

**DUBUQUE SOIL & WATER CONSERVATION DISTRICT COMMISSIONER'S MEETING**

**August 08, 2023**

**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 1:31 p.m. in person at the District office in Epworth, IA on August 8, 2023. Those present included Staff: Bill Meyer, Allisen Hallahan (Conservation Assistant), Sarah Kelchen (Acting CA), Eric Schmechel & Scott Hendricks. Commissioners: Wayne Demmer, Mike Freiburger & Jeff Schmitt.

**Adopt Agenda:**

The agenda was approved with additions of CDI pre-conference resolution results & an expense for Eric Schmechel for Constant Contact for \$106.80.

**23-68** Motion was made by Schmitt to approve the agenda with the additions of CDI pre-conference resolution results & an expense for Eric Schmechel for Constant Contact for \$106.80. 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 July 18, 2023.

**23-69** Motion made by Freiburger to approve the minutes from the regular July 18, 2023. Motion seconded by Schmitt. Motion carried unanimously.

**FARMS Program Summary:**

Current **FARMS '23** Account information:

REAP P \$7789.12

REAP F/NG \$3862.53

Cost Share \$65,805.00

**Cost Share Application:**

None

**Cost Share Cancellations:**

None

**Farms Cost Share Amendments:**

None

**Cost Share Certifications & Maintenance Agreements:**

None

**Conservation Plan**

None

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

**Finance:**

July TR, Bank Statement & bills.

Demmer called for discussion of the July TR, bank statement, bills presented.

**23-70** Motion made by Schmitt to approve the July TR, bank statement, bills presented & additional bill added to the agenda for Eric Schmechel for Constant Contact for \$106.80. Motion carried unanimously.

- Districts Financial Review (Audit) – due end of September. Two Commissioners, not holding a Treasurer position should review. Kelchen to check with Smith if he can review with Demmer.

**Watershed Project Update:**

RCPD Contribution Letter – Schmechel met with Supervisors to discuss RCPD application with Sand County.

Demmer called for discussion of the RCPD Contribution Letter.

**23-71** Motion made by Schmitt to approve the RCPD Contribution Letter. Motion seconded by Freiburger. Motion carried unanimously.

- Trevor/Brooke Contract Extension – Schmechel had not had a chance to review. Will discuss in September.
- Scott Hendricks unpaid time off

Demmer called for discussion of unpaid time off for Scott Hendricks

**23-72** Motion made by Schmitt to approve 5 days unpaid for Scott Hendricks. Motion seconded by Freiburger. Motion carried unanimously.

- Newsletter update – Hendricks sent out 145 last week. Hoping to grow list of subscribers. Open to ideas to include in the newsletter. Would like to send out one a quarter.
- Farm Brew Social Event – 8/25/23 at the Millers. Do have some sponsorships.

Demmer called for discussion of setting a policy for expenses for educational outreach events.

**23-73** Motion made by Freiburger for the District to establish a policy for up to \$2000.00 for expenses related too educational outreach events and food would be an eligible expense and alcohol would be ineligible. Motion seconded by Schmitt. Motion carried unanimously.

\*\*\* Schmechel & Hendricks exited the meeting at 2:26 p.m.

**Correspondence Received:**

- CDI Connections
- Supplemental Funds requests for IFIP & REAP due 9/1/23
- CDI Annual Conference August 28<sup>th</sup> & 29<sup>th</sup> – Demmer attending.
- Proxy Cards – Proxy cards were signed. Kelchen will let Smith and Lindblom know they can sign at the office if they are interested.
- Preconference Resolution results were presented.

**Meeting Updates:**

- Legislative Day – Demmer presented options for getting together with local legislators. Will try for September 13<sup>th</sup> at 10:30 a.m. at the Epworth City Hall, with the SWCD meeting to follow at 12:30 p.m. Will publicize meeting, but will include the statement “no public input at this time”.
- Freiburger thought the Fair Booth went well. Lots of pins on the board. A lot of people stopped by. Suggestion to get the Districts logo up higher rather than just on the table skirt.

**Personnel Updates:**

- NACD employee

Demmer called for discussion of starting advertising for the NACD position now that Allisen has started.

**23-74** Motion made by Freiburger to begin advertising for the NACD position. Motion seconded by Schmitt. Motion carried unanimously.

**NRCS Updates:**

Meyer gave an update on NRCS. CRP status reviews as well as re-enrollment ongoing. Working on CSP renewals, but not a lot of interest. Technical Assistance being offered on some pastures. Federal Soil Conservation Technician being advertised.

**Other Business:**

- Treasurer update. We will continue to discuss and explore options for Ruden to step down as Treasurer.
- Review District caps on State C/S. We will discuss in September when more Commissioners are present.

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

**23-75** Motion made by Schmitt to adjourn. Motion seconded by Freiburger. Motion carried unanimously.

The meeting adjourned at 3:19 p.m.

The next meeting will be tentatively held on **Wednesday, September 13, 2023 at 12:30 p.m.** at the district office.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date