

MINUTES OF THE DUBUQUE SOIL AND WATER  
CONSERVATION DISTRICT COMMISSIONER'S MEETING  
EPWORTH IA  
January 14, 2020

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 1:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on January 14, 2020. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Melvin Wilgenbusch, Wayne Demmer, Dave Ruden, Jeff Schmitt & Mike Freiburger.

Adopt Agenda: Being no additions or changes the agenda was approved as presented:

20-01 Motion made by Demmer to approve the agenda. Motion seconded by Ruden. Motion carried unanimously.

Commissioner Training Video Partnership New MOA: Video was emailed to all commissioners prior to the meeting to be viewed at home.

Appointment of Officers: Wilgenbusch requested nominations

20-02 Motion made by Demmer to keep the appointments as they were in 2019. Motion seconded by Freiburger. Motion carried unanimously. Those appointments will be Melvin Wilgenbusch as **Chairperson**, Dave Ruden as **Vice-Chairperson**, David Ruden as **Treasurer**, Mike Freiburger as **Co-Treasurer**, Colleen Siefken as **Secretary**, Wayne Demmer as **CCWMA representative** and Mike Freiburger as **MRWMA representative**, Wayne Demmer & Mel Wilgenbusch to serve as the **Personnel Committee**, David Ruden and Mike Freiburger to serve on the **Finance Committee**, Mike Freiburger and Mel Wilgenbusch with **Check Signing Authority**.

Review of NEW Memorandums of Understanding (MOU), Title VI and Title VII, & NRCS Iowa Civil Rights Checklist: Commissioners reviewed the NEW MOU and were referred to Section J of their commissioner's handbook for the Title VI/Title VII documentation. Also reviewed was the NRCS Iowa Civil Rights Responsibilities for Partners Checklist.

20-03 Motion made by Schmitt to approve both the MOU and Civil Rights Responsibilities for Partners Checklist. Motion seconded by Freiburger. Motion carried unanimously.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the December 10, 2019 meeting minutes. Also reviewed were the December 20<sup>th</sup> & 26<sup>th</sup> special meeting minutes.

20-04 Motion made by Ruden to approve the meeting minutes. Motion seconded by Demmer. Motion carried unanimously.

FARMS Program Summary: Current **FARMS '20** Account information:

Program	Balance	Program	Balance
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REAPP	\$	650.02	REAPF/NG	\$ 0.00
Cost Share	\$	0.00		

Cost Share Applications:

IFIP

None

REAP

None

Cost Share Amendments:

None

Cost Share Certifications:

- James Baer, #77369, \$1,800 cost share amt.
- Burkle Acres Inc., #77146, \$1,642.50 cost share amt.
- Amy Feldmann, #76271, \$1,404 cost share amt.
- Martin Hermsen, #78382, \$150.00 cost share amt.
- JPT INC, #78688, \$2,400 cost share amt.
- Charles Noonan, #75967, \$1,275 cost share amt.
- Reittinger Farms LLC, #79654, \$1,000 cost share amt.
- Schwerts Brothers Inc., #76269, \$2,400 cost share amt.
- Matthew Then, #77501, \$655.50 cost share amt.
- Ronald Then, #77505, \$600 cost share amt.
- Travis Cook, #74937, \$4,717 cost share amt.

20-05 Motion made by Ruden to approve the Certification. Motions seconded by Freiburger. Motion carried unanimously.

Cost Share Maintenance Agreements:

Travis Cook, #74637, 1.5 ac grassed waterway

20-06 Motion made by Demmer to approve the Maintenance Agreement. Motion seconded by Schmitt. Motion carried unanimously.

Slough Bill Applications:

Comer, Michael & Jennifer Corp of New Melleray (8)	River & Streams	2.06
	Open Prairie	31.64, 7.36, 21.13, 28.22, 3.81, 10.49
		7.72, 7.59
Celester Feldmann Trust	Forest Cover	5.62
	Open Prairie	2.50
Deutmeyer, Gerlad	Forest Cover (2)	18.64, 2.79
	Open Prairie	5.54
Flat Rock Forest Group, Inc.		

	River & Sreams (3)	1.36, 2.19, 3.46
Fortman, David	Open Prairie	11.61
Hanten, Thomas William & Dianne Marie	Open Prairie(3)	3.07, .95, 5.31
Hazewinkel, Herbert Jr.	Open Prairie	4.32
Herzog, Kevin	Forest Cover	3.31
Kennedy, Martin	Forest cover	3.47
Klaren, Wayne	Forest cover	7.95
Knipper, Michael & Mary	River & Stream	4.6

20-07 Motion made by Demmer to approve the Slough Bill applications. Motion seconded by Freiburger. Motion carried unanimously.

1M/Finance:

- 2020 Financial Policies Annual Checklist was reviewed and initialed by the SWCD District Commissioners.
- December Bank Statement & Quicken reports were available for review.
- December Treasurer's Report was reviewed. Siefken noted the addition of 3 items to the **Payments being approved at this meeting** report. Added items were initialed by Siefken & Freiburger and dated as of this date.
- 1M Expense Voucher in the amount of \$115.32

20-08 Motion made by Ruden to approve the 2020 Financial Policies Annual Checklist. Motion seconded by Freiburger. Motion carried unanimously.

20-09 Motion made by Freiburger to approve the December Treasurer's Report with noted additions. Motion seconded by Demmer. Motion carried unanimously.

20-10 Motion made by Freiburger to approve the 1M Expense Voucher. Motion seconded by Schmitt. Motion carried unanimously.

Correspondence Received:

- District shirts for Commissioners were distributed.
- Partnership Day will be held February 26th at the Capitol.
- Soil Loss Amendment/Revision Process – This is our year to have a public meeting to review our soil loss limits. Step 1 is to sign the Amendment of Soil Loss Limit Regulations and return to IDALS for State Soil Conservation Committee (SSCC) approval. Looking for perhaps the public meeting to be held immediately prior to our March meeting. Colleen will contact Soil Scientist and IDALS with proposed date.
- Notification received that an IPERS Compliance Review will be completed this year. Requested information has been returned to IPERS. Awaiting a date for review.
- General Election paperwork is available for those wanting to run for office. Ruden will not be seeking another term.
- CDI Connections newsletter was available for review.
- Bobby Kuennen will be the new DSC Field Rep for NE Iowa effective January 24<sup>th</sup>. Bobby previously was employed with IDALS in the Mines & Minerals division.

20-11 Motion made by Schmitt to sign the Amendment of Soil Loss Regulations. Motion seconded by Freiburger. Motion carried unanimously.

75<sup>th</sup> Anniversary – Open house to be held on March 26<sup>th</sup> from 1-3 p.m. Siefken presented cost information for Commissioner's Perpetual Plaque. Approximately \$370 at this point for the plaque with 72 individual plates and engraving on 52 of those. Siefken developed list of commissioners and dates served. Siefken and Freiburger have gone through photos and slides and have determined what we would like to display. Cake/cookies are planned to be served. Individual postcards have been created and will be sent to former staff & commissioners/contractors/cost share producers/legislators/supervisors/city of Asbury & Dubuque representative and a notice will be published in the media. IDALS has been contacted to assist with banners.

20-12 Motion made by Demmer to approve the order of the plaque. Motion seconded by Schmitt. Motion carried unanimously.

Personnel Updates:

- Stacy Cook's resigned as of January 10th. Siefken outreached to former Delaware county employee regarding possible employment. No reply yet.
- Eric wants to meet with the Board on January 23<sup>rd</sup> here at the office from 1-3 p.m.
- Eric needed to have ArcGIS loaded onto his county computer at the county office. \$1,500 to load the software and a \$314 annual fee.

Meeting Updates: None

NRCS Updates: Weiss reported the following:

- EQIP 2019 Watershed priorities and practice list were reviewed. Weiss reviewed 8 practices she'd like to add to the 2020 list of eligible practices. Board had no concerns.
- No announcement regarding EQIP/CSP program deadlines for 2020.
- February 25<sup>th</sup> Soil Health workshop will be held at NICC – Ag Safety Center from 9-4.

CRP Conservation Plans & Revisions/Conservation Plans: 4 plans to be approved.

20-13 Motion made by Ruden to approve the conservation plans. Motion seconded by Demmer. Motion carried unanimously.

Being no further business to discuss, Wilgenbusch requested a motion to adjourn.

20-14 Motion made by Freiburger to adjourn. Motion seconded by Ruden. Motion carried unanimously.

The meeting adjourned at 2:45 p.m.

The next meeting will be held on Tuesday, February 11, 2020 at 1:00 p.m. at the Dubuque Soil & Water Conservation District Office, Epworth, Iowa.

Julia Paul 2/11/20  
Chairperson Date

Colum Juffen 1/15/20  
Secretary Date