



Knox County Soil and Water Conservation District
233 S. Soangetaha Road – Galesburg, IL 61401 – Phone (309) 342-5138 Ext. 3 – Fax (855)-288-1480

AGENDA
November 19, 2025
Board Meeting @ 7p.m.
180 S. Soangetaha Rd. Galesburg, IL

DIRECTORS-Please call the office if you are unable to attend.

1. Call to Order- George
2. Greet Guests- George
3. Roll Call- George (Chris B., Dave A., AJ H., Brian F., Kara D., Katie I.)
4. Agenda Approval
5. Reports
 - A. Secretary- Chris
 - B. Treasurer- Dave
 - C. Bills- Katie
6. Old Business
 - A. Funding Update
 - B. Sales Update: Native Seed, Winter Fish Sale
7. New Business
 - A. CPP/PFC
 - B. Edward Jones CD's Maturing 11/20
 - C. FY26 Election Reminder: Jan 21, 2025 – 7:00 a.m.- 5:30 p.m. – 3 open seats
 - D. 2026 Meeting Calendar Approval
 - E. New office chairs
 - F. ISAP Batch and Build Knox County Pilot: year 2?
 - G. Work Cell Phone
 - H. Thank-you gift for Extension?
 - I. December 17, 2025, Meeting- 12/17/25 board mtg then meal, time? where?
8. Other reports
 - A. Resource Cons-Kara
 - B. Admin Coordinator-Katie
 - C. District Conservationist-Kindra
 - D. Regional Representative-Marty
 - E. State Association-AISWCD
 - F. FSA- Darla
 - G. LUC-
 - H. KCFB - Hailey
 - I. Zoning
 - J. Prtnr Reports (IDNR,PCM,PF,NG,IDOA)
 - K. Misc. Reports
9. Correspondence

Board Meeting

October 15, 2025

The Knox County Soil and Water Conservation District held their monthly meeting on October 15th, 2025 at 7:00 PM at 180 S. Soangetaha Rd. Galesburg, IL 61401. Directors present were George Cummings, Brian Friedrich, Chris Bewley, and AJ Harland. Also present was Don Moffitt, Associate Director, Kara Downin, Resource Conservationist, and Katie Ingle, Administrative and Education Coordinator.

Agenda

Dave Asbury made a motion, seconded by Chris Bewley, to approve the agenda. Motion passed 5-0.

Secretary Report

Chris Bewley made a motion, seconded by Brian Friedrich, to approve the September 17th secretary report. Motion passed 5-0.

Treasurer Report

Dave Asbury presented the treasurer's report. Chris Bewley made a motion, seconded by AJ Harland, to approve the treasurers report. Motion passed 5-0.

Bills

The bills were presented to show deposits and debits for the accounts at Tompkins State Bank. Discussion was held on bills to be paid and the estimated bills for the November board meeting to be paid. Brian Friedrich made a motion to approve the bills as presented along with a future CREP bill for closing an easement as long as it is under \$2,500.00, which was seconded by Dave Asbury. Motion passed 5-0.

Old Business

Funding Update- Kara reached out to Marty at Illinois Department of Agriculture about when they will be sending out the current fiscal years' grant agreements to get signed and he had no update to provide.

Sales Update- Katie informed the board that the fall tree sale customer pickup went smoothly and that after paying for the cost of the trees the District made \$231.30. The deadline to order fish for the fall sale was also October 15th with 15 customers and \$1,793.00 in sales. Lastly, winter fish sale will still be accepting orders until November 5th.

New Business

CPP/PFC- Kara sought approval to amend contract 318 for Josh Haynes' streambank stabilization project. The landowner is needing to construct one of the reaches now with a deadline of 11/4/25, and delay construction on the second reach to the spring with a deadline of

6/1/26. Chris Bewley made a motion, seconded by AJ Harland, to approve the amendment. Motion passed 5-0. Kara also sought approval for contract 342 which is for 21 acres of single species cover crops with a maximum cost share of \$1,348.99. Chris Bewley made a motion, seconded by AJ Harland, to approve the contract. Motion passed 5-0. Contract 341 is for Clark Cummings.

Edward Jones CDs 10/23/25 & 10/31/25- Katie reminded the board that two of the CD's are maturing before the next board meeting. Brian Friedrich made a motion, seconded by Dave Asbury, to renew the CD for another 3 months and add the interest back into it with rounding to the nearest thousandth. Motion passed 5-0.

FY26 Election Reminder- Katie reminded the board that the next director election will be taking place on January 21st at the USDA Building (233 S Soangetaha Rd. Galesburg, IL 61401) from 7 AM to 5:30 PM.

FY26 Scholarship Approval- The board reviewed the updated scholarship application. Brian Friedrich made a motion, seconded by AJ Harland, to approve the application. Motion passed 5-0.

FY26 Budget & Appropriation Ordinance 2026-1- The FY26 Budget and Appropriation Ordinance was reviewed by the board and approved via roll call. Chris Bewley- Aye, George Cummings- Aye, Brian Friedrich- Aye, Dave Asbury- Aye, Dave Asbury- Aye, AJ Harland- Aye.

Annual Tax Levy Ordinance 2026-2- The Annual Tax Levy Ordinance was reviewed by the board and approved via roll call. Chris Bewley- Aye, George Cummings- Aye, Brian Friedrich- Aye, Dave Asbury- Aye, AJ Harland- Aye.

Knox SWCD Table Cloth for events- Katie asked the board for approval to buy a table cloth with "Knox County Soil & Water Conservation District" printed on it to take to education and promotional events. Chris Bewley made a motion, seconded by AJ Harland, to buy a custom table cloth. Motion passed 5-0.

Winter Training December 2-3rd- Kara asked the board for permission for her and Katie to attend winter training and stay in the hotel for one night. Brian Friedrich made a motion, seconded by Chris Bewley, for Kara and Katie to both attend winter training and stay in a hotel for one night. Motion passed 5-0.

Side-by-Side Options- Kara updated the board that the mule got it's transmission replaced after waiting 6 months for the part but after it was installed the mechanic decided it needed a new differential as well so that part is on order and the mule is usable until that is replaced. The shop was able to extend our Kawasaki warranty for another year, and the board recommended waiting to look at replacement options until there is 3 months left on the warranty.

Board Meeting: November 19th @ 7:00 PM- The next board meeting will be held on November 19th at 7:00 PM and will be held at the USDA Building (233 S Soangetaha Rd. Galesburg, IL 61401).

Other Reports

Resource Conservationist- Kara informed the board that she has mostly been trying to react to everything since the federal shutdown initiated. Her and Katie have been working out of the U of

Illinois Extension conference room across the street. She touched base with all of the current PFC projects currently going on and let them know our updated contact information. She also has been working on answering questions from contractors about the bid for the ISAP Batch and Build project.

Administrative and Education Coordinator- Katie updated the board on how the education events have been going, as well as her efforts to react/be flexible to the federal shutdown while still accepting sales orders and planning education events.

Correspondence

Katie presented the monthly Field and Bean.

Meeting Ending

Dave Asbury made a motion to adjourn the meeting which Brian Friedrich seconded. Motion passed 5-0.

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

Account List BP

Knox County Soil and Water Conservation District

TOTAL BALANCE	ACCOUNT NAME	DESCRIPTION
65,998.09	1100.02 CPP Checking Acct Tompkins	CPP Checking at Tompkins
12,437.80	1105 Scholarship Edward Jones	Scholarship Edward Jones
37,250.10	1001.06 CREP Checking Acct Tompkins	CREP Checking at Tompkins
41,810.21	1001.05 General Checking Tompkins	General District Checking at Tompkins
56,000.00	1004.32 Edward Jones CD 11-20-25	CD Maturing 11/20/25 @ 4.2%
31,000.00	1004.33 Edward Jones CD 12-30-25	CD Maturing 12-30-25 @ 4%
30,000.00	1004.35 Edward Jones CD 2-13-26	CD Maturing 2-13-26 @ 3.85%
30,000.00	1004.34 Edward Jones CD 2-5-26	CD Maturing 2/5/26 @ 3.85%
\$304,496.20		

Knox County Soil and Water Conservation District

Balance Sheet As of June 30, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 UNRESTRICTED CASH	
1001 LOCAL CHECKING ACCOUNT	
1001.05 General Checking Tompkins	41,810.21
1001.06 CREP Checking Acct Tompkins	37,250.10
Total 1001 LOCAL CHECKING ACCOUNT	79,060.31
1004 SAVINGS	0.00
1004.29 Edward Jones CD 10-23-25	29,000.00
1004.31 Edward Jones CD 10-31-25	29,000.00
1004.32 Edward Jones CD 11-20-25	56,000.00
1004.33 Edward Jones CD 12-30-25	31,000.00
Total 1004 SAVINGS	145,000.00
Total 1000 UNRESTRICTED CASH	224,060.31
1004.22 Edward Jones CD 12-19-24 (deleted)	27,000.00
1004.23 Edward Jones CD 1-31-25 (deleted)	2,000.00
1100 RESTRICTED CASH	
1100.01 LUC Checking Acct- NOT A KNOX SWCD ACCT	5,933.57
1100.02 CPP Checking Acct Tompkins	65,998.09
1105 Scholarship Edward Jones	12,437.80
Total 1100 RESTRICTED CASH	84,369.46
Total Bank Accounts	\$337,429.77
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1499 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$337,429.77
Fixed Assets	
1520 EQUIPMENT-1	
1520.01 Equipment-Cost	18,286.96
1520.02 Equipment-Dep	-9,561.55
Total 1520 EQUIPMENT-1	8,725.41
Total Fixed Assets	\$8,725.41
TOTAL ASSETS	\$346,155.18

Knox County Soil and Water Conservation District

Balance Sheet

As of June 30, 2026

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
1106 First Midwest Bank Credit Card	0.00
Tompkins VISA, 0853 Kara	834.40
Tompkins VISA- 1067 Katie	-642.01
Total Credit Cards	\$192.39
Other Current Liabilities	
2100 PAYROLL LIABILITIES	0.00
2120 FEDERAL PAYROLL DEPOSIT	
2120.01 Federal Withholding	4,088.10
2120.02 Social Security-District	7,246.19
2120.03 Social Security-Employee	7,246.19
2120.04 Medicare Withholding-District	1,694.69
2120.05 Medicare-Employee	1,694.69
Total 2120 FEDERAL PAYROLL DEPOSIT	21,969.86
2130 Illinois State Withholding	4,922.97
2140 State Unemployment-IL	-171.28
Total 2100 PAYROLL LIABILITIES	26,721.55
2150 EMPLOYEE BENEFITS	
2150.01 Retirement	
2150.11 AC Retirement	-1,050.34
2150.12 RC Retirement	-1,296.19
Total 2150.01 Retirement	-2,346.53
Total 2150 EMPLOYEE BENEFITS	-2,346.53
Total Other Current Liabilities	\$24,375.02
Total Current Liabilities	\$24,567.41
Total Liabilities	\$24,567.41
Equity	
3000 Opening Bal Equity	45,987.49
3900 Retained Earnings	275,600.28
Net Income	
Total Equity	\$321,587.77
TOTAL LIABILITIES AND EQUITY	\$346,155.18

Check Detail Report BP

Knox County Soil and Water Conservation District

October 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1100.02 CPP Checking Acct Tompkins						
7025						
10/15/2025	Bill Payment (Check)	2038	C.L. Cummings		Reconciled	-411.08
10/15/2025	Bill Payment (Check)	2038	C.L. Cummings			-411.08
1001.06 CREP Checking Acct Tompkins						
7044						
10/22/2025	Bill Payment (Check)	2	West State Title Comapny		Reconciled	-963.00
10/22/2025	Bill Payment (Check)	2	West State Title Comapny			-963.00
1001.05 General Checking Tompkins						
6969						
10/07/2025	Expense		Katie Ingle		Reconciled	-1,340.41
10/07/2025	Expense		Katie Ingle		Uncleared	122.00
10/07/2025	Expense		Katie Ingle		Uncleared	103.74
10/07/2025	Expense		Katie Ingle			103.74
10/07/2025	Expense		Katie Ingle		Uncleared	24.26
10/07/2025	Expense		Katie Ingle		Uncleared	24.26
10/07/2025	Expense		Katie Ingle			24.26
10/07/2025	Expense		Katie Ingle		Uncleared	82.83
10/07/2025	Expense		Katie Ingle			1,673.24
10/07/2025	Expense		Katie Ingle		Uncleared	103.74
6970						
10/07/2025	Expense		Kara Downin		Reconciled	-1,901.69
10/07/2025	Expense		Kara Downin			2,230.62
10/07/2025	Expense		Kara Downin		Uncleared	75.00
10/07/2025	Expense		Kara Downin		Uncleared	138.30
10/07/2025	Expense		Kara Downin		Uncleared	138.30
10/07/2025	Expense		Kara Downin			138.30
10/07/2025	Expense		Kara Downin		Uncleared	32.34
10/07/2025	Expense		Kara Downin		Uncleared	32.34
10/07/2025	Expense		Kara Downin			32.34
10/07/2025	Expense		Kara Downin		Uncleared	83.29
7058						
10/14/2025	Bill Payment (Check)	10267	IL Dept of Revenue		Reconciled	-332.24
10/14/2025	Bill Payment (Check)	10267	IL Dept of Revenue			-332.24
7059						
10/14/2025	Bill Payment (Check)	10268	Verizon Wireless		Reconciled	-36.05
10/14/2025	Bill Payment (Check)	10268	Verizon Wireless			-36.05
7061						
10/14/2025	Bill Payment (Check)	10269	Federal IRS Tax Payment		Reconciled	-1,588.60
10/14/2025	Bill Payment (Check)	10269	Federal IRS Tax Payment			-1,588.60
7010						
10/15/2025	Bill Payment (Check)	10251	Tegeler Acct Services		Reconciled	-143.00
10/15/2025	Bill Payment (Check)	10251	Tegeler Acct Services			-143.00
7011						
10/15/2025	Bill Payment (Check)	10252	Winding Creek Nursery		Reconciled	-455.25
10/15/2025	Bill Payment (Check)	10252	Winding Creek Nursery			-455.25
7012						
10/15/2025	Bill Payment (Check)	10253	SWCD of IL Insurance		Uncleared	-246.72
10/15/2025	Bill Payment (Check)	10253	SWCD of IL Insurance			-246.72

Check Detail Report BP

Knox County Soil and Water Conservation District

October 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
7013						
10/15/2025	Bill Payment (Check)	10254	Prairie Fox Media		Reconciled	-414.00
10/15/2025	Bill Payment (Check)	10254	Prairie Fox Media			-414.00
7014						
10/15/2025	Bill Payment (Check)	10255	IL Dept. of Agriculture		Reconciled	-50.00
10/15/2025	Bill Payment (Check)	10255	IL Dept. of Agriculture			-50.00
7015						
10/15/2025	Bill Payment (Check)	10256	NACD		Reconciled	-101.00
10/15/2025	Bill Payment (Check)	10256	NACD			-101.00
7016						
10/15/2025	Bill Payment (Check)	10257	ISWCDEA		Uncleared	-20.00
10/15/2025	Bill Payment (Check)	10257	ISWCDEA			-20.00
7017						
10/15/2025	Bill Payment (Check)	10258	ISWCDEA		Uncleared	-50.00
10/15/2025	Bill Payment (Check)	10258	ISWCDEA			-50.00
7018						
10/15/2025	Bill Payment (Check)	10259	Visa		Reconciled	-12.00
10/15/2025	Bill Payment (Check)	10259	Visa			-12.00
7019						
10/15/2025	Bill Payment (Check)	10260	George Cummings		Reconciled	-89.75
10/15/2025	Bill Payment (Check)	10260	George Cummings			-89.75
7020						
10/15/2025	Bill Payment (Check)	10261	Asbury Dave		Uncleared	-70.28
10/15/2025	Bill Payment (Check)	10261	Asbury Dave			-70.28
7021						
10/15/2025	Bill Payment (Check)	10262	Bewley, Chris		Reconciled	-156.48
10/15/2025	Bill Payment (Check)	10262	Bewley, Chris			-156.48
7022						
10/15/2025	Bill Payment (Check)	10263	Harland, A J		Uncleared	-160.50
10/15/2025	Bill Payment (Check)	10263	Harland, A J			-160.50
7023						
10/15/2025	Bill Payment (Check)	10264	Brian LA Friedrich		Uncleared	-94.94
10/15/2025	Bill Payment (Check)	10264	Brian LA Friedrich			-94.94
7024						
10/15/2025	Bill Payment (Check)	10265	Moffitt, Don		Uncleared	-13.27
10/15/2025	Bill Payment (Check)	10265	Moffitt, Don			-13.27
7030						
10/21/2025	Expense		Katie Ingle		Reconciled	-1,340.41
10/21/2025	Expense		Katie Ingle			1,673.24
10/21/2025	Expense		Katie Ingle		Uncleared	122.00
10/21/2025	Expense		Katie Ingle		Uncleared	103.74
10/21/2025	Expense		Katie Ingle		Uncleared	103.74
10/21/2025	Expense		Katie Ingle			103.74
10/21/2025	Expense		Katie Ingle		Uncleared	24.26
10/21/2025	Expense		Katie Ingle		Uncleared	24.26
10/21/2025	Expense		Katie Ingle			24.26
10/21/2025	Expense		Katie Ingle		Uncleared	82.83
7031						
10/21/2025	Expense		Kara Downin		Reconciled	-1,901.70
10/21/2025	Expense		Kara Downin		Uncleared	75.00
10/21/2025	Expense		Kara Downin		Uncleared	138.30
10/21/2025	Expense		Kara Downin		Uncleared	138.30

Check Detail Report BP

Knox County Soil and Water Conservation District
October 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10/21/2025	Expense		Kara Downin			138.30
10/21/2025	Expense		Kara Downin		Uncleared	32.34
10/21/2025	Expense		Kara Downin		Uncleared	32.34
10/21/2025	Expense		Kara Downin			32.34
10/21/2025	Expense		Kara Downin		Uncleared	83.29
10/21/2025	Expense		Kara Downin			2,230.63
7063						
10/31/2025	Bill Payment (Check)	10270	Edward Jones		Reconciled	-407.75
10/31/2025	Bill Payment (Check)	10270	Edward Jones			-407.75

Knox County Soil and Water Conservation District

Profit and Loss

July 2025 - June 2026

	TOTAL
Income	
4100 IDOA Operations	900.00
4200 NRCS Contribution Agreement	77.42
4300 IDOA Program	
4300.02 CPP-Cost Share	33,110.34
4300.03 Special Projects	20,000.00
Total 4300 IDOA Program	53,110.34
4400 Sales	9,953.08
4800 Interest-1	99.41
4901 Reimbursements	100.00
4903 Newsletter Advertising	1,380.00
4904 Knox County Tax Levy	5,641.02
4905 NRI Report/Letters	200.00
Unapplied Cash Payment Income	-68.50
Total Income	\$71,392.77
Cost of Goods Sold	
5000 Cost of Goods Sold	
5001 Products	496.25
Total 5000 Cost of Goods Sold	496.25
Total Cost of Goods Sold	\$496.25
GROSS PROFIT	\$70,896.52
Expenses	
5100 PAYROLL EXPENSES	
5110 COMPENSATION	
5110.01 AC Compensation	15,059.16
5110.02 RC Compensation	22,930.85
5110.03 Director Stipend	540.00
Total 5110 COMPENSATION	38,530.01
5120 PAYROLL TAXES	9,333.43
5120.02 Social Security	2,500.88
5120.04 District Medicare Portion	584.88
5140 Unemployment	41.43
Total 5120 PAYROLL TAXES	12,460.62
5150 EMPLOYEE BENEFITS	
5150.03 Life Insurance	56.16
5150.08 Short Term Disability	272.00
5150.09 Long Term Disability	163.13
Total 5150 EMPLOYEE BENEFITS	491.29
810 RC Summer Conference	125.40
813 AC Summer Conference	125.40
Total 5100 PAYROLL EXPENSES	51,732.72

Knox County Soil and Water Conservation District

Profit and Loss July 2025 - June 2026

	TOTAL
5200 PROGRAM EXPENSE	
5200.04 CPP Projects	429.17
5200.09 CREP Projects	963.00
5200.10 ISAP Batch & Build	414.00
Total 5200 PROGRAM EXPENSE	1,806.17
5250 EDUCATION AND PROMOTION	
5250.01 Adult Education	-109.12
5250.02 Envirothon	75.00
Total 5250 EDUCATION AND PROMOTION	-34.12
5300 INSURANCE	
5300.02 General Liability-Troxell	778.00
Total 5300 INSURANCE	778.00
5400 PROFESSIONAL SERVICES	
5400.02 Accounting	356.00
Total 5400 PROFESSIONAL SERVICES	356.00
6000 OFFICE EXPENSE	
6000.01 Internet	180.17
6000.02 Printing/Copying	648.00
Total 6000 OFFICE EXPENSE	828.17
6010 DELIVERY	
6010.01 Postage	80.28
Total 6010 DELIVERY	80.28
6030 DUES/PUBLICATIONS/SUBSCRIPTIONS	
6030.01 Membership Dues	2,370.48
6030.02 Newsletter	2,021.22
6030.03 Subscriptions	48.00
Total 6030 DUES/PUBLICATIONS/SUBSCRIPTIONS	4,439.70
6050 TRAVEL	
6050.02 Lodging	235.00
6050.05 Director Mileage	669.87
Total 6050 TRAVEL	904.87
6051 MEALS AND ENTERTAINMENT	
6051.01 Meals	64.98
Total 6051 MEALS AND ENTERTAINMENT	64.98
6060 CONFERENCES/TRAINING	
6060.01 Registration	251.83
Total 6060 CONFERENCES/TRAINING	251.83
6100 REPAIRS & MAINTENANCE	
6100.02 Office Equipment	9.80
Total 6100 REPAIRS & MAINTENANCE	9.80

Knox County Soil and Water Conservation District

Profit and Loss

July 2025 - June 2026

	TOTAL
6150 VEHICLE EXPENSE	
6150.01 Gas/Oil/Maintenance	136.96
Total 6150 VEHICLE EXPENSE	136.96
6500 Reimbursed Expenses	2,185.81
Unapplied Cash Bill Payment Expense	332.24
Total Expenses	\$63,873.41
NET OPERATING INCOME	\$7,023.11
Other Expenses	
Reconciliation Discrepancies-1	891.39
Total Other Expenses	\$891.39
NET OTHER INCOME	\$ -891.39
NET INCOME	\$6,131.72

I. Technical

- a. FFP 2025 Grant (FY26) – pending approval notification winter/spring 2026
- b. Doubet – modular block on his own. **Need to design**
- c. **IDOA - Partners For Conservation Grant (PFC, fka CPP)** – Marty called with GATA survey questions 10/20, Updated PFC-10 to Marty 11/7, updated PFC-4 on 11/10
 - i. FY24 Funds rec'd 6/20/24 (\$34,220.10). Rec'd FY25 CS \$33,110.34 on 8/26/25.
 1. Called 342 Lampe to check-up on seeding 10/8, visited Gibson 512 seeding with Katie 10/10
 2. Greg Jones – need to clean folder up & file away
 3. Becky/John Nichols – started PMT form 9/14, they both stopped in with STAR form 10/22, STAR form submitted with Katie, PMT form to Marty and Katie 10/29, rec'd PMT auth 11/7/25
 4. Hungerford – cp42, planting this fall, called Chuck for update 9/12, he has the seed
 5. Terry Cowan – west side, 2025 corn, earthwork after harvest, rec'd STAR 10/10, called Terry 10/14, Terry called back – field not open 10/15, Terry called, field is open 10/29, emailed Ethan 10/29, visited field to check if risers were in 11/7, called Ethan for layout instructions, called Bryan for timeline
 6. Mark Heartlein – (with Cowan's project), rec'd signed Agr form 2/28
 7. Dan Erickson – emailed back 4/25 & will touch base after harvest on this project topic
 8. Ellen Gibbons – cp42, dormant plant, Ellen called 10/27 with planting questions,
 9. Keith Webster & Stacey Webster – emailed Keith 10/14, Katie and I stopped for const. photos 10/22, 10/30, Monte called with pipe drop inlet location/distance questions 10/22, called Monte twice 10/23, texted Ethan 10/23, emailed Ethan 10/29, emailed Keith for update 11/4, texted Ethan to get on his schedule to check out both 11/10
 10. Frank Hopkins – cover crops, texted Frank 10/14, called him for update 10/29 – he planted on 10/23, emailed him STAR forms to complete 11/7, he brought in STAR forms, bills and tags 11/10
 11. PR Hunt Club – worked on paperwork 10/8, sent pre-approval to Marty 10/9, Marty called 10/14, emailed more docs to Marty 10/15, Marty called 10/20 not approved, emailed Marty back with more input 10/29
 12. Clark Cummings - cover crops, 12/1/25 planting deadline, Clark called and I emailed info to him 10/15, emailed him for an office appt 10/29, 11/3, Clark here to finalize map 11/4, called Clark to stop in on Mon. 11/7, Clark in with partial bills and tags, gave him STAR forms to complete and W9 to fill out 11/10
 13. Rec'd new app for cp42 10/30, prepped for board approval 11/4
 14. **Wait List:** Greg Jones #2, Mary Carlson, Paul Lenz, Sammie Watkins, Roger Newell, Dennis Kallvy, Matt Hennenfent, Jack Nichols (Joe), James Harrell, S. Blender, K. Negley, Gene Fields, Dave Anderson, Matt Gibson/John Kennedy, Dan Siems, Jim Turner, Dan Russell and Neighbor/Mansour, (visited 3 farms 10/22, follow up email 10/23) Brad Anderson (GWW) visited 10/30
 - ii. SSRP – Wait list for 41 reach applications. Trained Marissa on SSRP forms (2.5 hours) 10/27
 1. Need Reports: Coffman, Butvilas, O'Connor. Requested again 5/14/25, 9/8/25
 2. **Haynes** – Reach 2 and 3 both approved by IDOA Nov. 2024
 - a. **Reach 2** - Josh stopped in 9/25 – postpone Reach 2 to spring 2026, emailed Marty/Shelley for new deadline of 6/1/26 on 10/15, called Marty 10/28, updated SSRP-1 to Marty/Shelley 10/29, texted Chris 11/10, emailed Marty/Shelley 11/10, Marty called – yes, can still do this fall, emailed Josh/Scott/Chris to let me know by Fri 11/14
 - b. **Reach 3** – Const. deadline 11/15/25, Scott called 10/22 hauling rock, visited with Katie and Chris 10/30, communications with Scott and/or Chris 10/23, 10/24, 10/27, 10/29, 11/3, 11/10, 11/11, updated SSRP-1 to Marty/Shelley 10/29, Chris confirmed project checked-out 11/10, texted Scott for bills and rock tickets 11/10
 3. **Mayfield** – field not harvested yet 10/15, hauling rock 10/23, visited with Katie and Chris 10/24, and Marissa 10/31, communicated with Eric and/or Chris 10/22, 10/23, 10/25, 10/29, 11/3, 11/4, 11/6, Eric texted that they will get me rock tickets, labor = 25 hrs, Chris confirmed project checked-out 11/10
 4. **Rec'd Trip Reports/Designs** – Fell stopped in for design copy 10/9
 5. Spurgeon – Katie, Marissa and I met her for I/E visit 10/27, called Eloise about our visit tomorrow and prepped Stream Stats 10/29, visited with Chris, Katie and I 10/30
 - iii. Abandoned Water Well Sealings – Inquiry packet to KCHD to proof for updates 9/2
 1. C.L. Cummings – drilled well, PMT auth 9/23, rec'd signed PMT form 10/22
 2. Rich Johnson % Rob Humphries – two dug wells, texted Bryan for bills 10/8, rec'd well bill 10/1 in my nacd email that is shutdown, PMT form to Marty and Katie 10/8, PMT auth 10/15
 3. Anna Johnson Estate (GCF) – only need bills, texted Bryan 9/15, 10/8, call left msg 10/14, called 10/24, texted 11/3, 11/7
 4. Moffitt – PMT form to Marty and Katie 10/8, PMT auth 10/15

5. Stansell – called Mark for timeline 10/14, rec’v well cert. 10/16, rec’v bill 10/21, PMT form to Marty and Katie 10/21, PMT auth 10/23
6. Dortch – emailed HD, called Christine, left msg 10/14, she called back 10/16, rec’v bills 10/23, PMT form to Marty 10/24, to Katie 10/28, rec’v PMT auth 11/7
7. Rec’v new drilled well app in the mail 11/4, scanned to the HD and emailed OW 11/4
- d. **IDNR – CREP re-opened 6/15/22. Submitted Inv for CY25 Monitoring (\$3,700.00) 10/23, Closing fees (\$96.00) 10/28, Owner cost-share (\$503.00) 10/28 [we also need to pay this to the owner, to Katie 10/28], Title company fees \$867 and our Admin fee \$2,500.00 (\$3,367.00) 10/28, closing legal fees (\$950.00) 11/10**
 - i. Monitoring- 104 Current Easements (separated into 3 Groups for monitoring)
 1. Group 1 – will monitor in Feb/March 2027
 2. Group 2 – Haynes violation 2nd follow-up monitoring reminder emails 10/13, 10/14, 10/15, visit with Molly, Katie and George 10/16, report work 10/16, 10/21 and submitted to IDNR without OW signatures, Justin called and they were calling Josh next 11/4
 3. Group 3 – will monitor in Feb/March 2026, prep list in Dec 2025
 - ii. Audit work – Check Al Jennings survey for corrections
 - iii. Program work – Reviewed Sept Land Sales 10/7, texted Justin and he called back 10/15, emailed Jim Nelson back RE: taxes 11/10
 - iv. Fulton Co. CREP Easement – emailed IDNR and title company 10/15, drove to Dave’s and George’s to have closing checks signed 10/22
- e. **AISWCD Sub-Contribution Agreement for NRCS CRP workload**
 - i. **2025 Agreement – Inv to AISWCD for 2 mods and 4 SR re-checks (\$1,248.75) 5/21, Inv. To AISWCD \$23,993.31 on 9/26, CRP file assistance notes and file clean-up with Katie and filed away (45 files) 10/20, called client to follow up on requested visit from Sept 11/4 – visited with Katie 11/7**
- f. **Watersheds (WS)**
 - i. MS Western Five WS (Flint – Henderson) – nothing new since 11/2024 GSD mtg
 - ii. Spoon River WS – Pending NRCS RCPP application to fund projects in this watershed.
 - iii. Walnut Creek WS – Cathy drafted WS Plan 1/18/22
 - iv. Kickapoo Creek WS – **I have more emails to follow-up on**, David Pittman - subcommittee will meet 11/18 in Peoria
 - v. IDNR North Creek mitigation funds – emailed Carson to follow up 9/8, 9/17, ecocat 9/18
- g. **ISAP – Bid process** – emailed designs to two contractors as requested 10/8, answered contractor questions 10/9, sent emails with Pre-Bid zoom link 10/14 (8), attended zoom pre-bid with contractor in the room 10/16, emailed follow-up to all who attended the pre-bid zoom 10/16, contractor called with questions 10/22. **Bid Policy** - sent to AISWCD for legal review 9/19, 10/21. **IEPA Grant** – emailed Trevor 10/21 – app on hold due to shutdown 10/24. **Year 1** – rec’v IDOA pre-approval 10/1, reviewed Extension’s edge of field table top displays 10/8, attended Oct Zoom Mtg 10/21, called Zeph – Knox farm open, Warren farm not yet, he will disk both to 50% (only need 25% for cultural) 10/21, emailed Board for Special Mtg to approve contractor bid 10/21, Special meeting is all set and advertised 10/27, Emergency Zoom 10/28 – cancelled bid process due to shutdown and IEPA/USEPA app, emailed all involved, emailed Dan Sahm for a cultural appt, cancelled Special mtg, emailed Zeph Ty’s form to sign, emailed 7 other owners to sign Agr. Form, called all 5 contractors 10/28. **Year 2** – searched emails to contact for new sites 10/20, emailed Galesburg Mayor for contact for City farm property 10/24, brainstormed mailing packet contents with Katie 10/28, started OW letter for all to edit 10/28, emailed Adrienne for Year 2 IDOA funding update 11/10, Katie has been working on map layers/owners/ideal sites to visit and mail to OWs.

II. Administrative

- a. Zoning – reviewed Invenergy IA to IL mailing – called and left msg and emailed 10/24
- b. AISWCD Forestry Committee – updated 2026 app and replied to emails 9/18
- c. Legislative – federal shutdown since 10/1, housed at Extension Conference Room, WQAD interviewed us about the shutdown 10/16, maintained mileage sheet since we cannot use NRCS trucks now 10/24, completed two surveys Special Districts and NACD 11/4, emailed FB for Nov. SWCD Board Mtg space 11/7, emailed AISWCD to create a list of SWCD EJAA so that we can check each other’s projects out 11/7
- d. IDOA Climate Smart no-till/strip-till program – emailed client back 10/8, called Marty 10/14, another client called 10/15, 3rd client called 10/23, 4th client called 10/27
- e. IDOA Training Reimbursement – prepped packet 11/7, texted George to sign 11/10, submitted to Marty \$536.61 on 11/10 for the FFP Workshop, **will be capped at \$500.**
- f. IDOT – emailed back about potential future pilot partnership 4/5/24, 6/4/24, 5/9/25, **called & left a msg 6/18/25**
- g. Mule – 9/26 Dustin explained that now the differential is making a noise and he ordered the parts that day, plugged in Mule 10/15, George took trailer and mule to ACM for differential and full “once over” 10/20, texted George for upate 11/3
- h. Tax Levy – prepped AFR notice, pending AFR from auditor 11/10
- i. Records Retention – approved for 6/30/25, texted Marty about disposal after harvest 10/7, Chris Bewley called with questions 11/4 – texted her back with info
- j. Sales –

- i. Fish – answered customer questions 10/9, fall sale with Katie 10/24
- ii. Native seed sale – called Nick V. 10/8, rec'd FY26 seed sale quotes 10/10, 10/13, 10/14, updated seed calculators and prices 10/10, 10/19, updated FY26 flier and posted on website 10/20, searched CRP and PFC emails/addresses that I didn't already have - email blast (25) 10/20, mailed (7) 10/21, rec'd phone order Gibbons 10/24 (pd 10/29), called Betsy L. to confirm seed order submitting 10/24, rec'd phone order Gibson/Trowbridge (2) 10/27 (pd 11/3), submitted seed order 11/3, seed arrived 11/7, sorted orders and called 3 customers and they picked up the four orders 11/10, emailed Nick that seed arrive and requested his invoice 11/10
- iii. Spring Tree Sale – rec'd special order 7/1, but cannot get prices until 2/1/26 – emailed Mason State Nursery with questions 11/3
- iv. Soil test – went over results with customer 10/29
- v. Plantskydd – returned call to client, she bought 2 spray bottles 11/3
- k. Email Inbox – at 210, down to 118 on 10/26, at 173 on 11/3
- l. Maintain pop fridge with AC, check payroll, recycle to KAC, updated FY26 Annual Report 11/11
- m. Mtgs/Trainings – FFP and AFT Watershed Leaders Workshop, Monticello 11/5-11/6

III. Education/Outreach

- a. Radio Ad – maybe do another interview in January
- b. Oak Tree Program – 2026 location is Victoria Cemetery, called Shelly Adams left msg 10/9, 10/24 yes interested, emailed Andy F.'s map to her and Andy 10/28
- c. KCHD – well sealing program and demo presentation in January. **Will work on PPT this fall.**
- d. 4-H Oak Tree signs – called Sandy W. & left a msg 6/12, **need to coordinate sign installation**
- e. 4th Grade Ag Day for Kids – requested more NRCS tattoos 5/30 – will request again in Dec., **need to wash out new sand**
- f. IL Cons Foundation – Jenny V. called and emailed 10/14, called WQAD back 10/14, emailed SSRP Asbury photos to WQAD for award interview, WQAD award interview remotely 10/17
- g. Attended Spoon River College 10th Grade Career Day with Katie (300 students), Macomb 10/17
- h. 5th Grade Scavenger Hunt – cleaned out 3 totes with Katie and replaced items with Nicole's help 10/20, 10/21, student form to JT to laminate (30 sheets) 10/24, JT finished 10/27
- i. Scholarship posted on website 10/26
- j. Envirothon – printed evals for our LUC staff mtg 11/7
- k. Website updates <https://knoxcountyilswcd.wixsite.com/knox> 208 hits since Oct report (15,608-15,400) 11/11

Important Dates

11/18, Tues. 9am Kickapoo subcommittee mtg, Peoria
 11/19, Wed. 7pm SWCD Board Mtg, KAC
 11/21, Fri. Extension Real World, CSC

11/26-11/28, Kara off, kid's no school
 12/2-12/3, Tues. – Wed. Winter Training, Springfield
 12/17, Wed. 4pm SWCD Board Mtg

RC IDOA Progress Report Tracking – (10/7-11/10) **need to list 1/1 - 2/9 also**

- Customer in office – 10/9, 10/14, 10/16, (2) 10/22, (12) 10/24, 10/28, 10/29, 11/3, 11/4, (7) 11/10 = 28
- Phone – 10/7, 10/8, (3) 10/9, 10/10, (3) 10/14, (4) 10/15, 10/16, 10/20, (2) 10/22, 10/23, 10/24, (4) 10/27, (2) 10/29, 11/3, (3) 11/4, (5) 11/10 = 34
- Customer Map work – (2) 10/8 = 2
- Field visits – 10/10, 10/16, 10/17, (7) 10/22, 10/24, (5) 10/30, 10/31, (3) 11/7 = 20

Administrative Report

November 2025

Administrative

- General board meeting preparations
- Quickbooks: had to update payment method
- Reconciled bank statements, printed and mailed checks
- Maintained and updated Facebook page
- Payroll
- Renewed CD's
- Sales bookkeeping and customer pickup prep
- Starting to work on Winter/Spring Newsletter (due 12/15)

Technical

- 10/22 site visit with Kara for Dan Russell erosion problems- several sites and possible solutions
- 10/27 Streambank visit with Kara for Spurgeon
- RMS Plan 90% completed... cannot turn in until shutdown is over
- Put together aerial maps for ISAP B&B potential landowners for 2026 (2 watersheds)
- 11/14 site visit for landowner with erosion problems along Spoon River
- Lots of site visits trying to get out of the office as much as possible during shutdown

Education

- Spoon River College 10th Grade Career Expo 10/17- went great, hoping to go back next year
- Envirothon planning meeting 11/13, updating teacher letter and other forms/schedules
- Welcome To The Real World event 10/21

Sales

- Winter Fish Sale: Customer pickup 10/14 at 9 AM, 2 customers with \$178.50 worth of fish sold
- Going to be getting spring sales ready to be in next newsletter

Miscellaneous

PTO: 12/26-12/30



Knox County Soil and Water Conservation District
233 S. Soangetaha Road – Galesburg, IL 61401 – Phone (309) 342-5138, Ext. 3 – Fax (855) 288-1480

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George
Cummings

Vice-Chairman
Brian Friedrich

Secretary
Chris Bewley

Treasurer
Dave Asbury

Director
A.J. Harland

**Administrative
& Education
Coordinator**
Katie Ingle

**Resource
Conservationis
t**

2026 SWCD Board Meetings

January 21, 2026 @ 1:30 pm & (7am-5:30pm Open House/Director Election)

February 18, 2026 @ 1:30 pm

March 18, 2026 @ 1:30 pm

April 15, 2026 @ 7:00 pm (Easter is 4/5/26)

May 20, 2026 @ 7:00 pm

*June 24, 2026 @ 1:30 pm (This is the 4th Wednesday. Lunch at 12pm, then annual employee reviews)

July 15, 2026 @ 1:30 pm (July 1st starts FY27)

August 19, 2026 @ 1:30 pm

September 16, 2026 @ 7:00 pm

October 21, 2026 @ 7:00 pm (dinner at 6:30 pm, Happy Boss' Day!)

November 18, 2026 @ 7:00 pm

December 16, 2026, lunch @ 12:00 p.m. with meeting to follow.
Location TBD

**Board can move dates/times with a 48-hour notice posted for the public*

Meetings are held at the USDA Building, 233 S Soangetaha Rd, unless otherwise noted.