

**MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
January 13, 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 9:03 a.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on January 13, 2016. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Jerry Ostwinkle, Melvin Wilgenbusch, Charles McCullough; Assistant Commissioner: Dave Ruden.

Appointment of Officers: Wilgenbusch asked for nominations.

16-01 Motion made by McCullough to appoint Wilgenbusch as Chairperson. Motion seconded by Ostwinkle. Motion carried unanimously.

16-02 Motion made by Ostwinkle to appoint McCullough as Vice-Chairperson. Motion seconded by Wilgenbusch. Motion carried unanimously.

16-03 Motion made by Ostwinkle to appoint Reiter as Treasurer and Lucas as Co-Treasurer. Motion seconded by McCullough. Motion carried unanimously.

16-04 Motion made by McCullough to appoint Siefken as Secretary. Motion seconded by Ostwinkle. Motion carried unanimously.

There are no nominees to serve on the RC&D board. Appointment of Assistant Commissioners will occur at the February meeting.

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

- CDI Resolution Process
- 28E Agreement with Asbury signed
- Slough Bill Applications
- FB XIII Final over reporting form

16-05 Motion made by McCullough to approve the agenda with the above listed items. Motion seconded by Ostwinkle. Motion carried unanimously.

Review of Memorandum of Understanding, Cooperative Work Agreements & Title VI & VIII:

Commissioners were referred to their handbooks, section H to review the above list documents. Also noted were the Civil Rights Responsibilities for Partners Fact Sheet, Civil Rights Policy Statement & Anti-Harassment Policy.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the December 1, 2015 meeting minutes.

16-06 Motion made by McCullough to approve the meeting minutes. Motion seconded by Ostwinkle. Motion carried unanimously.

FARMS Program Summary: Current **FARMS '15** Account information:

Program	Balance	Program	Balance
REAPP	\$8,861.47	REAPF/NG	\$3,357.41
Cost Share	recalled		

Cost Share Applications: Commissioners reviewed the following:

IFIP

None

REAP

None

Tete Des Mortes

None

State Revolving Loan

None

Water Quality Initiative

None

Cost Share Amendments:

None

Cost Share Certifications:

Danny Goebel, 51079, \$2,069.47 cost share

16-07 Motion made by Ostwinkle to approve the certification. Motion seconded by McCullough. Motion carried unanimously.

Cost Share Maintenance Agreements:

Danny Goeber, 51079, 343' terrace

16-08 Motion made by McCullough to approve the maintenance agreement. Motion seconded by Ostwinkle. Motion carried unanimously.

1M/Finance:

- Bank Statement and Quicken report for November & December was available for review.
- Checks Written - none
- Review of District's 2016 Financial Policies Annual Checklist

Correspondence Received:

- Arensdorf Soil Loss Complaint – Letter will be sent to state original concerns have been adequately addressed with the construction of the grade stabilization structure.
- Schroeder/Hannan Soil Loss Complaint – no update
- '15 District Annual Report
- DSC Intern
- WMA Kiosk \$600 amendment
- IFIP Recall Notice
- Father Norman White Memorial Scholarship
- CDI Scholarship – being advertised presently
- \$4,865.40 Farm Bill XIII B Initiative Agreement & Quarterly Report
- Region 4 Spring Regional Commissioners Meeting – March 8th – Edgewood, IA
- HK Payroll Processing fees - \$32 base processing fee per pay period and \$2.16 per check
- CDI Winter 2015 Newsletter
- Partnership Day – State Capitol, Tuesday January 19th
- Limestone Bluffs RC&D December Report
- Soil Health Conference – February 2-3, Ames
- CDI Resolution Process
- 28E Agreement – Asbury & Dubuque SWCD for Urban Conservationist 12 hours per week
- Slough Bill applicants – see attached list
- \$1,104.48 FB XIII Final Over Reporting Form

16-09 Motion made by Ostwinkle to approve the Annual Report. Motion seconded by McCullough. Motion carried unanimously.

16-10 Motion made by McCullough to approve the Kiosk amendment. Motion seconded by Ostwinkle. Motion carried unanimously.

16-11 Motion made by Ostwinkle to approve advertising the Father Norman White Memorial Scholarship. Motion seconded by McCullough. Motion carried unanimously.

16-12 Motion made by Ostwinkle to approve the FM XIII B Agreement and Quarterly Report. Motion seconded by McCullough. Motion carried unanimously.

16-13 Motion made by McCullough to approve the Section 28E Agreement. Motion seconded by Ostwinkle. Motion carried unanimously.

16-14 Motion made by Ostwinkle to approve the Slough Bill applications. Motion seconded by McCullough. Motion carried unanimously.

16-15 Motion made by McCullough to approve the FB XIII Final Over Reporting form. Motion seconded by Ostwinkle. Motion carried unanimously.

Personnel Updates:

- None

Meeting Updates:

- Charles reported on the recent SSCC meeting

NRCS Updates:

- Working on EQIP rankings and planning.

CRP Conservation Plans & Revisions:

None

Conservation Plan Approval:

2 were reviewed.

16-16 Motion made by Ostwinkle to approve the Conservation Plans as presented. Motion seconded by McCullough. Motion carried unanimously.

Treasurer's Report:

'16 1M Report.....	\$ 749.77
District Savings.....	\$ 22,923.68
'16 1M Ledger	\$ 749.77
Contractor Mtg.....	\$ 489.88
District Payroll S18.1.....	\$ 77,264.08
District Checking	\$ 1,729.97
Payroll - SWCD	\$ 55,075.07
WMA.....	\$ 292.17

16-17 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.

16-18 Motion made by Ostwinkle to adjourn. Motion seconded by McCullough. Motion carried unanimously.

The meeting adjourned at 10:27 a.m.

The next meeting will be held on February 2, 2016 at 6:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa.

Melvin Wilgenbusch 02/01/16
Chairperson Date

Colleen Sullivan 1/14/16
Secretary Date

