

**THE REGULAR MEETING OF THE  
WASHINGTON COUNTY CONSERVATION BOARD  
February 14<sup>th</sup>, 2019**

**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, Barb Donkersloot, Stan Stoops, Kim Prier, & Bill Nickell

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Executive Director Zach Rozmus, Maintenance Tech. Fritz Engel, Ranger Tech Jayse Horning, Center Coordinator Randi Jenkins

**GUESTS PRESENT:** Karen Dennler, Zoey Dennler, Darren Dennler, Washington’s City Administrator Brent Hinson

At 4:33PM board member Barb Donkersloot arrived at the meeting.

**Approval of agenda:** A motion was made to approve the agenda as provided by Stan Stoops and seconded by Kim Prier. Carried unanimously.

**Review previous meeting minutes:** A motion was made by Bill Nickell to approve the January 10th, 2019 regular meeting minutes without addition or correction. Motion was seconded by Kim Prier and carried unanimously.

**DISCUSSIONS AND ACTIONS:**

**1) 4H Brinton Trail Project**

a) Zoey Dennler delivered a presentation to the board and those present in reference to the updating and maintenance of the Brinton Timber Trails. Zoey and her family are avid horseback riders, and frequent Brinton Timber trails. Zoey explained to the board that over the years the trail markers have become more and more difficult to read/locate. Zoey expressed interest in conducting a 4H service project under the direction of Washington County Conservation staff to repaint current trail markers using trail stencils that have been used to mark the trails in the past. Director Zach Rozmus explained to board members that this project was much needed and that he was in full support of Zoey and any other volunteers that wished to assist with the project. Zach further explained that he didn’t feel a hard timeline needed to be set for the project, but asked that Zoey have the goal of completing the project before the summer months, weather permitting. **A motion was made by Stan Stoops to approve the 4H Brinton trail marking project, motion was seconded by Bill Nickell. Motion was carried unanimously.**

**2) Resolution to enter a 28E agreement for the creation and operation of a trailhead at the Kirkwood Regional Education Center (Resolution 02-14-2019-01)**

a) Zach explained that Resolution (02-14-2019-01) was to replace a previous 28E agreement regarding the Kirkwood trailhead (previous Resolution 10-08-2018-2). Previous agreement didn’t outline the actual duties of the parties involved in the project. New 28E clearly outlines the duties of the Washington County Conservation Board (WCCB), City of Washington, and Kirkwood. At this time Board President Craig Capps called for a roll call vote. Roll call results listed below.

NAME	AYE	NAYE	ABSENT	ABSTAIN
President Craig Capps	X			
V. President Barb Donkersloot	X			
Member Stan Stoops	X			
Member Bill Nickell	X			
Member Kim Prier	X			

**3) Discussion and potential action regarding contract with MSA Consultants regarding Kirkwood Trailhead service agreement**

a) Zach explained that the new service agreement that was provided to all those present for \$8,000 for MSA was in reference to the consulting firm orchestrating the bid process pertaining to the Kirkwood Trailhead. Per the 28E agreement the WCCB was the lead contractor of the project. MSA was to prepare the project for bid in reference to the concrete, pavilion, and etc. for the trailhead that was to be constructed on the southeast corner of the Kirkwood Regional Center's campus located off Lexington Blvd. in Washington, IA. The trailhead is considered an extension of the Kewash Paving and Enhancement project. Funding sources pertaining to this project will be allocated from the City of Washington, Kirkwood Community College, and the WCCB. Zach noted that a large portion of the funding would be derived from a Riverboat Grant awarded to the WCCB. Approving the service agreement was a necessary part to keep the tight timeline of the trailhead moving forward. **A motion was made by Craig Capps to enter a service agreement with MSA regarding the Kirkwood Trailhead, motion was seconded by Barb Donkersloot. Motion was carried unanimously.**

**4) Fern Cliff Latrine**

a) Zach advised that after speaking with Jeanine Wolf, the County Sanitarian, since the last board meeting, she advised that she isn't willing to put her stamp of approval on a new latrine being placed in the current latrines location. Wolf advised that due to the current latrines proximity to the creek she's concerned issues could arise in the future. Therefore, she recommended the latrine be placed in the proposed location off the center drive, or in another location that is to be determined by the board. Board member Barb Donkersloot expressed that she would like the latrine to remain on the lower drive, as she believed the lower drive was the most used location at Fern Cliff. Zach, Jayse, and Fritz all expressed that they believed that the lower drive was likely the least used of the entrances. Zach reiterated that with the new shelter being placed on the center drive he believed it made most sense to locate the latrine near that location for park users. Fellow staff members agreed with Zach's position. Other possible locations would likely require a large amount of grading and archeological studies. **During this time Craig Capps made a motion to place a new latrine off the center drive in the area designated in Zach's location proposal. Motion was seconded by Stan Stoops. Motion carried unanimously.**

**Project Updates**

**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. Storm water discharge inspections are still being completed on a weekly basis. Zach noted that he had been in contact with several Eagle Scout groups in reference to possible service projects that could be developed on the Kewash trail, specifically in the areas near Willow Pond.

**Marr Park Shelter Improvement:** Zach notified those present that he and conservation staff had removed and replaced the flip up windows on shelter one in Marr Park. The windows are wood framed and faced with car siding. Nearly all were in desperate need of replacement due to rot. Therefore, on one of the many below zero days, conservation staff built all new windows and finished them with a grey stain. Zach encouraged everyone take a look at the improvement while exiting the park, as it was a much needed facelift for the shelter.

### **Review of monthly reports**

Naturalist Pam Holz' monthly report of programs and activities was submitted and reviewed in her absence.

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

Ranger/Technician Jayse Horning's monthly report was provided and reviewed.

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 Craig Capps and seconded by Bill Nickell to approve the following bills totaling \$20,688.92 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Birdseed, light bulbs, cleaning supplies, wrench holder	\$78.29
Agriland FS, Inc.	Propane refills at house, shop, and center	\$1,138.53
Armstrong Heating & Air Conditioning, Inc.	Replaced ignitors in heat	\$277.90
Arnold Motor Supply	Brake cleaner, windshield wiper, antifreeze	\$81.05
Copy Systems, Inc.	Printer contract	\$49.34
Douds Stone, LLC.	Rock supply to clemons creek and marr park	\$574.74
Eastern Iowa Light & Power Cooperative	Electricity	\$1,933.41
Greiner Discount Tires	Tires, mount, and balance	\$893.12
Iowa Prison Industries	Foster Woods sign	\$203.86
John Deere	Spring for motor vehicle	\$3.40
KCII	Ad for Ranger position	\$292.11
Luke Waste Management	Monthly trash service	\$220.00
Mike's Parts & Services	Connector fro snow plow	\$50.94
MSA Professional Services, Inc.	Consulting services for Kewash Trail	\$2,981.05
Pam Holz	Program material	\$6.36
Printers Workshop	Winter Earthtones	\$811.87
Randi Jenkins	Employee meal during Winterfest	\$13.00
Sinclair Tractor	New mowers	\$10,200.00
Staples Business Advantage	Office and custodial supplies	\$83.03
US Cellular	Cell service	\$224.82
Walmart	Cart and worms	\$73.10
Washington Lumber & Home Center	Shelter 1 updates	\$42.78
Wemiga Waste, Inc.	Electronics recycling	\$42.00
Windstream Enterprise	Internet services	\$193.53
WMPF Group, LLC.	Ad for Ranger position	\$207.69
Zach Rozmus	Employee meal during Winterfest	\$13.00
TOTAL BILLS		\$20,688.92

**Meeting Adjourned:** A motion was made by Stan Stoops and seconded by Kim Prier to adjourn the meeting at 6:07PM. Motion was carried unanimously.

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**SIGNATURE**

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**DATE**