

MINUTES OF THE BUCHANAN SOIL & WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
INDEPENDENCE, IA
Tuesday, August 25, 2020
At
VIA Conference Call
7:30 a.m.

Those present were:

Commissioners

Doug Kaiser
Tim Halligan
Bob Muchmore
Becky Lindsay

Staff & Others

Julie Althaus, Conservation Assistant
Dave Mack, District Conservationist

The meeting was called to order by Kaiser at 7:43 a.m.

Adopt Agenda

Kaiser called to adopt the agenda. Althaus added 2nd Bank Statements
21-06 Motion by Lindsay to approve the agenda with the addition of 2nd Bank Statements. Seconded by Halligan. Motion carried.

Approval of Minutes

Kaiser called for a discussion and approval of the minutes from the July 28, 2020 meeting.

21-07 Motion by Lindsay to approve the minutes from the July 28, 2020 meeting. Seconded by Halligan. Motion carried.

Treasurer's Report

Treasurer's Report for July 28, 2020 – Report was given.

Kaiser asked about the account numbers on page 5 and 6, there was a difference. Althaus stated that they should be the same, and that she would investigate it immediately.

21-08 Motion by Halligan to approve the July 28, 2020 Treasurer's Report. Seconded by Lindsay. Motion carried.

Update on Standardized Treasurer's Report – Althaus stated that everything is all up to speed, and she is working with Dan Hawkins now with the tree sale spreadsheet to get that working.

Wapsi River Management Authority -

Tori updated the commissioners on the Upper Wapsi River Management Authority, she stated that the first bid packet was sent out in January and Quasky has their project completed. The second bid packet went out in July and it was awarded to German Enterprises, in the amount of \$132,763.52, this is for 5 projects – there is 4 ponds and 1 grade stabilization. There are 7 more projects awaiting approval. They are working on putting the bid packets together. This bid packet is estimated at \$500,000. They are working on an additional bid packet,

there is 12 more projects in review, so they are in phase 1, Tier 2. Hopefully will be starting these projects by Spring 2021, the UWMA will be completed by December 2021. So, it is important to get these all done.

The next meeting will be on September 22 – looking at possibly doing it by Zoom, more details will follow.

Middle Cedar River Watershed – Nothing currently

Pheasants Forever Report – Allie Rath

Allie has been coming in at least once a week to help with CRP plans and works a lot on the environmental projects.

District Conservationist Report –Dave Mack

- CSP –
We recently had a 4th contract funded, which is kind of unique, it is forest ground. So, we have a total of 4 new CSP contracts for 2020. We have 13 contracts eligible for renewal.
- EQIP-
Everything is pretty much wrapped up for EQIP. The state of Iowa didn't receive any additional funds this year.
- CRP-
We are looking at 174 CRP contracts that are up for renewal, so Evan has been starting on those. We currently have only 30-40 additional CRP contracts to complete and that means meeting with the landowners and getting the everything signed.
- COVID-19 (Office) –
We are still at Phase 2 – by appt. only. Maintaining 6 ft. distancing. When we have an appointment, the client needs to be masked up and so does staff, who is meeting with them.
- Staffing Update –
Evan is catching on quick; he is doing a great job! He is currently helping in Manchester for a few days. Mack also made the commissioners aware that we are hurting on the Engineering and Technicians, with our projects, we are starting to get behind. Dave has been communicating this to his supervisors on the importance. He also stated that he has a new boss, and his name is Ben Cottrell. He is the assistant to the Area Conservationist.

Kaiser asked about covering these projects, Dave stated that we currently still have Jeff Lutz, but he is getting spread thin. The resource team hired a new technician, but they are green yet. Our second technician that is supposed to assisting us is going to be retiring at the end of the year.

2020 NACD Technical Assistance Grant

Althaus stated that she has the job description almost completed will be sending it out to the commissioners to get input and will also include Dave. Althaus asked the commissioners on where they would like this to be sent out to. Also, that we would post it at Iowa Workforce for a minimum of 3 days. Kaiser stated to reach out to the local colleges to get a hold of their placement office.

It was discussed on the hiring date, goal is September 15th. It was discussed to put together an Interview Committee, this committee will consist of Doug Kaiser and Bob Muchmore. This committee will go through the applications and do the preliminary interviews possibly on Zoom and the Final Interview in person.

780 Hour Position/IDALS –

Jim started on Monday, August 24th. He will be working a couple of days per week, until they get things worked out with his grandson and daughter’s schedule. So, he is up and running for now.

Pheasants Forever FY21 Contribution (open for discussion) –

Althaus stated that in the past we have done \$2,500.00 per year. She did check with the local Pheasants Forever, but they were still undecided since they didn’t get to have their banquet this year. Kaiser asked about the value of her work and Mack’s response that she a key player, she does a lot to help us out. She covers 4 counties.

21-09 Motion by Lindsay to pay Pheasant’s Forever \$2,500.00 for this year. Muchmore seconded it. Motion carried.

RC & D Board Donation Request (Asking Each District for \$4,000.00)

This was discussed amongst the commissioners. It was decided not to do anything this year.

21-10 Motion by Lindsay that at this time that we will not be doing a donation for this year. Seconded by Halligan. Motion carried.

Logo

Althaus handed out copies of the logo for all to look at. She had only heard back from 2 people on the logo. After discussion it was decided to go with Option 1 – Version 2.

21-11 Motion by Lindsay to go with Option 1 Version 2 for the bigger items and Option1 Version 4 for the smaller items. Seconded by Muchmore. Motion carried.

CDI Dues - \$850.00

It is that time again, to pay our dues to CDI (Conservation Districts of Iowa).

21-12 – Motion by Halligan to pay the CDI Dues in the amount of \$850.00. Seconded by Lindsay.

Conservation Plans- 37

Althaus share with the commissioners the memo that was received by IDALS, stating that they could appoint a commissioner to come in and sign and be presented at the next commissioner’s meeting. Mack shared that we are sitting pretty good right now. Althaus asked if they wanted this updated in District Policy, and it was stated to leave the same now.

21-13 Motion by Lindsay to keep the District Policy as is. Seconded Halligan. Motion carried.

Cost Share Approval –

Kenneth Lynn	Grassed Waterway	Est. \$13,839.00	CS Amt. \$6,919.50
Melvin Matteson	Grassed Waterway	Est. \$7,586.15	CS Amt. \$3,7983.07
*Larry Rasmussen/Additional Cost Share (Report by Dave Mack)			

Completed Cost Share – Nothing at this time

Bills for August 2020

<u>Revolving Account</u> – NSB (Northeast Security Bank)			
CDI – FY2021 Dues	\$850.00	Chk# 4532 – 1M Exp./Dues	08/25/20
Office Towne, Inc.	<u>\$ 9.45</u>	Chk# 4533 – 1M Exp/ Office Supplies	08/25/20
Total	\$859.45		


21-14 Motion by Lindsay to approve the conservation plans, Cost Share Approval and Bills. Seconded by Muchmore. Motion carried.

Other Items:

Next Meeting will be on September 22 at 7:30 a.m. at USDA office or via teleconference, pending on COVID guidelines.

Adjourned @ 8:46 a.m.

21-15 Motion by Halligan to adjourn the meeting. Seconded by Lindsay. Motion carried.

*  9/22/20
Chairman Date

 9/22/20
Secretary Date