

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD
August 10, 2017**

MEETING TO ORDER: President Craig Capps called the meeting to order at 3:30 PM at the Washington County Conservation Education Center.

ROLL CALL:

BOARD MEMBERS PRESENT: Lyle Moen, Bill Nickell, Barb Donkerlsoot, Craig Capps, & Linda Finke

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Executive Director Steve Anderson, Center Coordinator Kathy Dolan, Ranger/Technician Jayse Horning, Maintenance Technician Fritz Engel, Naturalist Pam Holz

GUESTS PRESENT: John Butters with Washington Evening Journal, Stan Stoops with Board Of Supervisors and Tom Cady

APPROVAL OF AGENDA: A motion was made to approve the agenda by Bill Nickell. Seconded by Linda Finke. Carried unanimously.

MINUTES: The Minutes of the July Regular Meeting were approved as submitted on motion by Linda Finke and second by Barb Donkersloot. Carried unanimously.

DISCUSSIONS AND ACTIONS:

A. WCCB 2016-17 ANNUAL REPORT:

a. The Annual Report of the WCCB for Fiscal Year 2016-17 was reviewed in detail. The report as submitted was approved through the signature of each board member.

B. Project Updates were provided, discussed, and acted upon as follows:

a. **CLEMONS CREEK SHOOTING RANGE BENCH REPLACEMENT PROJECT:** Fritz Engel & Jayse Horning reported that the 25 yard range update was completed, open, and well used. They had been working on the 100 yard range bench replacement, and it had progressed to the point that it was now open, with details and landscaping remaining to have it completed.

Fritz Engel & Jayse Horning then left the meeting as a report came in that the Clemons Creek Shooting Range was on fire. It was later reported that the fire had been the grass and mulch associated with the range, and not the structures. The cause of the fire was undetermined.

b. **WILLOW POND LANDSCAPING PROJECT:** It was reported that this project was now completed, with the final known associated bills included in this meeting. A Project Completion Report and associated reimbursement requests would be forthcoming.

c. **MARR PARK CONSERVATION EDUCATION CENTER PROJECT:**

i. Team Tinnes reported that dialogues continued with McCullough Creative, but that no Board decisions were currently warranted.

ii. Anderson reported that information relating to a backup system for the Conservation Education Centers electrical system was pending. The associated electrical company and electricians had been extremely cooperative, but their final report was not yet ready.

C. FIREARMS DISCUSSION: Informal discussion continued regarding the request for consideration of adding long guns as a tool for the enforcement employees of the WCCB. Ranger/Technician Jayse Horning was absent due to the fire at the Clemons Creek Wildlife & Recreation Area, which limited the dialogue. This item will be added to the agenda for the September meeting, with a written proposal of options for consideration to be provided.

EMPLOYEE MONTHLY REPORTS:

Center Coordinator Kathy Dolan provided her monthly report. She stated a total accumulation of 64 hours of vacation and 488 hours of sick leave.

Naturalist Pam Holz's monthly report was reviewed. Pam reported that she is now back working full time.

Maintenance Technician Fritz Engel's monthly report of activities was reviewed in his absence.

Ranger/Technician Jayse Horning's monthly report of activities was reviewed in his absence.

Ranger Mark Even's monthly report of activities was reviewed in his absence.

Executive Director Steve Anderson provided his monthly report of activities.

BILLS APPROVED FOR PAYMENT: Following discussion, a motion was made by Lyle Moen and seconded by Bill Nickell to approve the following bills totaling for payment. Carried unanimously.

TO WHOM	FOR	AMOUNT
Copy Systems	Monthly copier contract	\$75.19
Ace-N-More	Misc Hardware/custodial supplies/hand tools	\$805.91
Powers, Michelle	Day Camp Reimbursement - Cancellation	\$25.00
Printers Workshop	Newsletter	\$624.50
Eastern Iowa Light & Power Co-op	Electric bill	\$972.24
Baker Paper & Supply	Toilet paper; paper towels	\$195.01
RJ Thomas Mfg. Co., Inc.	Benches and picnic table - Willow Pond	\$1,502.00
Iowa Prison Industries	Signs	\$63.55
Windstream	Phone Bill	\$193.89
Lawson Products	Misc Hardware	\$888.33
Vision Ag LLC	Fast Break	\$27.50
Impressions Computers, Inc.	Computer Service	\$63.75
Armstrong Heating & Air Conditioning.	Capacitors on units and labor	\$371.47
Ideal Ready Mix Company, Inc.	Concrete - Willow Pond & Clemons	\$2,346.88
Colbert Trucking	Hauling - 4 loads	\$356.80
Washington Lumber & Home Center	Hardware; Lumber	\$199.35
Gierke Robinson Company, Inc.	Concrete Supplies	\$446.68
Mose Levy Company Inc.	Rebar	\$75.00
Jim's Small Engine Repair	Clutch Springs/spark Plugs	\$90.38
Wilson's Town & Country Plumbing, Inc.	Gas Pipe repair at house	\$492.64
Gopher	Volleyball Net	\$105.24
Treetop Products Consolidated	Bollards	\$416.38
Sitler Electrical Supply	Breakers	\$79.52
Staples Advantage	Misc Office Supplies	\$124.76
Witthoft Farm Supply	Sprayer Parts	\$175.77
H & L Fencing	Fencing and repairs at Kewash	\$862.50
Sinclair Tractor	Counterweights for skidloader	\$1,227.70
HyVee	Landscaping plants	\$140.14
Walmart	Rec, program, & office supplies	\$152.68
US Cellular	Cell Phone Bill	\$176.27
Luke Waste Management	Trash Service	\$220.00
TOTAL BILLS		\$13,497.03

43,497.03

MEETING ADJOURNED: A motion was made by Lyle Moen, seconded by Linda Finke, and carried unanimously to adjourn the meeting at 4:30 PM.

Craig J. Capps
SIGNATURE

9-14-17
DATE