

**MINUTES OF THE BUCHANAN SOIL & WATER  
CONSERVATION DISTRICT COMMISSIONER'S MEETING  
INDEPENDENCE, IA  
Tuesday, August 31, 2021  
10:00 a.m.**

Those present were:

**Commissioners**

Becky Lindsay  
Doug Kaiser  
Tim Halligan

**Staff & Others**

Julie Althaus, Conservation Assistant  
Tori Nimrod – NE IA RC & D, Postville

The meeting was called to order by Lindsay at 10:07 a.m.

**Adopt Agenda**

Kaiser called to adopt the agenda.

**22-09 Motion** by Lindsay to approve the agenda with the addition of the bill to Fusion Forward in the amount of \$199.99 for the renewal of the website hosting. Seconded by Halligan. Motion carried.

**Approval of Minutes**

Kaiser called for a discussion and approval of the minutes from the July 27, 2021 meeting.

**22-10 Motion** by Lindsay to approve the minutes of July 27, 2021. Seconded by Halligan. Motion carried.

**Treasurer's Report**

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

**22-11 Motion** by Halligan to approve the July 2021 Treasurer's Report. Seconded by Lindsay. Motion carried.

Halligan was asked if he has received the code from Muchmore for the Veridian account. It was suggested that Muchmore put it in a sealed envelope, so Althaus can give it to Halligan.

Althaus also stated that it is time to go get our Annual Audit completed, the sooner the better.

We will also need to have a motion to void check #4569 for Tim Halligan in the amount of \$42.12 for 1M Expenses from the first quarter.

**Wapsi River Management Authority – Tori Nimrod**

Tori gave her report for the Upper Wapsi River Watershed. They are continuing to push forward. They recently awarded a big packet for a project that included a pond, which also included some work along side the roadway. Tori handed out a project worksheet with all of the completed and current projects. There are some big projects.

Tori also, wanted to let us know that that there is a meeting coming up on September 29<sup>th</sup>, sponsored by IA Learning Farms. It will be held in Delaware County from 10:30 – 12:30. Tori will be sending out an invitation for this event.

**Middle Cedar River Watershed –**

Nothing to report.

**Pheasants Forever Report** – Althaus stated that she received an email from Allie Rath from the Pheasants Forever requesting the District’s support for another year July 1, 2021 thru June 30, 2022. They are asking for \$2,500.00. Althaus explained this to commissioners and explained to Rath, in the past 4 years that the commissioners have paid this in March.

**22-12 Motion** by Lindsay to continue to support Pheasant’s Forever, and to pay the \$2,500.00 in March. Seconded by Halligan. Motion carried.

**District Conservationist Report –Bill Meyer – DC - Absent**

Althaus briefly gave report.

- CRP – they have been extremely busy working on getting CRP wrapped up for re-enrollments.
- General CRP – We got word that we had most of them accepted except for maybe 3.
- Field Visits – they have been busy doing field visits also.

**NACD Grant Position – Review Benefits**

- A. Vacation – Stays the same
- B. Sick time – Commissioners stated that they can use the 80 hrs. for either sick or vacation
- C. Comp Time – Althaus explained that there are times that our employee, does work late, because they are in the field. Althaus was asked by the commissioners how the state handles it. Althaus stated that we are not to have any comp time, but if there is, it needs to be used within that pay period. Commissioners stated that we need to update the handbook to follow state guidelines. Althaus stated that she would get it updated and send out to them for their review.

**780 Hr. Position –**

Jim started back on August 23, 2021

**Conservation Plans – 53**

**Cost Share Approval –**

Brustkern Farms	Waterway#3	Cost Est. \$20,620.33	Cost Share Amt. \$10,000.00
Brustkern Farms	Waterway#2	Cost Est. \$16,175.50	Cost Share Amt. \$8,087.75
Duroe, Albert	Tree/Shrub Est.	Cost Est. \$15,600.00	Cost Share Amt. \$11,700.00

**Completed Cost Share –**

Lynn, Kenneth	Waterway	Cost Share Amt. \$6,411.15
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**Bills for August 2021**

<u>Revolving Account – NSB (Northern Security Bank)</u>			
Post Office	\$110.00	Chk#4612	Postage
John Deere Financial	7.39	Chk#4613	Batteries for Office Equipment
Griffin Cabalka	52.72	Chk#4614	Reimb. For Fair Display Items
Fusion Forward	19.99	Chk#4615	Renewal of Domain Name
Fusion Forward	<u>199.99</u>	Chk#4616	Renewal of Web Hosting for 1 year
Total	\$390.09		

**Employee Acct. – Veridian**

Cabalka, Griffin	\$977.42	Chk#2608	Pay Period 15
IRS – 941 Pymnt 08/15/21	\$1,044.24	EFT	Payroll Taxes for July Wages

IPERS – August 15 <sup>th</sup>	\$641.78	EFT	Payment for July Wages
Cabalka, Griffin	<u>\$977.42</u>	Chk#2609	Pay Period 16

Total                \$3,640.86

**22-13 Motion** by Lindsay to approve the Conservation Plans, Cost Share Approval, Completed Cost Share, Bills for August 2021 and to void #4569 in the amount of \$42.12. Seconded by Halligan. Motion carried.

**Other Items:** Nothing currently

Regular Commissioner’s Meeting – **September 28, 2021 at time and location to be determined**

Adjourned @ 10:44 a.m.

**22-14 Motion by** Lindsay to adjourn the meeting. Seconded by Halligan. Motion carried.

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Chairman	Date	Secretary	Date
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