

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

May 9th, 2019

Meeting to order: President Craig Capps called the meeting to order at 4:29 PM at the Washington County Conservation Education Center.

Roll call:

BOARD MEMBERS PRESENT: Craig Capps, Barb Donkersloot, Kim Prier, Stan Stoops, & Bill Nickell

BOARD MEMBERS ABSENT:

STAFF PRESENT: Executive Director Zach Rozmus, Ranger Tech Cody Smith, Center Coordinator Randi Jenkins

GUESTS PRESENT: Brandon Shanahan KCII, Gretchen Teske Washington Journal

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 April 11th, 2019 regular meeting. Motion was seconded by Kim Prier and carried unanimously.

DISCUSSIONS AND ACTIONS:

Resolution: Holiday Rentals of Conservation Facilities

Zach explained that the resolution was regarding the rental of conservation facilities on county sanctioned holidays. At the previous board meeting a motion was passed to have conservation facilities closed for rental on the following holidays: Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Zach recommended that the board consider a resolution acknowledging those closer dates in addition to a rental increase for the additional county sanctioned holidays that he felt the county was obligated to be open. Based on previous board meeting conversation Zach conveyed that he believed the rental fee should be increased to \$75 per hour with a 3-hour minimum rental. In addition, he recommended that the refundable deposit be increased to \$225.

At this time Center Coordinator Randi Jenkins proposed that the board also consider Easter Sunday as a closer date as well. Following this recommendation Zach explained that Easter Sunday was not a county sanctioned holiday because it will always fall on a Sunday. Therefore, he believed that conservation facilities should be available for rental agreement. Zach did note that if Easter Sunday was an important family event for Randi and her family then as a department they should make it a point to find an alternate form of staffing the conservation center for that day for future years.

Board President Craig Capps asked if there was motion regarding the holiday rentals.

Bill Nickell moved that WCCB approve Resolution No. 05-09-2019-01 regarding the rental of WCCB facilities on county sanctioned holidays. WCCB will be closed for rental agreements on the following holidays: Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and New Year's Day.

Additional county sanctioned holidays will have an increased rental fee of \$75 per hour, with a deposit of \$225, with a 3 hour minimum rental. Motion was seconded by Kim Prier. Roll call vote passed 5-0, results are 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			

Ranger Tech. Hiring

Zach explained to all those present that the new Ranger Tech. Brett Johnson's first day would be May 15th, 2019. Zach was working with Brett on creating an inventorying of his equipment, completing a required background check, in addition to having him take the required MMPI test. When board members inquired about the MMPI test, Zach explained that it was required psychological test for all law enforcement officers in the state of Iowa. The State requires it for both certified and non-certified individuals accepting a new law enforcement position.

Zach stated that he was very excited to add Brett to the team, and that he believed he would fit in quite nicely with the current staff, and that he would be an asset to the department for the foreseeable future.

Conservation Departmental Credit Card

In reference to the departmental credit card Zach stated that this was an item he'd been working on for a short time with Washington State Bank. Due to the billing process present at conservation some companies aren't willing to take part in direct billing. Thus sometimes employees are required to pay for items out of their own pocket and then request reimbursement. Zach said he didn't expect his employees to do this on a regular basis even though it had been the common practice at conservation.

In effort to rectify this issue Zach advised that he had spoken to the county auditor in reference to obtaining a departmental credit card/s. Zach was directed by the auditor to Washington State Bank, as there were several county departments that had business credit cards through them.

Washington State Bank requested the minutes from a board meeting indicating the board's approval of departmental credit cards. In addition to the authorized cardholder and card limits.

Zach explained to the board that he didn't believe the entire staff needed a card. Zach proposed that he and Center Coordinator Randi Jenkins have cards and that if other staff needed items ordered or purchased they could come to them.

Stan Stoops made a motion to approve the acquisition of departmental credit cards for Executive Director Zach Rozmus and Center Coordinator Randi Jenkins. Stan added that he believed the credit limit should be determined by the director. Motion was seconded by Bill Nickell. Motion was carried unanimously.

Following the motion Zach stated that the proposed credit limit would be \$5,000.

Conservation Center Display Upgrades

Zach provided a PowerPoint presentation on the fabrication plans that had been sent to both him and Pam by McCullough. McCullough had been providing fabrication plans to Zach and Naturalist Pam Holz as the project continued to progress. Zach explained that he was very impressed with McCullough's creativity and willingness to adhere conservation's input. Zach showcased roughly 12 separate fabrication plans in his presentation which highlighted a number of the display upgrades.

Following the PowerPoint presentation Zach talked about the budget for the display project. Zach explained that the current budget called for \$30,000 of the Conservation Center maintenance budget to be designated to the display upgrades. Therefore, displays would need to be on site by the first part of the June at the latest in order for conservation to pay for the displays, as conservation is unable to pay for a good they have yet to receive.

Zach said that after recent conversations he had with McCullough he thought the likelihood of the displays being on site before the end of the fiscal year was unlikely.

Based on this change in operating budget Zach asked for the board's blessing to approach the board of supervisors regarding the possibility of a budget amendment. The goal of this budget amendment would be in reference to the possibility of rolling 2018-2019 funding into 2019-2020 fiscal year in order to finance display upgrades.

Board members agreed that approaching the supervisors was a good idea. Stan Stoops explained that the WCCB had a history of being very financially responsible, and that the supervisors know that.

Board President Craig Capps stated that the two boards had a good track history with one another, but asked that if conversations needed to take place they should happen sooner rather than later.

Updates

Kewash Nature Trail/Kirkwood Trail head:

Zach notified those present that the Kewash Nature Trail enhancements were nearing conclusion. In order for the permits to be closed on the project a 70% vegetation rate needed to be achieved. Zach advised that he was continuing to complete storm water discharge inspections on the project. Although the construction phase of the project was complete Zach was still working on the financial portion of the project as the project neared a close.

Where the Kewash trail project is slowing down, the Kirkwood Trail head project is really picking up steam, Zach advised. Zach stated that it appeared to him that the grading portion of the trail leading to the pavilion had been completed and setting of shelter posts would likely take place in the coming days. Once the posts were set they'd be ready for concrete.

The tight timeline required continued progress but Zach believed the project was on currently on schedule.

Eagle Scout Project:

The first phase of the previously discussed Eagle Scout projects were underway. Conservation staff had acquired 10 willow trees from a local nursery for the tree planting that was scheduled for May 10th. In addition to the willow trees there were roughly 15 trees that were left over from a previous conservation project that would be incorporated into the Willow Pond tree planting.

Zach stated that the trees that were planted from seed in the previous weeks, were doing very well. Zach thought it would be a few more weeks before staff and scouts transplanted the saplings into the outdoor tree enclosure.

Shiloh Annexation

Zach provided a quick update regarding the recent events surrounding the possible Shiloh annexation. Zach explained that he and Naturalist Pam Holz delivered a presentation to roughly 35-40 individuals at a May 2nd public forum. In that presentation, Zach discussed what conservation was as an organization, where Pam delivered insight into her successful education program.

Zach took the opportunity to also thank board President Craig Capps for attending the forum. Craig followed by stating that he believed Pam and Zach did an excellent job of representing conservation.

Zach concluded by stating that he believed the process had been very positive to that point, and he believed that there would be an opportunity for the WCCB if they chose to take it.

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 Bill Nickell and seconded by Stan Stoops to approve the following bills totaling \$17,187.08 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Paint, cleaning and shower house supplies, maintenance material, lumber, birdseed, mailbox	\$800.63
Agriland	Propane	\$1,360.29
Armstrong Heating & Air	Pressure and valve replacement in Center	\$227.69
Arnold Motor	Truck hitch	\$24.98
Brownells	Law enforcement equipment	\$158.09
Cash-N-Carry Chemicals	Pond chemical treatment	\$120.00
Cody Smith	Uniform attire and gate reimbursement	\$89.73
Copy Systems	Monthly contract	\$59.94
Custom Impressions	Uniform attire	\$13.66
Douds	Stone	\$2,719.79
Eastern Iowa Light & Power	Electricity	\$1,177.89
Galls	Badge and Seal for new ranger	\$305.00
Iowa Prison Industries	Signs for Kewash and Hosts	\$229.24
Impressions Computers	Computer maintenance	\$50.00
John Deere	Water hose for tractor	\$1,237.26
Larry Ambrose	Campground host compensation	\$400.00
Leison Pumping	Sanitary services at McCains	\$300.00
Maple Avenue Nursery	Trees	\$585.87
Marie Electric	Locating wires	\$55.00
MSA	Consulting services	\$3,328.60
O'Reilly	Oil and filter	\$40.31
Orval Miller & Sons	Line Maintenance	\$685.20
Pam Holz	Program materials, uniform, mailing, and snake food reimbursement	\$97.31
Randi Jenkins	Uniform attire	\$58.34
Staples	Custodial supplies, router, program materials, office supplies	\$321.14

The Appliance Barn	Ranger house refrigerator	\$1,544.00
The Journal	Subscription renewal	\$149.00
The News	Campground host ad	\$72.32
UI Occupational Health	Physicals for center sub	\$197.00
US Cellular	Cell service	\$241.04
Walmart	Worms, turtle filter, program materials, custodial and office supplies	\$128.90
Washington Lumber	Lumber for mailbox	\$67.44
Window Alert	Window decals for birds	\$22.80
Windstream	Internet	\$193.53
Witthoft Farm Supply	Strainer gasket	\$10.95
WMPF Group	Campground host ad	\$47.94
Zach Rozmus	Background check for host	\$66.20
TOTAL BILLS		\$17,187.08

Meeting Adjourned: A motion was made by Craig Capps and seconded by Stan Stoops to adjourn the meeting at 5:52PM. Motion was carried unanimously.

SIGNATURE

DATE