

MINUTES OF THE DUBUQUE SOIL AND WATER
 CONSERVATION DISTRICT COMMISSIONER'S MEETING
 EPWORTH IA
 February 5, 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 11:35 a.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on February 5, 2019. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Melvin Wilgenbusch, Dave Ruden, Jeff Schmitt, and *Mike Freiburger.

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

19-15 Motion made by Ruden to approve the agenda. Motion seconded by Schmitt. Motion carried unanimously.

Commissioner Training Video 5: Video was emailed to all commissioners prior to the meeting and shown at the start of the meeting. Board decided they would like to continue viewing the videos in advance of the meeting and ask questions at meeting for clarification if necessary.

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

19-16 Motion made by Schmitt to approve the meeting minutes. Motion seconded by Ruden. Motion carried unanimously.

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

Program	Balance	Program	Balance
REAPP	\$ 39.38	REAPP/NG	\$ 0.00
Cost Share	\$ 2,314.00		

Cost Share Applications:

IFIP

Adam Gansen, Grade Stabilization Structure, \$2,314.00 cost share amount

REAP

None

19-17 Motion made by Ruden to approve the above listed application(s). Motion seconded by Schmitt. Motion carried unanimously.

Cost Share Amendments:

None

Cost Share Certifications:

Gene Langel, #69304 , \$303 cost share amount

19-18 Motion made by Ruden to approve the Certification(s). Motion seconded by Schmitt. Motion carried unanimously.

Cost Share Maintenance Agreements:

None

1M/Finance:

- December & January Bank Statement & Quicken reports were available for review.
- Checks Written & Other Disbursements –

#3038 – Farley Memorial Hall – 3/26 WLL Mtg Room - \$50.00
#3039 – Postmaster – Stamps - \$100.00
#3040 – Dave Ruden – travel - \$71.37
#3041 – Jeff Schmitt – travel - \$31.59
#3042 – Wayne Demmer – travel - \$151.71
#3043 – Mel Wilgenbusch – travel - \$35.10
#3044 – Dyersville Commercial – newspaper subscription - \$45.00
#3045 – Eric Schmechel – icloud - \$2.99
#3046 – Colleen Siefken – printer cable – \$32.89

ACH Debit Payroll Pay Date 1/11/19 \$3,122.37
ACH Debit Payroll Taxes Pay Date 1/11/19 \$1,439.63
ACH Debit Payroll Pay Date 1/25/19 \$3,310.35
ACH Debit Payroll Taxes Pay Date 1/25/19 \$1,361.14
ACH IPERS December \$1,191.76 Paid 1/7/19
ACH IPERS January \$1,235.65 Paid 1/28/19

EFT – Verizon Phone Bill \$50.79 to occur on 2/10/19

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

- 1M Expense voucher in the amount of \$489.73 was reviewed.

19-20 Motion made by Schmitt to approve the expense voucher. Motion seconded by Ruden. Motion carried unanimously.

- Policy for Allowable Expenses occurred for recognition of officials, staffs & volunteers and food expenses. Action on setting policy was deferred until full board is together for consideration and further information is available.

Correspondence Received:

- Regional Commissioner meeting will be held on March 7th at the Fraternal Order of the Eagles Club in Maquoketa. Colleen will make the reservation for attending commissioners.
- Urban Conservation report from IDALS was reviewed.
- NACD Technical Assistance Grants – year 2 funding to be available. Kass will not commit to remaining for year 2. Weiss desires new employee to fill position. SWCD will make application.
- Voluntary Recall of REAP/Supplemental REAP to be available – 5 applicants applying for supplemental at this point.

Slough Bill Applicants: Commissioners reviewed the following applications for approval:

Applicant	Category	Acres
Becker, Joyce	Open Prairie	1.19, 12.72
Borgwardt, Terry & Steele, Julia	Open Prairie	5.42, 2.73
Comer, Michael & Jennifer	River & Streams	2.06
Corp of New Melleray (8)	Open Prairie	31.64, 7.36, 21.13, 28.22, 3.81, 10.49 7.72, 7.59
Celester Feldmann Trust	Forest Cover	5.62
Donahue, Rosalie	Wetland	2.84
Flat Rock Forest Group, Inc.	Forest Cover (2)	2.79, 18.64,
	Open Prairie	5.54
	River & Streams (3)	1.36, 2.19, 3.47
Fortmann, David	Open Prairie	11.69
Hanten, Thomas William & Dianne Marie	Open Prairie(3)	3.07, 5.31, .95
Hazewinkel, Herbert Jr.	Open Prairie	4.32
Herzog, Kevin	Forest Cover	3.31
HR Holding LLC	Native Prairie	2.77
Idelkope, Daphne & Abigail	Open Prairie (2)	11.72, 10.26
Kennedy, Martin	Forest cover	3.47
Klaren, Wayne	Forest cover	7.95
Knipper, Michael & Mary	River & Stream	4.85
Leigh, Mary E Trust	Forest Cover (4)	10.96, .27, 11.72, 1.53
Peterson, Ryan	Open Prairie	4.12

Eric Schmechel joined the meeting.

*12:23 Commissioner Mike Freiburger joined the meeting.

Personnel Updates:

- January report from Kass was not available for review. Colleen will email it to board.
- Eric Schmechel wishes to travel to the Iowa Water Conference to be held in Des Moines in March. Estimated expenses are \$418.00.
- Eric provided the board an update on his urban conservationist activities. Houston Engineering has been hired to do the modeling for the entire county. Meeting with supervisors regarding funding of Year 5 of our 28E Agreement. NICC grant is slowly progressing. Representative is going to Washington to meet with NRCS. Working on

Contractor Lunch/Learn agenda and wanting to expand into an evening session to include the public.

19-21 Motion made by Ruden to approve Schmechel’s travel request. Motion seconded by Schmitt. Motion carried unanimously.

Meeting Updates: none. Demmer had attending Partnership Day but was not available to report on activities.

Dubuque County Supervisor Ann McDonough joined the meeting.

12:42 Mel Wilgenbusch left the meeting. David Ruden took over as Chairperson.

NRCS Updates: Weiss reported the following:

- February 14th Soil Health workshop being planned by NRCS for the Monticello fairgrounds.

CRP Conservation Plans & Revisions/Conservation Plans: 0 plans to be approved.

Supervisor McDonough wants to open the lines of communication between herself and the board. Being new she is wanting to learn what we are involved in and how the county supervisors could assist with our activities. Communication was encouraged by all partners at any time.

Treasurer’s Report:

District Savings.....	\$ 18,608.44
’19 1M	\$ 862.10
Women, Land & Legacy	\$ 733.10
District Payroll S18.....	\$ 112,112.86
District Checking.....	\$ 1,141.99
Payroll - SWCD	\$ 48,795.80
NACD Payroll.....	\$ 7,690.09

19-22 Motion made by Schmitt 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.

19-23 Motion made by Freiburger to adjourn. Motion seconded by Schmitt. Motion carried unanimously.

The meeting adjourned at 1:05 p.m.

The next meeting will be held on Tuesday, March 5, 2019 at 1:00 p.m. at the Dubuque Soil & Water Conservation District Office, Epworth, Iowa.

Melvin Wilgenbusch 3/5/19
Chairperson Date

Colleen Sullivan 2/6/19
Secretary Date

