

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

July 9th, 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, Randi Brase

GUESTS PRESENT: Tyler Bruner (KCII)

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

Review previous meeting minutes: A motion was made by Bill Nickell to approve the June 11th, 2020 regular meeting minutes. Motion was seconded by Kim Prier and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. Keota Trail Head 28E Agreement

A motion was by Stan Stoops to approve Resolution No. 07-09-2020-01, which establishes a 28E agreement with the City of Keota and the WCCB regarding the maintenance of the Keota Trail Head. Motion was seconded by Bill Nickell. Roll call votes 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			

Resolution passed 5-0.

b. Marr Park Water Bottle Filling Station

Director Rozmus advised that the water bottle filling station had recently been delivered. The next step is choosing a location in the park to install the station. Rozmus advised that he believed a good location would be somewhere near the Mary Marr Lodge. Rozmus stated that this location would allow for a relatively easy install since there was easy access to a water line. In addition, this location is close to the pedestrian trail, which will allow for easy access.

Rozmus asked the board to think about potential locations in the coming weeks because he tentatively intended to install the station in late summer/early fall.

Discussion regarding this topic was tabled for a later date.

c. Annual Report Cookout

Due to Covid-19 the decision was made to cancel the yearly Annual Report Cookout. Board members and WCCB staff expressed concern regarding hosting an event of that magnitude. Therefore, it was decided to have a small staff appreciation dinner in lieu of the annual cookout.

d. Maintenance Supervisor Position

Rozmus advised that he was in the process of finalizing the job description for the newly created maintenance supervisor position. Once the job description is approved by the county's human resource department, Rozmus advised that he intends to offer the position to a current member of

his staff. Rozmus added that the position included a pay increase, which had been accounted for during his budget preparation for fiscal year 2020-2021.

Since it will be a newly created position, Rozmus advised that it would require board approval.

At this time Barb Donkersloot made a motion to approve the creation of the Maintenance Supervisor position and to approve the job description. Motion was seconded by Stan Stoops, carried unanimously.

Several board members stated that the employee who was to be offered the position was more than deserving of the promotion.

e. Kewash Trail Enhancements

Rozmus advised that in the coming weeks/months the planning and preparation pertaining to the 2nd Phase of the Kewash Trail enhancements will really begin ramping up. Rozmus has had discussions with a reputable engineering firm who is familiar with the project. Rozmus expressed that he hopes to have a contract with the engineering firm finalized in the next few months.

The engineering firm will handle the design, scope of the project, bid process and work to ensure the final product is up to the WCCB's standards.

f. 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 in the coming weeks he anticipated that the board of supervisors would re-open county facilities to the public.

Updates:

I. Crawford Pond Lease Agreement

Lease agreement between Ron Crawford and the WCCB has been extended until June 30th, 2030.

II. July Summer Camps

Megan Jorgensen and Randi Brase advised that they were very excited for camps to begin on July 13th. As a precaution, the number of participants in the camps as well as the number of camps being held, has been condensed. The WCCB staff will implement a daily screening and check in process, as well as implementing additional precautionary measures to ensure the safety of all campers and staff.

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 \$8,982.97 for the month of July 2020 were presented to the board.

Ace-N-More	Cleaning supplies, paint, hand tools, showerhouse equipment, ammo, windshield wiper fluid, water softner salt	\$1,230.08
Agriland	Leak test	\$95.00
Arnold Motor Supply	Oil, filter, remover, belt	\$119.20
Brett Johnson	Clothing	\$28.80
Cash-N-Carry Chemicals	Herbicides	\$162.00
Cody Smith	Clothing	\$300.00
Copy Systems	Monthly contract	\$51.47
Douds Stone	Clean stone	\$483.64
Eastern Iowa Light & Power Coop	Monthly electricity	\$2,121.00
First Response Extinguisher Service	Annual service	\$243.50
Greiner Tire	Tire repair on patrol truck & trailer	\$99.95
Iowa Department of Natural Resources	Annual water supply fee	\$25.00
John Deere	Ratchet strap, hitch pin, oil, filter, mower blade, skid loader motor, hand tools	\$919.23
Leison Pumping	Brinton Timber septic cleaning	\$300.00
Moeller Ag	Sure Fire belt	\$56.00
O'Reilly	Oil	\$63.12
Printers Workshop	Summer Earthtones	\$790.39
US Cellular	Monthly cell service	\$265.47
VISA	Evidence bag & tape, projector, computer equipment, aquarium background & turtle food, flags, clothing - Brett & Megan, thermometer	\$789.04
Walmart	Cleaning supplies, aquarium material, turtle food	\$50.63
Washington Lumber	Range maintenance	\$43.29
Wemiga Waste	June disposal service	\$545.00
Wilson's Plumbing	Hot water heater at shop	\$53.49
Windstream	Monthly internet	\$147.67
TOTAL BILLS		\$8,982.97

Meeting Adjourned: A motion was made by Kim Prier and seconded by Barb Donkersloot to adjourn the meeting at 5:43PM. Motion was carried unanimously.

SIGNATURE

DATE