

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD
June 13th, 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, Ranger Tech Brett Johnson, & Center Coordinator Randi Jenkins

GUESTS PRESENT: Brandon Shanahan KCII, Gretchen Teske Washington Journal, Zoey Dennler, & Karen Dennler

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

Review previous meeting minutes: A motion was made by Stan Stoops to approve the May 9th, 2019 regular meeting. Motion was seconded by Kim Prier and carried unanimously.

DISCUSSIONS AND ACTIONS:

Brinton Trails 4H Project-

Rozmus notified the board that Zoey Dennler said she would likely be a little late, so he asked Board President Craig Capps to move to the next agenda item. Thus Capps moved to the next line item.

Introduction of new Ranger/ Technician and potential action to designate Washington County Conservation Board Employee as a peace officer as allowed under Iowa Code Section 350.5

Rozmus formally introduced Brett Johnson to the Conservation Board. Rozmus explained that Johnson had been a great addition to the staff. Johnson's previous work experience as a seasonal at conservation has proven to be a great asset. Johnson's knowledge of the conservation managed properties has made his transition to conservation very smooth.

Rozmus advised that the resolution was to recognize Brett Johnson as a Peace Officer under Iowa Law. Rozmus noted that this was the same resolution verbiage that was used to recognized other all other certified officers that are employed by conservation.

Motion was made by Stan Stoops to designate Ranger/Technician Brett Johnson as a Washington County Conservation Officer with the authority to enforce Chapters 321G, 321I, 461A, 462A, and 483A throughout Washington County in accordance with Iowa Code Section 350.5. Motion was seconded by Bill Nickell. Roll call votes are 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			

At this time Zoey Dennler and mother Karen arrived at the meeting.

Brinton Trails 4H Project-

Zoey presented her completed 4H project to the board. Zoey had a very neat three ring binder that showcased the project from beginning to end. Rozmus presented Zoey with a letter on behalf of the conservation board that acknowledged the completion of Zoey's project. Rozmus complimented Zoey on her time management skills and the level of communication she displayed throughout the entirety of the project. Rozmus personally thanked Zoey and her family for their contribution to conservation. Rozmus said that Zoey went above and beyond the original scope of the project, and stated that the project was a huge success that was already drawing raved reviews.

Conservation Center Hours-

Rozmus explained that he had been working with Center Coordinator Randi Jenkins regarding the conservation center hours. Rozmus advised that he was trying to walk the line between keeping the conservation hours approachable to the public and yet still make it a workable schedule for Jenkins. Rozmus said that he believed the conservation center should be open on the weekends but said that after reaching out to other conservation centers both county and state level, it became clear that our center hours were more extensive. Rozmus advised that he was at a State Park the previous weekend, and when he went to the education center he found that they were closed for the weekend.

In an effort to showcase the number of center visitors Marr Park is receiving, Jenkins compiled the tallied visitor totals from the previous 7.5 years. She then converted those numbers into a chart that showed the number of visitors during the weekend each month for the last 7.5 years. Jenkins did not include December-February in her chart because all of the numbers were single digits or zero. Rozmus stated that data was pretty clear during the winter months. Due to the lack of visitors and far fewer rentals Rozmus thought it would be best to transition to a Monday-Friday schedule for the center coordinator during conservation's "winter season."

After showcasing the chart to the board Rozmus stated that after speaking with Jenkins, in addition to other staff, he thought the conservation center should be open Tuesday-Saturday. Noting that the center would still be available to rentals for Sunday and Monday. Rozmus said that he thought it would be best to attempt to staff Sunday and Monday rentals with part-time staff.

Rozmus advised that the current schedule was difficult for the public to understand, since not many businesses or entities are closed in the middle of the week. Therefore, on the days Jenkins is gone people routinely show up at the door and or call with questions or reservations. Rozmus continued to explain that board meeting weeks are especially hectic with the current schedule, because Jenkins is forced to play catch up from being on days off in addition to preparing for the board meeting.

Board Member Kim Prier asked if the center was considered "open" during rentals when the center would otherwise be closed. Jenkins and Rozmus both answered yes, and explained that the common areas of the building are open to the public during center rentals. Kim then inquired about how often the center was rented on Sundays. Jenkins said she would have to check the calendar but advised that it was common. After hearing this Prier said that even if we are technically closed on Sundays it will be common for us to be open to the public during the summer months. Rozmus agreed with Prier and further added that even when the center is "closed" staff will allow people inside and if possible assist with rental agreements or other questions.

At this time Board Member Stan Stoops asked if they could make a motion to approve the director to set the center hours to how he see fit. Rozmus answered yes, and stated that he thought it was a good idea. Rozmus explained that he thought the change would be good but he thought it was good to be open minded about it. Rozmus said there was a possibility the change would not work out as intended but said that he would try to be open to manipulating the schedule further if he or Jenkins felt it was necessary. Stoops agreed and asked Rozmus to keep the board informed as the changes took effect.

As the conversation concluded Jenkins asked when the board thought the schedule change would take effect. Board President Capps thought that if we were going to make the change we should do it sooner rather than later. Capps said he would leave it up to Rozmus to work out when the change would actually take place. Rozmus added that he would prefer the change happen as soon as possible.

At this time Stoops made a motion to allow the Director of Washington County Conservation to set the center hours as he saw fit, motion was seconded by Barb Donkersloot. Motion was carried unanimously.

Conservation Center Displays

Rozmus explained that the first phase of the conservation center displays were on schedule to be delivered and installed the week of June 17th. Rozmus said that he was working with McCullough regarding the billing. In order to stay on the timeline and budget Rozmus explained that one of the submitted June bills was to McCullough for \$29,566. Rozmus stated that since the displays were not currently on site he had advised the county auditor to send the check for McCullough to conservation. Once the displays were on site Rozmus would then forward the aforementioned check to McCullough. Rozmus said that this was a unique situation but it was a necessity to dedicate the budgeted \$30,000 of the building maintenance fund to the 2018-2019 fiscal year budget.

Kirkwood Trail Head Completion

Rozmus happily announced that the Kirkwood Trail Head construction was complete. Rozmus provided the final unit costs as well as photos of the newly constructed trail head. The unit costs for Delong Construction was \$100,646. Rozmus noted that this was lower than what the board previously approved. Rozmus said a big part of that was because conservation ordered and installed the tables and bike racks for the shelter, which saved all parties a few thousand dollars.

Rozmus said the project had a short timeline but said he was very impressed with how Delong Construction got the project done in a timely manner, even though the weather did not cooperate.

Updates:

Davis Tree Memorial

Rozmus explained that he was approached by Bob Davis for the establishment of a memorial for his recently passed mother Anita Davis. Rozmus advised that this project was very important to him since the Davis family had been so instrumental in conservations history. Rozmus explained that Bob's father Burdet Davis was a maintenance worker for conservation for several years and his wife Anita Davis served as grand marshal when the campground and Ainsworth trail were officially opened.

Rozmus said that he worked with Bob to determine what type of memorial would be best. Davis and Rozmus elected to purchase 8 Oak trees, 4 swamp white oaks, and 4 red oaks. The trees were then planted near a red oak south of the Marr Park residence that was previously planted in memory of Burdet.

Kewash Nature Trail

Rozmus stated that the trail enhancement had reached its required vegetation rate. Rozmus was working with MSA to begin the process of closing out their permits, since the site was now considered stable. In addition, MSA's engineer had provided conservation and Delong Construction with a final punch list in order to have the enhancement project considered complete.

Rozmus thought the project would be officially complete in the coming month, but added that the financial side of the project would likely carry on a little longer.

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.

Ranger/Technician Brett Johnson'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 Kim Prier and seconded by Bill Nickell to approve the following bills totaling \$190,242.18 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Building maintenance, cleaning supplies, wood supplies, tools, birdseed, and grease	\$1,002.72
Agriland	Propane	\$90.95
Amanda Mullins	Day Camp refund	\$30.00
Arnold Motor	Vehicle maintenance and cleaning supplies	\$245.83
Brett Johnson	Ranger uniform	\$231.74
Capper	Oil change and filter	\$84.23
CDW	Computer equipment	\$3,328.84
Chief Supply	Ranger equipment	\$545.00
Cobb Oil	Fuel	\$602.84
Copy Systems	Monthly contract	\$59.94
Deery Brothers	Maintenance truck	\$30,712.00
DeLong Construction	Kirkwood trail head	\$100,647.00
Eastern Iowa Light & Power	Electricity	\$1,383.36
Electronic Applications	Battery	\$227.68
First Response Extinguisher	Annual service	\$460.25
Impressions Computers	Computer service	\$50.00
Iowa County Conservation Systems	Annual membership	\$2,000.00
Iowa Law Enforcement Academy	MMPI evaluation - Brett	\$150.00
Iowa Prison	Campground host sign	\$29.40
John Deere	Tractor maintenance	\$422.32
Larry Ambrose	Cmapground host compensation	\$400.00
Leison Pumping	Fern cliff restroom pump	\$300.00
Maple Avenue Nursery	Trees for memorial	\$600.00
McCullough	Centerdisplays	\$29,566.00
Mikes	Hitch installment	\$833.95
MSA	Consulting service	\$7,691.76
Pam Holz	Snake food and bedding	\$56.67
Pilot Rock	Tables, benches and bike racks	\$5,705.00
Randi Jenkins	Snake food	\$14.83
Staples	Office supplies, cleaning supplies, program supplies	\$125.04
State Hygienic Lab	Water testing	\$100.50
Sunset Law Enforcement	Ranger equipment	\$1,253.70
The Lock Doctor	Keys	\$78.00
UI Community Medical	Ranger equipment	\$197.00
US Cellular	Cell service	\$285.04
Walmart	Worms, water, batteries, and program materials	\$30.20
Washington Police Department	Ranger vest	\$300.00

Wilson's Plumbing	Plumbing material and services	\$207.41
Windstream	Internet service	\$192.98

TOTAL BILLS \$190,242.18

Meeting Adjourned: A motion was made by Stan Stoops and seconded by Bill Nickell to adjourn the meeting at 5:41PM. Motion was carried unanimously.

SIGNATURE

DATE