

**THE REGULAR MEETING OF THE  
WASHINGTON COUNTY CONSERVATION BOARD  
January 11, 2018**

**MEETING TO ORDER:** President Craig Capps called the meeting to order at 4:30 PM at the Washington County Conservation Education Center.

**ROLL CALL:**

**BOARD MEMBERS PRESENT:** Craig Capps, Stan Stoops, Barb Donkersloot, & Linda Finke

**BOARD MEMBERS ABSENT:** Bill Nickell

**STAFF PRESENT:** Executive Director Steve Anderson, Ranger/Technician Jayse Horning, Maintenance Technician Fritz Engel, & Naturalist Pam Holz

**GUESTS PRESENT:** None

**OATH OF OFFICE:** Newly appointed Washington County Conservation Board Member Stan Stoops read aloud and signed the Oath of Office. Each WCCB member present signed as a witness.

**APPROVAL OF AGENDA:** A motion was made to approve the agenda by Linda Finke. Seconded by Barb Donkersloot. Carried unanimously.

**MINUTES:** The Minutes of the November 9, 2017 Regular Meeting were approved as submitted on motion by Barb Donkersloot and seconded by Linda Finke. Carried unanimously.

**ELECTION OF OFFICERS FOR CALENDAR YEAR 2018:**

1. A motion was made by Linda Finke to have Craig Capps remain President. Seconded by Barb Donkersloot. Carried unanimously.
2. A motion was made by Linda Finke and seconded by Stan Stoops to elect Barb Donkersloot as Vice President. Carried unanimously.
3. A motion was made by Stan Stoops and seconded by Barb Donkersloot to elect Linda Finke as Secretary/Treasurer. Carried unanimously.
4. A complete listing of current WCCB Members for 2018 is provided on the table that follows.

**2018 WASHINGTON COUNTY CONSERVATION BOARD MEMBER INFORMATION:**

<b>NAME &amp; ADDRESS</b>	<b>APPOINTED</b>	<b>TERM EXPIRES</b>	<b>2017 OFFICER ELECTION POSITION</b>
Craig Capps 911 8 <sup>th</sup> Avenue Kalona, IA 52247	Jan. 1, 2009	Dec. 31 2018	President
Barb Donkersloot 706 E. 17 <sup>th</sup> Street Washington, IA 52353	Feb. 2012	Dec 31, 2021	Vice President
Linda Finke 3045 282 <sup>nd</sup> Street Crawfordsville, IA 52621	Jan. 1, 2015	Dec. 31, 2019	Secretary/Treasurer
Bill Nickell 1360 128 <sup>th</sup> Pl. Box 152 Wellman, IA 52356	Jan. 1, 2011	Dec. 31, 2020	Board Member
Stan Stoops 1506 N. Marion Washington, IA 52353	Jan. 1, 2018	Dec. 31, 2022	Board Member

**DISCUSSIONS AND ACTIONS:**

- A. Guidance was requested and received for the current job opening as follows:
  1. Changing the job title and description from Ranger to Ranger/Technician was discussed and approved.
  2. The job description for the Ranger/Technician position was reviewed, amended, and approved.
  3. The salary matrix, subject to Supervisor approval as well, was set.
  4. Executive Director Anderson reported that this position will now be advertised and filled.

- B. Project updates were provided as follows:
1. The Team Tinnes subcommittee was discussed and acted upon as follows:
    - i. Stan Stoops will serve on this subcommittee, replacing Lyle Moen.
    - ii. Naturalist Pam Holz will attempt to schedule a meeting as soon as possible.
    - iii. The time frame for getting components of the project was briefly discussed.
  2. The Kewash Nature Trail projects updates were provided as follows:
    - i. Executive Anderson reported that all approvals were in place, and that the fence line along the eastern edge of the County Farm was being cleared of trees.
    - ii. Strong indications are that the Washington Trees Committee would be receiving their Branching Out Grant for replacing the trees along the Kewash Nature Trail through the City Of Washington. Notice and assurance of board support that our crews would be working with the Power Line Company to prepare the site was requested and received.
    - iii. Removal of brush and trees along the trail itself were also being done on several segments of the trail.
- C. The Washington County Conservation Board Fiscal Year 2018-19 budget request was discussed and acted upon as follows:
1. Wage rates for all WCCB employees were discussed and acted upon as follows:
    - i. Notice was provided that the Supervisors had set the wage rates increase at 2.5%.
    - ii. It was budgeted for the two employees to be hired to be on the family plan of the Washington County Employee benefits package. This would raise that line item by approximately \$15k.
    - iii. Raising the hourly rates of the Ranger/Technician Position salary matrix was discussed, and the following direction provided:
      1. Subject to Supervisor review, it was decided to raise the maximum rate for this position to \$23.56 based upon 2018-19 hourly rates. This was determined by taking 75% of the lowest paid Secondary Roads employee (to reflect that 75% of their time would be spent on maintenance) and 25% of the lowest paid Sheriff's Department Deputy (to reflect that 25% of their time would be spent on patrol).
      2. The current Maintenance Technician position was reviewed. It was determined that the current Maintenance Technician Fritz Engel had 11 years of experience, was doing a good job, yet remained well below the entry level Secondary Roads position. It was decided that this hourly rate should be \$22.53. Current considerations are also to get Fritz Engel into the Iowa Law Enforcement Academy and then change his title to Ranger/Maintenance Technician.
      3. The other full time positions will be provided the 2.5% increase established.
      4. The part time and temporary persons hourly rates will not change.
      5. The concept of using a Campground Host at Marr Park was approved, thus allowing one less hourly field person during that season.
      6. The concept of a Naturalist Intern was approved to assist Naturalist Pam Holz for a period not to exceed April through August.
      7. The above was approved on motion by Craig Capps and second by Linda Finke. Board Member Stan Stoops abstained to avoid any potential conflict of interest, with all other members voting in favor. The motion carried.
  2. The bottom line tax asking of the WCCB relating to the Maintenance & Operations cost of the WCCB Budget was discussed and acted upon as follows:
    1. Further statements of appreciation to the taxpayers and the Supervisors for allowing the WCCB the one time expenditure increase of \$77,512 for purchasing the skid loader were made. This raised the total cost of Maintenance & Operations from \$169,700 to \$247,212. It also raised our Property Tax Asking from 51 cents per thousand to 58 cents per thousand. As verbally agreed to, the 2018-19 Budget Request will return to \$169,700 and the tax levy to \$.51 cents per thousand. It was further stated that this new tool was working out incredibly well.
    3. Projects Discussions: Board Members and staff together reviewed the project needs of each property that the WCCB Manages. The following is a summary of those items, any and all of which would be done with no property tax dollars:
      1. Brighton Boat Access: State-owned and WCCB Operated. No projects.
      2. Brinton Timber: It was decided to wait for the completion of the County-wide Master Trails Plan to begin to budget improvements for the trail system, seeking the balance between use (primarily equestrian) and habitat degradation. Professional guidance would likely be the first step.

3. Clemons Creek Wildlife & Recreation Area: This area generates \$18,263 in annual revenues which has funded multiple upgrades. No project was set for the 2018-19 budget request, but the concept of a handgun bullet trap was discussed.
4. Crawford Pond: This area is leased to us free. No project was set for the 2018-19 Budget request. The aquatic invasive weed curly-leaf was stated as the largest issue there.
5. English River Wildlife Area: No project was set for the 2018-19 budget request. A potential property expansion there was briefly discussed. It does generate \$3,466 per year in revenues through a crop lease, and also recently generated over \$80k through the sale of some maples harvested as a management need.
6. Fern Cliff County Park: The latrine there was expressed as its greatest issue, and \$15k is to be budgeted for its replacement. Its location and the shelter will have to be addressed prior to it being completed.
7. Foster Pond: Direction was requested and provided to proceed with the creation of a walking trail along the south side of this pond at a cost estimated not to exceed \$3k by a local contractor. This pond is being heavily utilized by fishermen, and this trail will complete the loop. It was decided to try to accomplish this during the current fiscal year (before 7/1/2018).
8. Foster Woods County Park: No project was set for the 2018-19 budget request as the shelter should be completed during the current fiscal year. In time, this latrine will also need to be replaced.
9. Hayes Timber: No project was set for the 2018-19 budget request. Ranger/Technician Jayse Horning reported there was a recent drug related arrest there.
10. Kewash Nature Trail: Due to the various grants associated, this property will be the largest time and budget item for Fiscal Year 2017-18 and 2018-19. The total funding around the TAP Grant was reported as \$682,537, with the WCCB commitment remaining as \$60,000.
  - i. It was suggested and approved to budget \$5k towards the replacement of one culvert during Fiscal Year 2018-19. Accomplishing this will stand to simplify the potential Phase 2 paving project there, which will attempt to pave the trail on west to the Crooked Creek Bridge.
  - ii. It was suggested and approved to budget \$5k each year for rock replacement on the trail. Doing this on the Keota end was prioritized by the board members, since lots of improvements continue on the Washington end.
  - iii. WCCB involvement in the Branching Out and other tree upgrades along the trail is a high priority. There is no budgeting need here, since they are 100% expenditure grants, with our contribution being in-kind labor.
11. Marr Park: Numerous items as follows:
  - i. Shower House Project: It was discussed and determined that the \$800k price tag for this project was such that the WCCB would start the project over at the consulting phase. No project dollar request was set for the 2018-19 budget request.
  - ii. Shelter #4: Replacing this shelter was part of the shower house project. The structural integrity of the existing shelter was expressed as of concern. It was decided to budget \$1,500 to upgrade the existing building to keep it safe while a new plan for its creation is formulated.
  - iii. Bird Blind: The bird blind along the McFarland Trail has been determined to be unsuccessful. A budget request of \$10k will be made. Evaluation and consideration will be to modify & fence the northwest borrow pond for the Center Project such that it can be maximized as a wildlife viewing area (aquatic reptiles and amphibians primarily). If so, the bird blind will be re-purposed and moved to the pond dam there.
  - iv. Solar Panels, Generator, Micro-grid: The concept of creating a backup and/or showcase system of energy production (either solar panels or micro-grid) will continue to be investigated. Nothing is to be budgeted at this time.
  - v. Displays Upgrades: "Team Tinnes" continues to progress towards a plan to upgrade the original Conservation Education Center displays. It is the Board's intention to complete these upgrades using grants and building maintenance funds. Therefore, nothing is being budgeted for this yet since dollars are not know, but will not involve additional property tax dollars.
  - vi. Paving Marr Park camping sites: The WCCB completed the paving of one handicapped site in the Marr Park Campground. It was decided to budget the paving of no more sites at this time (with a rough estimate of \$5k per site in material cost provided- concrete and rock only, does not include any labor).

12. Sockum Ridge: No budget request relating to this property. Like Brinton Timber, the WCCB intends to seek professional guidance for the trail system there once the Washington County Master Trails Plan is completed.

**EMPLOYEE MONTHLY REPORTS:**

Naturalist Pam Holz provided her monthly report.

Ranger/Technician Jayse Horning provided his monthly report. His report included information regarding law enforcement needs as follows:

1. The lights for the WCCB pick-up that is to be utilized for both patrol and other duties was discussed and direction proved as follows:
  - a. Concern had been expressed by deputies that our vehicles were not well enough lit when the WCCB attempted to back them up. Therefore, the need to expand this lighting was being addressed. It was decided that the law enforcement related lights would specifically not include any form of top of the cab mounted lights. This was due to the vehicle's intended multi-purpose use. Instead, they would be under the grill as well as in the cab.
  - b. A cost estimate direction of up to \$4k for these light was approved on motion by Linda Finke and second by Barb Donkersloot. Stan Stoops abstained.
  - c. The delivery of the vehicle remained unknown, but it was stated that it now had a vehicle information number, meaning that it was likely being manufactured.
2. The Washington County systems for tickets and tracking the locations of officers were discussed, including the following:
  - a. The WCCB paper tickets were determined to have an error in them. Therefore, they needed to be replaced at an estimated cost of \$500 at the minimum order, or the WCCB could go to electronic ticketing.
  - b. Electronic ticketing had the added benefit of tracking the officer's location at all times when they are on patrol. This is the system the Washington County Deputies were using. Unfortunately, it cost approximately \$8k to purchase and required a \$50 per month cost.
  - c. WCCB Board members asked how many citations were being written annually, with that number being reported as less than 10. The balance between this, officer safety, and cost was discussed. Further information was requested for the next meeting, including trying to reduce this cost.

Maintenance Technician Fritz Engel provided his monthly report of activities. This included that he was leading efforts to get the locks in the Conservation Education Center replaced as the original ones were wearing out (estimated cost approximately \$1,200).

Executive Director Steve Anderson provided his monthly report of activities as well as a financial report.

**BILLS APPROVED FOR PAYMENT:** Following discussion, a motion was made by Linda Finke and seconded by Barb Donkersloot to approve the following bills totaling for payment. Carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Hardware	\$183.49
Air Doctor	Repair on shop heater	\$347.15
City of Washington	Trails Master Planning- County Share	\$5,000.00
Copy Systems	Monthly Contract	\$41.82
Douds Stone	Rock for Range	\$522.08
E-Z Sales @ Engineering	Seats for 50 & 100 Yard Ranges	\$981.92
Greiner Discount Tire	Tire Repair	\$37.00
KCII	Job Notice/ Center Coordinator	\$103.04
Kiesler's Police Supply	Remington 870 Police Shotgun	\$640.00
MSA Consultants	Consulting & Engineering for Kewash	\$6,240.00
The News	Job Notice/ Center Coordinator	\$75.00
US Cellular	Cell Phone Bill	\$177.55
Walmart	Program Supplies	\$136.69
Washington County Engineer	Chip Keys For Fuel System	\$326.66
Washington Lumber & Home Center	Materials For Range Shelter	\$258.18
Windstream	Phone Bill	\$193.14
WMPF Group, LLC	Job Notice/ Center Coordinator	\$193.73
<b>TOTAL BILLS</b>		<b>\$15,457.45</b>

MEETING ADJOURNED: A motion was made by Linda Finke and seconded by Barb Donkersloot, and carried unanimously to adjourn the meeting at 8:00 PM.

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SIGNATURE

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DATE