

**MINUTES OF THE DUBUQUE SOIL AND WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
EPWORTH IA
February 6, 2018**

Call Meeting to Order: The monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 6:07 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on February 6, 2018. Those present included Staff: Theresa Weiss & Colleen Siefken; Commissioners: Melvin Wilgenbusch, Charles McCullough, Jerry Ostwinkle, Dave Ruden & Jeff Schmitt.

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

18-14 Motion made by Schmitt to approve the agenda. Motion seconded by McCullough. Motion carried unanimously.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the January 2, 2018 meeting minutes.

18-15 Motion made by McCullough to approve the meeting minutes. Motion seconded by Ostwinkle. Motion carried unanimously.

FARMS Program Summary: Current FARMS '18 Account information:

Program	Balance	Program	Balance
REAPP	\$ 584.59	REAPF/NG	\$ 96.12
Cost Share	\$ 0.00		

Cost Share Applications:

IFIP

None

REAP

None

WQI

None

Cost Share Amendments:

None

Cost Share Certifications:

None

Cost Share Maintenance Agreements:

- Corporation of New Melleray , 59131, 20 acres Forest Stand Improvement
- Anastasia Molony-Klimek, 52926, 5 acres tree/shrub establishment
- Park Farm Properties LLC, 65678, 20 acres Forest Stand Improvement
- Park Farm Properties LLC, 65755, 8 acres Forest Stand Improvement

18-16 Motion made by McCullough to approve the Maintenance Agreements. Motion seconded by Ostwinkle. Motion carried unanimously.

Cost Share 2018 Figures: Siefken presented the EQIP cost lists that we will be utilizing for our state cost share lists. It was noted that we don't have enough work completed by professional contractors to come up with average costs and this keeps state cost share and EQIP applicants eligible for the same cost share rates.

Siefken also encouraged the board to consider spending more of their IFIP funds on cover crop applicants and no-till. We have turned away cover crop applicants in the past to cover structural practices, but each year we have people not completing their structural practices and the funds are caught in the December recall.

1M/Finance:

- January Bank Statements was not available to be reconciled.
- \$130.65 1M Expense Voucher

18-17 Motion made by McCullough to approve the Expense Voucher. Motion seconded by Ruden. Motion carried unanimously.

- Checks Written –
 - #2979 - \$42.00 - Dyersville Commerical – subscription
 - #2978 - \$2.99 - Eric Schmechel – icloud 200 GB storage billed 12/29/17
 - #2980 - \$21.84 - Charles McCullough – Travel
 - #2981 - \$9.36 - Jerry Ostwinkle – Travel
 - #2982 - \$31.59 - Jeffrey Schmitt – Travel
 - #2983 - \$46.80 - Melvin Wilgenbusch – Travel
 - #2986 - \$88.15 - Eric Schmechel – ipad case
 - #2984 - \$21.06 – David Ruden – travel
 - #2985 – \$2.99 - Eric Schmechel – icloud 200 GB storage billed 1/29/18

18-18 Motion made by Ostwinkle to approve the checks written. Motion seconded by Ruden. Motion carried unanimously.

- Review 2018 District Financial Policies Annual Checklist UPDATED – Siefken reviewed with the board the UPDATED Financial Checklist. New page was discussed. Commissioner initials were obtained.

18-19 Motion made by Schmitt to approve the Updated Checklist. Motion seconded by Ruden. Motion carried unanimously.

Correspondence Received:

- Retirement of Jim Gillespie was announced effective January 2nd. Celebration this Saturday at the state fairgrounds.

- IDALS Intern application for 2018 was submitted. Approval has been received. Siefken has advertised at the local high schools and colleges.
- Father Norman White Memorial Scholarship is being advertised.
- International Erosion Control Associations Great Connections Symposium will take the place of the Eric's LID Workshop this winter in Dubuque.
- Region 4 Spring Regional Commissioners Meeting will be held on Wednesday, March 7th in Anamosa. Ruden, McCullough, Schmitt & Ostwinkle will be attending.

Slough Bill: Board reviewed the following for renewal:

Applicant	Practice	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
Flat Rock Forest Group, Inc.	Forest Cover (2)	2.79, 18.64,
	Open Prairie	5.54
	River & Sreams (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
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

18-20 Motion made by McCullough to approve the Slough Bill applications. Motion seconded by Ostwinkle. Motion carried unanimously.

Personnel Updates:

- CCWMA, Eric & City of Dubuque are working on an application for the NRCS Innovative Grant Program. SWCD had been approached, but due to time restraints and lack of staff it was determined City of Dubuque had better resources to prepare the application.
- HK Payroll will begin charging \$15 per month to complete the IPERS reporting.
- Email received from DSC asking who the District has employed to complete the FBXIV and CRP/DBI work products and what % of their salary is paid with these funds.

Meeting Updates: CCWMA will be meeting on February 7th.

NRCS Updates: Weiss noted the cover crop meeting being held on the 8th in Monticello and provided information on a Grazing workshop to be held in March 8th in Maquoketa. Staff is working on paperwork for the 20 approved EQIP contracts.

CRP Conservation Plans & Revisions/Conservation Plans:

= 1 was reviewed

18-21 Motion made by McCullough to approve the plans. Motion seconded by Ruden. Motion carried unanimously.

Treasurer's Report:

District Savings.....	\$ 19,548.53
'18 1M	\$ 728.26
Contractor Mtg.....	\$ 489.88
Women, Land & Legacy.....	\$ 892.27
District Payroll S18.....	\$ 98,834.29
District Checking	\$ 4,313.23
Payroll - SWCD	\$ 40,315.01

18-22 Motion made by McCullough to approve the Treasurer's Report. Motion seconded by Ruden. Motion carried unanimously.

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

18-23 Motion made by Ostwinkle to adjourn. Motion seconded by Schmitt. Motion carried unanimously.

The meeting adjourned at 7:15 p.m.

The next meeting will be held on March 6, 2018 at 6:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa.

Melvin Wilgenbusch 03/06/18
Chairperson Date

Collen Sufjan 2/9/18
Secretary Date