

**MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
October 4, 2016**

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 6:10 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on October 4, 2016. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Jerry Ostwinkle, Melvin Wilgenbusch, Charles McCullough*, & Jeff Reiter; Assistant Commissioner: Dave Ruden & Robert O'Connell.

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

16-107 Motion made by Reiter to approve the agenda. Motion seconded by Ostwinkle. Motion carried unanimously.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the September 6, 2016 and September 22, 2016 meeting minutes.

16-108 Motion made by Ostwinkle to approve the meeting minutes. Motion seconded by Reiter. Motion carried unanimously.

FARMS Program Summary: Current **FARMS '16** Account information:

Program	Balance	Program	Balance
REAPP	\$ 10,091.41	REAPF/NG	\$ 3,363.85
Cost Share	\$ 32,801.18		

*Charles McCullough joined the meeting.

Cost Share Applications: Commissioners reviewed the following:

IFIP

Joseph McQuillen, 1.6 ac waterway, \$7,763.50 cost share

REAP

None

Tete Des Mortes

Kevin Freiburger, 2 water & sediment control structures, \$11,369.25 cost share

Michael Wolter, 3 water & sediment control structures, \$20,239.50 cost share

16-109 Motion made by McCullough to approve the IFIP applications. Motion seconded by Reiter. Motion carried unanimously.

Cost Share Amendments:

Donald Schuster, #54711, reduce Obligated Funds from \$1,825.00 to \$1,679.00

Donald Schuster, #54711, reduce Estimated Costs from \$3,650.00 to \$3,358.00

16-110 Motion made by McCullough to approve the Schuster amendments. Motion seconded by Reiter. Motion carried unanimously.

Cost Share Certifications:

James Decker, #55051, \$2,400 cost share
John Kringle, #55241, \$183.00 cost share
Geoffrey Zoller, #58011, \$1,250.00 cost share
Clarence Dietz, #54899, \$937.50 cost share
Randy Pancratz, #54565, \$225.00 cost share
James Gansen, #58366, \$3,975.00 cost share
Jeffrey Gansen, #58440, \$3,025.00 cost share
Donald Schuster, #54711, \$1,679.00 cost share

16-111 Motion made by Ostwinkle to approve the cost share certifications. Motion seconded by Reiter. Motion carried unanimously.

Cost Share Maintenance Agreements:

Geoffrey Zoller, #58011, 28.11 ac CP42 Pollinator Habitat.

16-112 Motion made by McCullough to approve the cost share amendment. Motion seconded by Ostwinkle. Motion carried unanimously.

1M/Finance:

- September Bank Statements and Quicken report were available for review.
- Financial Review of SWCD accounting procedures to be completed by Matt McDonald on November 2nd at 10:00 a.m. Matt requested that 2 commissioners be available (preferably Treasurer & Co-Treasurer – Lucas & Reiter).
- Checks Written –
 - o #2834, \$20.00 – CDI (late fee for McCullough Registration at Annual Conference)
 - o #2835, \$200.00 – Pitney Bowes Reserve Account (SWCD deposit for postage)
 - o #2836, \$100.00 – Colleen Siefken (Weiss gift card)
 - o #2837, \$109.40 – Jackson SWCD (Women Soil Health Day)

16-113 Motion made by McCullough to approve the checks written. Motion seconded by Ostwinkle. Motion carried unanimously.

Correspondence Received:

- Annual Conference update from CDI was reviewed.
- Donation for Women's Soil Health meeting is planned for Tuesday, October 18. (See approval above.)

Personnel Updates:

- Farm Bill XIIIB Reporting Form in the amount of \$1,687.50 report was presented.
- Summer Internship report from Stacy Kass was reviewed.
- 2016 IDALS-DSC Internship Program Quarterly Report was reviewed. Intern hours have now been completed.

16-114 Motion made by Reiter to approve the Farm Bill XIIIB and the Intern reports. Motion seconded by Ostwinkle. Motion carried unanimously.

Meeting Updates:

- None

NRCS Updates:

- 3 EQIP contracts have been approved. 2 CSP contracts have been approved. Matt Dreschel has accepted a new position in Texas.

CRP Conservation Plans & Revisions:

- 1 was reviewed

Conservation Plan:

- 0 were reviewed

16-115 Motion made by Reiter to approve all Conservation Plans as presented. Motion seconded by Ostwinkle. Motion carried unanimously.

Treasurer's Report:

'17 1M Report.....	\$ 2,000.00
District Savings.....	\$ 20,966.53
District Payroll S18.....	\$ 117,502.08
District Checking.....	\$ 1,974.91
Payroll - SWCD	\$ 57,282.34

16-116 Motion made by Reiter 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.

16-117 Motion made by Ostwinkle to adjourn. Motion seconded by McCullough. Motion carried unanimously.

The meeting adjourned at 7:25 p.m.

The next meeting will be held on November 1, 2016 at 7:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa.

Melvin Wilgenbusch 11/01/16
Chairperson Date

William E. Johnson 10/11/16
Secretary Date