

**MINUTES OF THE BUCHANAN SOIL & WATER  
CONSERVATION DISTRICT COMMISSIONER'S MEETING  
INDEPENDENCE, IA  
Tuesday, January 28, 2020  
At  
USDA Office - NRCS, Independence, IA  
7:34 a.m.**

Those present were:

**Commissioners**

Doug Kaiser  
Tim Halligan  
Becky Lindsay  
Phil Short

**Staff & Others**

Julie Althaus, Conservation Assistant  
Tyler Durre, Soil Conservationist  
Dave Mack, Soil Conservationist – Delaware County  
Allie Rath – Pheasants Forever Partner  
Katherine Hannigan, CDI (Conservation Districts of Iowa) Planning Coordinator

## **Organizational Meeting**

**Appointment of Assistant Commissioners**

**20-29 Motion** by Lindsay to appoint Richard Sloan. Seconded by Halligan. Motion carried.

**Election of Officers**

Election of Chairperson –

**20-30 Motion** by Lindsay nominated Kaiser as Chairperson. Seconded by Halligan. Motion carried.

Election of Vice Chairperson –

**20-31 Motion** by Lindsay nominated Short as Vice Chairperson. Seconded by Halligan. Motion carried.

Election of Treasurer –

**20-32 Motion** by Lindsay nominated Halligan as Treasurer and Muchmore as Co-Treasurer. Seconded by Kaiser. Motion carried.

Election of Secretary –

**20-33 Motion** by Lindsay nominated Althaus as Secretary. Seconded by Halligan. Motion carried.

**2020 Financial Policies Checklist**

The 2020 Financial Policies were reviewed and any questions were answered.

**20-34 Motion** by Lindsay to approve the 2020 Financial Policy. Seconded by Halligan. Motion carried.

**Meeting Adjourned at 7:39**

## **Regular Meeting**

The meeting was called to order by Kaiser at 7:40 a.m.

### **Adopt Agenda**

Kaiser called to adopt the agenda.

Althaus added a bill for reimbursement for Deb Jacobs in the amount of \$300.00.

**20-35 Motion** by Halligan re to approve the agenda with the addition of the bill in the amount of \$300.00 for Deb Jacobs. Seconded by Lindsay. Motion carried.

### **Approval of Minutes**

Kaiser called for a discussion and approval of the minutes from the November 26, 2019 meeting.

**20-36 Motion** by Lindsay to approve the minutes from the November 26, 2019 meeting. Seconded by Short. Motion carried.

### **Treasurer's Report**

Treasurer's Report for November 2019 – Report was given.

Treasurer's Report for December 2019 – Report was given – we have received the last check from Howard County, so everything is square.

**20-37 Motion** by Lindsay approve the November 2019 Treasurer's Report. Seconded by Halligan. Motion carried.

### **Report - Wapsi River Management Authority–Nothing at this tie**

### **Middle Cedar River Watershed – Adam Rodenberg - NA**

Althaus reported that we received an email that stated the following: I will not be able to attend. I have budget meeting with Benton Board of Supervisors tomorrow morning. The only change to Middle Cedar projects is we had a bid opening last week for 3 (1 large wetland, 1 large pond, and 1 medium pond). projects for a total bid price of \$961,000.

### **Pheasants Forever Report – Allie Rath**

Rath presented to the commissioners her quarterly report. She stated that she had held several CRP Workshops to help with the learning curve of the new CRP General Sign Up and Continuous Sign Up. There was a good turn out for these. Rath also stated that Mid Contract Management are no longer cost shared in either Continuous or General CRP contracts.

### **District Conservationist Report –Dave Mack, SC – Acting District Conservationist from Delaware County**

- Allie Rath did a nice job along with Mary Coffman from FSA, and Dave Asche, District Forester and Alex Hoffman regarding the meeting.
- General Sign Up goes through February 28th. We also have Continuous CRP sign ups going on right now, also.
- We have been busy working on eligibility for CRP re-enrollments.
- Tomorrow will be training for Conservation Desktop, that is a replacement software for Toolkit. Along with that we will have a new ranking tool also.
- EQIP/CSP still has no sign up dates. We currently have 10 CSP applications.

- Reorganization Meeting Update – Kurt Simon, Jaia Fischer, Susan Kozak, and Jason Johnson were there and brought us up to speed. Simon's stated that there will be 100 soil conservationists hired.
- Mack stated that tentatively he has been selected for the Independence District Conservationist position, still has some paperwork that needs to be completed.

### **Katherine Hannigan, CDI Planning Coordinator – 5 Year Plan**

- It states in the Policy and Procedures Manual the steps that are needed to complete this task and also in Iowa Code.
- Katherine explained that she was hired to assist the Districts in completing this 5 year plan.
- The process is identifying on who we are, Mission Statement, Goals, District Policies, and Organization.
- We will need to put together a local working group and have a meeting. So we will need to get a list, plan for the meeting, process, meeting could be 1.5 hours. Katherine stated she is going to be here to help us.
- We will utilize input from the local working group, this process will take approximately 3 to 6 months. And it will be useful, up to date information.
- One of the key questions will be "What do you want your legacy to be?"
- Districts to do list for next time will be
  - Send out the current Annual Plan out to the commissioners and to Dave.
  - Need to have the list put together for our locally led meeting and put our plan together.

### **2020 Election Process**

- Those up for re-election are the following: Doug Kaiser, Becky Lindsay, and Phil Short.
- Papers will need to be taken out March 2<sup>nd</sup> through March 20<sup>th</sup>. And they will need to have 25 Signatures.
- Once can get the paperwork at the Auditor's Office or at here at the District Office.

### **Winthrop Sponsored Project - Update**

- Amy Bouska is working with the City of Winthrop on a couple of different projects, along with adding some permeable pavers. They are currently working on designs and with the DNR also.

### **REAP P and REAP F/NG Funding – Voluntary Recall**

- On October 30, 2019 we received a notification from DSC regarding volunteering REAP funds for their spring supplemental. Althaus missed it for the agenda item for the November meeting and it was on the agenda for December, but we didn't have a meeting in December. So we need to decide what we need to do. We currently have a balance in REAP F/NG of \$594.00 and in REAP we have a balance of \$8,267.00. The commissioners discussed this and they made a decision to voluntarily give the \$594.00 in REAP F/NG and \$1,406.00 out of REAP.

**20-38 Motion** by Lindsay to voluntarily give them a total amount of \$2,000.00. Seconded by Halligan. Motion carried.

### **Plat Books – 6 @ \$27.00 each – last ones purchased was in 2016**

**20-39 Motion** by Short to purchase 6 plat books at \$27.00 each. Seconded by Lindsay. Motion carried.

### **Soil Loss Hearing –**

- We need to set the date at our next meeting for this meeting, so we can get this completed. We need to check on the library

### **Memorandum of Agreement with NRCS**

- Althaus went over the MOA, with the commissioners and stated that we have an updated MOA from NRCS.

**20-40 Motion** Lindsay to accept the MOA with NRCS. Seconded by Short. Motion carried.

**Soil and Water Conservation Society – Dues for Membership**

In 2018, we paid out \$115.00.

**20-41 Motion by** Lindsay to pay \$115.00 to the Soil and Water Conservation Society. Seconded by Halligan. Motion carried.

**Ideas for Iowa Farm Environmental Leader Awards**

- Althaus explained to the commissioners to be thinking about the possibility of individuals that would be good candidates for this award. We usually try to get at least 2 per year.

**District Operations – Contractors List & Local Conservation Supplies**

- Althaus communicated with the commissioners that this is an updated list that is sent to DSC every year. We hand these out to individuals that who are looking for a particular contractor or supplies. This list is provided due to the fact that we can not recommend one in particular because it is showing favoritism.

**IFIP Summer Incentive**

- The dates they have been changed to June 15<sup>th</sup> thru October 15<sup>th</sup>, up to \$200.0 per acre. In our district policy the commissioners did decide to pay \$200.00 per acre. So when they are out about, and someone brings up waterways, they can educate them.

**20-42 Motion by** Halligan to approve these dates. Seconded by Short. Motion carried.

**Conservation Plans – 5**

It was discussed regarding conservation plans to create a district policy regarding the signature of conservation plans prior to district meetings. It streamlines the flow, especially when it comes to CRP sign ups, then the landowner has a one stop for both parties involved. Althaus will create a list of conservation plans that have been signed and make sure that the correct number is on the agenda for overall approval.

**20-43 Motion by** Short to make it District Policy to approve signing conservation plans prior to the monthly commissioners meeting with them being reviewed at the monthly meeting. Seconded by Lindsay. Motion carried.

**Request for Extension**

Manson Farms LLC                      Grade Stabilization Structure                      Approved on 8/30/18      Completion Date 8/30/19.

He is asking for an extension due his daughter being diagnosed with cancer and was in Florida most of the summer. Extension Request to 8/30/2020

**20-44 Motion by** Short to approve extension. Seconded by Lindsay. Motion carried.

**Cost Share Approval –**

Pilot Grove Farms	Windbreak	1.02 acres	Estimated Cost	\$1,871.00	Cost
Share \$1,403.25					

**Completed Cost Share –**

Fischels, Douglas J.	WQI – Cover Crops	42.4 acres	Obligated Amt.	\$3,586.50
Cost Share Amt.	\$636.00			
Oswald, Dustin	WQI – Cover Crops	37.3 acres	Obligated Amt.	\$4,000.00
Cost Share Amt.	\$932.50			

Peyton, Steve	WQI – Cover Crops	44.7 acres	Obligated Amt. \$2,400.00
Cost Share Amt. \$670.50			
Wulfekuhle, Alan	WQI – Cover Crops	160 acres	Obligated Amt. \$2,400.00
Cost Share Amt. \$2,400.00			
Lindsay, Douglas	WQI – Cover Crops	62.85 acres	Obligated Amt. \$2,400.00
Cost Share Amt. \$942.75			

**Bills for December 2019**

Revolving Account – NSB (Northeast Security Bank)  
 Northern IA Const. \$525.00 pd chk #4482 3 rolls of fabric 12/9/19  
 Total \$525.00

**Bills for January 2020**

Revolving Account – NSB (Northeast Security Bank)  
 US Post Office \$236.50 pd chk#4484 430 stamps 01/10/2020  
 Walmart \$ 76.80 pd chk#4485 Ink for Printer 01/14/2020  
 IA Dept. of Rev. \$ 27.00 EFT 4<sup>th</sup> Qtr. Sales Tax 01/22/2020  
 \* chk #4486 for Soil and Water Conservation Society – See above  
 Print Express \$142.60 pd chk#4487 Envelopes 01/28/2020  
 Total \$482.90

\*Additional Bill – Deb Jacobs for Accounting Fees for 2019 \$300.00

Employee Account – Veridian Credit Union  
 IDALS \$1,391.91 pd chk# 2580 Reimb. 780 Hr. 01/28/2020  
 Total \$1,391.91

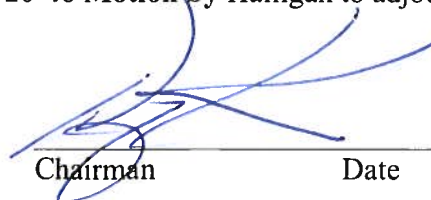
**20-45 Motion** by Lindsay to approve Cost Share Approvals, Completed Cost Share, Bills for December 2019, and Bills for January 2020. Seconded by Short. Motion carried.

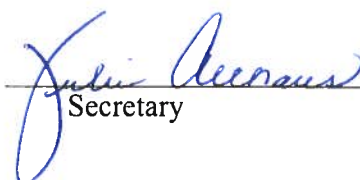
**Other Items** – Mack made the commissioners aware of some soil health meetings coming up, he will be sending out the dates.

Next Meeting will be on February 25th at 7:30 a.m. at the USDA Building.

Adjourned @ 9:26 a.m.

**20-46 Motion** by Halligan to adjourn the meeting. Seconded by Lindsay. Motion carried.

  
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 Chairman Date 3/4/20

  
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 Secretary Date 3/4/20