

MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
May 1, 2018

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Vice-Chairperson Charles McCullough at 5:56 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on May 1, 2018. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Charles McCullough, Dave Ruden, Jerry Ostwinkle.

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

Intern Initiative Agreement

18-45 Motion made by Ruden to approve the agenda. Motion seconded by Ostwinkle. Motion carried unanimously.

Approval of Minutes of Last Meeting: McCullough called for a discussion of the April 3 & April 9, 2018 meeting minutes.

18-46 Motion made by Ruden to approve the meeting minutes. Motion seconded by Ostwinkle. Motion carried unanimously.

Guest Speaker – Eric Schmechel:

1. CCWMA is in the process of working with the City to hire a Project Coordinator. In the proposal this was proposed to be 30 hours City of Dubuque employee and 10 hours SWCD employee per pay period. That is being rethought. Currently the city is encouraging the CCWMA to stand independently and hire they employee as their “consultant”. This employee would be responsible for paying their own taxes and they would work however many hours it took to accomplish the project objectives. The city attorney is working on a potential contract. At this point the SWCD is proposed to not have a role in this position. Eric will keep us posted as things develop.
2. Eric presented a quote from MS4web regarding a software program that the City of Dubuque currently uses that would also be beneficial for City of Asbury use. Discussion was held regarding how he utilizes the software and Asbury’s desire to also benefit from the software. It was noted that a 2nd license would need to be included in the price so Asbury would have their own login to access information. Commissioners reviewed the cost of a 3 year and a 5 year contract with MS4web. Discussion was held regarding funding remaining in Eric’s budget and that this would be a good use of those funds. Asbury would like to spend up to \$1,000 per year.

18-47 Motion made by Ruden that the SWCD pay the \$8,650 upfront for the 3-yr product (+ 2nd license charge) and allow Asbury to repay us their portion (yet to be decided by Asbury) over the next 3 years. Motion seconded by Ostwinkle. Motion carried unanimously.

FARMS Program Summary: Current FARMS '18 Account information:

Program	Balance	Program	Balance
REAPP	\$ 584.59	REAPF/NG	\$ 0.00
Cost Share	\$ 18,865.59		

Cost Share Applications:

IFIP

None

REAP

None

WQI

None

Cost Share Amendments:

None

Cost Share Certifications:

None

Cost Share Maintenance Agreements:

None

1M/Finance:

- DSC Financial Policies Update – all commissioners received mailing from DSC regarding the latest Financial Policies Memo. The District has decided to go with Scenario 2 for receiving our bank statements. Dave Ruden (no signature authority) will download the bank statement and forward the .pdf to Colleen for reconciling. He will bring the original to the meeting and after confirming the same document was used for reconciling he will sign and date his copy and take it home for retention.

- March & April Bank Statements & Quicken corresponding report was available for review.
- Checks Written –
 - #2993 - \$50.00, Farley Memorial Hall, WLL 6/21 Mtg.
 - #2994, \$19.99, Colleen Siefken, Staples – Ink cartridge
 - #2995, \$2.99, Eric Schmechel, Icloud 5/29/18 due

18-48 Motion made by Ostwinkle to approve the above expenses. Motion seconded by Ruden. Motion carried unanimously.

No word on supplemental funds request.

1M Voucher: Siefken presented 1M Voucher in the amount of \$1,304.97 for review.

18-49 Motion made by Ostwinkle to approve the 1M voucher. Motion seconded by Ruden. Motion carried unanimously.

Correspondence Received:

- Father Norman White Memorial Scholarship – Kara Victoria of Spring Green Wisconsin will be the districts recipient of the scholarship. Colleen will notify her. As she lives in Spring Green WI we will not be requiring her to attend a meeting to receive her check. Should we consider next year making them only available to Dubuque county students attending one of the local higher level of learning institutions? That way we provide our award to a local student. Has never been a problem before. To be discussed next year.
- General Election paperwork for the Commissioner seats are available.
- Chris Hiher’s Quarterly Report was reviewed.
- Knepper Soil Loss Complaint was mentioned on KCRG news. Information was provided to DSC regarding our response to the complaint investigation (which was drafted with field rep McDonald).

Personnel Updates:

- Personnel committee noted Stacy became the district’s new NACD Technician effective 4/30/18. Her wage was increased to \$15.50 per hour.
- Dylan Beitzel has been hired as the SWCD Summer Intern. Start date will be May 14th.
- District Initiative Agreement between IDALS and SWCD regarding Conservation Internships was reviewed and signed.

18-50 Motion made by Ruden to approve the Initiative. Motion seconded by Ostwinkle. Motion carried unanimously.

18-51 Motion made by Ruden to approve Stacy’s new position and wage effective 4/30/18. Motion seconded by Ostwinkle. Motion carried unanimously.

Meeting Updates: CCWMA is meeting on Wednesday May 2nd.

NRCS Updates: Working on contracting 2nd round EQIP applications. Olivia Rauen starts her new position as the National Wild Turkey Federation forester, to be based in our office, next Monday, May 7th.

CRP Conservation Plans & Revisions/Conservation Plans:

- None

Treasurer’s Report:

District Savings.....	\$	19,562.99
’18 1M	\$	728.26

Women, Land & Legacy.....	\$	842.27
District Payroll S18.....	\$	74,871.38
District Checking	\$	3,006.39
Payroll - SWCD	\$	36,297.27

18-52 Motion made by Ostwinkle to approve the Treasurer’s Report. Motion seconded by Ruden. Motion carried unanimously.

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

18-53 Motion made by Ruden to adjourn. Motion seconded by Ostwinkle. Motion carried unanimously.

The meeting adjourned at 7:30 p.m.

The next meeting will be held on June 5, 2018 at 6:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa.

<u>Melvin Wilgenbusch</u>	<u>06/05/2018</u>	<u>Collin Sulphur</u>	<u>5/2/18</u>
Chairperson	Date	Secretary	Date