

**THE REGULAR MEETING OF THE  
WASHINGTON COUNTY CONSERVATION BOARD (WCCB)**

**June 11th, 2020**

**\*\*\*Meeting was made available to the public via Zoom audio/video call**

**Meeting to order:** President Craig Capps called the meeting to order at 4:30 PM at the Washington County Conservation Center at Marr Park.

**Roll call:**

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

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Executive Director Zach Rozmus, Megan Jorgensen

**GUESTS PRESENT:**

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

**Review previous meeting minutes:** A motion was made by Bill Nickell to approve the May 14th, 2020 regular meeting minutes. Motion was seconded by Stan Stoops and carried unanimously.

**DISCUSSIONS AND ACTIONS:**

**a. Crawford Pond**

Stan Stoops made a motion to approve Resolution NO. 06-11-2020-01 regarding the 10 year lease extension between the WCCB and one Ronald G. Crawford pertaining to the property known as "Crawford Pond." Motion was seconded by Kim Prier. Roll call votes are shown 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			

Resolution passed 5-0.

Rozmus advised that the next step would be to formally sign the lease extension. Rozmus hoped the agreement would be signed within the next week or so.

**b. Keota Trail Head 28E Agreement**

Rozmus presented the board with a rough draft of the 28E agreement between the WCCB and the City of Keota regarding the management of the Keota trail head. Rozmus stated that the City of Keota seemed very happy with the initial rough drafts and that the only remaining item that needed to be decided was how expenses would be divided in the event that substrate needed to be added to the trail.

Craig Capps advised that he had discussed the agreement with member of the Keota City council and that they were very pleased with it. Capps believed that the City of Keota planned to pay for any additional material.

**c. Fiscal Year 2019-2020**

Rozmus reported that based on the current timeline he didn't believe the planned upgrades to the water system in Marr Park would make it into the 2019-2020 budget year. Rozmus advised that he and the staff at conservation had substantially cut back on monthly spending in order to facilitate the planned upgrades to the Marr Park water system. Unfortunately, Rozmus didn't believe there would be any engineering or new equipment bills before their last opportunity to

submit claims before the end of the fiscal year. Therefore, Rozmus intended to reach out to the board of supervisors in regards to rolling the planned budgeted funds into the capital projects account. Rozmus advised that the WCCB had a reputation of being fiscally responsible and that this year was further evidence of that. With that being said, Rozmus stated that the allotted money remaining in the operating budget was by design. The remaining funds were not a surplus of above sufficient funding.

**d. Job Description Update**

During this time Rozmus asked that the requirement of becoming a Grade A Water Operator be removed from the Executive Director job description. According to the current job description the Executive Director must obtain a Grade A Water Operator certification within two years of accepting the position. Rozmus advised that the certification is not required for Marr Park's water system, since it's a non-transient system. Therefore, it was Rozmus' recommendation that the requirement be removed from the Executive Director Job description. Rozmus stated that if the board wished to carry a Grade A Operator on staff he believed the Executive Director should be able delegate this certification to a staff member.

At this time Craig Capps made a motion to remove the currently required Grade A Water Operator certification from the Executive Director job description. Motion was seconded by Kim Prier, and carried unanimously.

**e. Covid-19**

Rozmus provided a report of the current precautions being taken at the conservation center and conservation owned/managed facilities. He continued to explain that conservation staff was prepping the shower house to be opened. Rozmus advised that once a campground host was in place the staff and he were comfortable to open the shower house to the public.

**Updates:**

**I. Marr Park Water Fountain Project**

- a. Rozmus advised that the water bottle filling station for Marr Park had been ordered by Washington County Public Health. At future board meetings the WCCB and WCCB staff will need to discuss the permanent location of the fountain.

**II. WCCB Food Plots**

- a. Rozmus advised that nearly all the WCCB food plots had been planted. The only plots remaining were those at Marr Park. Rozmus stated that either sorghum or corn had been planted at the following properties: Clemons, Schmitter, and Rubio.
- b. These plots are an excellent food source for wildlife and can directly benefit the individuals recreating at conservation managed properties.

**III. WCCB Billing Update**

- a. The first month of the new billing process was going very well, Rozmus advised. The ability for the director to sign claims has allowed us a department to keep a closer eye on the budget as the end of the fiscal approaches. In addition, this allowed an additional billing cycle throughout the month.

**IV. Campground Host**

- a. Rozmus stated that the campground host position had been offered to a couple that were from the area and frequented the park. Rozmus advised that the contract offer was contingent on a clean background check. Once Rozmus received those results he would announce the names of the new hosts.

**Review of monthly reports**

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

Ranger/Technician Cody Smith's monthly report was provided and reviewed.

Ranger/Technician Brett Johnson's monthly report was provided and reviewed.

Naturalist Assistant Randi Brase's monthly report was provided and reviewed.

Naturalist Megan Jorgensen's monthly report was provided and reviewed.

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

**Bills**

During this time the bills totaling \$8,452.95 for the month of June, 2020 were presented to the board.

Ace-N-More	Hand tools, paint, bug spray, worms, batteries, marker, cloths, herbicide, plumbing tools	\$436.96
Agriland	Fuel	\$1,455.57
Arnold Motor	Oil, cleaner	\$10.78
Cash-N-Carry	Herbicides	\$772.50
Copy Systems	Monthly contract	\$51.47
Dae Haskins	Hall refund	\$175.00
Douds Stone	Clean stone	\$543.15
Eastern Iowa Light & Power	Monthly electricity	\$308.39
Education Outfitters	Campground activity packets	\$345.00
Greiner Tires	Trailer tires	\$157.90
Impressions Computers	Tree computer maintenance	\$332.50
John Deere	Herbicide, bolts, small parts, mower blade	\$498.93
Maple Avenue Greenhouse	Shrub	\$44.99
Patrick Gilpin	Hall refund	\$175.00
Sadie Gevock	Shelter 1 refund	\$40.00
State Hygienic Lab	Water testing	\$48.50
Tim Stout	Planter part	\$400.00
US Cellular	Monthly cell service	\$265.47
VISA	Mice, signs, naturalist clothing, water testing	\$1,054.94
Walmart	Wipes, bird houses, worms, calendar	\$37.65
Washington County Hospital & Clinics	Hall refund	\$175.00
Washington Evening Journal	Annual membership	\$149.00
Wemiga	Monthly disposal service	\$545.00
Wilson's	Campground spigots	\$68.58
Windstream	Monthly internet	\$147.67
YMCA	Range mats	\$213.00
<b>TOTAL BILLS</b>		<b>\$8,452.95</b>

**Meeting Adjourned:** A motion was made by Stan Stoops and seconded by Bill Nickell to adjourn the meeting at 5:47PM. Motion was carried unanimously.

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**SIGNATURE**

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**DATE**