

**MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
September 4, 2018**

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 6:01 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on September 4, 2018. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Melvin Wilgenbusch, Charles McCullough, Dave Ruden, Jeff Schmitt & Jerry Ostwinkle.

Adopt Agenda: With the addition of the following the agenda was approved as presented:

FY '18 Audit
Intern Quarterly/Final Report

18-101 Motion made by McCullough to approve the agenda. Motion seconded by Ruden. Motion carried unanimously.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the August 7 & 18, 2018 meeting minutes.

18-102 Motion made by McCullough to approve the meeting minutes. Motion seconded by Schmitt. Motion carried unanimously.

FARMS Program Summary: Current FARMS '19 Account information:

Program	Balance	Program	Balance
REAPP	\$ 39.38	REAPF/NG	\$ 1,940.91
Cost Share	\$4,967.10		

Supplemental fund procedure was reviewed again so we can be ready for the September 1st deadline. Sigwarth, Gotto & Freiburger are awaiting supplemental funds.

Cost Share Applications:

IFIP

Kenneth Schmitt, #72116, 1.9 ac grassed waterway, \$2,912.50 cost share
James Daly, #72787, .3 ac grassed waterway, \$669.18 cost share
Kearney Brothers, .4 ac grassed waterway, \$604.50 cost share

REAP

None

WQI

None

SRF

None

18-103 Motion made by Ruden to approve the cost share applications. Motion seconded by McCullough. Motion carried unanimously.

Cost Share Amendments:

Frederick Kammiller, #70229, estimated cost from \$14,426.00 to \$15,311.70 and Obligated Funds from \$7,213.00 to \$7,655.85.

18-104 Motion made by McCullough to approve the amendment. Motion seconded by Schmitt. Motion carried unanimously.

Cost Share Certifications:

None

Cost Share Maintenance Agreements:

Paul Decker, #67772, 47.5 acres no-till

18-105 Motion made by Ruden to approve the Maintenance Agreements. Motion seconded by Ostwinkle. Motion carried unanimously.

1M/Finance:

- ⇒ August Bank Statement & Quicken corresponding report was available for review.
- ⇒ Checks Written –

- #3018 – \$4.80, Colleen Siefken – WLL Folders
- #3019 – \$500.00, Treasurer, State of IA – Return unspent CRP/BI Funds
- #3020 - \$2.40, Colleen Siefken – WLL Folders
- #3021 – \$2.99, Eric Schmechel – icloud phone storage
- #3022 - \$850.00, CDI – Dues

18-106 Motion made by Ostwinkle to approve the check expenses. Motion seconded by McCullough. Motion carried unanimously.

- ⇒ Financial Review held on 8/8/18 with Tracy Bruun, DSC Field Representative. Wilgenbusch & Ruden were present. Report to be coming from DSC.
- Payment of CDI Dues

18-107 Motion made by Schmitt to pay the CDI Dues prior to the September 30th deadline. Motion seconded by McCullough. Motion carried unanimously.

FY '18 Audit: Wilgenbusch and Ostwinkle completed the Audit on August 28th. No irregular findings found. Audit was presented to board for approval.

18-108 Motion made by Ruden to approve the audit. Motion seconded by Schmitt. Motion carried unanimously.

Correspondence Received:

- Women, Land & Legacy will be presenting two Beginning Farmer workshops on September 11th & 18th at the ISU Extension office in Dubuque. Workshop will run from 7-9 p.m. The 11th will feature FSA – Ag Credit Team Ryan Marcus & Sarah Niensteadt presenting on loan programs of interest to Beginning Farmers. The 18th will be a webinar featuring the ISU Extension Ag Decision Maker website and tools of interest to Beginning Farmers.
- WQI – no additional funds will be available for previous users of cover crops from here on. First time users can still be funded.

Personnel Updates:

- Siefken noted that the Intern’s travel expense should have been submitted to DSC for payment. Since we paid the expense through payroll we have the option of submitting towards credit for our portion of the payroll expense or just picking up the expense.

18-109 Motion made by Ruden that the SWCD pickup the expense and not worry about the \$96 reimbursement. Motion seconded by Schmitt. Motion carried unanimously.

Meeting Updates: Ruden mentioned CCWMA met mid-August.

NRCS Updates: Finishing up EQIP/CSP contracting for FY ’18. 28 EQIP (\$643,003.00) & 4 CSP contracts. CRP sign up also completed with 12 contracts.

CRP Conservation Plans & Revisions/Conservation Plans: 8 plans to be approved.

18-110 Motion made by Schmitt to approve the plans. Motion seconded by McCullough. Motion carried unanimously.

Treasurer’s Report:

District Savings.....	\$	18,577.62
’19 1M	\$	2,000.00
Women, Land & Legacy.....	\$	813.10
District Payroll S18.....	\$	155,687.46
District Checking	\$	2,367.67
INTERN	\$	0.00
Payroll - SWCD	\$	50,988.29
NACD Payroll.....	\$	4,924.19 (Within Payroll – SWCD)

18-111 Motion made by Ruden to approve the Treasurer’s Report. Motion seconded by Ostwinkle. Motion carried unanimously.

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

LL
TB
web

18-112 Motion made by Ostwinkle to adjourn. Motion seconded by Ruden. Motion carried unanimously.

The meeting adjourned at 7:18 p.m.

The next meeting will be held on October 2, 2018 at 6:00 p.m. at the Dubuque Soil & Water Conservation District Office, Epworth, Iowa.

<u>Melvin Wilgenburch</u>	<u>10/02/2018</u>	<u>Cedron S. Ren</u>	<u>9/5/18</u>
Chairperson	Date	Secretary	Date