

KANE\_DUPAGE SOIL & WATER CONSERVATION DISTRICT  
Board Meeting Notes – April 18, 2024

Call to order - Vice Chairman Konen called meeting to order at 4:35 pm, at 2315 Dean Street, Suite 100, St. Charles, IL. Board members present: Bossenga, Konen, Pauling, Piper, and Soliz. Associate Directors present: Eric Carlson. Staff members present: Gerdts, Purdom, Keuning, Borzeka. Absent: none.

**Approval of Agenda:** Motion made by Soliz to accept the meeting agenda and seconded by Pauling, and **motion carried.**

**Approval of Minutes:** Motion made by Pauling to accept the minutes from the March 13, 2024 meeting and seconded by Piper, and **motion carried.**

**Public Comment:** Introduction of David Campbell, volunteering as Associate Director.

**Correspondence:**

- none

**Time Sheets:** Motion made by Soliz to accept the timesheets, and seconded by Pauling; and **motion carried.**

**Natural Resource Inventory (NRI) Review:** Motion made by Piper to approve NRIs 24-025 thru 24-034 seconded by Pauling, and **motion carried.**

**Staff Reports:**

**Administrative Coordinator** – (see attached)

**Resource Conservationist** – (see attached)

**Resource Analysts** – (see 2 attached)

**Resource Assistant** - (see attached)

**District Conservationist** – (none)

**Conservation Planner** (none)

**Board Action Items:**

- QuickBooks upgrade. Motion made by Piper to upgrade to QuickBooks Online Advanced with Payroll Elite \$877.50 for 1 year and seconded by Pauling, and **motion carried.**
- Mahoney Creek Request. Motion made by Soliz to provide requested letter of support and seconded by Pauling, and **motion carried.**
- PFC application. Motion made by Piper to submit PFC application and seconded by Pauling, and **motion carried.**

**Financial report and current bills:** No specific comments re financials. Motion made by Soliz to accept the financial report and pay current bills, seconded by Pauling, and **motion carried.**

**Committees: Committee Chair assignments proposed by Konen.** Motion made by Soliz to accept assignments and seconded by Pauling, and **motion carried.**

**Personnel:** Bossenga

**Urban:** Piper

**Agriculture:** Pauling

**Legislative:** Soliz

**Grants:** Gerdts

**Board Member Reports:** (none)

**New Business:**

- Paid Leave Workers Act & MLCSWCD policy – Gerdts instructed to add MLCSWCD policy verbiage to KDSWCD Handbook and present at May meeting. Additional language “including but not limited to” describing the outlined limiting District events. Accrual in timesheets to be adjusted accordingly. Contract verbiage will be changed for FY25.
- Review of Ethics Documents – Konen requested that all Directors review the presented documents and provide feedback at the May meeting.
- 2024 Scholarship Winner – DuPage. Positive response from all.
- District Foundation. Soliz described the Association of Illinois Soil & Water Conservation District’s intention to pursue a state-wide foundation that would be anticipated to develop local foundations over time. More information to come in the future.
- Information Security Policy. Gerdts reported the recommendation from EPay staff that the District adopt the template provided. Gerdts to contact TechPro to inquire about their policy provisions and then provide a final document at the May meeting.

**Old Business:**

- Technical Team – Borzeka reported
  - No Report/LESA required – RC contacted Kane County and requirement has been lifted. Board acknowledged
  - Villa Park NRI requirements – TBD. Board awaits future report
- Franklin County & other SWCDs benchmarking. Gerdts reported that McPartlan is continuing to research SWCDs remotely.

**Motion** made by Soliz and seconded by Piper to go into Executive Session at 6:50 pm, and **motion carried.**

**Motion** made by Soliz and seconded by Pauling to return to regular meeting and approve the Executive Session items at 7:38 pm, and **motion carried.**

**Next Meeting set for May 9 at 6:00 pm.**

**Motion** made by Soliz and seconded by Pauling to go adjourn at 7:45 pm, and **motion carried.**

Respectfully submitted,  
William Pauling  
Secretary/Treasurer

KG