

December 2014 QB  
Planning FAC

## **2015 Summer Conference**

### *Session Ideas Proposed by ISWCDEA*

1. Drainage Water Management site visit (follow-up to what we're having at Winter Training 2014).
2. SSRP training with Chris Haring (site visit?)
3. Vegetative Filter Strip tax reduction (maybe this is expiring soon?)
4. NRCS Grants (MRBI, CIG RCPP, [ww.grants.gov](http://www.grants.gov), etc.) with Shannon Allen
5. IL Nutrient Loss Reduction Strategy (what do Districts do now? Go from here?) general session?
6. Insurance Coverage (Troxell umbrella policy, etc.) – what is covered, who is covered, etc. A panel with AISWCD, Troxell and Vermost? General session for all?
7. CPESC Training



## 66<sup>th</sup> AISWCD Annual Meeting & Illinois Land and Water Resources Conference

### Survey Results: Main Survey

Surveys Received = 10

Please rate the following by placing an "x" under your selection.		Excellent	Good	Fair	Poor	Not Applicable	No Answer
1.	Conference Registration	6	4	0	0	0	0
2.	Sunday Fun Night	0	0	0	0	9	1
3.	Opening Ceremonies	1	5	4	0	0	0
4.	Recognition Luncheon	3	2	0	0	5	0
5.	Employee's Forum	3	6	0	0	1	0
6.	Director's Forum	1	0	0	0	8	1
7.	Farm Family Banquet	2	2	1	0	5	0
8.	Live Auction	4	2	0	0	3	1
9.	Soil Stewardship Luncheon	2	3	0	0	4	1
10.	Overall Opinion of Sessions	3	6	1	0	0	0
11.	Annual Meeting	3	5	1	1	0	0
12.	Meeting Rooms and Facility	4	5	0	0	1	0
	Food Quality and Service	4	3	0	0	3	0
	Hotel Accommodations	4	3	2	0	1	0
13.	Overall Rating of 2014 Summer Conf.	2	6	1	0	1	0

#### Comments on Above:

\*Opening Ceremonies ended early, missing five partners.

\*Annual Meeting needs to start earlier

#### 14. Please list any comments/suggestions on sessions:

No Answers = 3

Answers:

\*Good sessions. IDOA sessions had good information. It would have been good to have a specialist with IEPA to explicitly detail Nutrient Loss Reduction Strategy.

\*Started at 8:00 am on Monday and 9:00 am on Tuesday. Maybe could be at 9:00 for both to give travelers more time.

\*Need a diverse choice of sessions (Not two on Cover Crops). It started too early on Monday.

\*DO NOT begin at 8:00 am on Monday.

\*Opening – 5 Partners missing, skipped some of program. One and half hours of down time.

\*Don't plan sessions after lunch. Lots of people leave and this is rude to afternoon sessions and planners.

\*Sessions should include: board meeting successful tips and topics, budgeting, CPESC, grants, fundraising, PFC

#### **15. Please list any comments/suggestions on meals:**

No Answers = 4

Answers:

\*Food is great here.

\*Good food.

\*Meal are way too high for quality. Too expensive.

\*Meals were very good.

\*Great meals!

\*Focus more on the SWCD employees and directors.

#### **16. What changes would you like to see?**

No Answers = 3

Answers:

\*More Director attendance – incentives to attend? Motivation? What did Summer Conference used to be like?

\*Have sessions during Annual Meeting.

\*HR laws for District staff/Directors.

\*More options.

\*Need to find a way to increase Director attendance, especially with importance of Nutrient Loss Reduction Strategy in coming years. Maybe hold Director training and Annual Meeting on one day. Sessions for employees and info sessions for Directors on second day.

\*Keep up with technical sessions like this year's.

#### **17. Overall Comments/Suggestions:**

No Answers = 1

Answers:

\*Is there really a need for tickets? (For session entry)

\*Start Annual Meeting at 8:30 am to not run late. Lots of down time Tuesday am to start.

\*Start at 9:00 am on Monday since more people drive in on this day and start at 8:00 or 8:30 am on Tuesday. Opening Ceremonies was too short and then a long break with nothing to do!! Director Service Awards were supposed to be given out at Farm Family Banquet not Luncheon according to the form we filled out for the Director Service Award.

\*Lots of downtime. Keep to a schedule.

\*DO NOT begin at 8:00 am on Monday. Many Districts cannot afford to spend two nights.

\*Ramada rooms where fair but so humid not as good as they have been in the past.

\*During the recognition luncheon, I was disappointed that the slides were not showing (and still) while the award winners were being presented. It would have been nice to have seen the art work and photos presented instead of the scrolling photos of the AISWCD Board.



- \*No violin music during the luncheon. Cannot visit at the table when music is playing.
- \*Look for exciting social option on Sunday to attract Directors. And hold them to Monday for Annual Meeting to be sure good attendance for business agenda in important times in IL with agriculture. Maybe an option attractive to Director spouses. Also, start at 9:00 am Monday. Earlier is hard for people to get here. Cost is high for second night stay.
- \*Great meeting! Keep up the good work.
- \*Create an atmosphere of sessions that really draw in the SWCD employees again. Hit the big topic and how to improve day-to-day. More sessions on SWCD partnerships for income: pilot program, contribution agreement, CPESC, etc. Help each other with the in's and out's, problems/solutions with the programs.

### ***No Till Cover Crops and Nutrient Management***

**Surveys Received = 28**

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	22	6			
Quality of Session	21	7	1		
Interest of Session	21	6	1		
Presenter	21	6	3		
Presenter's Information	20	6	2		
Presenter's Visual Aid/Handouts	19	7	1	1	
Overall rating of Presenter	19	8	1		

#### **Additional Comments:**

- \*Learned a lot.
- \*Great speakers – three farmer panel
- \*Should have brought water filtration kits.
- \*Good first-hand information. Good to have farmer's knowledge. Thought Provoking.
- \*More handouts IDOA! All speakers were great. It would be nice if there were tables so we could take notes better!
- \*Didn't make time for breakouts portion. Great topic, took notes. Excited to see RCPP proposals and see how they end up. Continue topic next year.
- \*Elliot need to keep the meeting on track!
- \*The three gave good ideas and what problems you need to expect and try to solve.
- \*Too long time wise
- \*Farmer panel wondered from topic too much.

### ***Auxiliary: Master Gardner***

**Surveys Received = 15**

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	11	4			
Quality of Session	11	4			
Interest of Session	11	4			
Presenter	12	3			
Presenter's Information	12	3			1
Presenter's Visual Aid/Handouts	11	4			
Overall rating of Presenter	12	2			1

#### **Additional Comments:**

- \*Maybe a local foods movement/workshop for various regions could be a topic of interest.
- \*Great presentation. Thoroughly enjoyed it!
- \*Very informative! Really enjoyed the session!!
- \*Interesting

### *Auxiliary: Jewelry and Scarves Display*

Surveys Received = 11

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	9	2			
Quality of Session	9	2			
Interest of Session	9	2			
Presenter	10	1			
Presenter's Information	9	2			1
Presenter's Visual Aid/Handouts	9	1			
Overall rating of Presenter	10	1			

**Additional Comments:**

- \*I had fun!
- \*Had a great time! Keep it up.
- \*Very fun!

### *District and LUC Roles and Responsibilities*

Surveys Received = 9

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	6	2			1
Quality of Session	6	3			
Interest of Session	5	3	1		
Presenter	5	3	1		
Presenter's Information	6	3			
Presenter's Visual Aid/Handouts	5	3	1		
Overall rating of Presenter	6	1	1		1

**Additional Comments:**

NONE

### *Advanced QuickBooks*

Surveys Received = 19

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	11	4	2		1
Quality of Session	9	8	1		1
Interest of Session	11	5	2		1
Presenter	11	5	2		1
Presenter's Information	11	5	2		1
Presenter's Visual Aid/Handouts	12	1	4		1
Overall rating of Presenter	11	5	2		1

**Additional Comments:**

- \*Sally is so intelligent. Thank You! She knows way more than most!
- \*Great ideas of ways to do things different in QuickBooks.
- \*In-depth for things we don't use. You have more time on your hands apparently. If you use these, it was good I guess. Need to check what all districts do. If gov. is advised not use, don't train for it.
- \*Definitely needed tables to put laptops or pad onto to write. Not just chairs. Very inconvenient! Should have had more time. Video was a little fast, but it helps so we can go back and look.
- \*Everyone was lost. Not applicable to what other districts do.
- \*Presenter extremely knowledgeable but way over my head.
- \*Enjoyed the video presentations for visual aids.
- \*No more QuickBooks training!

**Excel**  
Surveys Received = 35

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	25	9			1
Quality of Session	21	14			
Interest of Session	20	13	2		
Presenter	26	9			
Presenter's Information	24	11			
Presenter's Visual Aid/Handouts	23	11	1		
Overall rating of Presenter	24	10			1

**Additional Comments:**

- \*Letting us know if the information is beginner or advanced before attending.
- \*Darci was very informative and pleasant. It's great that she offered to answer questions later for us. I took a basic Excel class and this was more user friendly.
- \*Darci was very helpful!
- \*Great job making a complex program simple.
- \*Good session for beginner level.
- \*Very good presenter. Maybe a little basic for me. More SWCD specific info would be helpful but that's our responsibility to send the questions. Great job!
- \*Turn down air conditioning in all rooms.
- \*Good job. Good comments and questions from audience.
- \*Handouts were best, will help in the future. Darci was on point.

**Indiana Conservation Cropping System Initiative**  
Surveys Received = 38

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	29	8			1
Quality of Session	29	9			
Interest of Session	26	12			
Presenter	29	9			
Presenter's Information	27	11			
Presenter's Visual Aid/Handouts	14	23	1		
Overall rating of Presenter	27	10			

**Additional Comments:**

- \*Love hearing from other states. Very well organized and energized. Would love to have them back.
- \*The most interesting point of the presentation was the collaboration of multiple organizations and assistance in training and funding. In our tight budgets we need this type of thinking.
- \*Very good. Learned a lot.
- \*Cold in the room.
- \*Good information. A lot of ideas that can/should be put in motion in Illinois.
- \*Great topic! Very informative!
- \*Would have liked to have seen slate and filtration demo.
- \*More time for questions.
- \*Very beneficial! Question/answer format worked well.
- \*Slow start to program, very good message.
- \*Would like handouts before presentation.
- \*Very good session! Time for IL to get on board. This quantifying models is a must in reaching nutrient reduction for IL. AISWCD needs to pilot quantifying models for state soon.
- \*Indiana is light years ahead of IL on soil health and cover crop systems. IL NRCS is still all about programs not soil conservation.



**Director Training Part 1**  
Surveys Received = 13

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	10	3			
Quality of Session	8	3	2		
Interest of Session	9	3	1		
Presenter	9	2	2		
Presenter's Information	9	3			
Presenter's Visual Aid/Handouts	10	2	1		
Overall rating of Presenter	7	4	2		

**Additional Comments:**

\*Don't stand and read PowerPoint slides. That is not a presentation. Handout with resources listed. Correct all misspellings in handouts.

\*Director training should be provided other than at annual meeting. Too much information presented in a two hour period. Slide presentations should also be provided in a written handout. Not enough interaction between presenter and attendees.

**Director Training Part 2**  
Surveys Received = 8

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	6	2			
Quality of Session	4	3	1		
Interest of Session	4	4			
Presenter	5	2	1		
Presenter's Information	7	1			
Presenter's Visual Aid/Handouts	6	1	1		
Overall rating of Presenter	6	1	1		

**Additional Comments:**

\*Need examples to clarify slides. In addition to the presenters experience it would help to have other experience people attend. There seems to be some redundancy in the modules.

\* Director training should be provided other than at annual meeting. Too much information presented in a two hour period. Slide presentations should also be provided in a written handout. Not enough interaction between presenter and attendees.

\*These three did a very good job of presenting the topic at hand. For future maybe we could have a round table discussing staff issues and dealing with that.

**NRCS Pilot Program**  
Surveys Received = 8

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	4	4			
Quality of Session	4	4			
Interest of Session	4	4			
Presenter	4	4			
Presenter's Information	4	4			
Presenter's Visual Aid/Handouts	2	2	2	2	
Overall rating of Presenter	4	4			

**Additional Comments:**

\*Great Session, panel, discussion.

\*Great topic. Wished more attendance. Great panel and feedback/interaction.

**WASCOBS**  
Surveys Received = 4

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	3	1			
Quality of Session	2	1	1		
Interest of Session	3	1			
Presenter	3		1		
Presenter's Information	3		1		
Presenter's Visual Aid/Handouts	2	1	1		
Overall rating of Presenter	3		1		

Additional Comments:

NONE

**Education Training**  
Surveys Received =

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	8				
Quality of Session	8				
Interest of Session	8				
Presenter	8				
Presenter's Information	8				
Presenter's Visual Aid/Handouts	8				
Overall rating of Presenter	8				

Additional Comments:

\*Great job!

\*Very motivated speaker.

\*Great!

\*I really enjoyed this session. Our county is looking to get more involved in educational programs. These were wonderful interactive ideas.

\*Loved it! She is wonderful. Excellent! Loved her enthusiasm and great ideas.

**NRCS Conservation Delivery Streamlining Initiative**  
Surveys Received = 8

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	5	2			1
Quality of Session	5	2			1
Interest of Session	5	2			1
Presenter	5	2			1
Presenter's Information	5	2			1
Presenter's Visual Aid/Handouts	5	2			1
Overall rating of Presenter	5	2			1

Additional Comments:

\*Interesting topic. Should be expanded with full session at winter conference. Pilot Programs could be important revenue stream for Districts.

### ***IDOA Farmland Protection Programs***

Surveys Received = 8

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	4	3			1
Quality of Session	4	3			1
Interest of Session	4	3			1
Presenter	5	2			1
Presenter's Information	5	2			1
Presenter's Visual Aid/Handouts	4	3			1
Overall rating of Presenter	4	3			1

Additional Comments:

NONE

### ***Lincoln Museum Tour***

Surveys Received = 6

	Excellent	Good	Fair	Not Applicable	No Answer
Topic of Session	6				
Quality of Session	6				
Interest of Session	6				
Presenter	6				
Presenter's Information	6				
Presenter's Visual Aid/Handouts	6				
Overall rating of Presenter	6				

Additional Comments:

\*We could have used a little more time in the museum. Very interesting!

Policy #	Type	Covers	Policy Period	Company
BCP 0011368	Directors and Officers Liability	Covers the Master AISWCD board and the boards of the following counties: Montgomery, Piatt, Saline, Union, Whiteside County	11/22/2012 - 11/22/2015	Cincinnati Ins Company
00P597932	Business Auto	2014 Dodge Caravan #227609	08/05/2014 - 08/05/2015	Pekin Insurance
EBA 0149769	Business Auto	Hired and Non-owned Liability coverage for all offices. This covers bodily injury and property damage caused by a vehicle you hire (including rented or borrowed vehicles) or caused by non-owned vehicles (vehicles owned by others, including vehicles owned by your employees).	07/01/2014- 07/01/2015	Cincinnati Ins Company
EPP 0149769	Package policy - property, inland marine and general liability	I have requested a copy of the dec pages so you have. It covers the property and general liability of the operations of all county offices and master office. It also includes inland marine coverage for your main office and county offices.	07/01/2012-07/01/2015	Cincinnati Ins Company
EPP 0149769	Umbrella policy	This is the umbrella liability policy for main office and all county offices.	07/01/2012 - 07/01/2015	Cincinnati Ins Company
0101WP1022649	Workers Compensation	Work comp coverage fro main office and all county offices	07/01/2014 - 07/01/2015	Midwest Insurance Company





J. Timothy Cravens, C.P.A.  
Todd J. Anderson, C.P.A.  
Dorinda L. Fitzgerald, C.P.A.

## *Pehlman & Dold, P.C.*

**CERTIFIED PUBLIC ACCOUNTANTS**

Joseph E. Pehlman, C.P.A. (1941 - 1984)  
Joseph B. Dold, C.P.A., Retired  
Robert E. Ritter, C.P.A., Retired

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**TO:** BOARD OF DIRECTORS, ASSOCIATION OF ILLINOIS SOIL AND WATER CONSERVATION DISTRICTS

**FROM:** TIM CRAVENS, CPA

**RE:** EXAMINATION OF POTENTIAL ASSET MISAPPROPRIATION

**DATE:** OCTOBER 20, 2014

### **I. Background**

On September 24, 2014, The Executive Director Kelly Thompson and President Myron Kirby of AISWCD, in Springfield, IL met with Tim Cravens in regards to finding approximately \$20,000 in checks that had not been deposited, after Administrative Coordinator Sherry Finn resigned on September 19, 2014. They felt that there was more revenue received then what they had found and had not been deposited.

Based upon the initial findings, an examination was conducted, which involved reviewing the available accounting records and all relevant bank accounts for the period January 1, 2014 through date of resignation.

### **II. Executive Summary**

The examination commenced when Myron Kirby and Kelly Thompson contacted Tim Cravens regarding deposits that had been made into the Association's bank accounts. AISWCD employees found approximately \$20,000 in undeposited checks, and found that no deposits had been made in July and August unless electronically deposited.

Mrs. Finn had been the Administrative Coordinator and performed the bookkeeping services to the Association for several years. At the time the examination commenced she had recently resigned. Prior to that she was the only person with access to the QuickBooks files and reconciled all the bank statements.

Pehlman & Dold, P.C. reviewed the activity in all bank accounts in which Mrs. Finn had access to and/or was responsible for the accounting records for. The examination included a review of all bank activity in 2014, a detailed look at unrecorded activity in the accounting records, as well as several discussions with AISWCD employees. Upon review of 2014 activity it was determined that deposits for the Association's annual auction had not been made and the petty cash withdrawn in order to have change for cash payments had not been returned.

After it was determined that the cash received and the petty cash taken out for the auction had not been deposited in the current year, Pehlman & Dold was asked to review prior year auction deposits. After reviewing deposits from 2009-2014 it was determined that from 2010-2014 Mrs. Finn had not deposited the cash received during the auction.

After reviewing sufficient documentation, it was determined that from 2010-2014 \$8,241 in cash had not been deposited into the AISWCD accounts.

### III. Scope

The objective of the examination was as follows:

- Determine the existence of possible misappropriation of assets by Sherry Finn. Once misappropriation is established examine accounts to sufficiently estimate the amount misappropriated.

### IV. Approach

#### *Team Members*

Tim Cravens, CPA, Pehlman & Dold, P.C.; Matt Hamstra, staff, Pehlman & Dold, P.C.

#### *Procedures*

As part of the examination of this matter, the Team took the following actions:

- Obtained, reviewed, and analyzed bank statements and reconciliations for the following accounts for the years 2009, 2010, 2011, 2012, 2013 and 2014.

#### Bank of Springfield:

3106152 – Association General Fund  
3105814 – Association Envirothon  
3114228 – Association Grants  
3106039 – Foundation General  
5602734 – Foundation Affiliate Membership

#### Williamsville State Bank:

315125 – Association Building

- Obtained, reviewed, and analyzed financial records
- Analyzed all unrecorded activity for misappropriations
- Obtained deposit slips from the bank for all items that were considered misappropriated during the analysis of the accounts

### V. Findings

Based on the documents reviewed, information collected, and discussions with various Association representatives during the course of the examination, the Team finds as follows:

1. Did the Team determine the existence of a possible misappropriation of assets by Sherry Finn?

Yes. The documents and information reviewed by the Team during the course of the examination indicate that Sherry Finn did not deposit cash from 2010 through 2014. This continued until discovered in September 2014. During the examination, the Team analyzed financial documents to corroborate the original concerns brought forth by the Association. The following is a summary of the evidence and information supporting the Team's findings for each year:

2009      No Findings

#### 2010

The first year that asset misappropriation was found. The deposits made from the auction were less than the revenue received for the auction. There was also no deposit made for the check written in order to withdraw cash for money in order to have change for when people paid for items in cash.

Total auction sales – per summary	\$4,380.00
Check #6942 written to cash	300.00
Auction revenue deposited	(3,360.00)
Total misappropriated	<u>\$1,320.00</u>

## 2011

In 2011 we found checks from districts had been deposited and applied to auction revenue in QuickBooks. After review of the documentation and discussion with the districts, it was determined that these checks were written to pay for registration to the annual meeting. These checks were wrongly classed in order to cover up for the missing cash in action revenue. There also was no deposit made for the \$300 taken out for petty cash.

Total auction sales – per summary	\$7,171.00
Check #7412 written to cash	300.00
Auction revenue per QuickBooks	(6,952.00)
Wrongly classed registration revenue	<u>1,410.00</u>
Total misappropriated	<u>\$1,929.00</u>

## 2012

In 2012 districts registration money was again wrongly classed to auction income in order to cover for missing cash. There was also no deposit for the \$350 petty cash or for the \$325 Sherry Finn purchased at the auction.

Total auction sales – per summary	\$9,099.00
Check #7752 written to cash	350.00
Auction revenue per QuickBooks	(9,144.00)
Wrongly classed registration revenue	1,143.50
Auction amount owed from Sherry Finn	<u>325.00</u>
Total misappropriated	<u>\$1,773.50</u>

## 2013

In 2013 replacement checks for 2012 payments and registration revenue were wrongly applied to auction revenue. There was also no deposit for the \$350 written for petty cash.

Total auction sales – per summary	\$6,182.00
Check #8266 written to cash	350.00
Auction revenue per QuickBooks	(6,182.00)
2012 replacement checks	110.00
Wrongly classed registration revenue	<u>1,114.50</u>
Total misappropriated	<u>\$1,574.50</u>

## 2014

The 2014 auction revenue was not deposited into the bank or recorded on QuickBooks by Sherry Finn. The checks were discovered after she resigned. They were then deposited. The 2014 auction also currently has \$670 that is yet to be received. All cash received including the initial \$450 taken out for petty cash was never deposited.

Total auction sales	\$6,182.50
Check #8765 written to cash	450.00
Auction revenue deposited	(4,318.50)
Receivables from auction	( 670.00)
Total misappropriated	<u>\$1,644.00</u>

## **VI. Summary**

This report reflects that Sherry Finn, Administrative Coordinator who was in charge of bookkeeping for the Association of Illinois Soil and Water Conservation Districts did misappropriate funds by not depositing cash earned during the annual auction.

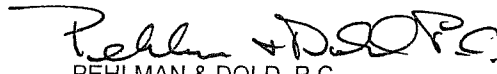
## **VII. Impact to the Association**

Over the course of a time frame beginning in 2010, Mrs. Sherry Finn did not keep accurate records for the Association, and did not deposit all revenue into the Association's bank accounts. The total discovered amount of misappropriated assets by Mrs. Finn was \$8,241.

## **VIII. Recommendations**

At this time due to the circumstances that allowed this fraud to occur we would recommend a full review of internal controls should be conducted to determine how such incidents can be detected or avoided in the future. Policies and controls over cash receipts should be reviewed. A single person should not be able to collect, handle, and deposit cash received without any additional controls. Proper policies should be developed and followed that include, proper documentation of revenue when received and, when feasible, two people performing different parts of the cash receipts process.

Respectfully,

  
PEHLMAN & DOLD, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
SPRINGFIELD, ILLINOIS



association of illinois

# SOIL & WATER

conservation districts

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*Watershed/IUM Coordinator*  
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GINA BEAN

*CREP Resource Specialists*  
SHERYL PHILLIPS  
Peoria SWCD

JEREMY PRUDEN  
Brown SWCD

TIM ROYER  
McDonough SWCD

DAN SAHM  
Schuyler SWCD

JAKE VANCIL  
Sangamon SWCD

## mission

"to represent and empower  
illinois' swcds"

October 17, 2014

### AGREEMENT BETWEEN MS. SHEERY FINN AND AISWCD EXECUTIVE BOARD CONCERNING REPAYMENT OF MISAPPROPRIATED FUNDS

On October, 15, 2014, the Association of Illinois Soil and Water Conservation Districts (AISWCD): President, Myron Kirby; Secretary, Van Bitner; Executive Director, Kelly Thompson; and Administrative Coordinator, Gina Bean met with AISWCD former employee, Ms. Sherry Finn, to discuss findings revealed through a recent Exit Audit. The Exit Audit was initiated upon Ms. Finn's departure from AISWCD on Friday, September 19, 2014. Ms. Finn notified AISWCD of her resignation on Tuesday, September 9, 2014 that her last day with AISWCD would be Tuesday, September 30, 2014.

The Exit Audit revealed an initial estimate of approximately \$8,241.00 missing cash donations from AISWCD bank accounts. (See attached report for detailed information.)

During the aforementioned meeting, President Myron Kirby advised Ms. Finn the AISWCD believes the total amount of missing donations is closer to \$10,000.00. Ms. Finn was presented with two options: 1) Repayment of misappropriated funds totaling \$10,000 plus an additional 50% incurred for expenses associated with the Exit Audit and employee hours dedicated to the purpose; or 2) submitting an insurance claim to AISWCD's insurance company, which will require the filing of a police report with local law enforcement.

Ms. Sherry Finn agreed to option 1, the repayment of misappropriated funds in the amount of \$10,000 plus the additional 50% for related expenses, totaling \$15,000 in the form of a cashier's check or certified funds. By signing below, Ms. Finn is admitting to the misappropriation of AISWCD funds.

A copy of this letter along with the meeting minutes will be filed in Ms. Finn's permanent personnel file at AISWCD. AISWCD is allowed to discuss this matter with AISWCD Board members and Soil and Water Conservation Districts as deemed necessary. AISWCD is also allowed to inform any potential employers conducting background investigations and/or seeking letters of reference of this agreement.

Therefore be it resolved, once all terms of this agreement are satisfied, being of sounds state and mind and under no duress, both parties signing below, AISWCD and Ms. Sherry Finn, agree to not seek any legal action concerning this matter.

*Ms. Sherry Finn*  
Ms. Sherry Finn

*10-18-2014*  
Date

*Myron Kirby*  
AISWCD President

*10-18-2014*  
Date

*Kelly Thompson*  
AISWCD Executive Director

*10-18-14*  
Date



association of illinois

# SOIL & WATER

conservation districts

4285 north walnut street road  
springfield, il 62707  
(217) 744-3414  
fax (217) 744-3420  
[www.aiswcd.org](http://www.aiswcd.org)

## officers

### President

MYRON KIRBY  
15893 Moon Road  
Farmer City, IL 61842  
(309) 838-9067

### Vice President

TOM BEYERS  
2438 Ticklen Road  
Odin, IL 62870  
(618) 267-8900

### Secretary

VAN BITNER  
30279 E CR 900 N  
Mason City, IL 62664  
(217) 341-6631

### Treasurer

KENNY VOSHOLLER  
8341 County Line Road  
Cutler, IL 62238  
(618) 967-5450

## staff

*Executive Director*  
KELLY THOMPSON

*Administrative Assistant*  
SHERRY FINN

*Watershed/IUM Coordinator*  
MATTHEW HANAUER

*Office Assistant*  
GINA BEAN

*CREP Resource Specialists*  
SHERYL PHILLIPS  
Peoria SWCD

JEREMY PRUDEN  
Brown SWCD

TIM ROYER  
McDonough SWCD

DAN SAHM  
Schuyler SWCD

JAKE VANCIL  
Sangamon SWCD

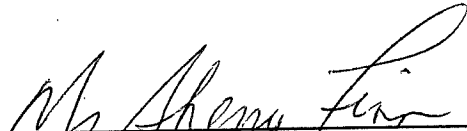
## mission

"to represent and empower  
illinois' swcds"

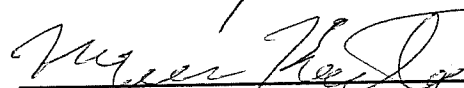
October 18, 2014

## DECLINING FINAL PAYCHECK AND PAYMENT OF TWO VACATION DAYS

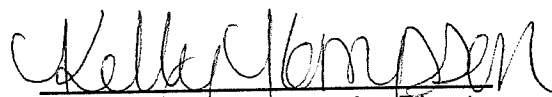
Former AISWCD employee, Sherry Finn, has declined receiving her last paycheck and two vacation days due the incident that took place with misappropriation of AISWCD funds.

  
Ms. Sherry Finn

10-18-2014  
Date

  
Myron Kirby, AISWCD President

10-18-2014  
Date

  
Kelly Thompson, Executive Director

10-18-14  
Date



# Association of IL Soil and Water Conservation Districts **Balance Sheet** As of January 1, 2014

	Jan 1, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1 · CASH-BOS GENERAL FUND	65,602.76
2 · CASH-BOS ENVIROTHON	13,576.32
3 · CASH-BOS GRANTS	72,577.31
4 · CASH-WSB BUILDING	9,035.30
Total Checking/Savings	160,791.69
Total Current Assets	160,791.69
Fixed Assets	
1401 · FIXED ASSETS	
1550 · ACCUMULATED DEPRECIATION	-84,818.30
1500 · FURNITURE, FIXTURES & EQUIP	31,933.85
1450 · BUILDING	273,416.19
1475 · Vehicles	11,274.53
Total 1401 · FIXED ASSETS	231,806.27
Total Fixed Assets	231,806.27
<b>TOTAL ASSETS</b>	<b>392,597.96</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · SUTA PAYABLE	-53.77
Total 2100 · Payroll Liabilities	-53.77
Total Other Current Liabilities	-53.77
Total Current Liabilities	-53.77
Total Liabilities	-53.77
Equity	
3200 · RETAINED EARNINGS - PRIOR	142,907.23
3900 · Retained Earnings	249,775.14
Net Income	-30.64
Total Equity	392,651.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>392,597.96</b>

# Association of IL Soil and Water Conservation Districts **Profit & Loss** January 1 through December 8, 2014

	Jan 1 - Dec 8, 14
Ordinary Income/Expense	
Income	
SWCD Dues	
4000 · DUES	1,610.10
4001 · MEMBERSHIP DUES	130,463.61
Total SWCD Dues	132,073.71
4100 · GRANT REVENUE	
4115 · CREP Resource Specialists	435,853.26
4111 · IUM-Urban Manual Update-3191103	85,373.18
4109 · IUM Coordinator Grant 3190801	
4109-4 · Travel	1,215.48
4109-03 · Indirect	368.52
4109-02 · Administration	2,701.39
Total 4109 · IUM Coordinator Grant 3190801	4,285.39
4100 · GRANT REVENUE - Other	0.00
Total 4100 · GRANT REVENUE	525,511.83
4200 · ANNUAL MEETING REVENUE	
4201 · ANNUAL MEETING REGISTRATION	19,094.54
4202 · ANNUAL MEETING AUCTION	4,843.50
4204 · ANNUAL MEETING SPONSORSHIP	1,750.00
Total 4200 · ANNUAL MEETING REVENUE	25,688.04
4300 · ENVIROTHON REVENUE	
4320 · Regional Stewardship Challenge	23,356.50
4301 · TEAM REGISTRATION FEES	2,950.00
4303 · VOLUNTEER/PRESENTER MEALS	202.35
4304 · SPONSORSHIPS	7,018.20
Total 4300 · ENVIROTHON REVENUE	33,527.05
4400 · Miscellaneous REVENUE	
4412 · ISWCDEA	192.56
4411 · Insurance Revenue	2,478.65
4402 · MISCELLANEOUS REVENUE	559.79
4403 · Earth Stewardship Day Revenue	2,900.00
4400 · Miscellaneous REVENUE - Other	34,688.45
Total 4400 · Miscellaneous REVENUE	40,819.45
4500 · INTEREST INCOME	
4501 · ENVIROTHON INTEREST	39.23
4502 · GRANTS INTEREST	320.16
4503 · GENERAL FUND INTEREST	204.68
4504 · BUILDING INTEREST	8.33
Total 4500 · INTEREST INCOME	572.40



# Association of IL Soil and Water Conservation Districts Profit & Loss January 1 through December 8, 2014

	Jan 1 - Dec 8, 14
Total Income	
Expense	
6520 · NRCS Pilot Program-Contract Agr	758,192.48
5000 · PAYROLL	
5001 · SALARIES	285.60
5002 · FICA/MEDICARE	262,800.83
5003 · FUTA EXPENSE	20,178.49
5004 · SUTA EXPENSE	14,111.51
5005- · Bonuses	787.28
5000 · PAYROLL - Other	8,501.75
Total 5000 · PAYROLL	34,895.81
Total 5000 · PAYROLL	341,275.67
5100 · EMPLOYEE HEALTH INS.	
5112 · Empl Healthins (Off. Asst.)	5,048.10
5111 · Empl Health Ins (CRS)	28,675.75
5107 · Empl Healthins (Project Cood)	5,127.23
5106 · EMPLOYEE HEALTH INS (Adm Asst)	4,442.98
5101 · EMPLOYEE HEALTH INS.(ExecDir)	1,393.43
5100 · EMPLOYEE HEALTH INS. - Other	2,244.42
Total 5100 · EMPLOYEE HEALTH INS.	46,931.91
5200 · INSURANCE	
5206 · Business Auto-Package	579.91
5205 · Package Policy	42,879.00
5202 · INSURANCE-DIRECTORS & OFFICERS	498.00
5200 · INSURANCE - Other	178.00
Total 5200 · INSURANCE	44,134.91
5300 · CONTRACTUAL SERVICES	
5301 · Public Affairs Coordinator	24,000.00
Total 5300 · CONTRACTUAL SERVICES	24,000.00
5400 · PROFESSIONAL SERVICES	
5405 · Other	562.50
5401 · REGULAR AUDIT	4,650.00
Total 5400 · PROFESSIONAL SERVICES	5,212.50
5500 · TRAVEL	
5501 · EMPLOYEE MILEAGE	767.93
5502 · EMPLOYEE TRAVEL	1,659.93
Total 5500 · TRAVEL	2,427.86
5600 · ANNUAL MEETING	
5603 · ANNUAL CONF-AWARDS	1,908.39
5604 · ANNUAL CONF-MEALS	12,876.06
5605 · ANNUAL CONF-TRAVEL & LODGING	1,498.56

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12/08/14

Cash Basis

# Association of IL Soil and Water Conservation Districts

## Profit & Loss

January 1 through December 8, 2014

	Jan 1 - Dec 8, 14
5606 · ANNUAL CONF-AUCTION	2,098.75
5607 · ANNUAL CONF-OTHER	939.30
5608 · ANNUAL CONF-SPEAKER	186.80
5600 · ANNUAL MEETING - Other	0.00
Total 5600 · ANNUAL MEETING	19,507.86
5700 · QUARTERLY BOARD MEETINGS	
5705 · BOARD MEETINGS-Conf Calls	85.08
5701 · BOARD MEETINGS-LODGING	470.40
5702 · BOARD MEETINGS-MEALS	2,672.06
5703 · BOARD MEETINGS-TRAVEL	274.40
Total 5700 · QUARTERLY BOARD MEETINGS	3,501.94
5900 · LEGISLATIVE	
5910 · Sustainable Solutions Tour	331.23
5906 · Legislative-Miscellaneous	122.00
5904 · LEGISLATIVE DAY	2,249.34
Total 5900 · LEGISLATIVE	2,702.57
6000 · AISWCD OFFICER(S) EXPENSE	78.40
6100 · ENVIROTHON EXPENSE	
6120 · Regional Stewardship Challenge	13,407.31
6116 · Envirothon Miscellaneous Exp	204.85
6115 · Envirothon Coordinator	10,125.00
6102 · NATIONAL EXPENSES	172.71
6105 · STATE ENVIROTHON COMPETITION	6,351.92
Total 6100 · ENVIROTHON EXPENSE	30,261.79
6200 · OFFICE NEEDS	
6201 · OFFICE SUPPLIES	1,526.21
6202 · EQUIPMENT	1,627.56
6203 · PRINTING	660.12
6204 · COPIER LEASE	932.41
6205 · POSTAGE/DELIVERY	1,046.75
6200 · OFFICE NEEDS - Other	83.40
Total 6200 · OFFICE NEEDS	5,876.45
6300 · BUILDING EXPENSES	
6302 · UTILITIES	818.29
6303 · SNOW REMOVAL/LAWN CARE	1,715.00
6306 · PROPANE	1,840.00
6307 · MAINTENANCE ACCOUNT	1,505.99
6310 · SECURITY SYSTEM	481.00
6311 · GARBAGE	219.00
6313 · TELEPHONE	2,232.44
6300 · BUILDING EXPENSES - Other	118.21

# Association of IL Soil and Water Conservation Districts Profit & Loss January 1 through December 8, 2014

	Jan 1 - Dec 8, 14
Total 6300 · BUILDING EXPENSES	8,929.93
6400 · MEMBERSHIPS/REGISTRATIONS	
6401 · MEMBERSHIPS/REGISTRATIONS	235.00
6400 · MEMBERSHIPS/REGISTRATIONS - Other	720.00
Total 6400 · MEMBERSHIPS/REGISTRATIONS	955.00
6500 · GRANTS EXPENSE	
6515 · IFDC Grant-2014	
6510 · 604 B-IUM Expense	1,722.50
6510-5 · Subcontracts	135.00
6510-4 · Equipment, Materials, Supplies	270.65
6510-3 · Travel	1,583.56
6510-2 · Indirect Costs	260.88
6510-1 · Direct Labor	777.44
6510 · 604 B-IUM Expense - Other	90.69
Total 6510 · 604 B-IUM Expense	3,118.22
6550 · IUM Coordinator Expense	
6550-3 · Thompson-IUM Coordinator	2,983.74
6550-1 · Conferences	324.93
Total 6550 · IUM Coordinator Expense	3,308.67
6505 · 3191103-IL Urban Manual Update	
6505-5 · Subcontractor-Standards Updates	4,185.00
6505-4 · Consultants	7,227.26
6505-1 · Communications	42.77
6505 · 3191103-IL Urban Manual Update - Other	4,588.50
Total 6505 · 3191103-IL Urban Manual Update	16,043.53
6502 · CREP	
6502-01 · 3191202-CREP RS Acctl	148,115.95
6502 · CREP - Other	-1,137.44
Total 6502 · CREP	146,978.51
Total 6500 · GRANTS EXPENSE	171,171.43
6600 · VEHICLE	
6604 · Sticker-Registration/Title	104.50
6605 · Interest (Loan)	309.09
6603 · INSURANCE-VEHICLE	273.00
Total 6600 · VEHICLE	686.59
6700 · INTERNET/WEBSITE	
6701 · WEBSITE MAINTENANCE	83.40
6702 · INTERNET SERVICE	959.40

Association of IL Soil and Water Conservation Districts  
Profit & Loss  
January 1 through December 8, 2014

	Jan 1 - Dec 8, 14
Total 6700 · INTERNET/WEBSITE	1,042.80
6800 · NACD EXPENSES	
6801 · NACD MEETINGS & ACTIVITIES	7,791.80
Total 6800 · NACD EXPENSES	7,791.80
6900 · OTHER	
6940 · NRCS Pilot Program	17,197.38
6916 · Entity/Lobbyist Registration	372.00
6925 · ISWCDEA	200.00
6901 · BANK CHARGES	629.31
6902 · MISCELLANEOUS EXPENSE	16,823.51
6903 · ANNUAL REPORT FILLING FEES	15.00
6905 · Earth Stewardship Day Expenses	2,955.86
6900 · OTHER - Other	4,037.36
Total 6900 · OTHER	42,230.42
Total Expense	759,005.43
Net Ordinary Income	-812.95
Net Income	-812.95

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12/08/14

Accrual Basis

**Association of IL Soil and Water Cons. Dist. Foundation**  
**Profit & Loss**  
**January 1 through December 8, 2014**

	<u>Jan 1 - Dec 8, 14</u>
Income	
4200 · Miscellaneous Revenue	
4207 · Foundation Affiliate Membership	710.16
4210 · PayPal	196.22
4215 · Regional Stewardship Challenge	-244.20
Total 4200 · Miscellaneous Revenue	<u>662.18</u>
4410 · INTEREST INCOME	<u>83.82</u>
Total Income	746.00
Expense	
6210 · ANNUAL REPORT FILING FEES	15.00
6500 · AISWCD Foundation Expense	500.00
6600 · Foundation Affiliate Membership	
6605 · Bank Service Charge	88.31
6600 · Foundation Affiliate Membership - Other	240.00
Total 6600 · Foundation Affiliate Membership	<u>328.31</u>
Total Expense	<u>843.31</u>
Net Income	<u><u>-97.31</u></u>

6:01 PM  
12/08/14  
Accrual Basis

**Association of IL Soil and Water Cons. Dist. Foundation**  
**Balance Sheet**  
**As of January 1, 2014**

	<u>Jan 1, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1020 · CHECKING-BOS FOUNDATION	30,783.29
1021 · BOS Affiliate Membership	537.14
1022 · CASH-BANK OF SPFLD SAVINGS	2,054.37
1026 · FOUND. ENDOWMENT BOS-Building	3,830.94
Total Checking/Savings	<u>37,205.74</u>
Total Current Assets	<u>37,205.74</u>
<b>TOTAL ASSETS</b>	<u><b>37,205.74</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3210 · TEMP RESTRICTED NET ASSETS	4,925.19
3220 · NET ASSETS RESTRICTED	25,545.74
3900 · Retained Earnings	6,734.81
Total Equity	<u>37,205.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>37,205.74</b></u>

**SWCD of Illinois Insurance  
Plan Administrator's  
Report to AISWCD  
November, 2014**

**COBRA** –We currently have no members on COBRA. Two COBRA Initial Notices were sent, one COBRA election notice was mailed.

**Administration** – Administration included:

1. The December billing shows a total of 156 enrolled members, with 126 on Managed Care, 13 on Quality Care, and 17 having waived coverage.
2. Enrolled one new employee
3. Terminated two employees
4. Processed November life/disability invoice and payment which was due
5. Completed October end of month reports and shared with IDoA, AISWCD, ISWCDEA and the insurance committee
6. Updated a few employee salaries with The Standard. This was necessary as new contracts were completed beginning September 1, 2014
7. Completed volume 2.4 of the insurance newsletter
8. Provided several new employees with enrollment information for enrollment after their probation period in early 2015

**Financials** – Income for November was \$0.56 with expenses totaling \$132,329.00, resulting in a net income of \$-132,328.44. The balance in the account at the end of November is \$65,202.49.

Billings for December are as follows:

CMS:	\$ 132,262.00
The Standard:	\$ 4,498.49

At this time, there is not enough money in the account to pay both bills. Diane Reed at CMS has been contacted and is willing to wait for the payment without cancellation. The FY 2015 grant agreement has been signed by all parties and we are awaiting a deposit of funds. The bill for The Standard has been paid.

Sincerely,  
Melissa Cauble  
Montgomery County SWCD

2:39 PM  
12/04/14  
Accrual Basis

**SWCD OF ILLINOIS INSURANCE**  
**Balance Sheet Prev Year Comparison**  
As of November 30, 2014

	<u>Nov 30, 14</u>	<u>Nov 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
AISWCD - Illinois Funds	<u>65,215.07</u>	<u>782,931.93</u>	<u>-717,716.86</u>	<u>-91.67%</u>
Total Checking/Savings	<u>65,215.07</u>	<u>782,931.93</u>	<u>-717,716.86</u>	<u>-91.67%</u>
Accounts Receivable				
Accounts Receivable	<u>-12.58</u>	<u>-12.48</u>	<u>-0.10</u>	<u>-0.8%</u>
Total Accounts Receivable	<u>-12.58</u>	<u>-12.48</u>	<u>-0.10</u>	<u>-0.8%</u>
Total Current Assets	<u>65,202.49</u>	<u>782,919.45</u>	<u>-717,716.96</u>	<u>-91.67%</u>
<b>TOTAL ASSETS</b>	<u><b>65,202.49</b></u>	<u><b>782,919.45</b></u>	<u><b>-717,716.96</b></u>	<u><b>-91.67%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	<u>266,333.00</u>	<u>267,871.00</u>	<u>-1,538.00</u>	<u>-0.57%</u>
Total Accounts Payable	<u>266,333.00</u>	<u>267,871.00</u>	<u>-1,538.00</u>	<u>-0.57%</u>
Total Current Liabilities	<u>266,333.00</u>	<u>267,871.00</u>	<u>-1,538.00</u>	<u>-0.57%</u>
Total Liabilities	<u>266,333.00</u>	<u>267,871.00</u>	<u>-1,538.00</u>	<u>-0.57%</u>
Equity				
Retained Earnings	<u>402,505.32</u>	<u>418,016.48</u>	<u>-15,511.16</u>	<u>-3.71%</u>
Net Income	<u>-603,635.83</u>	<u>97,031.97</u>	<u>-700,667.80</u>	<u>-722.1%</u>
Total Equity	<u>-201,130.51</u>	<u>515,048.45</u>	<u>-716,178.96</u>	<u>-139.05%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>65,202.49</b></u>	<u><b>782,919.45</b></u>	<u><b>-717,716.96</b></u>	<u><b>-91.67%</b></u>



**SWCD OF ILLINOIS INSURANCE**  
**Profit & Loss Budget Performance**  
November 2014

Ordinary Income/Expense	Nov 14	Budget	Jul - Nov 14	YTD Budget	Annual Budget
<b>Income</b>					
AISWCD Life-LTD Premiums	0.00	0.00	544.64	392.18	1,019.68
COBRA Paid Premiums	0.00	2,530.62	850.68	5,904.78	15,183.72
Employee Paid Own Premiums	0.00	2,283.00	126,160.00	153,086.00	293,621.50
Interest	0.56	50.15	7.11	131.92	391.51
Miscellaneous Income	0.00	0.00	0.00	0.00	397.50
State Allocation	0.00	1,376,755.00	0.00	1,376,755.00	1,376,755.00
STD Insurance	0.00	560.79	10,835.70	14,975.97	31,485.58
Voluntary Life Insurance	0.00	85.50	4,739.92	5,162.23	10,302.28
<b>Total Income</b>	<b>0.56</b>	<b>1,382,265.06</b>	<b>143,138.05</b>	<b>1,556,408.08</b>	<b>1,729,156.77</b>
<b>Expense</b>					
Administrator Expenses	0.00	2,230.20	5,688.34	5,792.33	8,948.45
AISWCD Life/LTD Expense	0.00	0.00	0.00	191.34	191.34
Fiduciary Liability Expense	0.00		1,825.00		
Liability Insurance	0.00	518.33	0.00	518.33	518.33
LTD Premiums	0.00	753.43	3,907.58	3,787.36	9,221.86
Miscellaneous	0.00	172.59	3,104.07	259.23	681.88
Monthly Employee Paid Premiums	0.00	0.00	0.00	50,005.06	50,005.06
Monthly Premium Health	132,329.00	141,017.00	671,748.00	637,147.00	1,574,783.00
Monthly Premium Life	0.00	553.74	2,800.76	2,739.44	6,451.52
Monthly Premium Voluntary Life	0.00	781.40	4,187.86	4,022.86	10,000.14
Postage	0.00	7.35	0.00	50.05	146.87
Reconciliation Discrepancies	0.00		-0.10		
STD Insurance Premiums	0.00	2,281.08	11,835.37	11,701.87	27,969.52
Wrk Comp - Liability Insurance	0.00	0.00	41,677.00	1,825.00	3,648.00
Yearly CPA Audit	0.00	2,000.00	0.00	2,000.00	2,000.00
<b>Total Expense</b>	<b>132,329.00</b>	<b>150,315.12</b>	<b>746,773.88</b>	<b>720,039.87</b>	<b>1,694,565.97</b>
<b>Net Ordinary Income</b>	<b>-132,328.44</b>	<b>1,231,949.94</b>	<b>-603,635.83</b>	<b>836,368.21</b>	<b>34,590.80</b>

SWCD OF ILLINOIS INSURANCE  
Profit & Loss Budget Performance  
November 2014

	Nov 14	Budget	Jul - Nov 14	YTD Budget	Annual Budget
Net Income	-132,328.44	1,231,949.94	-603,635.83	836,368.21	34,590.80

Please note that amounts for the  
November Standard bill for life/disability  
are not showing due to the fact that the bill  
was paid on October 28.

SWCD OF ILLINOIS INSURANCE  
Transaction Detail by Account

November 2014

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
AISWCD - Illinois Funds	Deposit	11/30/2014			Interest	✓	Interest	0.56	0.56
Total AISWCD - Illinois Funds								0.56	0.56
TOTAL								0.56	0.56

## INSURANCE ADMINISTRATION LOG SHEET--MELISSA CAUBLE1

DATE	TYPE OF ACTIVITY	HOURS	POSTAGE	SUPPLIES	MILEAGE	HOTEL/ MEALS
11/3/2014	Prepared October reports for sharing with AISWCD, ISWCDEA, IDoA and insurance committee, reconciled October bank statement, added new CREP employee to AdminEase, spoke with an employee about new employee insurance, reconciled statement from CMS	7				
11/7/2014	Sent COBRA letter and insurance letter to a retiree, sent termination paperwork to an employee, assisted Kent Reeves with audit	8	0.69			
11/13/2014	Attended ISWCDEA teleconference to report on insurance items, received new employee forms on a new employee in Saline County	5				
11/14/2014	Spoke with an employee about sending me his medicare card, emailed Steve Chard about our account balance and the amount owed to CMS	1				
11/18/2014	Spoke with an employee in Peoria county about her insurance enrollment, spoke with an employee about his retirement and termination paperwork, began working on insurance newsletter	6				
11/19/2014	Worked on insurance newsletter	3				
11/20/2014	Completed insurance newsletter and sent it to il.all email, spoke to an employee about retirement benefits, spoke with an employee about change in watershed coordinators	4				
11/21/2014	Filing, spoke with an employee about her termination and adding her replacement, added recent new employees to the spreadsheet and starting dates spreadsheet	4				
11/24/2014	Spoke with a new employee about enrolling in health insurance, followed up with a new employee about her health insurance provider choices	2				
11/28/2014	Forwarded an employee's insurance enrollment forms to CMS, sent COBRA initial notices to two employees	2	1.38			
Total hours		42	2.07	0	0	\$0.00
Total hours x \$16.75=wages		\$703.50				
Website reimbursement		\$10.00				
Total of reimburseable expenses			\$ 2.07	0	\$ -	0
Total wages+expenses		\$715.57				

## **USDA FSA Conservation and Environmental Programs Division Report**

### **December 9, 2014**

#### **Conservation Reserve Program (CRP)**

With the expiration of the Farm Bill on September 30, 2013 we had no authority to accept applications or approve CRP contracts for over 8 months. With the passage of the Agricultural Act of 2014, on June 9, 2014, County Offices were authorized to begin accepting new CRP offers.

On September 30, 2014, Illinois had approximately 96,500 acres expire from CRP. Approximately 60,000 of those acres re-enrolled and as of October 31, 2014, Illinois had 74,896 contracts for a total of 883,633 acres.

COF's were authorized to issue CRP payments on October 9, 2014 and have been busy working on that task.

The new farm bill offered producers the opportunity for an 'early out' for certain CRP contracts during the 2015 fiscal year as long as those contracts have been in effect for at least 5 years. The signup period for CRP participants to terminate acreage under the 'early out' provisions is August 6, 2014, through January 30, 2015. Eligible practices include CP1, CP2, CP3, CP10 and CP11. Land with an EI of 15 or greater are ineligible as well as well head protection areas, land enrolled in CREP or in a CRP easement.

The Transition Incentives Program was reauthorized with the new farm bill as well. This is a transition of land enrolled under an expiring CRP contract, from a retired or retiring owner or operator, to a veteran or beginning farmer to return the land to production. In return for this the retiring owner or operator may receive up to two additional annual rental payments after the CRP contract expires. Illinois has been allocated \$685,000 and this was based on the number of expiring CRP contracts. Illinois has two contracts enrolled in this program.



# LLCCNEWS

Lincoln Land Community College · Office of Public Relations and Marketing  
5250 Shepherd Road · P O Box 19256 · Springfield, IL 62794-9256 · 217.786.2218 · 800.727.4161, ext. 6.2218

## **FOR IMMEDIATE RELEASE**

**Oct. 1, 2014**

Contact: Lynn Whalen, 217.786.2219

### **LLCC awarded \$883,000 grant to establish agricultural watershed and landscape lake management training programs**

SPRINGFIELD – Lincoln Land Community College has been awarded an \$882,863 grant to develop workforce training programs in agricultural watershed and landscape lake management. The funding is part of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) competitive grant program, which is co-administered by the U.S. Department of Labor and U.S. Department of Education.

LLCC is one of four community colleges in Illinois to receive grants as part of the Building Illinois' Bioeconomy Consortium. Southern Illinois University-Edwardsville is serving as consortium leader. Total award to the consortium is \$9,956,011. Other consortium members are Lewis and Clark, Carl Sandburg and Southeastern Illinois Colleges.

The training programs developed by the consortium will allow students to earn industry certifications and postsecondary certificates, along with degrees in water management, storm water management, agricultural watershed management, bioprocessing, process maintenance and biofuels. Specifically, LLCC will be developing new stackable certificates, one-year programs and associate in applied science programs in agricultural watershed and landscape lake management.

"We will be training students for careers in water management and protecting the safety of our water supply through filtering systems," said Dr. Judy Jozaitis, vice president of workforce development and community education. "These programs will be at the forefront of an issue of vital importance to all of us: the continued safety and availability of water. The programs are closely related to agriculture and managing the run-off of agricultural chemicals into rivers, lakes and streams."

The programs will be targeted to dislocated workers and those seeking retraining to enter into a new career, but will be open to anyone who wishes to prepare for anticipated regulations in the field of agricultural watershed and water management.

According to the U.S. Department of Labor, the \$450 million in job-driven training grants announced Monday will provide community colleges and other higher education institutions with funds to partner with employers in expanding education and career training programs to help job seekers get the skills they need for in-demand careers.







# Illinois

## Nutrient Loss Reduction Strategy

### Key Strategy Components

1. Extends ongoing regulatory and voluntary efforts
2. Identifies priority watersheds for nutrient reduction efforts
3. Establishes the Nutrient Monitoring Council to coordinate water quality monitoring efforts by government agencies, universities, non-profits, and industry
4. Creates the Nutrient Science Advisory Committee to develop numeric nutrient criteria
5. Forms the Agricultural Water Quality Partnership Forum to oversee outreach and education efforts
6. Establishes the Urban Stormwater Working Group to coordinate and improve stormwater programs and education
7. Lays out strategies for improving collaboration among government, non-profits, and industry
8. Defines a process for regular review and revision

Nutrient pollution is a major threat to water quality in Illinois. State and local efforts over the decades to control nutrients have yielded positive results, but new strategies are needed to improve the effectiveness of existing water quality programs and secure the long-term health of water bodies in Illinois and throughout the Mississippi River Basin.

### What is nutrient pollution?

Plants and animals need nitrogen and phosphorus to survive. But when too much of either is carried in runoff from city streets and farm fields or flows out of wastewater treatment plants, it can fuel algae blooms that decrease oxygen needed by aquatic plants and animals. In the Gulf of Mexico, nutrients washed down by the Mississippi River have created a 'dead zone' that covers thousands of square miles. Algae blooms also lower property values, hinder recreation, and threaten public health. In addition, nutrient pollution can degrade drinking water quality and require utilities to install costly treatment equipment.

### What is Illinois doing to address the problem?

To help protect local streams and the Gulf, Illinois and 11 other states in the Mississippi River Basin have pledged to develop strategies to reduce the nutrient loads leaving their borders. These strategies are part of a national plan developed by the Mississippi River, Gulf of Mexico Watershed Nutrient Task Force to reduce the size of the Gulf of Mexico hypoxic zone.

The Illinois Nutrient Loss Reduction Strategy builds on existing efforts by state and local governments, as well as non-profits and industry, to protect and restore Illinois waterways.

### What does the strategy call for?

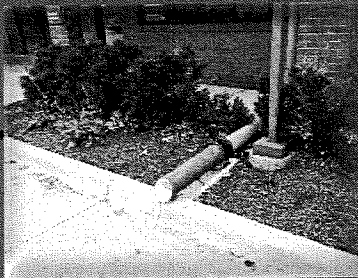
The Illinois Nutrient Loss Reduction Strategy lays out a comprehensive suite of best management practices for reducing loads from wastewater treatment plants and urban and agricultural runoff. Recommended activities target the state's most critical watersheds and are based on the latest science and best-available technologies. Along with water quality standards currently being developed, these practices will help the state achieve its ultimate goal of reducing phosphorus and nitrate loads by 45 percent.

The strategy also calls for more collaboration among state and federal agencies, cities, non-profits, and technical experts on issues like water quality monitoring programs, funding, and nutrient reduction outreach.



# Illinois

## Nutrient Loss Reduction Strategy



### How was the Illinois Nutrient Loss Reduction Strategy developed?

The strategy was developed by a policy working group led by the Illinois Water Resources Center, the Illinois Environmental Protection Agency, and the Illinois Department of Agriculture. Group members included representatives from state and federal agencies, agriculture, and non-profit organizations as well as scientists and wastewater treatment professionals. By relying on the expertise of diverse stakeholders, the working group developed a cost-effective strategy that meets community and industry needs while still reducing the negative impacts of nutrient pollution on environmental and public health.

### What can I do to help?

Illinois residents can help improve the state strategy by reviewing the practices and sharing their thoughts during the public comment period. The draft version is available at [www.epa.state.il.us/water/nutrient/nlrs.html](http://www.epa.state.il.us/water/nutrient/nlrs.html). Comments must be postmarked by midnight, **January 23, 2015** and mailed to NLR Comments, Illinois Environmental Protection Agency, Bureau of Water, 1021 North Grand Ave. East, P.O. Box 19276, Springfield, IL 62794-9276 or emailed to [Simon.Daniels@illinois.gov](mailto:Simon.Daniels@illinois.gov).

### For more information:

- [www.epa.state.il.us/water/nutrient/](http://www.epa.state.il.us/water/nutrient/)
- [water.epa.gov/type/watersheds/named/msbasin/](http://water.epa.gov/type/watersheds/named/msbasin/)

**November 2014**

**Publication 37104**

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Photo 4 courtesy of David Riecks; other photos courtesy of Illinois-Indiana Sea Grant

## Executive Summary

The Illinois Nutrient Loss Reduction Strategy (Illinois NLRS or the strategy) is a framework for using science, technology, and industry experience to assess and reduce nutrient loss to Illinois waters and the Gulf of Mexico. The strategy will direct efforts to reduce nutrients from point and non-point sources in a coordinated, primarily voluntary, and cost-effective manner.

Nutrient loss and runoff is a major threat to water quality in Illinois. State and local efforts over the decades to control nutrients have yielded positive results, but new and expanded strategies are needed to secure the future health of our water throughout Illinois and the Mississippi River Basin.

The Illinois NLRS builds upon existing programs to optimize nutrient loss reduction while promoting increased collaboration, research, and innovation among the private sector, academia, non-profits, wastewater agencies, and state and local government. It does not call for new regulations for either point or non-point sources.

The plan will be introduced and followed throughout the state with leadership from the Illinois Environmental Protection Agency, the Illinois Department of Agriculture, the Illinois NLRS policy working group, and newly formed committees. Emerging science, new technology, and practical experience will continue to identify the financial benefits and costs of the strategy's recommendations and inform future policy. Success will require that stakeholders closely collaborate and acknowledge their evolving and increasing mutual dependency.

### Development of the Illinois Nutrient Loss Reduction Strategy

The strategy was developed in response to the U.S. Environmental Protection Agency (U.S. EPA) 2008 Gulf Hypoxia Action Plan, which calls for each of the 12 states in the Mississippi River Basin to produce a plan to reduce the amount of phosphorus and nitrogen carried in rivers throughout the states and to the Gulf of Mexico. In 2011, U.S. EPA provided a recommended framework for state plans. Illinois' strategy follows this framework.

The Illinois NLRS was developed by a policy working group that includes representatives from local, state, and federal agencies, the agricultural industry, and non-profit organizations as well as scientists, academics, and wastewater treatment professionals.

### Key Strategy Components

- Extends ongoing regulatory and voluntary efforts. The strategy describes a comprehensive suite of best management practices for reducing loads from wastewater treatment plants and urban and agriculture runoff. These practices will help the state reduce its phosphorus load by 25 percent and its nitrate-nitrogen load by 15 percent by 2025. The eventual target is a 45 percent reduction in the loss of these nutrients to the Mississippi River. These actions will also assist in addressing water quality problems in Illinois rivers, lakes, and streams.

- Identifies priority watersheds for nutrient loss reduction efforts. Recommended practices target the state's most critical watersheds and are based on the latest science and best-available technology.
- Establishes the Nutrient Monitoring Council to coordinate water quality monitoring efforts by government agencies, universities, non-profits, and industry.
- Creates the Nutrient Science Advisory Committee to develop numeric nutrient criteria for Illinois waters. This committee will evaluate all available research, data, and methodologies and recommend a credible approach.
- Identifies strategies for improving collaboration among government, non-profits, and industry. This includes formation of an Agriculture Water Quality Partnership Forum to steer outreach and education efforts to help farmers address nutrient loss and an Urban Stormwater Working Group to coordinate and improve stormwater programs and education.
- Defines a process for regular review and revision by the policy working group, as well as for measuring progress and reporting to the public.

The Illinois NLRS outlines cost effective strategies that meet community and industry needs while reducing the negative impacts of nutrient loss on the environment, industry, and public health.

Funding Pool	Project Title	Lead Partner	Lead Project State	Who to Contact
<b>Critical Conservation Areas</b>				
California Bay Delta CCA	Expanding and Enhancing Irrigation and Nutrient Application Efficiency, Water Quality Protection and Water Conservation on Dairy Farms in California's Bay Delta Region	Central Valley Dairy Representative Monitoring Program	California	Jean-Pierre Cativiela
California Bay Delta CCA	Expansion of Waterbird Habitat Enhancement Programs on Central Valley Agricultural Lands	California Rice Commission	California	Paul Buttner
California Bay Delta CCA	Improving Water Quality in the California Bay Delta	San Joaquin County Resource Conservation District	California	John Brodie
California Bay Delta CCA	Kern-Tulare Water District Oil Field Water Conservation Project	Kern-Tulare Water District	California	Steven Dalke
California Bay Delta CCA	Land-Use Conversion to Managed Wetlands in the Sacramento-San Joaquin Delta	Sacramento-San Joaquin Delta Conservancy	California	Campbell Ingram
California Bay Delta CCA	McMullin Expansion Project for On-Farm Flood Conveyance, Capture and Groundwater Project	Kings River Conservation District	California	David Orth
California Bay Delta CCA	Protection of Agricultural Lands to Provide Wildlife Habitat in Priority Regions of California's Sacramento Valley	Ducks Unlimited, Inc	California	Virginia Getz
California Bay Delta CCA	Protection, Restoration, and Enhancement of Tricolored Blackbird Habitat on Agricultural Lands	Audubon California	California	Meghan Hertel
California Bay Delta CCA	Sacramento River Watershed Rangeland Conservation Project	Northern California Regional Land Trust	California	John W. Hunt
California Bay Delta CCA	Sacramento-San Joaquin Delta Invasive Weed Control and Riparian Program	Delta Conservancy	California	Kristal Davis Fadtk
California Bay Delta CCA	Sierra Valley Conservation Partnership Project	Northern Sierra Partnership	California	Lucy Blake
California Bay Delta CCA	Tulare Lake Basin Agricultural Water Quality and Efficiency Improvement Project	North West Kern Resource Conservation District	California	Nicole Bell
California Bay Delta CCA	Water Quality, Water Conservation and Habitat Enhancement in the Middle San Joaquin River Watershed	West Stanislaus Resource Conservation District	California	Chester Anderson
Chesapeake Bay Watershed CCA	Accelerating Chesapeake Bay Watershed Implementation	Maryland Department of Agriculture	Maryland	Louise Lawrence
Chesapeake Bay Watershed CCA	America's River System Approach	Chandler Van Voorhis, Green Trees, LLC	Virginia	Chandler Van Voorhis
Chesapeake Bay Watershed CCA	Changing Agricultural Impacts on Shenandoah Headwaters	Eastern Mennonite University	Virginia	James Yoder
Chesapeake Bay Watershed CCA	Comprehensive Watershed Conservation in Dairy and Livestock Landscapes of the Chesapeake Bay	National Fish and Wildlife Foundation	Pennsylvania	Jake Reilly
Chesapeake Bay Watershed CCA	Delmarva Whole System Conservation Partnership - From Field to Stream	The Nature Conservancy	Maryland	Amy Jacobs
Chesapeake Bay Watershed CCA	Developing Management Outcomes to Maximize Effectiveness of Maryland Nutrient Management Reduction Strategies	Maryland Department of Agriculture	Maryland	John C Rhoderick
Chesapeake Bay Watershed CCA	Improving Water Quality and Eastern Brook Trout Habitat in the Headwaters of the Chesapeake Bay	Trout Unlimited, Inc.	Virginia	Seth Coffman
Chesapeake Bay Watershed CCA	Mason-Dixon Working Lands Partnership	Alliance for the Chesapeake Bay	Maryland	Eric Sprague
Colorado River Basin CCA	Dolores and San Miguel Watersheds RCPP Proposal	The Nature Conservancy	Colorado	Peter Mueller
Colorado River Basin CCA	Modernizing Agricultural Water Management in the Lower Gunnison River Basin: a Cooperative Approach to Increased Water Use Efficiency and Water Quality Improvement	Colorado River Water Conservaton District	Colorado	David Kanzer
Colorado River Basin CCA	Moon Lake Water Users Association Yellowstone Feeder Canal	Moon Lake Water Users Association	Utah	Michael Hawley
Colorado River Basin CCA	Verde River Flow and Habitat Restoration Initiative	The Nature Conservancy	Arizona	Kimberly Schonek



Columbia River Basin CCA	Coordinated Conservation Implementation in the Upper Deschutes Watershed	Deschutes Basin Board of Control	Oregon	Marc Thalacker
Columbia River Basin CCA	Lower John Day River Whole Watersheds Restoration Initiative	Gilliam SWCD	Oregon	Sandy McKay
Columbia River Basin CCA	North Slope Ochoco Holistic Restoration Project	Wheeler Soil and Water Conservation District	Oregon	Herb Winters
Columbia River Basin CCA	Oxbow Dredge Mining Restoration Phase 5	Confederated Tribes of the Warm Springs Reservation of Oregon	Oregon	Brian Cochran
Columbia River Basin CCA	Pine Creek Fish Passage Improvements	Grant Soil and Water Conservation District (Grant SWCD)	Oregon	Jason Kehrberg
Columbia River Basin CCA	Save Water Save Energy - Columbia River Basin	Wy'East Resource Conservation and Development (Wy'East)	Oregon	Robert Wallace
Columbia River Basin CCA	Upper Columbia Irrigation Enhancement Project	Trout Unlimited	Washington	Lisa pelly
Columbia River Basin CCA	Upper Salmon Basin Watershed Partnership	Upper Salmon River Basin Watershed Program	Idaho	Daniel Bertram
Columbia River Basin CCA	White River Irrigation Efficiency and Stream Flow Restoration Project	Wasco County Soil and Water Conservation District	Oregon	Josh Thompson
Columbia River Basin CCA	Yakama Nation On-Reservation Lower Yakima Basin Restoration Project	Confederated Tribes and Bands of the Yakama Nation	Washington	Phil Rigdon
Columbia River Basin CCA	Yakima Basin Integrated Water Resource Management Plan Implementation	Yakima Basin Plan Integrated Water Resource Management Plan Committee	Washington	Derek Sandison
Great Lakes Region CCA	100 Grazing Farm Initiative	Glacierland RC&D, Inc	Wisconsin	Greg Hines
Great Lakes Region CCA	Creating a Great Lakes Demonstration Farm Network to Reducing Excess Nutrients in Two Priority Watersheds	Great Lakes Commission	Michigan	Gary Overmier
Great Lakes Region CCA	Initiative for Upper Great Lakes Healthy Forest	Michigan Department of Agriculture and Rural Development	Michigan	Stephen Shine
Great Lakes Region CCA	Lake Michigan Fruitbelt Conservation Partnership	Grand Traverse Band of Ottawa & Chippewa Indians	Michigan	DJ Shook
Great Lakes Region CCA	Marinette County Agricultural Runoff Management Project	Marinette County Land and Water Conservation Division	Wisconsin	Greg Cleereman
Great Lakes Region CCA	Northern Great Lakes Partnership for Improved Regional Conservation	Superior Watershed Partnership	Michigan	Carl Linquist
Great Lakes Region CCA	Saginaw Bay Watershed Conservation Partnership	The Nature Conservancy	Michigan	Mary Fales
Great Lakes Region CCA	The Greater Milwaukee Regional Conservation Partnership Program	Great Lakes Commission	Wisconsin	Victoria Pebbles
Great Lakes Region CCA	Tri-State Western Lake Erie Basin Phosphorus Reduction Initiative	Michigan Department of Agriculture and Rural Development	Michigan	Stephen Shine
Longleaf Pine Range CCA	Coastal Headwaters Forest - Longleaf Conservation and Restoration	The Conservation Fund	Alabama	Andrew Schock

Longleaf Pine Range CCA	Northeast Florida Ecosystem Restoration Team Assistance to Private Landowners in the Longleaf Landscape	Wildland Restoration International, Inc.	Florida	Bob Bale
Longleaf Pine Range CCA	Partnering for Longleaf Restoration and Management on Private Lands Range-wide	National Fish and Wildlife Foundation	Virginia	Suzanne Sessine
Longleaf Pine Range CCA	Restoring Longleaf Pine Forests in the Central Gulf Coast Region	Mississippi Fish and Wildlife Foundation	Mississippi	James Cummins
Longleaf Pine Range CCA	Securing Private Working Forests to Benefit Longleaf Pine, Threatened and Endangered Species and Military Readiness	U.S. Endowment for Forestry and Communities	Georgia	Peter Stangel
Longleaf Pine Range CCA	The Flatwoods Conservation Initiative	National Wild Turkey Federation	South Carolina	Mark Hatfield
Mississippi River Basin CCA	Bayou Meto - Lower Arkansas Regional Conservation Partnership Proposal	Bayou Meto Water Management District	Arkansas	Tom Fortner
Mississippi River Basin CCA	Beaver Lake Watershed Initiative	Beaver Lake Watershed Initiative	Arkansas	John Pennington
Mississippi River Basin CCA	Driftless Region Integrated Partnership	Trout Unlimited	Wisconsin	Jeff Hastings
Mississippi River Basin CCA	Fusing Traditional Conservation Programs and the Latest Science to Improve Water Quality in Targeted Illinois Watershed	American Farmland Trust (AFT)	Illinois	Jennifer Filipiak
Mississippi River Basin CCA	Improving Ecological Integrity, Water Quality, and Reducing Flood Risk in a West Tennessee Agricultural Watershed	The Nature Conservancy	Tennessee	Jeffrey Fore
Mississippi River Basin CCA	Improving Nutrient Management and Soil Health in Western Ky	Kentucky Association of Conservation Districts Area 1	Kentucky	Rod Murphy
Mississippi River Basin CCA	Iowa Targeted Demonstration Watershed Partnership Project	Iowa Department of Agriculture and Land Stewardship	Iowa	Matt Lechtenberg
Mississippi River Basin CCA	Lake Harrisonville (LH) Watershed Management Plan	City of Harrisonville	Missouri	Jerry Gibbs
Mississippi River Basin CCA	Mississippi Delta Sustainable Water Resources Project	B.F. Smith Foundation, Delta F.A.R.M.	Mississippi	Dan Prevost
Mississippi River Basin CCA	Ohio-Licking Rivers Confluence Ecosystem Restoration	Kenton County Kentucky Conservation District	Kentucky	Mark Hult
Mississippi River Basin CCA	Our Missouri Waters Targeted Conservation	Missouri Department of Natural Resources	Missouri	Kurt Boeckmann
Mississippi River Basin CCA	Precision Conservation Management: A Farm Enterprise Approach to Promoting Conservation Practices	Illinois Council on Best Management Practices	Illinois	Laura F Gentry, Ph D
Mississippi River Basin CCA	Reducing Total Phosphorus and Sediment Loads in the Yahara Watershed Through Wisconsin's Adaptive Management Option	Dane County Land and Water Resources Department	Wisconsin	Kevin Connors
Mississippi River Basin CCA	Shorebird Conservation Acreage Via Drainage Water Runoff Control (SCARC)	Department Natural Resources and Environmental Sciences	Illinois	Michael Ward
Mississippi River Basin CCA	Southeast Missouri Mississippi Alluvial Floodplain Migratory Bird	The Missouri Department of Conservation	Missouri	Joe Tousignant
Mississippi River Basin CCA	Subsiding the Cumberland River: Mitigation of Nutrient Loading in the Cumberland Basin through Subsurface Injection of Poultry Litter from Concentrated Animal Farm Operations in Kentucky and Tennessee	Cumberland River Compact	Tennessee	Mekayle Houghton
Mississippi River Basin CCA	Tri-State Conservation Program	The Nature Conservancy	Arkansas	Ron Seiss
Mississippi River Basin CCA	Upper Minnesota River Nutrient Reduction and Water Quality Improvement Project	Roberts Conservation District	South Dakota	Dennis Skadsen

Mississippi River Basin CCA	Wisconsin River Bank Stabilization on the Dastle Rock and Petenwell Flowages	Resource Institute Inc.	Wisconsin	Charles Anderson
Prairie Grasslands Region CCA	Agate Prairie Conservation Legacy, Colorado	Colorado Cattlemen's Agricultural Land Trust	Colorado	Erik Glenn
Prairie Grasslands Region CCA	Canadian River Watershed Restoration (CRWR)	Canadian River Riparian Restoration	New Mexico	Jack Chatfield
Prairie Grasslands Region CCA	East Sidney Watershed Project	City of Sidney	Nebraska	Gary Person
Prairie Grasslands Region CCA	Honey Bee and Monarch Butterfly Habitat Partnership	Pheasants Forever	North Dakota	Peter Berthelsen
Prairie Grasslands Region CCA	Improving Habitat for at risk grassland bird species while maintaining sustainable land use practices in the Northern Great Plains	American Bird Conservancy	Montana	Daniel Casey
Prairie Grasslands Region CCA	Little Otter Creek Watershed Project	Caldwell County Commission	Missouri	Terry Rumery
Prairie Grasslands Region CCA	New Mexico Ogallala Preservation & Conservation Initiative	New Mexico Association of Conservation Districts	New Mexico	Debbie Hughes
Prairie Grasslands Region CCA	Oaks and Prairies Joint Venture Grassland Bird Restoration	Oaks and Prairies Joint Venture	Texas	Jim Giocomo
Prairie Grasslands Region CCA	Partnership to Remove Wildlife hazards on the Lower Brule Indian Reservation, South Dakota	Lower Brule Sioux Tribe	South Dakota	Shaun Grassel
Prairie Grasslands Region CCA	Platte River Habitat Management	Platte River Recovery Implementation Program	Nebraska	Jerry Kenny
Prairie Grasslands Region CCA	Red River Basin of the North Flood Prevention Plan	Red River Retention Authority	North Dakota	Pat Downs
Prairie Grasslands Region CCA	Restoring Habitat for Colorado's Grassland Wildlife	Colorado Parks and Wildlife	Colorado	Trent Verquer
Prairie Grasslands Region CCA	The Republican River	Republican River Water Conservation District	Colorado	Deb Daniel
Prairie Grasslands Region CCA	Using EQIP to Enhance Prairie Grouse Habitat in Central Nebraska Landscapes	Nebraska Game and Parks Commission	Nebraska	Eric Zach
Prairie Grasslands Region CCA	Working Grasslands In Minnesota	Minnesota Board of Soil and Water Resources	Minnesota	Bill Penning
National				
National	ABC: Improving Forest Health for Wildlife Resources in MN WI MI	American Bird Conservancy	Virginia	Andrew Rothman
National	Accelerated Implementation of Agricultural and Forestry Conservation Practices in the Lake Champlain Watershed of Vermont and New York	State of Vermont Agencies of Agriculture, Food and Markets, and Natural Resources	Vermont	Laura DiPietro
National	Apalachicola Chattahoochee Flint Rivers (ACFR) Conservation partnership for Alabama, Florida, and Georgia	Flint River soil and Water Conservation District	Georgia	Martin L. McLendon
National	Caribbean At Risk Species Conservation Initiative	Puerto Rico Department of Natural and Environmental Resources	Puerto Rico	Miguel A Garcia
National	Cerulean Warbler Appalachian Forestland Enhancement	Appalachian Mountains Joint Venture (AMJV)	Virginia	Todd Fearer
National	Colorado and Wyoming Regional Riparian Improvement and Education Project	Resource Institute, Inc.	Colorado	Charles Anderson - 2
National	Conserving Surface Water and Reducing Groundwater Pumping in the Eastern Snake River Plain Aquifer - Idaho	Goose Creek Irrigation District	Idaho	Nolan Critchfield



National	Conserving Wet Meadows on Working Ranches in Southern Oregon and Northeastern California	Intermountain West Joint Venture	Oregon	Dave Smith
National	Critical Habitat Use and Resource Selection of Roosevelt Elk on Afognak Island Alaska	Alaska Department of Fish and Game	Alaska	Nathan Svoboda
National	Dairy Emission, Water, and Energy Reduction Program	EnSave, Inc	Vermont	Craig Metz
National	Delaware River Watershed Working Lands Conservation and Protection Partnership	American Farmland Trust	Pennsylvania	33
National	Demonstrating the contributions of improved soil health to agricultural productivity, profitability, and environmental sustainability.	National Corn Growers Association	Missouri	Nicholas Goeser
National	District Water Conservation, Modernization and Recharge Partnership Project	Tulare Irrigation District	California	Aaron Fukuda
National	Duck Valley Reservation Irrigation Improvement Project	Water Resource Board of the Duck Valley Indian Reservation	Nevada	Dennis Heaps
National	Floodplains and Oxbows of the Lower Wabash Tributaries	The Nature Conservancy	Indiana	Brad Smith
National	Fostering a Sustainable Certainty Program through Cons. Incentivation	Maryland Department of Agriculture	Maryland	Colin Jones
National	Grassland Conservation and Restoration in the Malpai Borderlands	Malpai Borderlands Group	Arizona	Bill McDonald
National	Greater Sage-grouse Habitat Conservation Partner Project	The Nature Conservancy	Colorado	Nancy Fishbein
National	Helping Forests Remain Viable to Further Conservation, Restoration, and Sustainable use of soil, water, wildlife and other ecosystem services	Florida Forest Service	Florida	Anthony Grossman
National	Implementing Education, Outreach, and Conservation Practices on Tribal Land for Socially Disadvantaged Producers and Alaska Tribal Conservation Districts	Tyonek Tribal Conservation District	Alaska	Christy Cincotta
National	Implementing State Nutrient Reduction Strategies & Related Conservation Practices to Improve Water Quality and Soil Health in Upper Mississippi River Basin	Missouri Department of Agriculture	Missouri	Harry Bozoian
National	Improving Water Quality Through the Implementation of Forestry Practices and the Assessment of Riparian Systems in Kansas' Priority Watersheds	Kansas State University	Kansas	Larry Biles
National	Increasing streamflows, reducing nutrient loading and improving instream habitat in the Klamath Basin	Klamath Basin Rangeland Trust	Oregon	Jared Bottcher
National	Investing in Conservation: Sustaining Agriculture in Stanislaus and Merced Counties Through Healthy Soils and Water Conservation	National Center for Appropriate Technology	California	Rex Dufour
National	Irrigation Water Management (CPS 449): Improving Irrigation Efficiency with Pipe Planner for Furrow Irrigation with Polytube	Delta Plastics of the South, LCC	Arkansas	Sean Whiteley
National	Kentucky and Tennessee Regional Stream, Wetland, and Water Quality	Resource Institute, Inc.	Kentucky	Charles Anderson
National	Klamath-Rogue Oak Woodland health and Habitat Conservation Project	Lomakatsi Restoration Project	Oregon	Marko Bey
National	Lahontan Basins Regional Watershed Partnership	Honey Lake Valley RCD	California	Tim Keesey
National	Long Island Sound Watershed RCPP	Connecticut Council on Soil and Water Conservation	Connecticut	Denise Savageau
National	Mid South Rice Green House Gas Reduction	White River Irrigation District	Arkansas	Dennis K Carman
National	Middle and Lower Neosho River Basin Conservation Partnership Program (RCPP) Project	Oklahoma Conservation Commission Water Quality Division	Oklahoma	Jill Ashbrenner
National	Minnesota Agricultural Water Quality Certification Program	Minnesota Department of Agriculture	Minnesota	Brad Redlin

National	Navajo National Tribal Ranches Water Conservation & Distribution	Navajo Nation Department of Agriculture	Arizona	Ivan J. Becenti
National	New Mexico Restoration Initiative for Rangeland, Forestland and Wildlife on Ranches with Federal Lands	New Mexico Association of Conservation Districts	New Mexico	Debbie Hughes
National	Owyhee Ranchland Project - Improving Water Availability	Trout Unlimited	Oregon	Pam Harrington
National	Palouse River Watershed (WRIA 34) Implementation Partnership	Palouse Conservation District	Washington	Jennifer Boie
National	Precision Conservation for Salmon and Water Quality in Puget Sound	Washington State Conservation Commission	Washington	Ron Shultz
National	Reforestation of Mined Lands to Improve Water and Air Quality and Improve Habitat for At-Risk Species	The American Chestnut Foundation	North Carolina	Michael French
National	Regional Grassland Bird and Grazing Land Enhancement Initiative	The Missouri Department of Conservation	Missouri	Lisa Potter
National	Rice Stewardship Partnership - Sustaining the Future of Rice	Ducks Unlimited	Mississippi	Scott Manley
National	Sentinel Landscape Partnerships - Collaborative Conservation of Endangered Species	Center for Natural Lands Management	Washington	Patrick Dunn
National	Shoshone Paiute Range Management Plan	Shoshone Paiute Tribes	Nevada	Lindsey Manning
National	St. Joseph River Watershed Conservation Partnership	Michigan Department of Agriculture and Rural Development	Michigan	Jack Knorek
National	Sustainable Forestry and conservation, African American and Native American Land Retention	North Carolina Association of Black Lawyers Land Loss Prevention Project (LLPP)	North Carolina	Savonala Horne
National	The Oregon Model to Protect Sage-Grouse	Oregon Association of Conservation Districts	Oregon	Jerry Nicolescu
National	The Sustainable Farming Initiative	Pacific Northwest Direct Seed Association	Washington	Kay Meyer
National	Tiered Water Conservation and Migratory Bird Habitat Creation in the Lower Mississippi River Valley	Yazoo Mississippi Delta Joint Water Management District	Mississippi	Dean Pennington
National	Twilight Water Quality Improvement Zone	Owyhee Watershed Council	Oregon	Nicole Sullivan
National	Unlocking Carbon Markets for NIPF Landowners in the Pacific Northwest	Pinchot Institute for Conservation	Oregon	Brian Kittler
National	Upper Bear River Irrigation Efficiency and Stream Restoration	Trout Unlimited, Inc.	Utah	James DeRito
National	Upper Midwest Farmer Conservation Network	Minnesota Agricultural Water Resource Center	Minnesota	Warren Formo
National	White Mountains to Moosehead Lake Corridor Partnership	The trust for Public Land	Maine	Wolfe Tone
National	Young Forest Initiative: Creating, Restoring and Enhancing Habitat for At-Risk Species	Wildlife Mangement Institute	Vermont	Scot Williamson
State				
Alabama	Ensuring Longleaf Technical Assistance for Landowners	The Longleaf Alliance	Alabama	Ad Platt
Alabama	Partnership to Address Irrigation Water Quantity Concerns in Alabama	Alabama Farmers Federation	Alabama	Mitt Walker
Alaska	Hoonah Native Forest Lands Partnership	Sealaska Corporation (ANCSA Regional Corporation)	Alaska	Brian Kleinhenz

Arizona	Central Arizona Grassland Restoration and Watershed Partnership Program	Arizona Game and fish Department	Arizona	Al Eiden
Arizona	Restoring Native Grassland Habitat	Arizona Game and Fish Department	Arizona	Al Eiden
Arkansas	Arkansas Red River Project	Southwest Arkansas Resource Conservation and Development Council	Arkansas	Jacqueline Dunn
Arkansas	Growing Conservation in the Illinois River Watershed	Illinois River Watershed Partnership	Arkansas	Dr. Delia Haak
California	Bay Area Working Lands and Environmental Enhancement Partnership Program	Marin Agricultural Land Trust	California	Jeff Stump
California	The Pajaro Valley Community Water Dialogue	Resource Conservation District of Santa Cruz County	California	Chris Coburn
Colorado	Colorado Dairy and Irrigation Efficiency Program	Colorado Energy Office	Colorado	Christian Williss
Colorado	Colorado Pressurized Irrigation Small Hydropower Partnership Project	Colorado Department of Agriculture	Colorado	Eric Lane
Connecticut	Achieving Agricultural Water Security in Connecticut through RCPP	University Of Connecticut	Connecticut	Michael P. O'Neill
Connecticut	Improving Soil Health & Water Quality in the Thames River Watershed	The Last Green River Valley, Inc.	Connecticut	Lois Bruinooge
Delaware	Watershed Channel Restoration Projects- Sussex County	Sussex Conservation District	Delaware	Debbie Absher
Florida	Regional Partnership for Conservation of Gopher Tortoise and At-Risk Species Habitat in Florida	Florida Fish and Wildlife Conservation Commission	Florida	Joseph Prenger
Florida	Springshed Protection Using Low Impact Agricultural Practices	Suwannee River Water Management District	Florida	Bob Heeke, Sr.
Georgia	Athens Land Trust Proposal	Athens Land Trust	Georgia	Heather Benham
Georgia	Enhancing Conservation in the Lower Flint River Basin of Georgia	FLINT RIVER SOIL AND WATER CONSERVATION DISTRICT	Georgia	MARTIN MCLENDON
Idaho	Blackfoot River (ID) Conservation Project	Trout Unlimited, Inc	Idaho	Matt Woodard
Idaho	Eastern Snake River Plain Aquifer	State of Idaho	Idaho	Neeley Miller
Illinois	BMP Implementation for Nutrient and Sediment Loss Reduction in Macon County, Illinois	Macon County SWCD	Illinois	Megan Baskerville
Illinois	Conservation Cropping Systems for Improving Soil Health: Soil Health Assessment, Comprehensive Conservation Planning and Implementation on Targeted Farms Throughout Illinois	Illinois Department of Agriculture-Bureau of Land and Water Resources	Illinois	Mike Rahe
Indiana	Partnership for Healthy Soil, Clean Water, and Protection of At-Risk Species in the Upper Tippecanoe River Watershed, IN	Tippecanoe Watershed Foundation	Indiana	Lyn Creighton
Indiana	Preventing Nutrient Loss from Indiana Farms: Watershed-Scale Pairing of Cover Crops and the Two Stage Ditch	Notre Dame Environmental Change Initiative	Indiana	Jennifer Tank
Iowa	Middle Cedar Partnership Project	City of Cedar Rapids	Iowa	Steve Hershner
Iowa	Protect Rathbun Lake: Rising to the Challenge	Rathbun Land and Water Alliance	Iowa	John Glenn
Kansas	Advanced Irrigation Water Management on the High Plains Aquifer in Kansas	Southwest Kansas Groundwater Management District 3	Kansas	Mark Rude
Kansas	Kansas Pheasant Initiative	Kansas Department of Wildlife, Parks and Tourism (KDWP)	Kansas	Jeff Prendergast

Kentucky	Managing Poo: Adoption of Nutrient Management and Conservation Practices	Kentucky Division of Conservation	Kentucky	Kimberely Richardson
Kentucky	Upper Green River Riparian Corridor Protection Project	The Nature Conservancy	Kentucky	Mike Hensley
Louisiana	Louisiana Soil & Water Stewardship: Conservation Outreach for the Landowner and Producer	Louisiana Department of Agriculture & Forestry/Office of Soil & Water Conservation	Louisiana	Caitlin Lambert
Louisiana	Rice Stewardship Program	Ducks Unlimited, Inc.	Louisiana	Alicia Wiseman
Maine	Improving Connectivity for Coldwater Salmonids in Maine Headwater Streams	Atlantic Salmon Federation	Maine	Andrew Goode
Maine	Public-Private Partnerships to Improve Soil Health and Improve Water Quality in Aroostook County, Maine	CASWCD, McCain Foods USA, MDOT, MEDACF, STVSWCD, SASWCD, MACD, and Maine Rural Water Association	Maine	Timothy Hobbs
Maryland	Targeted Conservation Easement Acquisitions	Maryland Department of Natural Resources	Maryland	Shawn Clotworthy
Massachusetts	Cape Cod Water Resources Restoration Project	Cape Cod Conservation District	Massachusetts	Mark R. Forest
Massachusetts	Integrating Sustainable Forestry	Massachusetts Department of Conservation and Recreation	Massachusetts	Fletcher Clark
Michigan	MAEAP Verifications: Maximizing Conservation Benefits	Michigan Dept. of Agriculture and Rural Development (MDARD)	Michigan	Elaine Brown
Michigan	Training Foresters to Enhance the Sustainable Management of Private Forest Land	Michigan Dept. of Natural Resources- Forest Resources Division	Michigan	Mike Smalligan
Mississippi	Migratory Bird Habitat Development in the Mississippi Delta	Mississippi Fish and Wildlife Foundation	Mississippi	James Cummins
Mississippi	Wetland Habitat Restoration for Wildlife and Water Resources	Delta Wildlife, Inc	Mississippi	Sam Franklin
Missouri	NW Missouri Urban and Rural Farmers United for Conservation	Jackson County Soil and Water Conservation District	Missouri	Rob Montgomery
Missouri	Restoring Glade and Woodland Communities for Threatened Species in the Ozarks of Southeast Missouri	Missouri Department of Conservation	Missouri	Joe Tousignant
Montana	Missouri Headwaters and Lower Gallatin Basin Conservation & Restoration	Gallatin Valley Land Trust	Montana	Missouri Headwaters and Lower Gallatin Basin Conservation and Restoration
Montana	Southern Crown Conservation Partnerships	Blackfoot Challenge	Montana	Gary Burnett
Nebraska	Divets in the Pivots: Integrating Rainwater Basin Wetlands in Ag Operations	Nebraska Association of Natural Resource Districts	Nebraska	Jennifer Swanson
Nebraska	Ogallala Aquifer & Platte River Recovery	Central Platte Natural Resources District	Nebraska	Lyndon Vogt
Nevada	Synergizing Sage Grouse and Lahontan Cutthroat Trout Conservation in Nevada: Priority Watershed-Scale Restoration for Imperiled Species Recovery	Trout Unlimited Inc	Nevada	Jason Barnes
New Hampshire	A Regional Conservation Partnership for New Hampshire's Coastal Watershed	The Nature Conservancy	New Hampshire	Mark Zankel

New Hampshire	Ecological Priorities Project Carroll and S.E. Coos County	Tin Mountain Conservation Center	New Hampshire	Mike Cline
New Jersey	New Jersey Soil and Water Quality Protection Initiative	New Jersey Conservation Foundation	New Jersey	Greg Romano
New Jersey	Raritan Piedmont Wildlife Habitat Partnership: Working with Central New Jersey Farmers and Landowners to Implement the RPWHP Comprehensive Conservation Plan	Duke Farms Foundation	New Jersey	Michael Catania
New Mexico	New Mexico Acequia Revitalization on Historic Irrigated Lands	NM Acequia Assoc., NMACD, NM ISC	New Mexico	Norman Vigil
New Mexico	North Central New Mexico Watershed Restoration Project	Claunch-Pinto SWCD	New Mexico	Dierdre Tarr
New York	Greater Adirondack Agriculture Environmental Enhancement Program	Greater Adirondack Resource Conservation and Development Council, Inc	New York	Victor Putman
New York	Reclaiming Our Water: Agricultural Stewardship in the Peconic Estuary	Suffolk County	New York	August Ruckdeschel
North Carolina	NC Impaired and Impacted Streams Initiative	NCDR Division of Soil and Water Conservation	North Carolina	Julie Henshaw
North Carolina	Western North Carolina Stream, Wetland, and Water Quality Initiative	Resource Institute, Inc	North Carolina	Charles Anderson
North Dakota	How Far North Can We Grow?: 49th Parallel Cover Crop Project	Northern Plains Resource Conservation & Development	North Dakota	Paul Overby
North Dakota	Medora Grazing Association North Billings Prairie Grasslands Conservation Project	Medora Grazing Association	North Dakota	Rene Fick
Ohio	East Fork Watershed Nutrient Reduction Initiative	Clermont Soil and Water Conservation Districts	Ohio	John McManus
Ohio	Promoting BMPs for Phosphorus	Delaware Soil & Water Conservation District	Ohio	Bonnie Dailey
Oklahoma	Elk City Lake Watershed Regional Conservation Partnership Program	Oklahoma Conservation Commission	Oklahoma	Monty Ramming
Oklahoma	Oklahoma Healthy Soils	The Oklahoma Association of Conservation Districts	Oklahoma	Jordan Shearer
Oregon	Ashland Forest All-lands Restoration Project	Lomakatsi Restoration Project	Oregon	Marko Bey
Oregon	North Willamette Valley Upland Oak Restoration Partnership	Yamhill SWCD	Oregon	Larry Ojua
Pacific Islands Area	Makaha Valley Watershed Restoration Project	Honolulu Board of Water Supply	Pacific Islands Area	Barry Usagawa
Pacific Islands Area	The Rain Follows the Forest Watershed Initiative	State of Hawaii, Department of Land and Natural Resources	Pacific Islands Area	Emma Yuen
Pennsylvania	Productive Farms and Clean Streams for Berks and Chester Counties	Stroud Water Research Center	Pennsylvania	Matthew J. Ehrhart
Puerto Rico	Conservation Partnership Program for the Yabucoa Agricultural Reserve	Soil Conservation District of Eastern Puerto Rico	Puerto Rico	Antonio M Sanchez Camacho
Rhode Island	Managing Riparian Areas to Improve Water Quality and Wildlife Habitat	University of Rhode Island	Rhode Island	Arthur J Gold
Rhode Island	Partners Protecting Source Waters of RI	RI State Conservation Committee	Rhode Island	RI State Conservation Committee
South Carolina	Improving Energy Efficiency on South Carolina Farms	Clemson University	South Carolina	John P. Chastain

South Carolina	Soil Health Trailblazers	Clemson University School of Agricultural, Forest and Environmental Sciences	South Carolina	Dara Park
South Dakota	Central Big Sioux Water Quality Project	Minnehaha Conservation District	South Dakota	Barry Berg
South Dakota	Oakwood Lakes Water Quality Improvement Project	Brookings County Conservation District	South Dakota	Barry Berg
Tennessee	Increasing Row Crop Sustainability in the Obion River Watershed	University of Tennessee Extension	Tennessee	Lori A. Duncan
Tennessee	Providing TA Assistance to Address More Soil and Water Resource Concerns in Impaired Watersheds of Tennessee	State of Tennessee, Department of Agriculture	Tennessee	John McClurkan
Texas	Lower Rio Grande Valley Water Improvement Initiative	Texas Water Resources Institute	Texas	Dr. Kevin Wagner
Texas	Texas Gulf Coast Stream and Wetland Initiative	Resource Institute, Inc	Texas	Charles Anderson
Utah	Governor Gary Herbert's Catastrophic Wildfire Reduction Strategy Initiative	Utah Division of Forestry, Fire and State Lands	Utah	Brian L. Cottam
Utah	South Fork Chalk Creek Watershed Restoration	Trout Unlimited	Utah	Paul Burnett
Vermont	Lake Carmi Pilot Project	Franklin Watershed Committee	Vermont	Alisha Sawyer
Vermont	Planning for Accelerated Conservation Implementation in the Lake Champlain Watershed of Vermont	Vermont Association of Conservation Districts	Vermont	Ryan J Patch
Virginia	Forests- Fundamental for Conservation in Virginia	Virginia Department of Forestry	Virginia	Dean Cumbia
Virginia	TA for Structural Agricultural BMPs and Easements	Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation	Virginia	Darryl Glover
Washington	CTCR Water Quality and Habitat Restoration Project	Confederated Tribes of the Colville Reservation	Washington	Todd Thorn
Washington	Puget Sound WRIA1 Regional Salmon Recovery	Whatcom Conservation District	Washington	Frank Corey
West Virginia	West Virginia's Chesapeake Headwaters Conservation Partnership	West Virginia Agricultural Land Protection Authority	West Virginia	Lavonne Paden
Wisconsin	Baraboo River Watershed	Sauk County Conservation, Planning and Zoning Department	Wisconsin	Melissa Keenan
Wisconsin	Oconomowoc River Watershed Water Quality and Soil Loss Improvements	City of Oconomowoc	Wisconsin	Tom Steinbach
Wyoming	Tongue River Water Quality and Habitat Improvement	The Nature Conservancy- Wyoming Chapter	Wyoming	Carrie Rogaczewski
Wyoming	Upper North Platte Watershed Restoration	Saratoga- Encampment-Rawlins Conservation District	Wyoming	Joe Parsons