

**THE REGULAR MEETING OF THE  
WASHINGTON COUNTY CONSERVATION BOARD  
March 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, Linda Finke & Bill Nickell

**BOARD MEMBERS ABSENT:** NONE

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

**GUESTS PRESENT:** Sam McIntosh, KCII Radio; John Butters, Washington Evening Journal; Aaron Harvey; Kathy Fields; Dennis Levsen & his father; Jim & Cozy Millice

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

**MINUTES:** The Minutes of the January 11, 2018 Regular Meeting were approved as submitted on motion by Stan Stoops and seconded by Linda Finke. Carried unanimously.

**DISCUSSIONS AND ACTIONS:**

Aaron Harvey proposed an Eagle Scout Project whereby he would pot & grow seeds for native tree species over the summer of 2018, thence transplant and protect the resulting 200 or so seedlings to the northern area of the Schmitter Heritage Area in the fall. Specifics of this project were briefly discussed, including that the species include swamp white oaks, Iowa adapted pecans, and shellbark hickories- with all seeds collected locally last fall. A motion followed by Stan Stoops to approve this project. Seconded by Linda Finke. Carried unanimously.

Dennis Levsen proposed an Eagle Scout Project whereby he would make improvements to Shelter #4 in Marr Park. These improvements would include replacement of the rotted support posts, followed by upgrading the roof to steel to match the other open shelters. The Washington County Conservation Board will supply all materials, and staff will assist in overseeing the project. Following discussion, a motion was made by Bill Nickell to approve this proposal. Seconded by Linda Finke. Carried unanimously.

Acknowledgement of the hiring of Zach Rozmus for the full time permanent position of Ranger/Technician beginning on March 21, 2018 was briefly discussed and approved on motion of Craig Capps and second by Barb Donkersloot. Carried unanimously.

Acknowledgement of the hiring of Kyle Harland for the position of Summer Aide to start not before April 16<sup>th</sup> and end not after September 1, 2018 was requested. Following discussion, a motion was made by Linda Finke to acknowledge this hiring. Seconded by Stan Stoops. Carried unanimously.

Acknowledgement of the hiring of Randi Jenkins for the position of Naturalist Intern to start not before April 2<sup>nd</sup> and end not after August 31, 2018 was requested and discussed. Information provided included that Randi had completed a previous volunteer Intern position last year, and that the need for this position had been identified during budgeting discussion. A motion was made by Barb Donkersloot to acknowledge this hiring. Seconded by Linda Finke. Carried unanimously.

Acknowledgement of contracting with Clarence & Linda Unternahrer as well as David Neff as Marr Park Campground Hosts was requested. Discussion included that these people were now scheduled to fulfill this niche during some of the busiest weekends during calendar year 2018 under a contract that had been reviewed by both the Washington County Attorney and Human Resources. A motion followed by Bill Nickell and was seconded by Stan Stoops to acknowledge these contracts.

Executive Director Steve Anderson requested direction and guidance as to whether the WCCB was interested in pursuing a potential Purchase Agreement for property adjacent to an existing property of the Washington County Conservation Board. He requested that the specific location and details of this property remain confidential, as allowed because disclosure would be likely to impact availability and price. Board Members had been provided additional details, including some having individually toured the property and an appraisal provided by the potential seller. The following is a summary of discussions:

1. Public use potential, wildlife value, habitat value, necessary improvements, and likely required management and staff time requirements were briefly discussed.

2. As requested, Executive Director Steve Anderson was given direction. He is to continue dialogues with the potential sellers. It was specifically stated, however, that the appraised value provided was higher than the Washington County Conservation Board would be willing to pay for this property.

**PROJECT UPDATES:**

1. TEAM TINNES: Naturalist Pam Holz provided the Budgetary Cost information for the exhibits in the Washington County Conservation Education Center. This was the final component needed to begin pursuing funding and implementation for this project.
  - a. Following motion and discussion, a motion was made by Craig Capps to acknowledge this document and the designs. He further approved the Spring of 2018 application to the Washington County Riverboat Foundation, including authorization for the President to sign necessary resolutions and documents, for half of the cost of the project (total grant request \$65,125). The motion was seconded by Barb Donkersloot. Carried unanimously.
  - b. Naturalist Pam Holz stated that she will start the process of application to the Carver Trust Fund for this project.
2. Picnic Tables: Anderson reported that 25 commercial grade picnic tables including extruded steel tops had been ordered (as budgeted) from Pilot Rock. The cost per table (including delivery) was reported as approximately \$580 per table.
3. Pickup: Ranger/Technician Jayse Horning reported that the new Dodge Pickup was to be delivered in approximately one week. He further reported that arrangements were in place to install the law enforcement associated equipment.
4. Kewash Nature Trail Projects:
  - a. Anderson reported that excellent progress had been made towards having approvals and design information ready for the May 15, 2018 bid opening for the TAP Grant project. He further reported that WCCB staff had met with the Consultants and received further direction as to which trees had to be removed prior to the Indiana bat restrictions taking effect, and had thereafter accomplished this. G & R Miller had been hired to assist with this since an excavator and hydraulic thumb was needed to pile and burn the associated brush.
  - b. Two work days associated with the Branching Out Project along areas of the Kewash Nature Trail within the City of Washington, led by the Washington Tree Committee but having heavy Washington County Conservation Board involvement were announced, and volunteer involvement encouraged:
    - i. A work day had been set for April 14<sup>th</sup> to clean up along the segments involved.
    - ii. A work day for planting had been set for May 5<sup>th</sup>.

**EMPLOYEE MONTHLY REPORTS:**

Naturalist Pam Holz provided her monthly report. Her report included her suggesting raising fees by \$10 for camps. After discussion, a motion was made by Linda Finke to raise the fees \$5, the net effect being to raise the fees for pre-school camps from \$15 to \$20 and all other camps from \$25 to \$30. The motion was seconded by Bill Nickell and carried unanimously.

Ranger/Technician Jayse Horning provided his monthly report.

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

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

Center Coordinator Brandie Bray provided her monthly report.

**BILLS APPROVED FOR PAYMENT:** Following discussion, a motion was made by Stan Stoops to approve the following bills totaling \$14,137.19 for payment. Seconded by Linda Finke. Carried unanimously.

TO WHOM	FOR	AMOUNT
Agriland FS, Inc	LP Gas	\$735.75
Air Dr.	Heat Repair	\$72.00
Anderson, Steve	Postage, training	\$22.80
Archer Appliance & Electronics	Projector Remote	\$28.00
Baker Paper & Supply	Toilet Paper	\$260.00
Carpenter Uniform Co.	Ballistic Vest	\$798.48
CDW	New Computer and software	\$1,765.48
Copy Systems, Inc	Printer Contract	\$55.10
Eastern Iowa Light & Power Cooperative	Electricity	\$760.56
Engel, Frederick	Food, postage	\$22.38
Evans Welding LLC	Hardware	\$334.52
Impressions Computers, Inc	Computer set up	\$300.00
	Hardware, equipment maintenance, safety equipment	\$320.47
John Deere	Job Ad	\$75.00
Kalona News	Trash Service	\$220.00
Luke Waste Management	Hardware	\$51.37
Mose Levy Company, Inc	Kewash trail extension & paving	\$7,200.00
MSA Professional Services	Hardware	\$294.50
Sitler Electric Supply	Equipment Maintenance	\$148.98
Van Wall Equipment	Telephone Service	\$386.57
Windstream	intern ad, kewash trail ad	\$255.23
WMPF Group	Background Checks	\$30.00
Visa-Washington State Bank		
<b>TOTAL BILLS</b>		<b>\$14,137.19</b>

MEETING ADJOURNED: A motion was made by Bill Nickell and seconded by Barb Donkersloot, and carried unanimously to adjourn the meeting at 5:45 PM.

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SIGNATURE

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DATE