

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD
January 10th, 2019**

Meeting to order: President Craig Capps called the meeting to order at 4:32 PM at the Washington County Conservation Education Center.

Roll call:

BOARD MEMBERS PRESENT: Craig Capps, Barb Donkersloot, & Bill Nickell
BOARD MEMBERS ABSENT: Stan Stoops, Kim Prier
STAFF PRESENT: Executive Director Zach Rozmus, Naturalist Pam Holz, Center Coordinator Randi Jenkins
GUESTS PRESENT: Brandon Shanahan KCII

Oath of office: The meeting began by the Washington County Conservation Board recognizing the reappointment of board member Craig Capps to a five year term. Capps read aloud the oath of office then signed the document. Board members Barb Donkersloot and Bill Nickell signed the oath as witnesses in addition to Executive Director Zach Rozmus.

Approval of agenda: A motion was made to approve the agenda as provided by Bill Nickell and seconded by Barb Donkersloot. Carried unanimously.

Review previous meeting minutes: A motion was made by Bill Nickell to approve the December 13th, 2018 regular meeting minutes without addition or correction. Motion was seconded by Barb Donkersloot and carried unanimously.

Election of Officers for 2019:

President: A motion was made to reappoint Craig Capps as board President by Barb Donkersloot, motion was seconded by Bill Nickell.

Vice President: A motion was made to reappoint Barb Donkersloot as board Vice President by Craig Capps, motion was seconded by Bill Nickell.

Secretary Treasurer: A motion was made to appoint Kim Prier as Secretary Treasurer by Craig Capps, motion was seconded by Bill Nickell.

Chart below shows elected officer positions as well as current board member terms.

2019 WASHINGTON COUNTY CONSERVATION BOARD MEMBER INFORMATION:

NAME & ADDRESS	APPOINTED	TERM EXPIRES	2019 OFFICER ELECTION POSITION
Craig Capps Kalona, IA	Jan. 1st, 2019	Dec. 31 2024	President
Barb Donkersloot Washington, IA	Feb. 8 th , 2012	Dec 31, 2021	Vice President
Kim Prier Ainsworth, IA	Aug. 20th, 2018	Dec. 31, 2019	Secretary/Treasurer
Bill Nickell Wellman, IA	Jan. 1st, 2011	Dec. 31, 2020	Board Member
Stan Stoops Washington, IA	Jan. 1st, 2018	Dec. 31, 2022	Board Member

DISCUSSIONS AND ACTIONS:

Discussion Surrounding 2019-2020 Budget

Executive Director Zach Rozmus presented prepared revenue, expenditure, capital project requests, salary updates, and insurance information documents (See attached documents).

Revenues:

Zach began by explaining the anticipated revenues for the upcoming fiscal year. Zach explained that there was a large decrease in the anticipated revenues from 2018-2019 to 2019-2020 fiscal year. The large drop off was due to the large quantity of funding that was derived from the TAP Grant for the Kewash Trail. Although the estimated revenue of \$158,330 appeared low, Zach assured the board that this number was more in line with revenues in past years. The largest revenue item for the upcoming fiscal year is estimated to be \$65,125 which is to be derived from a 50/50 match Riverboat Grant for the displays within the Conservation Center at Marr Park.

Capital Projects:

Next items discussed were the capital projects requests. First capital project request was the property taxes amounting in \$4,000 to be paid in reference to the Clemons Creek Wildlife and Recreation Area. Zach stated this was a yearly budget item that was a necessary due to the Conservation Boards crop lease. The second capital project request was for \$20,000 for the Conservation Center office remodel. The extent of this project was yet to be determined, but Zach felt confident that over budgeting for this project was better than needing to go back and request additional funding. The next capital project request was for \$15,000 for the continued replacement of the Marr Park picnic tables. This project has been budgeted for the previous two fiscal years and is nearing completion. Goal of this project is to replace all wooden picnic tables in Marr Park with more durable and longer life expectancy metal tables that have a rubber coating. The last of the capital project requests was a two pronged request. The two requests amounting in \$22,000 and pertaining to the latrine and shelter replacement at Fern Cliff Recreation Area. Current latrine at Fern Cliff has been in place since 1986 and is in dire need of replacement. Conservation staff has recently removed the shelter that had been in place at Fern Cliff since 1966. The shelter had become a safety concern and it was determined that the best course of action was to remove the shelter in its entirety.

Expenditures:

Discussion surrounding expenditures began by Zach explaining the directives given by the Washington County Supervisors. Supervisors directed department heads to have a 0% operating budget increase and a 2.8% wage increase for county personnel. With those directives in mind Zach presented an excel sheet that reflected a 0% operating budget increase. The same budget sheet reflected a 2.8% increase for all full time staff. Zach explained that the biggest changes pertaining to expenditures was in reference the "other salaries" line item. Zach justified the increases to this category based on the anticipated creation of a campground host and plan to increase the hourly pay of part-time center coordinators. Both of these changes were in an effort to rectify issues and complaints that had occurred in the past. Zach stated that based on these salary increases he thought that \$26,000 would be sufficient funding, but board President Craig Capps requested that this number be pushed to \$30,000 to ensure that money wouldn't be an issue. Board members Barb Donkersloot and Bill Nickell agreed with Craig, therefore the decision was made to inflate the previous \$26,000 to \$30,000.

Zach explained the insurance budget based on current staffing, which included the budgeting for a family plan for the potential Ranger/Tech. hire.

Ranger/Tech. Hiring Discussion

Executive Director Zach Rozmus explained to the board that the Ranger/Tech. had been posted and applications were currently being accepted. Zach informed the board and those present that application due date was January 18th, 2019, his current plan was to base the hiring process moving forward off the number and quality of applicants that applied. Zach noted that he didn't feel the department needed to be in a hurry to fill the position and that if necessary the application process could be extended.

Zach explained that the interview process was yet to be determined, but his plan at the time was not involve board members in the process. Craig Capps noted that former Director Steve Anderson had involved board members in the past but stated that he supported whatever decision Zach made for the interview process.

Fern Cliff Latrine

Zach notified those in attendance that he had received a price quote pertaining to the latrine replacement at Fern Cliff Recreation Area. Current plan is to contract Swales Precast for the latrine itself as well as its installation. This is the same company that had installed the current latrines at Clemons Creek and Sockum Ridge.

What needed to yet be determined was the size of the latrine and its location. Zach advised that after speaking with the county sanitarian a new proposed location off the center drive of Fern Cliff was the best option for all parties moving forward. As there is concern regarding the current latrine being within a flood plain. After explaining this, Zach was hoping the board would come to a decision regarding the future location of the latrine so plans could continue moving forward, but due to two board members not being present at the meeting Craig Capps requested that discussions regarding the latrine be tabled for a later date.

Therefore, this topic was tabled for a later date.

Project Updates

Prescribed burn plan: Zach explained that Maintenance Technician Fritz Engel and Ranger/Tech Jayse Horning had completed the prescribed burn plan for 2019. Of the areas designated to burn in accordance with the plans, Zach highlighted the Marr Park burn would have an educational program that would be open to the public. This program has drawn great support in the past and also allows the opportunity for the Conservation staff to work alongside local fire agencies.

Kewash Nature Trail: Zach stated that this project is still ongoing financially, even though much of the construction has been suspended for the winter months. Zach continued to explain that things are beginning to move forward in terms of the Kirkwood trailhead. Plans are still to begin construction on this portion of the project in the spring of 2019.

Sockum Ridge Timber Stand Improvement: Zach happily announced that the TSI project at Sockum Ridge recreation area had been completed. Kaleb Elbing's contract had been fulfilled and Zach noted that Conservation Staff was impressed with the work he completed.

Review of monthly reports

Naturalist Pam Holz' monthly report of programs and activities was provided and reviewed.

Maintenance Technician Fritz Engel's monthly report was provided and reviewed in his absence.

Ranger/Technician Jayse Horning's monthly report was submitted and reviewed in his absence.

Center Coordinator Randi Jenkins' monthly report was provided and reviewed.

Executive Director Zach Rozmus' monthly report was submitted and reviewed.

Bills Approved For Payment

Following discussion, a motion was made by Bill Nickell and seconded by Barb Donkersloot to approve the following bills totaling \$39,583.28 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace N More	Air filters, weatherstrip, padlock and chain, torch, hooks	\$152.87
Agriland	Propane refill at house, center, and shop	\$1,150.38
Arnold Motor	Oil, filters, gloves	\$189.69
Copy Systems	Printer contract	\$52.44
DNR	Salvage permit for Pams animals	\$15.00
Douds Stone	Roadstone	\$899.02
Four Seasons Conservation	Timber stand at Sockum Ridge	\$3,175.00
Harbison Fencing	Kewash project fencing	\$12,793.50
Hinshaw Trailer Sales	Wheel bearings for trailer	\$125.12
Ideal Ready Mix	Fern Cliff barriers	\$578.50
Jims Small Engine Repair	Chainsaw oil	\$177.33
John Deere	Bolts, filters, and tools	\$144.68
Kalona Tree Service	Stump grinding	\$831.25
Menards	Tool chest	\$1,288.00
Mikes Parts & Service	Grease tube and packer	\$43.35
MSA	Consultation for Kewash	\$16,360.90
Staples	Post-its, binder, flashdrives, pens, ear buds	\$196.79
State Hygienic Laboratory	Water testing	\$13.00
US Cellular	Phone bill	\$249.07
Walmart	Program materials and worms	\$155.73
Washington Co. Sheriff	Law Enforcement equipment	\$128.37
Washington Co. Treasurer - Secondary Roads	Maintenance to county car	\$213.38
Washington Lumber	Krotz Memorial and fasteners for palletes	\$121.92
Washington Rental	Jackhammer	\$125.00
Windstream	Monthly internet	\$387.24
Zach Rozmus	Lunch, mail service	\$15.75
TOTAL BILLS		\$39,583.28

Meeting Adjourned: A motion was made by Bill Nickell and seconded by Barb Donkersloot to adjourn the meeting at 6:35PM. Motion was carried unanimously.

SIGNATURE

DATE

