

**MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
January 2, 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 6:02 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on January 2, 2018. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Melvin Wilgenbusch, Charles McCullough, Jerry Ostwinkle, & Jeff Schmitt.

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

- CRP BI Report
- '17 Annual Report

18-01 Motion made by McCullough to approve the agenda with the above additions. Motion seconded by Schmitt. Motion carried unanimously.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the December 5, 2017 meeting minutes.

18-02 Motion made by McCullough to approve the meeting minutes. Motion seconded by Ostwinkle. Motion carried unanimously.

Wilgenbusch called for a discussion of the December 12, 2017 special meeting minutes.

18-03 Motion made by Ostwinkle to approve the special meeting minutes. Motion seconded by Schmitt. Motion carried unanimously.

Appointment of Officers – Chair, Vice-Chair, Treasurer, Co-Treasurer, RC&D Rep, Secretary, Assistant Commissioners:

18-04 Motion made by McCullough to keep the appointments the same as 2017. Motion seconded by Schmitt. Motion carried unanimously.

Chairperson – Melvin Wilgenbusch
Vice Chairperson – Charles McCullough
Treasurer – Dave Ruden
Co – Treasurer – Jerry Ostwinkle
Secretary – Colleen Siefken
RC&D – Vacant
CCWMA – Dave Ruden
Assistant Commissioners – None
Personnel Committee – Dave Ruden, Melvin Wilgenbusch
Finance Committee – Dave Ruden, Jerry Ostwinkle (see 18-05)

Review of Memorandum of Understanding, Cooperative Work Agreement & Title XI & XII: Siefken reviewed Chapter J of the District Commissioner handbook. Title VI and Title VII states that we will not discriminate against our customers or our employees.

FARMS Program Summary: Current **FARMS '18** Account information:

Program	Balance	Program	Balance
REAPP	\$ 584.59	REAPF/NG	\$ 96.12
Cost Share	\$ 51,479.13 (recalled 12/29/17)		

Siefken noted that 91 cover crop payments were made this fall through the state cost share programs. This amounted to \$144,000 in payments on 7,400 acres.

Cost Share Applications:

IFIP

None

REAP

None

WQI

None

Cost Share Amendments:

None

Cost Share Certifications:

None

Cost Share Maintenance Agreements:

None

1M/Finance:

- Bank Statements will not be available for viewing due to the statement needing to be mailed to the office. This will delay the Quicken reports 1 month.
- Checks Written – none
- Women, Land & Legacy Report – Siefken noted that the Women, Land & Legacy program is carrying forward an amount in our savings account that was donated by the local banks at our last meeting. This \$892.27 amount is to be used on future workshops. An Excel spreadsheet was presented.
- Review 2018 District Financial Policies Annual Checklist – Siefken reviewed with the board the Financial Checklist. It was noted that Ostwinkle shouldn't be signing checks and listed as a co-treasurer.

18-05 Motion made by McCullough to appoint Schmitt, instead of Ostwinkle, as Co-Treasurer. Motion seconded by Ostwinkle. Motion carried unanimously.

- Field visit by DSC Field Rep, Matt McDonald. Matt stopped by the office to insure financial policies were being adhered to. Siefken & Wilgenbusch visited Dupaco to allow Matt to collect necessary information/paperwork for his report.

Correspondence Received:

- Retirement of Jim Gillespie was announced effective January 2nd.
- IFIP Recall of unobligated cost share as of December 29th.
- Intern Program for 2018 was reviewed. Weiss will discuss with staff and Siefken has board permission to submit application if position is desired.
- Father Norman White Memorial Scholarship – Siefken inquired as to whether or not the board wanted to offer the \$1,000 scholarship this spring.

18-06 Motion made by McCullough to offer the scholarship. Motion seconded by Schmitt. Motion carried unanimously. Siefken will forward applications to participating schools.

- NACD Technical Assistance Grants – looks as though we did not receive the Technical Assistance Grant (according to State office leadership team minutes). No official word received yet.
- 1st Amendment to District Initiative Agreement Farm Bill XIIIIB Over-Reporting - \$1,242 amendment to be approved. This will be used to fund SWCD payroll.

18-07 Motion made by Schmitt to approve the amendment. Motion seconded by McCullough. Motion carried unanimously.

- FARMS Audit (cost share) currently being conducted, no reply from accounting yet.

Personnel Updates:

- Stacy Kass returned to work part-time today. She will take the month of January to get onto a schedule.
- Travel Requests for Schmechel:
 - o \$265 to attend the Iowa Soybean Association's Farmer Research Conference on February 6 – 7, 2018 in Des Moines.
 - o \$265 to attend the NRCS Iowa Partners for Conservation (IPC) Information Workshop on January 12th. Siefken will inquire into whether or not this needs to be an overnight stay.

18-08 Motion made by Ostwinkle to approve Eric's travel requests. Motion seconded by Schmitt. Motion carried unanimously.

2017 District's Annual Report: Board reviewed the Annual Report.

18-09 Motion made by Ostwinkle to approve the Annual Report. Motion seconded by Schmitt. Motion carried unanimously.

CRP BI Quarterly Report: Board reviewed the quarterly report.

18-10 Motion made by Ostwinkle to approve the report. Motion seconded by McCullough. Motion carried unanimously.

Meeting Updates: None

NRCS Updates: Staff is working on ranking (by January 19th) those EQIP applications submitted prior to the October 20th deadline. Weiss has 2 new CSP applications to work on.

CRP Conservation Plans & Revisions/Conservation Plans:

- 4 were reviewed

18-11 Motion made by McCullough to approve the plans. Motion seconded by Ostwinkle. Motion carried unanimously.

Treasurer's Report:

District Savings.....	\$ 19,563.22
'18 1M	\$ 858.91
Contractor Mtg.....	\$ 489.88
Women, Land & Legacy.....	\$ 892.27
District Payroll S18.....	\$ 116,009.62
District Checking	\$ 4,558.97
Payroll - SWCD	\$ 40,931.76

18-12 Motion made by McCullough 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.

18-13 Motion made by Schmitt to adjourn. Motion seconded by Ostwinkle. Motion carried unanimously.

The meeting adjourned at 7:29 p.m.

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

Melvin Wilgenbusch 2/6/18
Chairperson Date

Catherine Ruffen 1/3/18
Secretary Date