

MINUTES OF THE DUBUQUE SOIL AND WATER  
CONSERVATION DISTRICT COMMISSIONER'S MEETING  
EPWORTH IA  
May 7, 2019

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Vice-Chairperson Dave Ruden at 12:55 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on May 7, 2019. Those present included Staff: Colleen Siefken; Commissioners: Wayne Demmer, Dave Ruden, Jeff Schmitt, and Mike Freiburger.

Adopt Agenda: With the addition of 1M Expense Voucher, the agenda was approved as presented:

19-43 Motion made by Freiburger to approve the agenda. Motion seconded by Demmer. Motion carried unanimously.

Approval of Minutes of Last Meeting: Ruden called for a discussion of the April 2, 2019 meeting minutes.

19-44 Motion made by Schmitt to approve the meeting minutes. Motion seconded by Freiburger. Motion carried unanimously.

Commissioner Training Video #7: Iowa Farmland Ownership Tenure Survey: Video was forwarded to commissioner emails so it could be viewed at home at their convenience. Board acknowledged they have received & viewed the video. Printout of powerpoint in presentation was provided.

FARMS Program Summary: Current **FARMS '19** Account information:

<b>Program</b>	<b>Balance</b>	<b>Program</b>	<b>Balance</b>
REAPP	\$ 39.38	REAPF/NG	\$ 776.44
Cost Share	\$ 0.00		

Voluntary Recall of IFIP Funding: Letter from Vince Sitzmann was discussed regarding a voluntary recall of IFIP funds. Board decided we could release the \$776.44.

19-45 Motion made by Schmitt to approve the \$776.44 fund recall. Motion seconded by Freiburger. Motion carried unanimously.

Cost Share Applications:

*IFIP*

none

*REAP*

none

Cost Share Amendments:

none

Cost Share Certifications:

- William McDermott, #74356, \$3,300 cost share

19-46 Motion made by Demmer to approve the certification. Motion seconded by Freiburger. Motion carried unanimously.

Cost Share Maintenance Agreements:

- William McDermott, #74356, 5.5 acres Tree/Shrub Establishment

19-47 Motion made by Freiburger to approve the agreement. Motion seconded by Schmitt. Motion carried unanimously.

1M/Finance:

- March & April Bank Statement & Quicken reports were available for review.
- \$725.00 in supplemental 1M funds was received.
- 1M Expense Voucher in the amount of \$1,286.87
- Checks Written & Other Disbursements –

#3062 – City of Epworth, Soil Health Meeting, \$30.00

#3063 – Eric Schmechel, icloud dated 3/30/19, \$2.99

#3064 – Eric Schmechel, icloud dated 4/29/19, \$2.99

ACH Debit Payroll Pay Date 4/5/19 \$2,960.28

ACH Debit Payroll Taxes Pay Date 4/5/19 \$1,249.84

ACH Debit Payroll Pay Date 4/19/19 \$3,280.85

ACH Debit Payroll Taxes Pay Date 4/19/19 \$1,500.60

ACH IPERS April \$1,208.83 Paid 4/19/19

EFT – Verizon Phone Bill \$364.64 to occur on 5/10/19

19-48 Motion made by Freiburger to approve the expenses. Motion seconded by Schmitt. Motion carried unanimously.

19-49 Motion made by Freiburger to approve the Quicken reports. Motion seconded by Schmitt. Motion carried unanimously.

19-50 Motion made by Demmer to approve the expense voucher. Motion seconded by Schmitt. Motion carried unanimously.

Policy Re. Recognition of Employees/Volunteers/Meeting Refreshments & Meals: Board adopted the following:

The Dubuque Soil & Water Conservation District may use public funds for food and non-alcoholic beverages for the following types of situations. When purchasing food and non-alcoholic beverages for commissioners, employees, volunteers and education meeting attendees, the cost of the items purchased shall not exceed the amounts specified.

- Meetings and/or training scheduled for more than 4 hours shall be limited to \$20.00 per individual. (Note employees will be subject to requirements regarding taxable meals).
- Light refreshments, such as cookies and non-alcoholic beverages provided for monthly SWCD meetings shall not exceed \$50.00 per meeting.
- Pizza and non-alcoholic beverage, in conjunction with monthly meeting, will not exceed \$50 when performing Annual Audit
- Meals and refreshments provided for district tours and education meetings shall not exceed \$5.00 per attendee for refreshments and \$15.00 per attendee for a meal.
- Meals provided for Dubuque County Women, Land & Legacy workshops (and funded through private donations for said purpose) shall have no restrictions on snack and/or meal expense.
- Annual Summer Picnic, when in conjunction with monthly meeting, shall occur food expenses no greater than \$150.
- Retirement cake & non-alcoholic beverages shall not exceed \$200.00. In addition, a gift of \$100 can be given.
- Memorial Gift for commissioner or staff member, or the spouse or child of such, shall not exceed \$50.

19-51 Motion made by Demmer to approve the above policy. Motion seconded by Schmitt. Motion carried unanimously.

Correspondence Received:

- Dubuque SWCD was approved for the NACD TA Grant 2019. \$34,000 to be provided by NACD to be matched with \$4,250 from both IDALS & SWCD.
- Marie Knepper is the recipient of the Father Norman White Memorial Scholarship. She will be attending our August commissioner meeting to accept the award. She has already sent two thank-you notes.
- Susan Kozak has been announced as the new Division Director, replacing Jim Gillespie.
- Quarterly Wildlife Biologist report was reviewed
- Request from MRWMA for \$378 for water sampling (7 sites, 3 samplings, \$18 per sample). Board questioned funds provided by the county and how that funding will be utilized. Further questions need to be answered.

19-52 Motion made by Schmitt to table the request. Motion seconded by Freiburger. Motion carried unanimously.

- 2019 IDALS Legislative Update was reviewed.

Meeting Updates: None.

Personnel Updates:

- Benefits Package for Kass was reviewed.
- Vehicle/Mileage Increase for Schmechel. Discussion was held regarding options for addressing personal vehicle usage concerns from Schmechel. Ruden will continue conversation with City of Dubuque and Demmer will contact county for possible vehicle solutions.
- CDI is investigating the option of an employee association to help provide health insurance to SWCD district employees.
- Eric did get a new phone and reactivated 1 tablet.

Jeff Schmitt left the meeting at 2:07 p.m.

NRCS Updates:

- Weiss is on vacation.
- Staff is currently contracting approved EQIP applications.

MRWMA: Freiburger noted the need to vote on an Amendment of current MR WMA By-Laws to change the definition of a quorum and to reduce the minimum number of required meetings per year.

19-53 Motion made Freiburger to approve the amendment. Motion seconded by Demmer. Motion carried unanimously.

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

19-54 Motion made by Freiburger to approve the plans. Motion seconded by Demmer. Motion carried unanimously.

Treasurer's Report:

District Savings.....	\$ 18,224.73
'19 1M .....	\$ 372.37
Women, Land & Legacy .....	\$ 921.59
District Payroll S18.....	\$ 90,288.28
District Checking .....	\$ 867.98
Payroll - SWCD.....	\$ 39,858.42
NACD Payroll.....	\$ 54.54

19-55 Motion made by Demmer to approve the Treasurer's Report. Motion seconded by Freiburger. Motion carried unanimously.

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

19-56 Motion made by Freiburger to adjourn. Motion seconded by Demmer. Motion carried unanimously.

The meeting adjourned at 2:23 p.m.

The next meeting will be held on Tuesday, June 4, 2019 at 1:00 p.m. at the Dubuque Soil & Water Conservation District Office, Epworth, Iowa.

Jack M. Zol 6/4/19  
Chairperson Date

Colleen Sullivan 5/9/19  
Secretary Date

