

MINUTES OF THE DUBUQUE SOIL AND WATER  
CONSERVATION DISTRICT COMMISSIONER'S MEETING  
EPWORTH IA  
January 4, 2021

Call Meeting to Order: The Organizational and monthly meeting of the Dubuque Soil & Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 1:01 p.m. on the ZOOM platform on January 4, 2021. Those present included Staff: Theresa Weiss, Colleen Siefken & Eric Schmechel; Commissioners: Melvin Wilgenbusch, Wayne Demmer, Ron Lindblom, Jeff Schmitt & Mike Freiburger.

Oath of Office: Completed form has been signed and returned by newly elected commissioners Wilgenbusch, Schmitt & Lindblom. Copies of the Oath have been forwarded to the Election's Office.

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

21-01 Motion made by Demmer to approve the agenda. Motion seconded by Freiburger. Motion carried unanimously.

Appointment of Officers: Wilgenbusch requested nominations

21-02 Motion made by Freiburger to appoint Wilgenbusch as Chair. Motion Seconded by Demmer. Motion carried unanimously.

21-03 Motion made by Freiburger to appoint Demmer as Vice-Chair. Motion Seconded by Schmitt. Motion carried unanimously.

21-04 Motion made by Freiburger to appoint Ruden as Treasurer. Motion Seconded by Demmer. Motion carried unanimously.

21-05 Motion made by Demmer to appoint Freiburger as co-treasurer. Motion Seconded by Schmitt. Motion carried unanimously.

21-06 Motion made by Wilgenbusch to appoint Freiburger as CCWMA and MR WMA Representative. Motion Carried unanimously. Lindblom will serve as Proxy.

21-07 Motion made by Schmitt to appoint Siefken as Secretary. Motion Seconded by Freiburger. Motion carried unanimously.

21-08 Motion made by Freiburger to appoint Dave Ruden as Assistant Commissioner. Motion seconded by Schmitt. Motion carried unanimously.

21-09 Motion made by Freiburger to appoint Wilgenbusch and Lindblom to serve on the Personnel Committee. Motion seconded by Schmitt. Motion carried unanimously.

21-10 Motion made by Schmitt to appoint Freiburger & Wilgenbusch with Check Signing Authority. Motion seconded by Demmer. Motion carried unanimously.

Designated Bank Statement recipient – Ruden will continue to access the statement online, provide a copy through email to Siefken for TR. Original bank statement will be mailed to the District office from Dupaco.

Watershed appointees are Schmitt and Freiburger. (20-108)

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the December 8, 2020 meeting minutes.

20-11 Motion made by Demmer to approve the meeting minutes. Motion seconded by Schmitt. Motion carried unanimously.

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

<b>Program</b>	<b>Balance</b>	<b>Program</b>	<b>Balance</b>
REAPP	\$ 0.00	REAPF/NG	\$ 0.00
Cost Share	\$ 0.00		

Voluntary Recall of \$149.89 REAP F/NG & \$67.41 REAP P funds.

20-12 Motion made by Demmer to allow voluntary recall of the funds. Motion seconded by Freiburger. Motion carried unanimously.

Cost Share Applications:

*IFIP*

None

*REAP*

Have 2 applications pending supplemental funds allocation. No action to be taken.

Cost Share Certifications:

District	Practice Number	Program	Applicant	Practice	Amount Installed	Practice Units	Cost Share Amount
DUBUQUE SWCD	85167	Cost Share	CASEY, LUKE	Grade Stabilization Structure	1	Quantity	\$14,445.00
DUBUQUE SWCD	84004	Water Quality Initiative - Statewide	PFEILER, JAMES	Cover Crop - 1 Year	44.5	Acre(s)	\$667.50
DUBUQUE SWCD	84430	Water Quality Initiative - Statewide	WILWERT, ANDREW	Cover Crop - 1 Year	130	Acre(s)	\$1,950.00

DUBUQUE SWCD	84766	Water Quality Initiative - Statewide	KLUESNER, MICHAEL	Cover Crop - 1 Year	40	Acre(s)	\$600.00
DUBUQUE SWCD	85020	Water Quality Initiative - Statewide	SMITH, JOHN	Cover Crop - 1 Year	160	Acre(s)	\$2,400.00
DUBUQUE SWCD	86704	Water Quality Initiative - Statewide	HAMMERAND, DEREK	Cover Crop - 1 Year	80	Acre(s)	\$1,200.00
DUBUQUE SWCD	86847	Water Quality Initiative - Statewide	WOLF, KEVIN	Cover Crop - 1 Year	50	Acre(s)	\$750.00
DUBUQUE SWCD	86971	Water Quality Initiative - Statewide	DOMEYER, DALE	Cover Crop - 1 Year	160	Acre(s)	\$4,000.00
DUBUQUE SWCD	87772	Water Quality Initiative - Statewide	HERMSEN, MARTIN	Cover Crop - 1 Year	140	Acre(s)	\$2,100.00
DUBUQUE SWCD	88088	Water Quality Initiative - Statewide	DUPONT, JOSHUA	Cover Crop - 1 Year	12	Acre(s)	\$300.00
DUBUQUE SWCD	88250	Water Quality Initiative - Statewide	DOMEYER, ZACHARY	Cover Crop - 1 Year	136	Acre(s)	\$3,400.00

21-12 Motion made by Freiburger to approve the Certification. Motions seconded by Schmitt. Motion carried unanimously.

Cost Share Maintenance Agreements:

None

1M/Finance:

- December Bank Statement & Treasurer's report were not available for review.
- Attached list of Miscellaneous Bills to be approved was submitted for review.
- \$1,447.12 Nacd Grant #2 Reimbursement Request

21-13 Motion made by Schmitt to approve the bills. Motion seconded by Demmer. Freiburger abstained from voting. Motion carried.

21-14 Motion made by Demmer to approve the submit the Reimbursement Request. Motion seconded by Freiburger. Motion carried unanimously.

Correspondence Received:

- 2021 Financial Policies Annual Checklist was reviewed and will be mailed for initialing by the SWCD District Commissioners.
- District IFIP and REAP Cost Sharing Ranking Criteria. 2019 provided, will review in February
- District's policy for public funds usage dated 5/19 was reviewed. No changes needed at this time.

- Legislative Invite emailed to board. Followed up done by Mike Freiburger to John Whitaker encouraging John to create a video to be shared with legislators as to who the SWCD's are and the services they provide statewide.
- MR WMA Financial Support – Letter received regarding voluntary financial support being requested from MR WMA. District had already approved continued support of the water testing program.
- Siefken is updating the Commissioners Handbook
- NACD Annual Mtg (2/1-10/21) \$50 to attend. **CDI will be paying all commissioners registrations if you register by 1/15/20.**
- 2021 PFI Annual Conference – to be held later on this month. Siefken is checking if 1M funds will pick up the \$25 fee. **Yes, commissioners can be reimbursed for this expense. Be sure to get a receipt in your name if planning on registering.**
- CDI Connections newsletter was available for review.
- Next SWRCP Meeting planned for 1/12/21 at 1:00 through ZOOM.  
Lindblom presented Proposed Priority Goal of assisting Co. & City Departments, resident, and businesses with accessing the benefits of native vegetation restoration and reconstruction.

2:05 Wilgenbusch left the meeting, Demmer assumed as chair.

Personnel Updates:

- \$1/hr raise for Sweeney effective 1/1/21.

21-15 Motion made by Schmitt to approve the \$1 hr raise. Motion seconded by Freiburger. Motion carried unanimously.

- Equipment purchases for new Watershed Employees presented by Schmechel – Laptop - \$2,300 – ipad pro \$949 – 2 new iphones (\$100 purchase and \$50 ea. monthly fee) – business cards.

21-16 Motion made by Schmitt to approve the equipment purchases. Motion seconded by Lindblom. Motion carried unanimously. Siefken noted the problem of district not having credit card for purchase. Schmechel said he will purchase and turn in receipts.

- John Wiley starts 1/11/21 as the Urban Watershed Coordinator.
- \$25 Training Request for both Schmechel and Timm to go to PFI 2021 Annual Conference.
- New 2021 IRS Mileage reimburseable rate is \$.056 per mile for our employees.

21-17 Motion made by Freiburger to approve the registration. Motion seconded by Schmitt. Motion carried unanimously.

- IPERS Late November Report - Siefken has been in ongoing correspondence with isolved payroll regarding our IPERS November payroll and it's tardiness. A wage adjustment has been filed for the mid November late wages and we are currently awaiting isolved's payment of both the November and December contributions and the late fee and interest. HKPayroll joined forces with isolved this year and our payroll team was switched. Things had been progressing well until the November mistake was made and eventually Colleen got Dan Hawkins of the Division involved to help understand the issues. Colleen reached out to former HK Payroll contact, Vicky Kern, and it was decided to switch back to the local team. That will mean that Colleen will have to manually enter each employees hours and mileage/travel each pay period, but at least we can deal with our original contacts who understand IPERS. Siefken has advised isolved supervisor, Dan Langel, that there is a \$20



