATION BOARD

1 North Capitol, Suite 600 • Indianapolis, IN 46204 • 317.232.8770 Phone • 317.232.1362 Fax

*Chair*  
Brad Dawson

*Vice Chair*  
Amy Burris

*Members*  
Warren Baird  
Kenny Cain  
Ray Chattin  
Larry Clemens  
Bob Eddleman

[Date]

[Name]

[Address]

Dear (new appointee's name),

Congratulations on your appointment to \_\_\_\_\_ County Soil and Water Conservation District (SWCD). Your District is one of 92 districts in Indiana that provides services and technical and financial support to landowners in your County. Landowners in \_\_\_\_ County will rely on you and the other SWCD Supervisors, and staff for direction and planning, as well as fiscal responsibility.

As a member of this board, you'll become a leader in efforts to guide \_\_\_\_ County and our State into the next century. Your appointment signifies your constituent's confidence in your ability to serve by committing your time and expertise.

As you begin your board service, we have prepared an orientation packet and training program. An Indiana Conservation Partnership (ICP) representative will call you next week to schedule your first orientation meeting and provide you with the background you need to become a fully informed board member.

Again, congratulations on your appointment to your County's Conservation Soil and Water Board. We look forward to working with you, and seeing your positive impact on conservation.

Sincerely,

\_\_\_\_\_  
SSCB Chairperson

\_\_\_\_\_  
DSC Division Director



# State Soil Conservation Board

July 21, 2020



## Election Process “Gaps”

The following are items of concern, or “gaps” that appeared during the 2020 election season, as questions that have arisen. There currently is no clear guidance on how to address the following.

### 1. Oath of Office

Item of concern: The District Operation Manual states both a witness is needed when the oath is given, and in 8/2005 the SSCB determined a Supervisor can give the oath rather than in front of a notary. We’d like to track down the law pertaining a witness being needed. That requirement is not listed in IC 14-32 as such. We have been unable to locate the State Soil Conservation Board minutes from 2005 to find the adopted policy. We’re suggesting it go before the SSCB for discussion/policy adoption.

- Response from Division of Legislative Affairs:

- According to IC 14-32-4-11, elected and appointed supervisors can assume the duties of their office once they sign the oath of office. It only specifies that this should take place at the conclusion of the district’s annual meeting.
- There is no other language in statute referring to requirements for a witness.
- Supervisors are not required under Indiana Statute to have a witness when they sign their oath of office. Other local governing bodies have specified procedures for completing an oath of office, but there is no mandate for supervisors in this section of code. Therefore, it is up to your discretion whether or not to have a witness present. Our recommendation is that you don’t require a witness to be there when they sign an oath of office. We cannot identify a real benefit to this policy and believe it might complicate the process more than it needs to be. However, it is ultimately up to the SSCB.

**Proposed action: no need to include a witness on the Oath of Office form, so no change.**

### 2. Nominations from the floor during an annual meeting:

Item of concern: What’s a recommended practice for hearing nominees’ qualifications and training, if this should happen at all? It’s not spelled out in Code. We are asking for clarification and a recommendation.

- Response from Division of Legislative Affairs:

- While IC 14-32-4-8 does require that nominations be allowed from the floor, it doesn’t specify how backgrounds and qualifications should be shared.
- Robert’s Rules of Order does specify that a nomination must be accepted by the person being nominated before the election can be official. Obviously, Robert’s Rules does not equal a statutory requirement, but it is a good rule of thumb.
- Our suggestion would be to allow the individual to briefly share their background, training, etc. if they would like to. It should not be required, but common practice would be to allow for it to take place.
- We would suggest that the Chairman should be prepared to facilitate this presentation and to maintain order during the process.
- You may also consider implementing a time limit for this portion of the meeting.

**Proposed action item: provide training to boards/chairs on how to facilitate, set ground rules and time limits to nominees speaking from the floor.**

### 3. Nominees for Election that withdraw their name after it’s submitted to the SSCB, and before the SWCD Annual Meeting.

Item of concern: A formal withdrawal process is needed. It’s not specified what to do in Code and would like to work with you and the SSCB to create a policy or recommendation for SWCDs to utilize.



-Response from Division of Legislative Affairs

- We would suggest that the formal withdrawal process be that the withdrawal must be in writing. This would include an email format as well. A written withdrawal of one's own name can be sent to the chairman, as well as the SSCB.
- There is nothing in code to restrict this from taking place right up to the day of the election.
- In the case of a nominated person's death, we recommend documenting it in your records. We don't see anything else in statute that would require it to be handled differently than a withdrawal case.
- If the withdrawal leaves no one to be voted into the position, IC 14-32-4-13 seems to provide guidance for dealing with vacancies. It is not ideal, but a temporary supervisor position could be filled through vote at the next board meeting. Statutory requirement is that the district supervisor must submit the recommendation within 30 days of the vacancy.

**Proposed action item: We would recommend that the DSS team provide instructions that withdrawals need to be put in writing from the nominee and documented at the local level.**

\*Responses are not legal advice, and we suggest that the SWCD consult an attorney for further input or clarification. This is simply a best practices model and helpful guidance moving forward.

## VACANT APPOINTED SUPERVISOR

### **APPOINTED SUPERVISOR, VACANCY: IC 14-32-13**

**Sec. 13 (a) If a vacancy in the position of appointed supervisor occurs during a district's operating year:**

- (1) the district supervisors shall, within thirty (30) days after the vacancy occurs, recommend to the board in writing one (1) or more individuals qualified to fill the position,**
- (2) at the first board meeting held after the board received a recommendation under subdivision (1), the board shall act upon the recommendation, and**
- (3) the board shall notify the supervisor of the appointment made by the board.**

**(b) The individual appointed to fill a vacant appointed supervisor position under subsection (a) shall serve the unexpired term of the individual's predecessor.**

**("Board" as used in the state statue refers to the State Soil Conservation Board)**

Instructions for submitting this form:

**STOP! If you haven't read the SWCD SharePoint Tutorial on how to submit forms, please do so before proceeding.**

**If you opened another District's Vacant Appointed Supervisor form by mistake, click on the Close button located in the menu bar at the top or bottom of this form. Then read the SWCD SharePoint Tutorial on how to submit new forms and update/save previously submitted forms.**

If you are submitting the **Vacant Appointed Supervisor** form for the first time, click on the **Save As** button located in the menu bar at the top or bottom of this form. **Uncheck Overwrite Existing File.** Enter the **name of your county followed by the date** in the File Name box. For example Allen County would Enter **Allen 03.12.12**. Click **Save**. Click **Close**.

If you previously submitted the **Vacant Appointed Supervisor** form and re-opened the form to make some changes or additions, click on the **Save** button located in the menu bar at the top or bottom of this form. Click **Close**.

**NEVER open another SWCD's form and modify it.**

The Supervisors of the  County Soil and Water Conservation District certify that:

Name

Address

City

State

Zip

This temporary appointment is necessary because of:

- Resignation of  whose term began in (Month, Year)  and was scheduled to expire in (Year) . (If supervisor has resigned, you **MUST** attach copy of resignation letter. See SharePoint Tutorial for



instructions on attaching a file.)

Death of \_\_\_\_\_ whose term began in (Month, Year) \_\_\_\_\_ and was scheduled to expire in (Year) \_\_\_\_\_.

The District Supervisors failed to recommend a qualified individual to fill the position by November 1<sup>st</sup>. (Please attach a letter from the SWCD Board explaining their situation and steps they will take in the future to meet deadlines as stated in Indiana Code. See

SharePoint Tutorial for instructions on attaching a file.)

**We have advised him/her of the duties and responsibilities of the office of Supervisor. We have advised him/her about "Dual Office Holding" and provided a copy of the Attorney General's Dual Office Holding Guide.**

**DISTRICT SUPERVISORS SIGNATURES**

<p><b>Chairman</b>                  _____                  Mark Jordan (typed)</p>	<p><b>Date</b>                  _____</p>
--------------------------------------------------------------------------------------------	-----------------------------------------------

**QUALIFICATIONS AND EXPERIENCE**

**IC 14-32-4-1**

***(c) To hold the position of appointed supervisor, and individual:***

- (1) must be of voting age***
- (2) must maintain the individual's permanent residence within the district, and***
- (3) must be qualified by training and experience to perform the duties that this article imposes on supervisors.***

Name

Phone Number

Date of Birth

Address

City

State  Zip Code

Education

Indiana University, South Bend, IN 2004	Graduation Date: May
B.S. Biology Minor: Chemistry	
Purdue University Northwest	In Progress
Seeking M. S. in Biology	

## Occupation or Type of Business

Indiana Fire Manager & Conservation Practitioner for The Nature Conservancy

## List Conservation and Other Leadership Experiences

Conservation Practitioner, Restoration Ecologist/Botanist, North Central Indiana Land Steward, Seed Collection Supervisor

**Please check one of the following:**

- New Appointment**  
 **Reappointment**

**DUAL OFFICE HOLDING**

The Indiana Constitution Article II Section 9 states, "No person holding a lucrative office or appointment under the United States or under this State is eligible to a seat in the General Assembly; and no person may hold more than one lucrative office at the same time, except as expressly permitted in this Constitution. Offices in the militia to which there is attached no annual salary shall not be deemed lucrative (History As Amended November 6, 1984)."

SWCD supervisor is considered to be a lucrative position by the Indiana Attorney General; therefore supervisors cannot hold another public office. (See [http://www.in.gov/attorneygeneral/files/Dual\\_Office\\_Holding\\_Guide\\_2010.pdf](http://www.in.gov/attorneygeneral/files/Dual_Office_Holding_Guide_2010.pdf)) By checking yes below and signing the form, the potential supervisor is agreeing to vacate any currently held public office.

I currently hold a public office.  Yes  No

By signing this document, if appointed as a supervisor by the State Soil Conservation Board, you agree to attend supervisors' monthly meetings regularly and carry out your responsibilities as a supervisor to the best of your ability.

Date

Signature of Appointee

Please keep a copy of this on file at the SWCD office and notify your District Support Specialist.

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If you previously submitted the **Vacant Appointed Supervisor** form and re-opened the form to make some changes or additions, click on the **Save** button located in the menu bar at the top or bottom of this form. Click **Close**.

**NEVER open another SWCD's form and modify it.**

Derek Luchik

462 E 700 N Wheatfield, Indiana 46392

317-626-0246

dgl199017@gmail.com

April 16, 2020

Jasper County Soil & Water Conservation District

211 East Drexel Parkway

Rensselaer, IN 47978

SWCD Board, Staff, and Partners,

I am writing to inform you that I am resigning from my position as District Supervisor with the Jasper County SWCD Board, effective May 29<sup>th</sup> 2020.

Thank you for the opportunities and experiences to further the mission of Conservation these last several years. I will carry what I have learned forward with me in my future endeavors.

Please let me know of anything pertinent to complete during this time and how I can help during this transition. I am happy to make myself available in the future as questions and issues arise that I may be able to help with.

Sincerely,

A handwritten signature in black ink, appearing to read 'Derek Luchik', with a stylized flourish at the end.

Derek Luchik

## TEMPORARY ELECTED SUPERVISOR

Instructions for submitting this form:

**STOP! If you haven't read the SWCD SharePoint Tutorial on how to submit forms, please do so before proceeding.**

**If you opened another Temporary Elected Supervisor form by mistake, click on the Close button located in the menu bar at the top or bottom of this form. Then read the SWCD SharePoint Tutorial on how to submit new forms and update/save previously submitted forms.**

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**If you previously submitted the Temporary Elected Supervisor form and re-opened the form to make some changes or additions, click on the Save button located in the menu bar at the top or bottom of this form. Click Close.**

**NEVER open another SWCD's form and modify it.**

### ELECTED SUPERVISOR, VACANCY: IC 14-32-13

#### Sec. 13

**(a) If a vacancy in the position of elected supervisor occurs during the district's operating year:**

**(1)the district supervisors shall, within thirty (30) days after the vacancy occurs, recommend to the board in writing one (1) or more individuals qualified to fill the position;**

**(2)at the first board meeting held after the board receives a recommendation under subdivision (1), the board shall act upon the recommendation and appoint an individual to temporarily fill the vacancy; and**

**(3)the board shall notify the supervisors of the appointment made by the board.**

**(b)The individual appointed to temporarily fill a vacancy under subsection (a) shall serve until the district's next annual meeting.**

**(c) At the annual meeting immediately following the appointment of an individual to temporarily fill a vacant elected supervisor's position, the position shall be filled through the regular election procedures set forth in sections 6 through 9 of this chapter.**

**("Board" as used in the state statute refers to the State Soil Conservation Board)**

The Supervisors of the  County Soil and Water Conservation District certify that  (name) maintains a permanent residence within the district and is qualified by training and experience to perform the duties that are imposed on supervisors by law.

#### Address

City, State and Zip

IN

This temporary appointment is necessary because of:

Resignation of  whose term began in (month, year)  and was scheduled to expire in (year)

**YOU MUST SUBMIT THE RESIGNATION LETTER TO YOUR DISTRICT SUPPORT SPECIALIST AS WELL AS KEEP A COPY IN YOUR DISTRICT RECORDS.**

Death of  whose term began in (month, year)  and was scheduled to expire in (year)

No election held

**We have advised him/her of the duties and responsibilities of the office of supervisor.**

**We have advised him/her about "Dual Office Holding" and provided a copy of the Attorney General's Dual Office Holding Guide.**

DISTRICT SUPERVISORS (signatures)

Dennis Konkle, Tom King, Ron Wa... (typed)

Date 7/14/2020

Keep a signed copy of this form in the District office. Do not send to your DSS.

**IC 14-32-4-1**

***(b) To hold the position of elected supervisor, an individual:***

***(1) must be an occupier of a tract of land that is located within the district;***

***(2) must maintain the individual's permanent residence within the district; and***

***(3) must be qualified by training and experience to perform the duties that this article imposes on supervisors.***

NAME

Reba Kamer

PHONE NUMBER

812-920-2027

DATE OF BIRTH

8/19/1953

ADDRESS

488 Long Court

CITY, STATE, ZIP

New Albany, IN 47150

EDUCATION

1971 - Graduated Our Lady Of Providence HS

OCCUPATION OR TYPE OF BUSINESS

Retired from dental office management

LIST CONSERVATION AND OTHER LEADERSHIP EXPERIENCES

25 years of experience in office management

Have attended SWCD workshops

**LAND OWNERS OR OPERATORS ONLY**

If applicable, list some of the soil and water conservation practices you have installed or performed



**TEMPORARY APPOINTEE**

Have you previously served as an SWCD supervisor?

 YesWhat was the date of last service? What was the reason for termination of last service?  
How many years did you serve as a supervisor?  # Years #Months No  Yes**DUAL OFFICE HOLDING**

The Indiana Constitution Article II Section 9 states, "No person holding a lucrative office or appointment under the United States or under this State is eligible to a seat in the General Assembly; and no person may hold more than one lucrative office at the same time, except as expressly permitted in this Constitution. Offices in the militia to which there is attached no annual salary shall not be deemed lucrative (History As Amended November 6, 1984)."

SWCD supervisor is considered to be a lucrative position by the Indiana Attorney General; therefore supervisors cannot hold another public office. (See [http://www.in.gov/attorneygeneral/files/Dual\\_Office\\_Holding\\_Guide\\_2010.pdf](http://www.in.gov/attorneygeneral/files/Dual_Office_Holding_Guide_2010.pdf)) By checking yes below and signing the form, the potential supervisor is agreeing to vacate any currently held public office.

I currently hold a public office.  Yes  No

By signing this document, if appointed as a supervisor by the State Soil Conservation Board, you agree to attend supervisors' monthly meetings regularly and carry out your responsibilities as a supervisor to the best of your ability.

APPOINTEE:

---

 Reba Kamer

(typed)

Date

**Keep a signed copy of this form in the District office. Do not send to your DSS.**

Instructions for submitting this form:

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**NEVER open another SWCD's form and modify it.**

## Marilee Burnside

6810 Lake of the Woods Court • Georgetown, IN 47112  
Phone: 502-468-5056 • • E-Mail: Merty@twc.com

Date: June 24, 2020

Floyd County Soil & Water Conservation District

2524 Corydon Pike, Suite 103  
New Albany, IN 47150

Dear Dennis, Tom, Ron, Alisa & Angel:

I'm writing this letter to serve as my official notice of resignation from the position of Elected Supervisor of the Floyd County Soil & Water Conservation District. I have enjoyed the time I've spent in your company, and serving Floyd County. Due to my chronic health issues, compounded by the constraints of the COVID-19 virus, I will not be physically able to uphold my duties to the county and must step aside to allow a new supervisor to be recruited and elected.

I'm very proud of the work you all are doing, and will cheer you on from my home.

Take good care and stay safe.

Sincerely,

Marilee Burnside



**State Soil Conservation Board**  
**July 21, 2020**  
**District Support Specialist (DSS) Report: 2/26/20 to 6/25/20**



**Upcoming Trainings:** please join us! We encourage you to be a part of these.

- VirTuesdays: a series of three virtual training opportunities for Indiana SWCDs. Hosted by ISDA and IASWCD. Register here: <https://bit.ly/VirTuesdays>. Topics:
  - August 25: District Succession Planning
  - September 1: Effective Board Meetings
  - September 8: Roles & Responsibilities of District Staff & Supervisors
- Indiana State Board of Accounts Training for SWCDs: save the date! December 1. Training will be virtual. More information coming.

**Completed Trainings/Region Meetings:**

- May 21, & June 4, 15: DSSs hosted CWI Networking Sessions
- June 10, 18: Public Access Counselor training for SWCDs were held. View recorded trainings here:
  - Open Door Law: <https://youtu.be/56IYVFBriYY>
  - Executive Sessions and Public Records: <https://youtu.be/fLaejlfQH6s>
- Region Meetings with SWCD Staff: 13  
 For our records only that is: 3/30/20, 3/31/20, 4/2/20, 4/9/20, 4/24/20, 4/29/20, 4/30/20. Tara and JT attended two SNE IDEA Meetings. JT attended two NNE meetings. In April JT had two staff meetings.

**New Supervisor Training with DSSs since January 2020:**

- Annual Conference New Supervisor Training Session
- Counties: Cass, Clark, Crawford, Hamilton, Jefferson, LaPorte, Posey. Any others?

**Clean Water Indiana**

- DSSs assisted with components of the CWI program including assisting SWCDs with current grants, brainstorming ideas for new grants, administrative work, and prep/input for related trainings. Tara assisted with feedback and testing of the new GMS system.

<b>DSS Activities Statewide For This Reporting Period</b>	<b>Total</b>
Assistance With SWCD Strategic Planning	6
Input, Assistance & Attendance At SWCD Board Meetings	39
Visits With SWCD Supervisors/Staff For Training, Assistance, Guidance, Input, etc.	27



# State Soil Conservation Board

July 21<sup>st</sup>, 2020

ISDA – CREP & Water Quality Initiatives, Julie Harrold



## Program Updates

### **Conservation Reserve Enhancement Program**

- Attached to this report is the usual report showing the current status of acres and dollars in CREP, including total completed acres and total enrolled acres since the beginning of the program, and total dollars paid out through the CREP program.
- We are currently at 20,707 acres of enrollment, so we are at 78.9% of the enrollment goal.
- To date, the state has paid out more than \$7.78 million. For every state dollar that is spent, the federal match is approximately \$4-\$13 for every state dollar, which is currently between \$28.8 million and \$93.6 million of federal dollars depending on the practice.
- This is the first year that we have some acres that are being re-enrolled from CREP to CREP in the first three watersheds that were in the program.
- Another agreement with TNC has been signed, and this is the 5<sup>th</sup> agreement with them to support CREP. It is \$83,333.00 from Nestle Purina, and will be for the state fiscal year 2021.
- With the support dollars from all sources for this next fiscal year, there will be approximately \$1,378,662 allocated toward CREP. These dollars are much appreciated, and the program would not be what it is without them! This helps to cover the high interest and demand that we have in CREP, and keeps us in the positive on dollars.
- Next step is to get all of this money split out among the watersheds, so I will be working on the next round of contract amendments with the SWCD CREP Administrators.

## SSCB Meeting - July 21st, 2020 - CREP Summary

	Native Grasses	Permanent Wildlife Habitat	Filter Strip	Hardwood Tree Planting	Riparian Buffer	Bottomland Timber Establishment	Wetland Restoration	Wetland Restoration (non-floodplain)	Total	Goal	Percentage of Goal
	CP-2	CP-4D	CP-21	CP-3A	CP-22	CP-31	CP-23	CP-23A			
	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres		
Total Reported Completed on SharePoint as of 7/15/2020	229.58	52.20	5,397.31	51.43	726.43	7,531.79	1317.95	3,059.33	18,366.02	26,250.00	69.97%
Total CREP Enrollment	234.78	58.56	5,872.10	51.43	793.13	8,097.49	1923.56	3,676.72	20,707.77	26,250.00	78.89%
Total Acres in Extension				1.00	53.70	428.50	121.70	6.00	610.90		
									Difference =	2,341.75	

	Native Grasses	Permanent Wildlife Habitat	Filter Strip	Hardwood Tree Planting	Riparian Buffer	Bottomland Timber Establishment	Wetland Restoration	Wetland Restoration (non-floodplain)	Practice Total	SWCD Administrative Fee	Total
	CP-2	CP-4D	CP-21	CP-3A	CP-22	CP-31	CP-23	CP-23A			
	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars
Total CREP Dollars	\$ 21,458.00	\$ 1,400.00	\$ 534,542.00	\$ 14,018.00	\$ 290,273.00	\$ 3,019,616.00	\$ 1,088,801.50	\$ 2,232,595.50	\$ 7,202,704.00	\$ 578,807.90	\$ 7,781,511.90

Federal Match of \$4-\$13 is between \$ 28,810,816.00  
\$ 93,635,152.00

	Native Grasses	Permanent Wildlife Habitat	Filter Strip	Hardwood Tree Planting	Riparian Buffer	Bottomland Timber Establishment	Wetland Restoration	Wetland Restoration (non-floodplain)	Total
	CP-2	CP-4D	CP-21	CP-3A	CP-22	CP-31	CP-23	CP-23A	
	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres
Total CREP to CREP Re-enrollment Reported on SharePoint as of 7/15/2020	0.00	0.00	96.90	1.58	2.90	0.00	0.00	54.00	155.38

## SSCB Meeting - July 21st, 2020 - CREP Acres (broken down by watershed)

### Post-Expansion Acres

CREP Watershed	Native Grasses	Permanent Wildlife Habitat	Filter Strip	Hardwood Tree Planting	Riparian Buffer	Bottomland Timber Establishment	Wetland Restoration	Wetland Restoration (non-floodplain)	Total
	CP-2	CP-4D	CP-21	CP-3A	CP-22	CP-31	CP-23	CP-23A	
	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres
Highland-Pigeon	0.00	0.00	11.98	0.00	3.10	114.73	0.00	0.00	129.81
Lower Wabash	0.00	0.00	9.88	0.00	0.00	644.70	0.00	0.00	654.58
Lower East Fork White	53.50	45.20	95.19	30.10	62.72	717.85	99.41	0.00	1103.97
Lower White	10.70	0.00	28.22	0.00	111.20	2,119.39	69.03	0.00	2,338.54
Middle Wabash-Busseron	0.00	0.00	5.32	0.00	13.50	1,510.60	426.14	29.81	1,985.37
Middle Wabash-Deer	6.60	0.00	95.72	0.00	0.00	67.89	24.60	14.62	209.43
Middle Wabash-Vermillion	4.50	0.00	77.83	6.97	41.20	638.54	421.18	167.70	1,357.92
Tippecanoe River	93.84	0.00	488.82	0.00	3.41	21.40	73.30	1,769.17	2,449.94
Upper East Fork White	0.00	0.00	351.14	0.00	36.50	136.51	0.00	0.00	524.15
Upper Wabash	21.25	7.00	575.31	2.56	31.30	225.59	82.59	66.85	1012.45
Upper White	35.09	0.00	113.40	0.00	282.80	276.69	0.00	71.18	779.16
Reported Completed as of 7/15/2020	225.48	52.20	1,852.81	39.63	585.73	6,473.89	1196.25	2,119.33	12,545.32
Enrolled as of 7/15/2020	230.68	58.56	2,327.60	39.63	652.43	7,039.59	1,801.86	2,736.72	14,887.07

### Pre-Expansion Acres

CREP Watershed	Native Grasses	Permanent Wildlife Habitat	Filter Strip	Hardwood Tree Planting	Riparian Buffer	Bottomland Timber Establishment	Wetland Restoration	Wetland Restoration (non-floodplain)	Total
	CP-2	CP-4D	CP-21	CP-3A	CP-22	CP-31	CP-23	CP-23A	
	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres
Highland-Pigeon	2.50	0.00	215.00	10.80	16.40	109.20	0.00	0.00	353.90
Tippecanoe River	0.00	0.00	2,916.80	0.00	7.80	20.40	121.70	924.00	3,990.70
Upper White	1.60	0.00	412.70	1.00	116.50	928.30	0.00	16.00	1476.10
Total Acres Prior to Expansion of CREP	4.10	0.00	3,544.50	11.80	140.70	1,057.90	121.70	940.00	5,820.70

Extension Acres	CP-3A	CP-22	CP-31	CP-23	CP-23A	Total Extension Acres
Extension Acres -Tippecanoe			14.80	121.70		136.50
Extension Acres -Upper White	1.00	53.70	413.70		6.00	474.40
Total Extension Acres	1.00	53.70	428.50	121.70	6.00	610.90

### CREP to CREP reenrollment

CREP Watershed	Native Grasses	Permanent Wildlife Habitat	Filter Strip	Hardwood Tree Planting	Riparian Buffer	Bottomland Timber Establishment	Wetland Restoration	Wetland Restoration (non-floodplain)	Total
	CP-2	CP-4D	CP-21	CP-3A	CP-22	CP-31	CP-23	CP-23A	Total
	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres	Acres
Highland Pigeon	0.0	0.0	31.00	1.58	2.90	0.0	0.0	0.0	35.48
Tippecanoe	0.0	0.0	41.30	0.00	0.00	0.0	0.0	54.0	95.30
Upper White	0.0	0.0	24.60	0.00	0.00	0.0	0.0	0.0	24.60
CREP to CREP Re-enrollment Reported on SharePoint as of 7/15/2020	0.0	0.0	96.90	1.58	2.90	0.0	0.0	54.0	155.38



# INDIANA NRCS STATE CONSERVATIONIST REPORT

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## FARM BILL PROGRAMS

There has been tremendous interest by Indiana landowners in NRCS Conservation Programs. I applaud the efforts of the NRCS staff and partners in assisting landowners on this large and great conservation workload.

### **Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP)**

The Environmental Quality Incentives Program (EQIP) has over 2,400 applications for conservation practices and the Conservation Stewardship Program (CSP) has over 220 applications for program participation. Indiana NRCS is currently in the process of evaluating CSP and EQIP applications for the obligation of funds. It is apparent from the initial review of applications for both CSP and EQIP that additional dollars are needed as the funding needed for applications far exceeds our state allocation for these programs. Indiana NRCS has requested additional funds from National Headquarters for both CSP and EQIP. We should know in mid to late July if additional dollars will be allocated.

### **Agricultural Conservation Easement Program (ACEP)**

The Wetlands Reserve Easement Program (WRE) continues to be very popular in Indiana. WRE applications for FY2020 funding exceeded our state allocation of funds. Indiana did request additional dollars for WRE for easement acquisition purposes. It is anticipated that we will fund 25 easements in FY2020.

## NRCS URBAN CONSERVATION AGREEMENT

Indiana NRCS is entering into an agreement with IASWCD instead of Warrick SWCD for statewide urban conservation support. Warrick SWCD had trouble with match and IASWCD was willing to come to the table to take over the agreement.

## REGIONAL CONSERVATION PARTNERSHIP PROGRAM

RCPP Classic call for proposals should come out in early August. We had one existing project apply for a renewal - WLEB RCPP. The WLEB RCPP is a diverse team of partners that use a targeted approach to identify high-priority sub-watersheds for phosphorus reduction and increase farmer access to public and private technical assistance—including innovative demonstrations of practices that NRCS does not yet cover—in Michigan, Ohio, and Indiana. The partners gauge success and monitor results using project-wide water quality monitoring and watershed modeling conducted by national experts from multiple scientific entities and institutions.

## WOMEN4THELAND

Women for the Land is exploring holding some virtual meetings. American Farmland Trust has held some trainings out of OH that Indiana steering committee members and facilitators have attended.

## 4R CERTIFICATION PROGRAM

The statewide 4R certification program is moving forward under the leadership of the Agribusiness Council and support from IANA. They have agreed on standards and have their first steering committee meeting next week.

## COVID-19 OFFICE STATUS

The USDA FPAC's approach to reopening offices will include three phases, with detailed criteria to reopen a facility. FPAC will use a community-based approach rather than requiring an entire state meet all criteria



before reopening any facilities, meaning this is a county by county approach, not a statewide reopening. Each reopening phase will last a minimum of 14 days. County-level information on Service Center status will be updated regularly via USDA's Service Center Status Dashboard at: <https://www.farmers.gov/coronavirus/service-center-status>.

## **OFFICE LEASING**

We recently finished parking lot expansion in Vincennes, helping to accommodate NRCS and SWCD Soil Health equipment. The Lafayette office currently being remodeled. We will be pursuing new space for Fort Wayne and Lebanon.

## **2020 STATE FAIR**

The Indiana State Fair Commission and Indiana State Fair Board made the decision to host a modified 4-H Livestock Show at the State Fairgrounds in August. This year's traditional Indiana State Fair will not take place. After months of hard work with hundreds of ideas, options, models, plans and 'what ifs' discussed and considered they were persistent and hopeful that they could find a way to keep the traditional Fair alive, but many elements began to dissolve – all related to the ongoing COVID-19 global pandemic. Partners not having the budget to support their efforts, concerns about the demographics of key volunteer groups, uncertainty about crowds and how they would manage social distancing at the State's largest event, exhibitors and entertainers apprehensive about traveling, county fairs canceling and schools not being in session were just some of the challenges they faced.

While the schedule continues to be modified and final details are not yet finalized, the committee will continue to lift-up agriculture and celebrate youth while bringing our community together. They will also continue to work on how they can host even more 4-H competitions and other activities to fulfill the mission of this great institution.

## **2020 FFA CONVENTION**

National FFA Organization will host the 93rd National FFA Convention & Expo as a virtual experience this fall on multiple outlets. This decision, recommended by National FFA staff and affirmed by the National FFA Board of Directors, is due to the many challenges created by the COVID-19 pandemic.

The national convention will be hosted by the 2019-20 National FFA Officer Team and continue the tradition of celebrating and inspiring the hundreds of thousands of FFA members who are becoming what the world needs next. The event will allow FFA members, advisors, alumni, supporters, sponsors and exhibitors to connect more than ever before through virtual events, activities and competitions. The national convention will occur virtually during the week of Oct. 28, as previously planned. The convention plans to return to Indianapolis in 2021 for an energetic in-person event that celebrates achievements and forms valuable connections for FFA members looking to make a strong next step.



**Indiana Association of  
Soil and Water  
Conservation Districts**

Protecting and enhancing Indiana's soil  
and water resources for all Hoosiers



**IASWCD**

225 S. East Street  
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**PRESIDENT:**

Roger Wenning  
Decatur County

**VICE PRESIDENT:**

Bobby Hettmansperger  
Wabash County

**TREASURER:**

Marc Roberts  
Montgomery County

**SECRETARY:**

Jeff Baker  
Warrick County

**EXECUTIVE DIRECTOR:**

Joe Schmees  
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**To:** State Soil Conservation Board

**From:** Roger Wenning, President, IASWCD

**Date:** Tuesday, July 21, 2020

**Conservation Cropping Systems Initiative (CCSI)**

- In June, IASWCD signed a 5 year contribution agreement with NRCS to provide funding for the Director and Agronomist positions. Also, Purdue Extension is providing match for half of the Agronomist position over the 5 year period.
- Due to the pandemic, CCSI has been doing some great virtual events with positive feedback. Refer to the CCSI report.
- The next CCSI Oversight Committee meeting is a conference call, July 28.

**Pathway to Water Quality**

- With the cancellation of the State Fair, PWQ will not proceed as usual. In lieu of summer committee meetings, regular work days have been held to maintain the exhibit (plants continue to grow!).
- Although the State Fair has been cancelled, the PWQ Committee has been awarded a \$2,000 grant from Indiana American Water to prepare the new space where the Boy Scout Exhibit had been. The funding will be used for new signage and seating.

**Other**

- IASWCD has signed a contribution agreement with NRCS to provide statewide urban agricultural soil conservation through 5 fulltime staff positions. We are working with partner districts to obtain cash match, as well as submitting a CWI application. Purdue Extension is providing in-kind match through several of their urban ag staff.
- Roger Wenning and Joe Schmees attended the NACD North Central Region and National Summer Board meetings on July 8 and 20, which were held virtually due the cancellation of the in-person event.
- River Friendly Farmer nominations were received and will be awarded. With cancellation of the Fair, IASWD is working with individual Districts to present the awards to the farmers.
- The summer Staff and Supervisor training meetings have been moved to a virtual webinar series this year, to be held August 25, September 1, and September 8. Please see the attached flyer for more details, and encourage staff and supervisors to participate.
- IASWCD made the decision to hold the 2021 Annual Conference of SWCDs as a virtual event on January 11-12. The IASWCD Annual Business meeting will also be held virtually in conjunction with the online conference.
- Resolutions information has been sent to Districts, and is available on our website, and they should be submitted before September 16.
- The next IASWCD Board meeting will be held Friday, September 18.

**THE IASWCD MISSION** *is to enable the conservation of natural resources of Indiana.*



## A Series of Three Virtual Training Opportunities for Indiana District Staff and Supervisors

7:00-8:00 pm (EST)

Three Topics  
Three Tuesdays  
Network and See What Other Districts are Doing

Attend one, two or all three sessions!  
(Registration required\*)

### August 25 District Succession Planning

Jennifer Thum  
&  
Tara Wessler-Henry  
District Support Specialists, ISDA

Are you or do you have an employee thinking about retiring? Would you like to have a plan in place for the possibility of a long-term employee resigning? Who will lead your organization into the future? Learn how to assist your District in transitioning from a reactive replacement plan to a proactive strategic solution. This session will provide participants with the necessary skills to develop and implement an effective succession plan based on your organization's current and future needs.



### September 1 Effective Board Meetings

Joe Schmees  
Executive Director,  
Indiana Association of Soil  
and Water Conservation Districts

Do you look forward to board meetings?! If your first thought is NO, it might be time to reconsider the process. Listen in on this training session to learn tips and tricks for running effective board meetings. This will be geared toward not only supervisors, but staff as well. We all have a role during board meetings!

**\*Registration is required.**  
**Meeting log-in information with link will be emailed to you prior to the meeting.**  
**Deadline to register is 5 pm, two days prior to each session.**

**Register at:**  
**<https://bit.ly/VirTuesdays>**

### September 8 Roles & Responsibilities of District Staff and Supervisors

District Support Specialists, ISDA

Do you wonder who is responsible for developing the SWCD Board Meeting agenda or submitting a Clean Water Indiana grant report? This workshop will provide a best-practice guide regarding the roles and responsibilities of SWCD Supervisors and Staff. Understanding each member's responsibility to the team and knowing what everyone needs to be successful contributes to a highly effective district.





# State Soil Conservation Board

May 16, 2020 -  
July 17, 2020

## Highlights

- Following guidelines set by Gov. Holcomb, Purdue University, and USDA – CCSI staff began social distancing COB on March 13<sup>th</sup>. In-person meetings are resumed in July with size restrictions, commencing on July 9<sup>th</sup> with an event in Posey County. (See attached working copy of event considerations)
- **Alternative Outreach Delivery**
  - **Zoom Webinar and Farmer2Farmer Meetings**
    - 7/16 CCSI Morning Soil Health Kick Webinar
      - Shipped “Virtual Field Day Kit” to Phil Needham, guest speaker, who presented live from a field in W. Kentucky with his son acting as “camera man”
      - Videos and slides were integrated with live shots from the field; operated remotely by CCSI staff
      - Recording is in editing process, will be uploaded to YouTube
    - 7/17 CCSI Farmer2Farmer Virtual Round Table
      - Small farmer group (6) met virtually with Phil Needham. Asked questions on drill set-up, small grains nutrient management, equipment recommendations, etc.
      - Based upon feedback, each participant took something valuable away from the meeting.
    - CCSI Staff is working on developing a series of these events: webinar followed by round tables.
  - **Core Cover Crops and Core Soil Health Systems**

Due to Stay-at-Home orders, these trainings were redesigned into a virtual learning platform. A series of 2-hour Zoom meetings were held on May 21, May 28, and June 4. Between 50 and 60 individuals attended each session
  - **Women4theLand**

CCSI staff are working with Heather Bacher, W4tL Executive Director, to provide virtual platform support for Women’s Learning Circles. This support may range from assisting attendees with log-in and navigation to assisting learning circle facilitators with technical support and chat room monitoring as needed.
- **5 Years Full funding secured for Director and Agronomist positions**
  - NRCS Agreement - 5 years full funding for Director position; 5 years ½ funding for Agronomist position
  - Purdue Extension Agreement – 5 years ½ funding for Agronomist positions

## G1. Farmer Engagement and Involvement

### 1. Innovative and Visionary Farmers

*Quarterly Target: 1 ride-a-long, shop visit, or other (Each - A, NPM, SPM)*

*Listening sessions with Innovative and Visionary Farmers. Use to help identify needed field day and training topics.*

- 05/25 – Zoom-based Farmer2Farmer Q&A

- 07/17 – Zoom-based Farmer2Farmer Q&A
- 06/05 – Mike Shuter (D)
- 06/05 – Rick Clark (D)
- 06/05 – Dan DeSutter farm visit (A)
- 06/22 – Mike Bell (D)
- 07/10 – Junior Upton (D)
- 07/13 – Gordon Smiley (D)
- 07/16 – Ray McCormick (D)

## 2. Conservative and Pragmatic Farmers

*Meetings and other opportunities for listening sessions to gain perspective on adoption issues/concerns of soil health practices. Use to help develop outreach topics and tactics.*

Quarterly Targets: 1 ride-a-long, shop visit, or other (Each - A, NPM, SPM)

- White River Agronomist plot discussions – ongoing (A)
- Pumpkin planting, closing wheel tests with Liz Maynard, Purdue Extension

## 3. Farmer Influencers

Quarterly Targets: 1 LLP per region adding an influencer to their outreach planning team or board. (Each - NPM, SPM)

*Continued work with W4tL, IANA, and other influencer groups.*

- *Soil Health Training for Ag Retailers w/ IANA and TNC*  
These trainings are being restructured into a series of smaller modules and videos that can be readily adapted to a specific groups' needs. Even after stay-at-home orders are lifted, shorter virtual trainings appear to be a better fit for this group.

## 4. Presentations

Quarterly Targets: Average of 3 soil health presentations or demonstrations. (A)

# G2. Local Level Partnership Support

## 1. Facilitate and Support Local Level Partnership's Outreach and Education

Quarterly Target: CCSI as a group materially participate in / support average of 15 LLP Outreach Efforts groups (CCSI Team Goal)

Workshops Completed

- 6/10 W4tL Committee (provided Zoom support)
- 7/9 Posey County Soil Health Breakfast, 32 attendees
  - All attendees complied with safety precautions – masking up when not seated at tables, staying socially distant
  - Local law enforcement handed out masks as people entered, stayed for whole event because of interest in topic / 2019 nitrate levels in public water supply
- 7/16 CCSI Morning Soil Health Kick Webinar
  - Shipped “Virtual Field Day Kit” to Phil Needham, guest speaker, who presented live from a field in W. Kentucky with his son acting as “camera man”
  - Videos and slides were integrated with live shots from the field; operated remotely by CCSI staff
  - Recording is in editing process, will be uploaded to YouTube
- 7/17 CCSI Farmer2Farmer Virtual Round Table

- Small farmer group (6) met virtually with Phil Needham. Asked questions on drill set-up, small grains nutrient management, equipment recommendations, etc.
- Based upon feedback, each participant took something valuable away from the meeting.

#### Workshops Cancelled or Postponed:

- 6/5 Big Pine Field Day, Williamsport, Postponed to 8/28
- 6/13 Landowner Field Day, Tippecanoe County, Postponed
- June 2020 SWCS Summer Field Day, Postponed
  - Will be held as a series of virtual trainings Fall 2020
- June Advanced Soil Health Trainings w/ TNC, Postponed
  - Initial networking meeting via Zoom – August
  - Initial in-person event rescheduled for November (tent)
- 2020 Soil Nexus in-service training rescheduled for September 2021

#### Workshops in Progress:

- Summer 2020 – (Virtual) Soil Health Trainings for Ag Retail with IANA and TNC
- August 2020 – (Virtual) Initial networking event for Advanced Soil Health Trainings for Ag Retail w/ TNC
- August 13 and 20 – (Virtual) Wheat: A Gateway Crop to Soil Health, Resilience, and more (in partnership with Practical Farmers of Iowa)
- 8/27 (Live) Soil Health Expo, Princeton. Adam Daugherty withdrawn from speaking. Lloyd Murdoch confirmed. Difficulty finding replacement speaker for Daugherty.
- 8/28 - SE Area Event – (Live) Adam Daugherty withdrawn from speaking. Event either to be postponed or revamped with another speaker
- 08/28 – (Live) Big Pine Field Day – cap at 250 max
- November 2020 (Virtual / Plan B = Live) – Hoosier Chapter SWCS – Pollinator Plantings (partners include USFWS and IDNR)
- November 2020 – (Live, tent.) Advanced Soil Health Training for Ag Retail with TNC
- 11/17 – Spencer/Perry Workshop with Rick Clark and Wayne Fredericks
- December 2020 – VUJC Field Day – *may be postponed*
- October 2020 - Soil Sampling 2.0
- Ag 101 - TBD
- Vigo Co Small Farm Program – TBD
- March 2021 Clay Co Soil Health Field Day
- Daviess Co – Soil Health Field Day, TBD 2021
- SARE Livestock Integration Training

#### Other

- Purchase of “Virtual Field Day Kits” based upon advice from Practical Farmers of Iowa.
  - Include Bluetooth headsets and lapel mics, tripods, and gimbles
  - Will be shipped to remote presenters for recording or livestreaming

## **2. Consistent Soil Health Messaging**

*Annual Target: Outlined in fall with training team.*

*Foundational Soil Health Trainings / Awareness, Knowledge and Understanding of Soil Health Completed Trainings*

- 05/21, 05/28, 06/04 – Core Cover Crops and Soil Health Systems Virtual Trainings. Due to Stay-at-Home orders, these trainings were redesigned into a virtual learning platform. A series of 2-hour Zoom meetings were held on May 21, May 28, and June 4. Between 50 and 60 individuals attended each session

Trainings in Progress:

- July Intro to Soil Health CANCELLED FOR 2020
- 08/25-27 3-Day Soil Health Training
  - Is being adapted into hybrid of virtual + 1 day live
- August/September 2020 – Ag 101 with ISDA. Virtual Trainings for ICP staff
- Purdue Extension Soil Health Signature Program
- Soil Health Nexus website development and review
- Soil Health Nexus 3-Day Soil Health Training / In-service CANCELLED FOR 2020
- TNC/NRCS/CCSI Soil Health Lab Manual
- 2021-22 Indiana SARE PDP Advisory Committee “Soil Health Track” plan development (A, D)

**3. Professional Development Opportunities**

*Annual Target: Outlined in fall with training team.*

*Advanced Soil Health Trainings / Applied Soil Health Knowledge and Skills*

Completed Trainings:

Trainings in Progress:

- August 2020 – Indiana SARE Livestock Integration (virtual)
- Week of Sept 21 Advance Cover Crops (4 trainings, 1 in each region)
- November 2020 (Virtual / Plan B = Live) – Hoosier Chapter SWCS – Pollinator Plantings (partners include USFWS and IDNR)

**4. Messaging to/from Local Level Partnerships**

*Monthly Targets: 2-3 LLP visits. 1 Teleconference / Region (Each - NPM, SPM)*

- 05/20 – Purdue Agronomy Extension Group Meeting (A)
- 05/27 - CCSI SE and SW Regional Teleconferences (D, A, SPM, NPM)
- 06/01 - CCSI NE and NW Regional Teleconferences (D, A, SPM, NPM)
- 06/10 – Purdue Agronomy Extension Group Meeting (A)
- 06/10 – (Virtual) SE Area Meeting (SPM)
- 06/23 – (Virtual) NW Area Meeting (NPM)
- 06/24 - CCSI NE and NW Regional Teleconferences (D, A, SPM, NPM)
- 06/25 – (Virtual) South Form Wildcat Steering Committee Mtg. (NPM)
- 06/25 – (Virtual) Browns Wonder Sugar Creek Steering Committee Mtg. (NPM)
- 06/29 - CCSI SE and SW Regional Teleconferences (D, A, SPM, NPM)

**G3. General CCSI Outreach / Communication**

**1. Marketing**

*Quarterly Targets: 3-4 “formal” CCSI Updates (CCSI Team Goal)*

*Annual Target: 1-2 New External Partners*

*Ensure LLPs understand CCSI resources available to them; Ensure external partners are aware of CCSI strengths, tools, and opportunities.*

## 2. Soil Health Messaging

Quarterly Targets: 3 Podcasts; 3-6 Blog Posts; 6 Newsletters;

*Use social networks and other media tools to deliver soil health messaging and information.*

Completed Materials:

- Blogs
  - Soil Health Events – Back-on-Track (Covid update)
  - Fresh Produce Season is Here!
  - #LovINsoil Campaign Launched
  - National Pollinator Week June 22-28
- Podcasts:
  - Pollinator Strips: More than Bees and Butterflies (Christian Krupke and Rick Clark)
  - Better Pollination in Watermelon, Cantaloupe, Pumpkins, and Pickles (Laura Ingwell, Elizabeth Long, Dennis Nowaskie)
  - *In production: Harvesting Cover Crops for Forage (Baleage and Haylage) with Keith Johnson and Greg Downing*
- Other
  - Coordinated drone and still footage of crimping cover crops with Fulton Co. SWCD (NPM)
  - New Facebook Page Facebook.com/CCSI.IN launched to replace legacy page that did not function as a true business page. Interactions with partners much improved.
  - Article produced for Pat Bittner, SW Indiana farmer to provide to local news/media outlets.
- Billboards
  - Receiving requests from SWCDs for billboard graphics to launch their own campaigns. 2<sup>nd</sup> and 3<sup>rd</sup> billboards deployed







Materials in Progress:

- Billboards
  - After receiving requests from SWCDs for billboard graphics, designer is working on base imagery for billboards and yard signs to be made available at no cost to Indiana SWCDs
  - Final billboards to be deployed in late July
- New Facebook Page Facebook.com/CCSI.IN launched to replace legacy page that did not function as a true business page. Interactions with partners much improved.

**G4. Research**

Quarterly Targets: None

CCSI no longer leads research projects; CCSI provides connectivity between researchers and cooperators; potential research needs.

**G5. Funding**

- 5 Years Full funding secured for Director and Agronomist positions
  - NRCS Agreement - 5 years full funding for Director position; 5 years ½ funding for Agronomist position
  - Purdue Extension Agreement – 5 years ½ funding for Agronomist positions

**OTHER**

**Professional Development**

- 06/05 Women in Agribusiness Webinar
- 06/17 REGAIN “Office Hours Demo”
- 06/17 PFI “Virtual Field Days: How-to & Best Practices for Ag Professionals, Educators” (D, SPM, NPM)
- 06/18 PFI “Virtual Field Days: How-To & Best Practices for Farmers and Ranchers” (D, SPM, NPM)
- 06/24 REGAIN “Courses Demo” Video Conference (SPM)
- ACI EPLP Program postponed to 2021 (A)

Provided support to LaPorte Co SWCD Board Meeting (teleconference line) (NPM)

# COVID Safety Precautions for In-Person Events

ver. 06/29/2020

## Digital Resources

- The following tool by University of Missouri Extension can be used to analyze a snapshot of the past 14 days of how COVID-19 is progressing in the area of your event:  
[https://apps.cares.missouri.edu/portal/apps/10.7.1/opsdashboard/?utm\\_campaign=503897\\_New%20COVID-19%20tracking%20tool%20monitors%20continuous%2014-day%20trends%20as%20nation%2C%20states%20reopen&utm\\_medium=email&utm\\_source=email&dm\\_i=42N5,AST5,220KPJ,14KN4,1#/95ddc8b4fe2147dd9db3f611d62f6753](https://apps.cares.missouri.edu/portal/apps/10.7.1/opsdashboard/?utm_campaign=503897_New%20COVID-19%20tracking%20tool%20monitors%20continuous%2014-day%20trends%20as%20nation%2C%20states%20reopen&utm_medium=email&utm_source=email&dm_i=42N5,AST5,220KPJ,14KN4,1#/95ddc8b4fe2147dd9db3f611d62f6753)
- The Event Safety Alliance Guidelines (<https://www.eventsafetyalliance.org/>) also provides a great resource in planning.

This document has been designed to help think through scenarios related to hosting an in-person event during the threat of COVID-19. Every event and venue is unique and this document is designed to guide those decisions to best protect our staff and attendees.

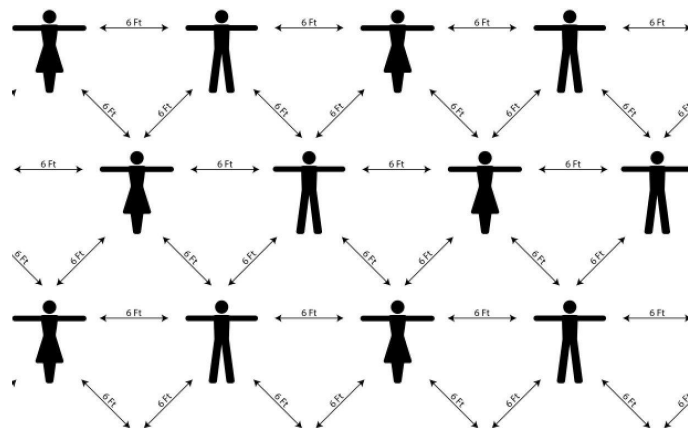


Figure 1: Be sure to consider social distancing from all sides

<https://www.hok.com/news/2020-04/will-social-distancing-make-way-for-workplace-distancing/>

1. What is the current stage the county your event will be held according to [Indiana's Back-on-Track Plan](#)? \_\_\_\_\_
2. According to the current Back-on-Track Stage, what is the maximum amount of people allowed at the event? \_\_\_\_\_
3. Will the event be held inside, outside, or a combination of both? (circle one)

## Registration

4. Require pre-registration: collect information name, phone number, email



## Indoor (If outdoor only event, skip to 9)

5. What is the venue square footage? \_\_\_\_\_
6. What is the square footage required per person to achieve required social distancing? \_\_\_\_\_  
(To maintain a 6' distance per person, a 3' radius is needed:  $Area\ of\ a\ circle = \pi r^2$   
 $3.14 \times 3\ ft^2 = 28.26\ ft^2/person$ 
  - a. Venue square footage / 28.26  $ft^2$  = maximum number of people for event
7. What is the maximum number of people permitted at the event (if limited by size of venue)?  
\_\_\_\_\_
8. Will facemasks be required? (Consider air circulation systems) \_\_\_\_\_
  - a. How many should be ordered? \_\_\_\_\_

## Outdoor

9. Considerations for placing attendance cap:
  - a. Tent/barn size
  - b. Demonstrations
    - i. Consider rotations between stations to reduce number of people at one time
    - ii. Allow for extra time between stations to maintain social distancing

## Parking Lot/Line to Enter

10. How will attendees be guided to maintain social distancing?
  - a. Cones
  - b. Tape/Stickers
  - c. Signage
    - i. Remind people to social distance
    - ii. Guide attendees to entrance
  - d. When possible, prop open doors so door handle is not a point of contact.
11. Health Screening
  - a. If required, consider hiring LPN, EMT, or other medical professional to complete this task.
  - b. Where will screen be stationed so that attendees must pass through to enter, but allow for enough room for social distancing in a line?
12. Entry/Exit
  - a. Use signs, tape, stickers to guide attendees to entry/exit, marking in 6 foot increments
  - b. If there is a fee, attendees should either prepay through website or exact change (cash or check) should be required.
  - c. Do not share pens. Provide pens and allow attendees to keep the pens.



## CCA and PARP Credits (If no credits offered, skip to 14)

13. Looking to Purdue Extension on further guidance.

### Considerations

- Do attendees sign in at beginning when there is much congestion, wait until a break, or just sign out at the end?
- Do not share pens for sign-up and signature.
- Is pre-registering/obtaining all required info prior possible?
- Will a QR scan code be available?

## Seating

14. Chairs only- spaced 6 feet apart.

15. Tables and chair-configure to maintain adequate social distancing.

- 8 ft round table: mark attendee seat to maintain distance from attendee seated at adjacent table
- 6-8 ft rectangle table: stagger chairs – 1 per table to right side on one row and left side on the next. Seating on one side only. (See Figure 2)
- Consider having tent cards to explain the spacing and why individuals can't move their chairs and/or sit together.
- If allowing family/business units to sit together, make sure to include option as part of registration process – provide “reserved” seating for those groups.

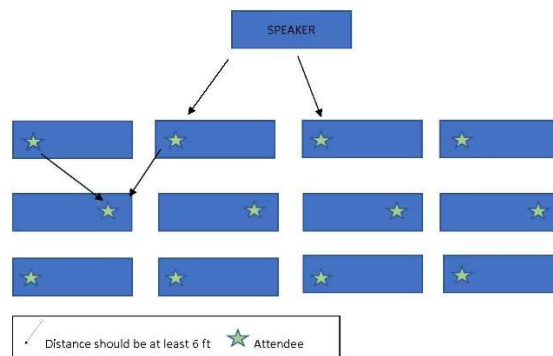


Figure 2 Diagram of possible table and attendee set-up to maintain social distance during presentations.

## Hand Sanitizing Stations

16. Locations to consider

- Locate at entry with graphic sign – please sanitize your hands before entry.
- Locate at exit with graphic sign - Please sanitize your hands before you leave and please keep your mask on (if required) until you are in your vehicle.
- Locate outside of bathroom
- Locate near food/drink
- Locate at registration, CCA/PARP check-in



- f. Locate at speaker podium

## Food and Drink (if no food served, skip to 18)

- 17. Boxed/prepackaged food only. No buffet lines.
  - a. Mark serving lines to ensure social distancing
  - b. Clearly mark food/drinks to avoid unnecessary handling.
  - c. Drinks either bottled/canned or poured as each individual comes through line. Single use cups only. No refills. That includes coffee cream, sugar added by one person (serving, not guest) and handed to guests.
  - d. If we are inside, do we limit eating to a specific time frame to maintain SD and facemask protection?

## Trash

- 18. No handling trash
  - a. Assign individual to monitor trash
  - b. Re-line trash cans before they reach capacity
  - c. Instruct attendees to place their own trash in trash cans.

## Bathrooms

- 19. Determine if it is necessary to assign someone to restrooms to:
  - a. Direct attendees to maintain social distancing
  - b. Sanitize high touch areas

## Speakers' Podium/Presentations

- 20. Clicker: determine most suitable way to clean clicker before event
  - a. Wipe down with sanitizing wipe between presenters
  - b. Place clicker in disposable plastic bag and replace between speakers
- 21. Presentations and presentation equipment
  - a. Collect presentations prior to event.
  - b. Designate one staff person to start all presentations.
  - c. Use one computer/one staff person to change presentation
  - d. Microphone Considerations
    - i. Sanitize after each use
    - ii. Individual microphones for each speaker
- 22. Consider marking areas so that speaker maintains distance from front row of attendees.
- 23. Presentation screen: with increased distances, many attendees will have to sit further from the screen. Consider having a larger screen to accommodate.

## Surveys

- 24. Consider paper free: Sli-do, email, etc.

## Exit

- 25. Consider releasing row-by-row.

