

**MINUTES OF THE BUCHANAN SOIL & WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
INDEPENDENCE, IA
Tuesday, February 23, 2021
1:00 p.m.**

Those present were:

Commissioners

Bob Muchmore
Becky Lindsay
Sean Dolan

Staff & Others

Julie Althaus, Conservation Assistant
Tessa Roth, Team Resource Conservationist
Griffin Cabalka, NACD Technician Assistant
Claire Carlson, CDI

The meeting was called to order by Lindsay at 1:04 p.m.

Adopt Agenda

Lindsay called to adopt the agenda. Althaus added Griffin Cabalka under Item #17 Other, also updated the figures in Item #16 Bills for February – Total for Revolving Acct. \$840.00. Employee Acct updated please add Payroll for Griffin Cabalka Chk# 2590 in the amount of \$977.42, add IPERS payment of \$189.86. This gives a total of \$2,047.13.

21-49 Motion by Dolan to approve the amended agenda with the addition of Griffin Cabalka under Item # 17 Other. Updated the figures in Item #16 Bills for February – Total for Revolving Acct. \$840.00. Employee Acct updated please add Payroll for Griffin Cabalka Chk# 2590 in the amount of \$977.42, add IPERS payment of \$189.86. This gives a total of \$2,047.13. Seconded by Muchmore. Motion carried.

Approval of Minutes

Lindsay called for a discussion and approval of the minutes from the January 28, 2021 meeting.

21-50 Motion by Dolan to approve the minutes from the January 28, 2021 meeting. Seconded by Muchmore. Motion carried.

Treasurer's Report

Treasurer's Report for January 2021 – Report was given.

Althaus went over the report for January 2021, there were red flags on this report. Lindsay asked about the balances on the reconciliation page, Althaus explained that the item at the very bottom where it says total Prior checks/deposits outstanding is not what is on the back page of the bank statement it is from the prior month. Lindsay asked if she could get Cindy Davis's phone number, because she had some questions for her. Althaus gave her the contact number. It was also brought to Althaus' attention to change the date on the CD that was just recently renewed on the Deposit Accounts page 5 of 6. Althaus thanked Muchmore for pointing that out, and she will get that changed right away.

21-51 Motion by Muchmore to approve the January 2021 Treasurer's Report. Seconded by Dolan. Motion carried.

Renewal of CD's – on 03/04/2021 - #13 \$5,53.54 and #14 \$16,824.17

Althaus explained that we have 2 Certificates of Deposit coming due on 3/4/21. She has checked out the rates, and right now the best rate for renewal is for 7 months at 0.75%.

21-52 Motion by Muchmore to renew both CD's for 7 months. Seconded by Dolan. Motion carried.

Althaus explained that for Becky to have access to the statements at Veridian Credit Union per Tim Halligan, Treasurer. We need to have a motion by the commissioners to make this happen. Tim will take the completed minutes to have Veridian to get this set up for Becky. They could not explain, why she was taken off this.

to make Becky Lindsay - jans-23-2021
21-53 Motion by Dolan to be the recipient of all bank statements per the request of the IDALS-DSCSW. Seconded by Muchmore. Motion carried.

5 Year Plan – Claire Carlson

Claire explained what the next steps are in our process. She went on to explain that we will have 3 to 4 meetings. Our next meeting will be narrowing down on the items, and looking forward to the commissioner's input. Something think about is a milestone such as a field tour or field day. Please take a look at the goal section. We scheduled our next meeting on March 3rd at 1:00 p.m. Claire will be sending out a couple of completed 5 year plans to look over.

Middle Cedar River Watershed – Althaus reported that she received an email from Adam Rodenburg, with an overview of everything. Althaus stated that she would email out that report to the commissioners.

Pheasants Forever Report – Nothing to report at this time.

District Conservationist Report –Tessa Roth – Acting DC

- Civil Rights – Roth reviewed the Memorandum of Understanding, and this expected from Tessa from the Federal – NRCS. Roth went over it, and wanted to make sure that everyone understood that we treat everything and everyone equal. She asked the commissioners how they wanted to handle this because everyone has to sign it and date it. Roth stated that she will email it out so they could look at it, if they can get it signed and email it back to her that would be great, deadline is March 5th.
- EQIP Selections – there were 7 applications approved – but the state office had an oops, so they are making adjustments.
- CSP – Buchanan County had 13 applications, they all need to be ranked by April 23.
- CSP extended to February 19th – for all applications and workload.
- Staff – Griffin is stepping right up and is doing great, and getting things done. Evan is been assisting a lot with the CRP re-enrollments and assisting with CSP. Julie, there is a lot of items that go over her desk in a day, and she is rolling with it, she is busy.

Commissioner's Review Items - Packet

A. Inter Agency Agreements –

Roth – went over the NRCS agreement.

Buchanan County Supervisors – she sent a letter that was sent to the Supervisors that referred to the Iowa Code, but it didn't have the actual code. Althaus is sending the letter to the state office, to find out what the Iowa Code is that refers to our partnership.

Althaus stated that we will be going over some additional ones at our next meeting.

B. District Policies –

These were included in the packet that Althaus sent out. She stated that she did notice that the state cost share had not been updated when the commissioners changed from \$7,500.00 to \$10,000. She will get that updated asap.

Annual Report

Althaus stated that she has this out the door for print. She will be working on doing some press releases for our 75th Anniversary.

2021 CDI Spring Regional Meeting – March 2nd via Zoom (email)

This will be our Spring Regional Meeting for Region 4, this will be done by Zoom from 2:00 to 3:30 p.m. There was an email sent out on this from Conservation Districts of Iowa with the agenda, Althaus will send a reminder.

Conservation Plans- 7

Cost Share Approval –

Kukson, Nathan Windbreak Cost Est. \$1,419.20 CS Amt. \$1,064.40

Completed Cost Share – None Currently

Bills for February 2021

Revolving Account – NSB (Northeast Security Bank)

The News	\$ 65.00	Chk#4562 – Tree Advertisement
NACD	<u>\$775.00</u>	Chk#4563 – Dues
Total	\$840.00	

Employee Acct. – Veridian

Cabalka, Griffin	\$879.75	Chk#2589 – 1.22-2.4.21 71 hrs Payroll
IPERS	\$189.86	EFT – January Payroll
Cabalka, Griffin	<u>\$977.42</u>	Chk#2590 – 2.5 - 2.18.21 – 80 hrs. Payroll
Total	\$2,047.13	

21-54 Motion by Muchmore to approve the Conservation Plans, Cost Share Approval and bills for February 2021. Seconded by Dolan. Motion carried.

Other Items:

Griffin Cabalka asked the commissioners about the possibility of being the assistant baseball coach at East Buchanan. He stated that he would have to adjust the times, to make sure that he got his 40 hours in. The commissioners asked him to send out an email with the details of his expectations, and they would decide on it.

He will need to get this email out as soon as possible. Commissioners stated that they could discuss it after they get done working with Claire, on the 3rd of March Meeting.

Next Meeting date March 23, 2021 at 1:00 p.m. via Conference Call or Zoom.

Adjourned @ 2:07 p.m.

21-55 Motion by Dolan to adjourn the meeting. Seconded by Muchmore. Motion carried.


Chairman Date


Secretary Date