

**THE REGULAR MEETING OF THE  
WASHINGTON COUNTY CONSERVATION BOARD  
June 14, 2018**

**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, Stan Stoops, Barb Donkersloot, & Bill Nickell

**BOARD MEMBERS ABSENT:** NONE

**STAFF PRESENT:** Executive Director Steve Anderson; Ranger/Technician Jayse Horning; Center Coordinator Brandie Bray, Naturalist Pam Holz, & Maintenance Technician Fritz Engel

**GUESTS PRESENT:** John Butters, Washington Evening Journal; Sam McIntosh, KCII Radio; Ferd Marie, President of Washington County Historical Society; Deborah Johnson-Wagner, Washington County Historical Society; Denny Lyle

**APPROVAL OF AGENDA:** A motion was made to approve the agenda by Bill Nickell. Seconded by Barb Donkersloot. Carried unanimously.

**MINUTES:** The Minutes of the May 10, 2018 Regular Meeting were approved as submitted on motion by Barb Donkersloot. Seconded by Bill Nickell. Carried unanimously.

**DISCUSSIONS AND ACTIONS:**

**Request for WCCB to mow the Red Brick School grounds:** Deborah Johnson-Wagner and Ferd Marie with the Washington County Historical Society were present to discuss this request. Deborah Johnson-Wagner provided background information, summarized as follows:

1. The Red Brick School is approximately 145 years old and on the National Historic Registry.
2. Mowing had been previously accomplished using volunteer members of Washington County Citizens. However, last year no volunteers had been in place, and the costs of mowing had significantly depleted funds meant to do other things.
3. Appreciation was expressed for the WCCB mowing it the one time this year, and the request was made to have this be continued in perpetuity.

Dialogues then followed including:

1. WCCB staff was asked to estimate the amount of time and cost that would be associated with doing this. It was stated that our mowing crew currently mowed a route that took them past this site. The actual time for mowing was estimated to be less than one hour. It was further stated that mowing frequency of outlying areas is approximately once every two weeks.
2. Discussions were then held amongst all persons present, summarized as follows:
  - a. Anderson was requested for his advice regarding this matter. He stated that it was a Board decision. He stated that staff time was the primary limiting factor, weighed against the very real need for this service and the fact that our staff could accomplish it quite efficiently.
  - b. Maintenance Technician Fritz Engel was also asked to speak to this, and spoke in favor of the WCCB taking this on.
  - c. Wagner & Marie stated their acceptance of this mowing frequency, and offered to assist in pruning, trimming, or any other needs. They further stated that efforts were being made to increase the numbers of visitors to both Red Brick & Walnut Schools, and support of efforts to find alternative usage for portions of the yard.
3. A motion followed by Craig Capps and was seconded by Barb Donkersloot to have WCCB mow the Red Brick School yard as part of their regular outlying area rotation. Carried unanimously.

**Kewash Nature Trail related discussions and actions:**

1. Denny Lyle provided information relating to the ongoing improvements made to the west end of the Kewash Nature Trail, summarized as follows:
  - a. The Keota Economic Development Group continued to work hard towards the enhancement of the Kewash Nature Trail there. The most recent improvements include concrete and gravel parking at the new trail head; a nice new shelter complete with available electricity; and a pollinator mixture just germinating and growing. Pending items include 2 new signs. Efforts continue to seek a REAP Grant to pave the new part of the trail (with the likely need for continued letters of support expressed); to address some drainage issues; and to complete the land transfers.
  - b. Denny Lyle further requested the WCCB participate in promotional events. Potential events described include the pending visit by RAGBRAI in July as well as some sort of Ribbon Cutting/Grand Opening Ceremony which is likely to occur in early fall. It was stated that the WCCB staff and board members would try to participate by assisting in both facilitating and promoting any events their group scheduled, the same as is done in our other facilities.
2. The ongoing Kewash Nature Trail Project in proximity to Willow Pond was reported and decided upon as follows:
  - a. Executive Director Steve Anderson reported that the Iowa DOT had accepted bids on behalf of the Washington County Conservation Board. The options were now to reject all bids or award a contract. Anderson further reported that the bids had come in well below the Engineer's estimate and the dollars available, and thus encouraged strong consideration of awarding a contract. A draft resolution was provided.
    - i. Following discussion, Board Member Barb Donkersloot made a motion to award Contract 92-CO92-099, Call Order Number 107 to the lowest responsive bidder (DeLong Construction in the amount of \$300,608.85) and to authorize the President, or Vice President if the President is not available, to sign this Contract & Resolution on behalf of the Washington County Conservation Board. Seconded by Bill Nickell. A roll call vote followed. Bill Nickell voted Aye; Barb Donkersloot voted Aye; Craig Capps voted Aye; Stan Stoops voted Aye. The motion carried unanimously.
    - ii. Board Member Barb Donkersloot further moved to increase the amount of change orders associated with this orders that Executive Director Steve Anderson was authorized to approve and sign from \$20,000 to \$50,000 so long as the total project costs do not exceed \$614,000. This motion was carried by Bill Nickell and carried unanimously.

**Hiring acknowledgements:** Following brief discussion, a motion was made by Barb Donkersloot and seconded by Craig Capps to acknowledge Executive Director Steve Anderson’s hiring of Jess Fields, Kathy Fields, & Randi Jenkins as paid substitutes for the Center Coordinator Position. Stan Stoops abstained from this vote, with all other board members voting in favor of it. Carried.

**WCCB REGULATIONS:** Following discussion, a motion was made by Stan Stoops to adopt, or reaffirm the adoption, as allowed under Iowa Code Chapter 350, that all of the laws, rules, and regulations of the State of Iowa which apply to similar areas governed by them, apply to all areas under the jurisdiction and control of the Washington County Conservation Board. This includes, but is not limited to, the Code of Iowa and the Iowa Administrative Code- and is subject to change with them. The additional special regulations which have been adopted to be more restrictive on the properties under the jurisdiction of the WCCB shall also remain in effect. Seconded by Barb Donkersloot. Carried unanimously.

**PEACE OFFICER DESIGNATION:** Following brief discussion, a motion was made by Craig Capps to designate Washington County Conservation Board Employees Steve Anderson, Jayse Horning, & Zachary Rozmus as peace officers, effective since their date of hire or academy certification as appropriate, as allowed under Iowa Code Section 350.5 which specifically grants them the authority to enforce the provisions of Chapters 321G, 321I, 461A, 462A, 481A, and 483A on land under the control of the Washington County Conservation Board. Clarification was provided that Executive Director Steve Anderson would not be doing active patrol. Seconded by Stan Stoops. Carried unanimously.

**EMPLOYEE MONTHLY REPORTS:**

Center Coordinator Brandie Bray’s monthly report of programs and activities was given in her absence.

Naturalist Pam Holz presented her monthly report of programs and activities. She included attendance information regarding the Traveling Turtle Exhibit, which showed it had excellent attendance.

Maintenance Technician Fritz Engel’s monthly report provided his monthly report. He included information that the Iowa Association Of County Conservation Board is promoting increased involvement in the IACCB Fall Conference, which is in Polk County this year.

Ranger/Technician Jayse Horning provided his monthly report. He reported on some law enforcement actions as well as other activities. This included that Jayse was handling weekend patrol through the weekends in June, with Zach to do the same during the month of July. He ended his report by bringing attention to the new AED installed in the Center.

Executive Director Steve Anderson provided his monthly report of activities. This included staff meetings, trainings, ongoing projects, and a financial report.

**BILLS APPROVED FOR PAYMENT:** Following discussion, a motion was made by Stan Stoops and seconded by Craig Capps to approve the following bills totaling \$47,568.22 for payment. Carried unanimously.

TO WHOM	FOR	AMOUNT
4 H Wood Products	Wood chips	\$900.00
Acorn Naturalists	Naturalist supplies	\$566.26
Anderson, Steve	Postage, uniform allowance, plant skyde, changing tables, arborvitae, pdf converter	\$1,163.80
Arnold Motor Supply	Gloves	\$13.29
Baker Paper & Supply	Paper towels & toilet paper	\$460.18
Berg Auto Corp	Trailer & lights	\$3,100.00
Brownells, Inc	Gun sight	\$1,783.94
Cash-n-Carry Chemicals LLC	Herbicides	\$575.00
Cintas	AED Unit Cabinet & Installation	\$1,059.77
Cobb Oil Co	Fuel	\$4,342.99
Colbert Trucking LLC	Hauling to Kewash	\$1,587.74
Copy Systems Inc	Printer contract	\$73.05

Double K Enterprises	Foster Woods shelter concrete	\$2,200.00
Douds Stone LLC	Roadstone & limey chips	\$1,992.02
Eastern Iowa Light & Power Cooperative	Electricity	\$3,629.29
Fritz Engel	Uniform Allowance	\$144.47
Greiner Discount Tires	Tire repair	\$308.30
Holz, Pam	Tablets and cases	\$1,040.32
Homemakers	Library chairs	\$2,599.87
Horning, Jayse	Fuel	\$10.00
HyVee	Program supplies, bleach	\$54.44
IACCB	Membership dues	\$2,000.00
Ideal Ready Mix Company	Concrete for campsite slab	\$3,434.25
iGraphix Inc	Camping envelopes	\$1,315.00
Iowa Pond Guy LLC	Pond dye concentrate	\$264.00
John Deere Financial	Tractor maintenance parts, bird seed, shower head, woodcutter bar oil	\$739.81
Leison Pumping	Pump out septic - shower house & lodge	\$1,020.00
Luke Waste Management	Monthly trash service	\$220.00
Pioneer Hi-Bred International Inc	Sunflowers	\$281.22
Red Fern Farms	Tree shelters and stakes	\$2,500.00
River Products Company	Roadstone	\$128.01
Staples	Office supplies, tin foil, wipes, flagging tape	\$239.35
State Hygienic Laboratory	Water testing	\$13.00
Stewart & Sons	Kerosene and tires	\$600.00
US Cellular	Cell phones	\$247.51
Walmart	Nightcrawlers, strainers, walkie talkies, hand soap, batteries, food for event, program supplies	\$268.04
Washington Lumber	Shelter at Foster Woods, nailer, saw horses, plywood, posts	\$5,507.57
Washington Rental Inc	Chainsaw	\$699.95
Wemiga Waste Inc	Tire recycling	\$62.60
Wilson's	One way valves	\$120.00
Windstream	Internet/telephone service	\$385.88
Witthoft Farm Supply	Gasket	\$7.30
TOTAL BILLS		\$47,568.22

MEETING ADJOURNED: A motion was made by Stan Stoops & seconded by Bill Nickell to adjourn the meeting at 6:20 PM. Carried unanimously.

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SIGNATURE

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DATE