

KANE-DUPAGE SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – March 14, 2019

Call to order – Chairman Fabrizius called the meeting to order at 4:40 p.m. in the Executive Conference Room at 2315 Dean St., Suite 100, St. Charles, IL. Board members present were: Fabrizius, Pauling, Quinn, Soliz, and Konen. Staff members present were: Curran, McPartlan, Rospopo, Shroder, and Hagen-Moeller. Rankin was absent. One guest was present, Jeremy Bowers, Assistant State Conservationist for Field Operations with NRCS.

Approval of Agenda – Motion made by Soliz to approve the agenda and seconded by Pauling, and **motion carried**.

Approval of Minutes – Motion made by Konen to approve the February 14, 2018 board meeting minutes and seconded by Soliz, and **motion carried**.

Election of Officers: Motion was made by Pauling to elect Fabrizius as President, Konen as Vice President, Pauling as Treasurer/Secretary and seconded by Soliz, and **motion carried**.

Public Comment: None.

Correspondence: None.

Time Sheets: Motion made by Konen to approve the time sheets with one change as noted, and seconded by Pauling, and **motion carried**.

LUO Review: Motion made by Soliz to approve LUOs **19-017 to 19-019** seconded by Pauling, and **motion carried**.

Staff Reports:

Administrative Coordinator – (see attached,) Hagen-Moeller mentioned that the **Envirothon and Ag Days are fast approaching and any volunteers would be welcome**.

Resource Conservationist – (see attached). Curran said that the Compliance Training that she gave at O'Hare was attended by 90-95 people. The Sierra Club has been reinvigorated lately and are asking for her to train people on how to spot dirty runoff. She will be doing that at a local library on March 23rd. She discussed the Illinois Urban Manual progress. Soliz mentioned that the Fox Valley Sustainability Network event is on March 20th and the IUM should have that on their website.

Resource Analyst – (see attached.)

Resource Assistant – (see attached).

Office Assistant – (see attached).

District Conservationist – Rospopo mentioned that the 2018 Farm Bill was signed on December 20th and EQIP applications cutoff is April 19 and the second cutoff is May 17th. The actual ranking will happen in mid-June. CSP will be staying separate from EQIP for the next 5 years and

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contracts for it will need to be signed by September 30th. He also explained the Farm Data Report, how it worked and what it was good for.

Assistant State Conservationist for Field Operations – Mr. Bowers talked about his territory which runs from the state boundary on the east to the Mississippi and from I-80 in the south to the Wisconsin border in the north. He advocated for our participation in the Administration Agreement (see attached) and to help, he mentioned that Megan Andrews does a training for it. He discussed some staffing changes from the NRCS that will affect us, i.e. Todd is now our IT person.

Board Action Items:

Motion made by Quinn and seconded by Soliz to approve the purchase of a computer for the use of Mark Bramstedt and act as a backup to the rest of the office, at \$1640 and **motion carried**.

Financial report and current bills – Motion made by Soliz to accept financial report and pay current bills seconded by Quinn, and **motion carried**.

Committee Reports

Legislative – Legislative Day was the week before in Springfield but no board members were able to go.

LUO Committee – This committee is still active and working on changes to LUOs.

Old Business: The STAR (Saving Tomorrow's Agricultural Resources) program was tabled until we can get a promotional campaign together after a strategic planning meeting.

New Business: Motion made by Quinn and seconded by Konen to approve participation in the Administrative Agreement with NRCS and **motion carried**.

Motion made by Soliz and seconded by Quinn to adjourn at 6:38 p.m., **motion carried**.

Respectfully submitted,

William Pauling
Secretary/Treasurer

JS

Payment Rates for Tasks and Duties

Administrative Assistance for Financial Assistance (FA) Programs:

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

New Applications (with signed NRCS-CPA-1200):

\$135 for each new application.

- Receive and check NRCS-CPA-1200 application for completeness
- Date stamp NRCS-CPA-1200 application when application is received and is complete
- Review signature authority
- Provide the applicant a photocopy of the application, Appendix, and fact sheets
- Immediately enter application into ProTracts
- Update Eligibility in ProTracts and address any eligibility issues
- Verify FSA subsidiary data in ProTracts is met
- Generate and mail Program Eligibility Certification Request letter when AGI, AD-1026, FTE, and/or members is not filed (440-CPM, Part 512.91)
- Generate and mail Ineligible determination letter (440-CPM, Part 512.93)
- Obtain and print Producer Farm Data Reports
- Change application status to Deferred in ProTracts
- Generate and mail Deferral letter (440-CPM, Part 512.92)
- Promote deferred application to next fiscal year
- Change application status to Cancelled when the applicant requests to cancel
- Scan and upload all required documents in Document Management System (DMS) using current DMS guidance
- Send or draft administrative emails as directed by the DC
- Write conservation assistance notes to document significant activities and situations the Program Support Specialist performs
- Print supporting documents
- Maintain FA Programs contract files/folders
- Perform all other FA Programs application administrative duties as directed by the DC

Funded "Preapproved" Applications

\$113 for each funded "pre-approved" application.

- Generate and mail Preapproval or CSP Preapproval letter
- Generate and mail Ineligible member(s) for AGI Preapproval letter (440-CPM, Part 512.97)
- Create 6-part folder per policy 440-CPM, Part 512.107
 - Ensure personally identifiable information (PII) is kept in a locking cabinet and PII is redacted in the folder
- Obtain SF-1199A information, enter vendor information and verify vendor is active
- Enter CSP general and renewal field verification date in ProTracts
- Enter the NRCS-CPA-1202 and Appendix signed dates in ProTracts
- Photocopy contract documents for participant after obligation
- Obtain and print Producer Farm Data Reports
- Scan and upload all required documents in Document Management System (DMS) using current DMS guidance

Payment Rates for Tasks and Duties

Administrative Assistance for Financial Assistance (FA) Programs:

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

- Upload documents to SharePoint for quality assurance reviews or other administrative activities
- Send or draft administrative emails as directed by the DC
- Write conservation assistance notes to document significant activities and situations the Program Support Specialist performs
- Print supporting documents
- Maintain FA Programs contract files/folders
- Obtain participant signatures on program documents
- Perform all other FA Programs application administrative duties as directed by the DC

Active Contracts

\$135 annually for each active contract.

- Generate and mail the following letters when applicable:
 - Annual practice reminder letter for CSP and EQIP
 - Annual Administrative Review of Certifications for:
 - ✓ Land Control (440-CPM, Part 512.99)
 - ✓ Limited Resource Farmer (440-CPM, Part 512.100)
 - ✓ Beginning farmer (440-CPM, Part 512.101)
 - ✓ Veteran farmer (440-CPM, Part 512.119)
 - Transfer eligibility notice letter (440-CPM, Part 512.123)
 - CSP Renewal Notification letter (440-CPM, Part 508.129)
- Run reports in the following systems to allow for contract management, and at the interval determined by the DC:
 - ProTracts
 - FA Tracker
 - IDEA
 - Fund Manager
- Perform the following ProTracts Activities:
 - Certify CSP Payments - CMT supported contracts only (NRCS will make all technical decisions)
 - Enter NRCS-CPA-1245 date
 - Commencement Date Modifications
- Scan and upload all required documents in Document Management System (DMS) using current DMS guidance
- Obtain and print Producer Farm Data Reports as needed
- Send or draft administrative emails as directed by the DC
- Write conservation assistance notes to document significant activities and situations the Program Support Specialist performs
- Print supporting documents
- Maintain FA Programs contract files/folders
- Obtain participant signatures on program documents
- Supply information for data calls and requests to upload to SharePoint
- Compile documentation to support audit samples not utilizing DMS
- Perform all other FA Programs contract administrative duties as directed by the DC

Payment Rates for Tasks and Duties
Administrative Assistance for Financial Assistance (FA) Programs:
Conservation Stewardship Program (CSP) and
Environmental Quality Incentives Program (EQIP)

Support for USDA Producer Web Portal (e.g., Conservation Client Gateway (CCG) and/or Farmers.gov)

\$22.50 per hour.

Payment is by the hour for any of the following tasks involving the producer web portal:

- Route requests as directed by the DC
- Promote the use of web portal and assist clients when signing up for FA Programs participation

Other Program Tasks

\$22.50 per hour.

Payment is by the hour for any of the following tasks:

- CSP and EQIP marketing and promotion.
- Administrative support for EQIP contracts that are obligated and completed within the current fiscal year. Limited to tasks identified for "Active Contracts".

Note: The tasks in this document use terms from ProTracts, which may change when activities are switched to the Conservation Desktop (CD).

Payment Rates for Tasks and Duties
Administrative Assistance for Financial Assistance (FA) Programs:
Conservation Stewardship Program (CSP) and
Environmental Quality Incentives Program (EQIP)

Requests for reimbursement should be requested monthly for the following deliverables:

1. New Applications
 - Request reimbursement for each new application after all applicable tasks associated with accomplishing a signed NRCS-CPA-1200 have been completed.
2. Funded "Preapproved" Applications
 - Request reimbursement for each new funded "pre-approved" application after all applicable tasks associated with accomplishing a funded "pre-approved" application have been completed.
3. Support for USDA Producer Web Portal
 - Request reimbursement for hours of web portal assistance completed in prior month.
4. Other Program Tasks
 - Request reimbursement for hours of "other" Program tasks completed in the prior month.

Requests for reimbursement should be requested once per year for the following deliverables:

1. Active Contracts
 - On December 1st, request the annual payment for administrative support for every active contract for the current fiscal year according to the list provided by NRCS.