

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD
February 8, 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, & Bill Nickell

BOARD MEMBERS ABSENT: Linda Finke

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

GUESTS PRESENT: None

APPROVAL OF AGENDA: A motion was made to approve the agenda by Barb Donkersloot. Seconded by Stan Stoops. Carried unanimously.

MINUTES: The Minutes of the January 11, 2018 Regular Meeting were approved as submitted on motion by Barb Donkersloot and seconded by Bill Nickell. Carried unanimously.

DISCUSSIONS AND ACTIONS:

- A. Creating a Campground Host position for Marr Park was discussed and acted upon as follows:
 1. A Campground Host Contract Description, patterned off that used by other county conservation boards, was reviewed and approved subject to approval of the Washington County Attorney's Office.
 - i. It was decided to have this first contract expire on July 10th, 2018.
 2. The above was approved on motion by Craig Capps. Seconded by Bill Nickell. Carried unanimously.
- B. Following brief discussion, a motion was made by Stan Stoops to acknowledge two Personnel Change Requests, one to add newly hired Washington County Conservation Education Center Coordinator Brandie Bray; and the other to remove past Seasonal Aide (Not Returning) Thomas Salazar. Seconded by Barb Donkersloot. Carried unanimously.
- C. Project updates were provided & acted upon as follows:
 1. The Team Tinnes subcommittee was discussed and acted upon as follows:
 - i. Naturalist Pam Holz reported that the subcommittee was waiting for cost estimates for implementation of the changes from McCullough Creative. Once received, it will be their recommendation to proceed to secure funding for the new displays.
 - ii. Some brief discussion was held regarding the estimated total cost for the displays upgrades, with \$100k to \$150k being stated.
 2. BRANCHING OUT: An update was provided regarding the WCCB's site preparation for the pending Branching Out grant secured by the Washington Tree Committee. Anderson reported that staff had accomplished some of the clearing operations of the trees along the Kewash Nature Trail in the Washington City Limits. Additionally, the power line operators had been contacted, and are now scheduled, to cut approximately 30 additional trees that represented a hazard to fall into the lines if WCCB staff cut them. The purpose of this project was to put higher quality trees and shrubs back, with species selected that would not impact the power lines.
 3. TAP Grant Project TAP-R-CO92(99)-8T-92 was discussed and acted upon as follows:
 - i. Executive Anderson reported that all the first round of trees had been removed along the project, to include those along the eastern fence of the County Farm. The activity was then reviewed with the consultants, with further clearing required to include nearly all of the trees west of Willow Pond to the western edge of the County Farm as well as a few additional trees near the northeast corner of the Willow Pond property. The cut back activities west of Highway 1 to the Willow Pond entrance had been deemed adequate.
 - ii. Following discussion, a motion was made by Stan Stoops for approval and authorization of the President to sign the IOWA DOT Check Plans for Project TAP-R-CO92(99)-8T-92 as well as future associated contracts. Seconded by Barb Donkersloot. Carried unanimously.
 - iii. Following discussion, a motion followed by Bill Nickell providing authorization and approval of Executive Director Steve Anderson to approve and sign Change Orders associated with this project of up to \$20,000 so long as total project costs do not exceed \$614,000. Monthly reports are to be provided of all expenditures & contracts associated with project. Seconded by Barb Donkersloot. Carried unanimously.

EMPLOYEE MONTHLY REPORTS:

Naturalist Pam Holz provided her monthly report. Her report included an update on the Turtle Display, with staff scheduled to bring it from Ringgold County on February 26th. It will be here until sometime soon after Memorial Day.

Ranger/Technician Jayse Horning provided his monthly report. His report included further information, discussion, and action regarding electronic systems for the patrol vehicle as requested last meeting.

1. Significant discussion was held regarding assurance that employee officer safety was of high importance, with the goal of accomplishing this efficiently.
2. Jayse provided & explained 3 quotation options for these systems. As part of this explanation, if any system were approved, it would be installed in the new pickup (now scheduled to be delivered later this month), with all lights and equipment installed together. The firearms and electronics will be kept in a safe except when certified officers are present.
3. A motion followed by Craig Capps, after assurance by Jayse Horning that it would provide their needs, to approve quotation 19745A in the amount of \$6,170.15; but to add the warranty amount of \$645 as specified. The total system thus approved would be a total cost of \$6,815.15. This motion was seconded by Stan Stoops. Carried unanimously.

Maintenance Technician Fritz Engel provided his monthly report of activities.

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

Center Coordinator Brandie Bray introduced herself and was welcomed.

Informally, Board President Craig Capps reported that the budget workshop held with the Washington County Board of Supervisors had gone extremely well. He expressed appreciation for their support and professionalism. He also thanked other Washington County Conservation Board members for attending.

BILLS APPROVED FOR PAYMENT: Following discussion, a motion was made by Bill Nickell and seconded by Stan Stoops to approve the following bills totaling \$16,173.27 for payment. Carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Cleaning supplies, apparel, tools	\$155.67
Agriland FS, Inc	Regular Fuel	\$1,122.70
Arnold Motor Supply	Vehicle parts	\$94.08
Baker Paper & Supply	Toilet paper, paper towels	\$144.30
Cobb Oil Co.	Fuel filters, fuel	\$2,287.28
Copy Systems	Printer Contract	\$43.39
Eastern Iowa Light & Power Cooperative	Electricity	\$642.12
Forestry Suppliers, Inc.	Wildland fire clothing/equipment	\$483.05
Frederick Engel	Food and Hotel	\$231.99
Grimm Brothers Plastics	Wood duck boxes	\$840.00
Jayse Horning	Food	\$95.15
Jim Small Engine	Chainsaw supplies	\$367.46
KCII	Job posting ranger tech	\$106.12
Luke Waste Management	Trash Service	\$220.00
MSA Professional Services	Kewash Nature Trail Grade & Pave	\$4,800.00
Pam Holz	Velcro tape, moth traps	\$29.58
Printers Workshop	Printing Service	\$757.04
The Lock Dr	Lock Maintenance	\$1,617.50
The News	Job posting ranger tech	\$75.00
UI Community Medical Services	Physical/drug screen	\$142.00
US Cellular	Cell Phones	\$355.37
Val Wall Equipment	Machinery	\$528.63
Walmart	Supplies for center	\$215.30
Windstream	Phone Bill	\$579.77
WMPF Group, LLC	Job posting ranger tech	\$239.77
TOTAL BILLS		\$16,173.27

MEETING ADJOURNED: A motion was made by Stan Stoops and seconded by Barb Donkersloot, and carried unanimously to adjourn the meeting at 6:15 PM.

SIGNATURE

DATE