

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD**

April 11th, 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, & Bill Nickell

BOARD MEMBERS ABSENT: Kim Prier

STAFF PRESENT: Executive Director Zach Rozmus, Naturalist Pam Holzs, Maintenance Tech. Fritz Engel, Ranger Tech Cody Smith, Center Coordinator Randi Jenkins

GUESTS PRESENT: Brandon Shanahan KCII, Gretchen Teske Washington Journal, Kathy Fields, Thomas Cady

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

Review previous meeting minutes: A motion was made by Barb Donkersloot to approve the March 14th, 2019 regular meeting. Motion was seconded by Stan Stoops and carried unanimously.

DISCUSSIONS AND ACTIONS:

Due to technical difficulties with the Eagle Scout project, Director Zach Rozmus asked President Craig Capps to move to the next item on the agenda. Therefore, the discussion was moved to Conservations possible involvement with Shiloh

Conservations potential involvement with the City of Kalona regarding Shiloh:

Zach explained that he had reached out to the City of Kalona in reference to the potential annexation of Shiloh into the city limits. Although there is still much to be decided regarding the annexation process Zach, believed the opportunity for Washington County Conservations involvement was too good for the board to not further investigate. Zach stated that the conservation board needed to make the northern portion of the county a priority moving forward as the past footprint had been little to none historically. He further explained that the geographical differences between the northern and southern half of the county are substantial. The northern half of Washington county is more agricultural, making it very difficult to come across "The Right Property" that would allow conservation to acquire. Whether that be by means of purchase agreement, deeded property, or potential management agreement. Whereas portions of the southern are more diversified with CRP, large portions of timber, and wetlands; allowing conservation to establish a larger footprint.

Zach explained that talks had only recently begun but there was potential for conservation to have a large involvement pertaining to the Shiloh annexation. Noting that there were 200 acres directly adjacent to the Shiloh complex, surrounded by more than 600 acres known as "Marilyn Farms." These acres included a 90,000 sq. ft building, baseball field, several ponds, a larger lake, timber ground, and wetlands. Zach said that in speaking with Ryan Schlabaugh, Kalona City Administrator, it is yet to be determined what would be included in the annexation.

Zach reiterated as discussion concluded that everything pertaining to conservation's potential involvement was very new and hypothetical at this point, but that it had the potential of being a great opportunity for conservation to manage property in the Kalona area. No action was requested, Zach asked the board to see the opportunity through and that if a board member or two wished to be involved in a committee regarding the annexation moving forward they should let him know.

Eagle Scout Project:

Troop 242 leader Kathy Fields presented two Eagle Scout projects in the absence of scouts Brayden Harvey and Drew Diers. Kathy made everyone aware that both projects had been several months in the making and that Director Zach Rozmus had been intimately involved up to this point. Due to the recent updates on the Kewash Trail, past Eagle Scout projects had to sacrificed in order to complete the

Kewash enhancements. In an effort to replace and honor some of those previous projects and still showcase the new Kewash enhancements the following projects were proposed:

Brayden Harvey: Proposed that he assist with the installation of 1-2 benches along the Kewash trail near Willow Pond. Then plant approximately 10 trees near willow pond. Zach requested that species of trees consists of natives and that at least one of the species be a type of willow. The final portion of Harvey's project is a proposed flower garden south of Willow Pond between two portions of the Kewash Trail.

Drew Diers: Proposed that he grow and plant hazelnuts in an area to the southeast of Willow Pond. Drew's brother had planted hazelnuts years prior for an Eagle Scout project but, due to regrading portions of the Kewash, the plantings did not survive. Drew wanted to see those hazelnuts reestablished in the same area. Drew would then assist Brayden with creation and completion of the flower garden.

Both Brayden and Drew would be planting hundreds of acorns, hazelnuts, and hickory nuts in the coming weeks. The two would then share watering duties throughout the summer months. Trees will then be transplanted on WCCB managed properties.

Board member Barb Donkersloot made a motion to support both Eagles Scout projects in their entirety with the direction of Executive Director Zach Rozmus, Board Member Bill Nickell seconded the motion. Motion was carried unanimously.

Resolution: To enter a service agreement with MSA for the staking of the Kirkwood trailhead construction site:

Zach explained that the service agreement was for the staking of the construction site at the Kirkwood Regional center. In an effort to save money on the project the City of Washington offered to use a member of their staff as the certified inspector. The new agreement was for \$5,000, and Zach further explained that the amount was being divided with the City of Washington, Kirkwood, a current Riverboat grant, and the WCCB.

A motion was made by Stan Stoops to approve resolution no. 04-11-2019-1 between the Washington County Conservation Board and MSA Professional Services for \$5,000 for the staking of the Kirkwood Trailhead, and provide the chair with the authority to sign. Bill Nickell seconded the motion. Roll call vote 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	

Holiday Rentals

Executive Director Zach Rozmus stated that something he had been reviewing due to recent holiday rentals was the cost of paying an employee to work a holiday, compared to the rental fee itself. Zach said that he'd like his staff to spend certain holidays at home with their families but felt that there are certain county recognized holiday that he felt the Conservation Center was obligated to be open. Zach provided that the current hall rental fee was \$175, where the cost for the center coordinator to work the center is \$360 for just wages without benefits. Zach stated that it wasn't all about the money, the conservation especially is about the public. But when he sees glaring line items such as this on books he believes they need to be rectified.

Board Member Stan Stoops asked Zach what he proposed as the change moving forward. Zach replied that he believed the hall should be closed on the following holidays: Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas day, New Year's Eve, and New Year's Day. Then proposed

that the rental fee be increased for additional county recognized holidays that Zach felt conservation was obligated to be open. Zach gave examples of Memorial Day and the 4th of July.

Board Member Bill Nickell agreed with Zach and further explained that the board could consider going to an hourly holiday rental rate with a minimum number of hours. Bill gave the example of \$75 an hour rental with a minimum of 3hrs.

Board President Craig Capps verbally agreed with Zach and Bill but requested that Zach make contact with the county attorney pertaining to possible change in rental price. Zach agreed with Craig and further explained that since it was a change in rental agreement it would need to be made by resolution.

With the information being known Board Member Stan Stoops made a motion for the Conservation Center to be closed for holiday rentals on the following county recognized holidays: Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas day, New Year's Eve, and New Year's Day. Motion was seconded by Bill Nickell. Motion was carried unanimously.

Marr Park Residence:

Zach announced that Ranger Cody Smith and his wife are now officially moved into the park residence. The house is in good shape overall, but Zach believe there to be a few items that need replacing. Zach stated that the basement floor in the bedroom needed attention after the carpet that was in there prior left a residue on the cement floor. Zach continued to explain that there was not currently a refrigerator at the residence, and that he believed that to be something that the board could consider acquiring.

Board Member Stan Stoops agreed that the house needed a refrigerator. Stoops stated that former Ranger Jayse Horning kept the house in good condition. Stoops explained that while he and Board Member Barb Donkersloot conducted their inspection of the residence they noticed that the tank lid on the main level toilet was cracked. Stoops requested that a new toilet be purchased and professionally installed.

President Craig Capps explained that an individual could spend a large amount of money on appliances rather quickly. Capps requested that Ranger Cody Smith shop around for a good price on a refrigerator before committing to something.

President Capps then made motion to approve the purchasing of a new refrigerator and toilet for the Marr park residence, once again noting that he like to get a good price on the refrigerator. Motion was seconded by Barb Donkersloot. Motion was carried unanimously.

Project Updates

Kewash Nature Trail: Zach stated that the project was getting closer and closer to being completed. Delong Construction had completed the final seeding the week prior. A roadway mix was used on the area most adjacent to the trail before transitioning to a native seed mix. The native seed mix would eventually make maintenance much easier as it could be included in WCCB burn plan.

Trash Bays/Marr Park Gazebo: Zach stated the he and staff had power washed the trash bays and gazebo which took off years of mildew. Seasonal staff then stained the trash bays and the gazebo. Zach said the end product looks great and that all of them look brand new.

Campground Host: Zach explained that the contract had been offered and accepted. The contract had been offered to Larry and Lynda Ambrose. The Ambrose's seemed very excited about the opportunity and Zach stated that he believed they would be good fits for the contract.

Ranger Tech. Hiring Process: Zach stated that the application period for the Ranger Tech. position was set to close on April 12th. Zach conveyed that he was very happy with the number and quality of applicants, which included several certified law enforcement officers. Zach planned to meet with human resources early next week to begin narrowing down candidates and possibly establishing an interview schedule. Zach said he would keep the board posted as the hiring process continued to move forward.

Review of monthly reports

Naturalist Pam Holz' monthly report was provided and reviewed.

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

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

Ranger/Technician Cody Smith's 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 Stan Stoops and seconded by Bill Nickell to approve the following bills totaling \$\$18,873.90 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

Ace-N-More	Light bulbs, keys, boots, bott scrubber, gloves, oil, paint, ball mount, and bug repelent	\$663.98
Agriland	Propane	\$252.00
Armstrong Heating & Air	Motor replacement in Center	\$287.09
Arnold Motor	County vehicle equipment and gloves	\$131.55
Baker Paper	Urinal cakes and paper towels	\$149.89
Cobb Oil	Fuel	\$3,010.72
Cody Smith	Uniform attire and lunch reimbursement	\$61.64
Copy Systems	Monthly contract	\$59.94
Custom Impressions	Unifrom attire	\$22.49
Eastern Iowa Light & Power	Electricity	\$959.64
Galls	Uniform attire	\$167.92
Greiner Tire	Tire repair on Gator	\$16.50
Iowa DNR Forestry	Fire training field day	\$30.00
Iowa Law Enforcement Academy	MMPI evaluation	\$200.00
Kalona builders	Wood and equiment	\$140.60
Luke Waste	Trash service	\$440.00
Maple Avenue Nursery	Memorial trees	\$1,900.00
MSA	Consulting services	\$6,420.00
Printers Workshop	Spring Earthtones	\$836.48
Sinclair Tractor	Maitenance on tractor	\$1,237.26
Staples	Coffee pot	\$430.87
State Hygienic Lab	Water sample	\$13.00
The News	Campground host ad	\$71.25
UI Occupational Health	Physicals for seasonals	\$394.00
US Cellular	Cell service	\$252.88
Walmart	Worms	\$8.91
Washington Co. GIS	Forestry reserve mapping	\$300.00
Wemga Waste	Recycled a TV	\$15.00

Windstream	Internet	\$193.53
WMPF Group	Campground host ad	\$191.76
Zach Rozmus	Background check for host	\$15.00
TOTAL BILLS		\$18,873.90

Meeting Adjourned: A motion was made by Craig Capps and seconded by Stan Stoops to adjourn the meeting at 6:45PM. Motion was carried unanimously.

SIGNATURE

DATE