

MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
August 6, 2019

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 1:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on August 6, 2019. Those present included Staff: Theresa Weiss – District Conservationist, Colleen Siefken – Conservation Assistant, Chris Hiher – PF Technician; Commissioners: Melvin Wilgenbusch, Jeff Schmitt, Wayne Demmer, Dave Ruden and Mike Freiburger.

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

19-78 Motion made by Demmer to approve the agenda. Motion seconded by Freiburger. Motion carried unanimously.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the July 9, 2019 meeting minutes.

19-79 Motion made by Ruden to approve the meeting minutes. Motion seconded by Freiburger. Motion carried unanimously.

IDALS Standardized Treasurer's Report - Commissioner Training Video #9 : Video was emailed to commissioners and viewed at their homes. Siefken made copies of the IDALS Standardized Treasurer's Report pdf for commissioners discussion. Siefken also presented an actual report of our records utilizing the new Treasurer's Report for the month of July. It was noted that sub-area training on the new report will be held on the 12th.

FARMS Program Summary: Current **FARMS '20** Account information:

Program	Balance	Program	Balance
REAPP	\$ 2,450.02	REAPP/NG	\$ 8,500.00
Cost Share	\$ 57,109.50		

Cost Share Applications:

Kenneth Runde, #78573, 5 ac TSI, cost share \$600.00
Corporation of New Melleray, #79454, 11 ac of Tree/Shrub Establishment, cost share \$8,250.00

19-80 Motion made by Schmitt to approve the above listed applications. Motion seconded by Freiburger. Ruden abstained from voting. Motion carried unanimously.

WQI – Siefken has been able to fund 84 Cover Crop and 5 no-till applicants this year. Signup for previous users has been suspended. 1st time applicants can still apply and receive funding.

Cost Share Amendments:

- Kenneth Schmitt, extend completion date to 6/30/19
- Joseph Meier, extend completion date to 12/31/19
- Harry Althaus, extend completion date to 12/31/19
- Frederick Kammiller, #71966, extend completion date to 7/15/19
- Frederick Kammiller, #71966, extend completion date to 12/31/19
- Frederick Kammiller, #70229, extend completion date to 7/15/19
- Frederick Kammiller, #70229, extend completion date to 12/31/19

19-81 Motion made by Demmer to approve the cost share amendments. Motion seconded by Ruden. Motion carried unanimously.

Cost Share Certifications:

- Jeffrey Schmitt, #74973, \$774.25 cost share
- Leon Sigwarth, #72698, \$2,228.25 cost share
- Kenneth Schmitt, #72116, \$2,912.50 cost share

19-82 Motion made by Ruden to approve the certifications. Motion seconded by Freiburger. Schmitt abstained from voting. Motion carried unanimously.

Cost Share Maintenance Agreements:

- Jeffrey Schmitt, #74973, .68 ac grassed waterway
- Leon Sigwarth, #72698, 3 ac Tree/Shrub Establishment
- Kenneth Schmitt, #72116, 1.8 ac grassed waterway

19-83 Motion made by Freiburger to approve the agreement. Motion seconded by Demmer. Schmitt abstained from voting. Motion carried unanimously.

1M/Finance:

- July Bank Statement & Quicken reports were available for review.
- New DSC Treasurer's Report was compiled for the month of July – not official.
- \$108.00 1M Expense Voucher.
- FY '19 Audit – Demmer & Schmitt will be assisting. Audit paperwork is complete and date for the audit will be scheduled for late August.
- Chris Hiher - Pheasants Forever Financial Request.
- \$7,900 NACD TA GRANT Expense voucher submitted to DSC during the month to meet DSC deadline for reimbursement.
- Checks Written & Other Disbursements –

#3075 – Marie Knepper & ISU, FNW Scholarship - \$1,000.00

#3076 – Eric Schmechel – Verizon icloud renews 8/29/19 - \$2.99
#3077 – Jeff Schmitt - travel - \$21.06
#3078 – Mike Freiburger – travel - \$17.55
#3079 – Dave Ruden – travel - \$34.71
#3080 – Wayne Demmer – travel - \$16.77

ACH Debit Payroll Pay Date 7/12/19 \$3,460.93
ACH Debit Payroll Taxes Pay Date 7/12/19 \$1,532.06
ACH Debit Payroll Pay Date 7/26/19 \$3,105.09
ACH Debit Payroll Taxes Pay Date 7/26/19 \$1,236.14

ACH IPERS June - \$1,259.90 Paid 7/1/19
ACH IPERS July - \$1,221.42 Paid 7/29/19

EFT – Verizon Phone Bill \$95.68 to occur on 8/10/19

Siefken will attend training on 8-12-19 regarding the new Standardized Treasurer Report.

19-84 Motion made by Demmer to approve the Checks Written & Other Disbursements. Motion seconded by Schmitt. Motion carried unanimously.

19-85 Motion made by Ruden to approve the 1M Expense Voucher. Motion seconded by Freiburger. Motion carried unanimously.

19-86 Motion made by Ruden to approve \$1,000 towards the Pheasants Forever funding request. Motion seconded by Schmitt. Motion carried unanimously.

Correspondence Received:

- Annual Commissioner Conference will be held August 19-20th. Freiburger will be attending. 6 - 12 oz. bottles of Big Timber Maple Syrup was donated by the Brian Wolf family for the silent auction. Proxy cards were completed and provided to Freiburger.
- 28E Agreement between SWCD & City of Asbury for Urban Conservationist salary for next 3 years was reviewed.
- REAP Plan & Grant Application reviewed
- MRWMA Water Sampling results reviewed
- IWOA Forestry Field Day coming up on September 7th at the Dale & Merijo Boevers timber, 26694 Farm Lane, Farley.
- CDI Dues – if paid by September 30th \$850, extra \$25 each quarter after that.
- 8/12/19 Adam Hoffman meeting with Supervisors noon – 1 p.m. Commissioners invited.
- Email from Charles Isenhardt regarding HEMP info meeting. Siefken has been sending information from Wisconsin Pilot Program. Commissioners feel state office agencies need to take the lead on education and not leave it up to individual counties.

19-87 Motion made by Ruden to not co-sponsor the meeting. Motion seconded by Schmitt. Motion carried unanimously.

19-88 Motion made by Ruden to approve the 28E Agreement. Motion seconded by Freiburger. Motion carried unanimously.

Dave Ruden left the meeting at 2:30 p.m.

Meeting Updates: None

Personnel Updates:

- July report from Stacy was reviewed.

NRCS Updates:

- Staff is currently contracting approved EQIP applications and ranking CSP applications. An EQIP Local Work Group meeting needs to be held. Theresa may hold it in conjunction with SWCD Soil Health meeting.

CRP Conservation Plans & Revisions/Conservation Plans: 7

19-90 Motion made by Freiburger to approve the Conservation Plans. Motion seconded by Schmitt. Motion carried unanimously.

Treasurer's Report:

District Savings.....	\$ 17,740.41
'20 1M	\$ 2,000.00
Women, Land & Legacy	\$ 1,057.65
District Payroll S18.....	\$ 64,397.06
District Checking	\$ 3,301.81
Payroll - SWCD	\$ 40,627.14
NACD Payroll 18	\$ -7,900.00
NACD Payroll 19	\$ 7,409.02

19-89 Motion made by Demmer to approve the Treasurer's Report. Motion seconded by Schmitt. Motion carried unanimously.

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

19-90 Motion made by Freiburger to adjourn. Motion seconded by Demmer. Motion carried unanimously.

The meeting adjourned at 3:02 p.m.

The next meeting will be held on Tuesday, September 3, 2019 at 6:00 p.m. at the Swiss Valley Nature Center, Peosta, Iowa.

Melvin Wilgenbusch 09/03/19 Colleen Sullivan 8/8/19
Chairperson Date Secretary Date