

DUBUQUE SOIL & WATER CONSERVATION DISTRICT COMMISSIONER’S MEETING

May 21, 2024

210 Bierman Road, Epworth, IA 52045-9529

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Wayne Demmer at 1:38 p.m. in person at the District office in Epworth, IA and online through Zoom on May 21, 2024. Those present included Staff: Bill Meyer, Sarah Kelchen, acting Conservation Assistant, Helen Backes (MEC Clerk), Allisen Freihage, John Sewell & Scott Hendricks. Commissioners: Wayne Demmer, Mike Freiburger, Jeff Schmitt, Ronald Lindblom & Jack Smith. Guests: Claire Carlson (Zoom).

Adopt Agenda:

The agenda was approved as presented with the addition of a funds transfer for \$2264.48 for payroll and two expenses, \$25.00 to Engraved Gifts for plaque for Lindblom & \$150.00 to the City of Dubuque for water sampling expenses.

24-50 Motion was made by Schmitt to approve the agenda with the additions. Motion was seconded by Freiburger. Motion carried unanimously.

Approval of Minutes of Last Meeting:

Demmer called for a discussion of the minutes from the regular meeting held April 9, 2024.

24-51 Motion made by Freiburger to approve the minutes from the regular meeting held April 9, 2024. Motion seconded by Schmitt. Motion carried unanimously.

Correspondence Received:

- Claire Carlson – surveys and check-in. Carlson touched base with the District on their 5 Year Plan accomplishments. Also requested for surveys on the 5 Year planning process to be completed in the next 2 months. Kelchen to send most recent update of goals.

** Carlson exited the meeting at 1:55 p.m.

- CDI Connections
- CDI Resolutions packet – voting due July 1, 2024. Packets given to everyone to review before meeting in June.

Watershed Project Update:

- IPC Grant – Freihage stated application was submitted. NRCS would like to meet next week to discuss terms of the funding.
- DRA Grant – Freihage, Backes, Kelchen, Schmechel, Demmer & Freiburger met to discuss what the funds could be used for.

Demmer called for a discussion of applying for the DRA grant.

24-52 Motion made Freiburger to apply for the DRA Grant. Motion seconded by Lindblom. Motion carried unanimously.

- Backes submitted the application on behalf of the District.

FARMS Program Summary:

Current **FARMS '24** Account information:

REAP P \$916.62

REAP F/NG \$196.15

Cost Share \$0.00

Cost Share Application:

None

Cost Share Cancellations:

Practice Number	Name	Program	Practice	Amount	Action
104797	Casey, Matthew	IFIP	Waterways	\$15,000	Cancel application

Demmer called for a discussion of the FARMS cost share cancellations.

24-53 Motion made Smith to approve the FARMS cost share cancellation. Motion seconded by Schmitt. Motion carried unanimously.

Farms Cost Share Amendments:

None

Cost Share Certifications & Maintenance Agreements:

Applicant	Practice ID	Program	Practice	Total Cost Share	Approval Status
Martens, Daniel	110952	REAP P/REAP F/NG	Tree planting	\$10,800.00	approve payment
Corp. of New Melleray	111360	REAP P	Tree planting	\$6,000.00	approve payment
Tinker, Eugene	112153	IFIP	Waterway	\$8,197.86	approve payment

24-54 Motion made by Freiburger to approve Farms cost share certifications and maintenance agreements. Motion seconded by Lindblom. Motion carried unanimously.

Conservation Plan

None

(Board voted 6-13-22, motion #22-72 to not sign CRP Conservation Plans)

Finance:

- April TR, bank statement & bills presented.

Demmer called for discussion of the April TR, bank statement, & bills presented with the addition of the bill for \$25.00 to Engraved Gifts for Lindblom’s plaque, \$150.00 to the City of Dubuque for water sampling & the funds transfer of \$2264.48 for payroll.

24-55 Motion made Schmitt to approve the April TR, bank statement, & bills presented with the addition of the bill for \$25.00 to Engraved Gifts for Lindblom’s plaque, \$150.00 to the City of Dubuque for water sampling & the funds transfer of \$2264.48 for payroll. Motion seconded by Lindblom. Motion carried unanimously.

Meeting Updates:

- Work session with the District and Watershed planned for June 5, 2024 at 10:00 a.m., at the West Campus. Agenda will be sent out closer to the date.

Personnel Updates:

- Helen Backes, new Conservation Assistant starts on May 24, 2024.

NRCS Updates:

- Meyer stated compliance reviews are ongoing. Willenbring and Leavenworth working on Dubuque County. Still working on CSP/EQIP obligations. Women, Land & Legacy partnering in an event being held June 8th at the Field of Dreams in Dyersville.

Other Business:

- IDALS Awards Nominations – 1 nomination received for the Conservation Farmer of the Year Award.

Demmer called for discussion of the Conservation Farmer of the Year Award.

24-56 Motion made Smith to approve the nomination for Jeff Pape for the Conservation Farmer of the Year Award. Motion seconded by Schmitt. Motion carried unanimously.

- CDI Poster Contest due to SWCD 4-26-24. Local winners to CDI by 6-21-24

Demmer called for discussion of the CDI Poster contest entries.

24-57 Motion made Lindblom to choose Whitney Hohmann as the local winner of the CDI Poster contest and award the \$25.00 prize. Motion seconded by Schmitt. Motion carried unanimously.

- 780 IDALS application – applying for this position could be an option in the future if no District staff.
- Election – 25 signatures; due to County Auditor 8/28/24
- Paternity Leave Policy

Demmer called for discussion of an unpaid leave policy.

24-58 Motion made by Smith to approve an unpaid leave policy to include a maximum of 40 hours unpaid per calendar year, at the discretion of the employee if they choose to use their leave balances first or not. Leave balances will be prorated appropriately to hours worked. Motion seconded by Schmitt. Motion carried unanimously.

- Lindblom resignation

Demmer called for discussion of Lindblom’s resignation.

24-59 Motion made by Schmitt to accept Lindblom’s resignation effective June 1, 2024. Motion seconded by Freiburger. Motion carried unanimously.

- Demmer presented a plaque for service presented to Lindblom.
- Dubuque County Green Energy Ordinance follow up. Additional discussion held on the letter being drafted to submit to the County Supervisors on the Energy Ordinance. Additional discussion will be had at another time.

** Freihage exited the meeting at 3:10 p.m.

- Treasurer.

Demmer called for discussion of appointing someone to take Lindblom’s position as Treasurer.

24-60 Motion made by Schmitt to appoint Smith as Treasurer. Motion seconded by Freiburger. Motion carried unanimously.

- Personnel Committee

Demmer called for discussion of appointing someone to take Lindblom’s position on the Personnel Committee.

24-61 Motion made by Freiburger to appoint Smith to take Lindblom’s position on the Personnel Committee. Motion seconded by Lindblom. Motion carried unanimously.

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

24-62 Motion made by Schmitt to adjourn. Motion seconded by Freiburger. Motion carried unanimously.

The meeting adjourned at 4:10 p.m.

The next meeting tentatively be held on **Tuesday, June 11, 2024 at 1:30 p.m.** at the district office.

Chairperson

Date

Secretary

Date