

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD
March 14th, 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, Kim Prier, & Bill Nickell
BOARD MEMBERS ABSENT: Stan Stoops
STAFF PRESENT: Executive Director Zach Rozmus, Naturalist Pam Holzs, Maintenance Tech. Fritz Engel, Ranger Tech Cody Smith, Center Coordinator Randi Jenkins
GUESTS PRESENT: Washington’s City Administrator Brent Hinson, KCII Brandon Shanahan

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

Review previous meeting minutes: Director Zach Rozmus noted that board member Barb Donkersloot had reached out to him regarding the minutes from the previous meeting. Donkersloot advised Rozmus that she abstained from the vote pertaining to the location of the Fern Cliff latrine. A motion was made by Bill Nickell to approve the February 14th, 2019 regular meeting minutes noting the one correction. Motion was seconded by Barb Donkersloot and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. Resolution: 03-14-2019-01 Designating Ranger/Tech Cody Smith as Washington County Conservation Officer

Director Zach Rozmus introduced newly hired Ranger Cody Smith to all those present. Smith was transferring to the Conservation Department from the Washington County Sheriff’s Office. Resolution was to recognize Smith’ authority as a Conservation Officer within the WCCB’s jurisdiction. Barb Donkersloot made the motion to recognize Smith, motion was seconded by Kim Prier. Motion included authorization for Board President to sign. Roll call vote results 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			

b. Resolution: 03-14-2019-02 Contractor selection for Kirkwood Trailhead

Director Zach Rozmus advised that bid process pertaining to the creation of the Kirkwood Trailhead concluded with the submission of a single bid. Delong Construction submitted a bid of \$109,046. Rozmus explained that the submitted bid was higher than anticipated based off MSA estimates. In reviewing the submitted bid compared to estimates the largest difference was in the price of concrete and the amount of dirt work.

Rozmus, along with Washington City Administrator Brent Hinson explained that the budget increase would cause both the City and WCCB to contribute an additional \$7,216 approximately. Also increasing Kirkwood’s contribution \$3608. Although budget increase was not anticipated it would allow both agencies to access additional grant funds.

Motion was made by Kim Prier and seconded by Barb Donkersloot to enter a contract for \$109,046 with Delong Construction for the creation of the Kirkwood Trailhead. Motion included authorization for the Board president to sign. Roll call vote results 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			

c. Resolution: 03-14-2019-03 Creation of contracted campground host

Director Zach Rozmus presented a newly created campground host contract. The campground host(CH) would neither be an employee or volunteer, but rather a contractor providing a service. CH would be provided a campsite free of charge as part of the contract, in addition to \$100 a week.

Motion was made by Bill Nickell and seconded by Barb Donkersloot to approve the newly created contract for a campground host. Motion included authorization for the Board President to sign. Roll call vote results 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			

d. Discussion regarding WCCB’s potential involvement in Washington Public Health’s water fountain project.

Director Zach Rozmus explained that Washington County Public health was writing a Riverboat Grant for Elkay water fountains. Fountains include a water bottle filling station and are designed to be placed in rural areas in support of recreational activities and lessened use of plastic water bottles. Public Health’s grant will cover the cost of the fountain therefore involvement in the project would be contingent on the board’s approval to cover installation costs and purchasing of misc. parts.

Motion was made by Kim Prier to approve WCCB’s involvement in Public Health’s water fountain project. Motion was seconded by Craig Capps. Motion was carried unanimously.

Project Updates

Kewash Nature Trail: Director Zach Rozmus 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. Recent snowmelt and rainfall are testing Delong’s soil containment efforts, but even with difficult conditions the site appears in very stable condition

Wood duck boxes: Director Zach Rozmus and Maintenance Tech. Frtiz Engel informed those present that 25 formed hard plastic wood duck boxes had been purchased. These new hard plastic ones are being used to replace the old wooden ones that have a short lifespan and cost approximately the same amount of money to build compared to buying finished product.

Engel noted that he believed the nesting rates were higher in these new boxes compared to the old wooden ones.

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 in his absence.

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

Ranger/Technician Cody Smith- first day = no report.

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

Bills Approved For Payment

Following discussion, a motion was made by Kim Prier and seconded by Bill Nickell to approve the following bills totaling \$9,530.02 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace N More	Toilet flappers and hand tools	\$35.97
Armstrong Heating & Air Conditioning	Maintenance on Center furnace	\$337.12
Arnold Motor Supply	Gloves, oil, and filters	\$96.77
Cedar Valley Outfitters	Ranger equipment	\$805.00
Cobb Oil Co.	Fuel	\$584.00
Copy Systems	Printer contract	\$49.34
Eastern Iowa Light & Power Cooperative	Electricity	\$1,028.13
Greiner Buildings Inc.	Kirkwood pavillion drawings	\$500.00
Greiner Discount Tires	Tires and mounting	\$867.28
John Deere	Battery and rotary switch for mower	\$178.99
Kent Grimm	Wood duck boxes	\$1,250.00
Luke Waste Management	Monthly trash service	\$220.00
MSA Professional Services	Consulting services for Kewash trail	\$2,170.36
Sitler Electric Supply	Stands for Wood Duck boxes	\$319.05
Sitlers Supplies, Inc.	LED lights and kit	\$73.00
Staples	Urinal cakes, trash bags, and tape	\$62.96
US Cellular	Cell service	\$202.46
Walmart	Program materials	\$113.47
Washington Lumber & Home	Siding and stain for Shelter 1 windows	\$330.68
Windstream	Internet services	\$193.53
WMPF Group, LLC.	Position ad	\$111.91
TOTAL BILLS		\$9,530.02

Meeting Adjourned: A motion was made by Kim Prier and seconded by Barb Donkersloot to adjourn the meeting at 6:02PM. Motion was carried unanimously.

SIGNATURE

DATE
