

**MINUTES OF THE BUCHANAN SOIL & WATER  
CONSERVATION DISTRICT COMMISSIONER'S MEETING  
INDEPENDENCE, IA  
Friday, October 22, 2021  
8:00 a.m.**

Those present were:

**Commissioners**

Becky Lindsay  
Doug Kaiser  
Bob Muchmore

**Staff & Others**

Julie Althaus, Conservation Assistant

The meeting was called to order by Kaiser at 8:03 a.m.

**Adopt Agenda**

Kaiser called to adopt the agenda.

**22-15 Motion** by Lindsay to approve the agenda. Seconded by Muchmore. Motion carried.

**Approval of Minutes**

Kaiser called for a discussion and approval of the minutes from the August 31, 2021 meeting.

**22-15 Motion** by Lindsay to approve the minutes of August 31, 2021. Seconded by Muchmore. Motion carried.

**Treasurer's Report**

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

**22-16 Motion** by Lindsay to approve the August 2021 Treasurer's Report with the correction of moving the bill for the Winthrop News. Seconded by Muchmore. Motion carried.

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

**22-17 Motion** by Muchmore to approve the September 2021 with the correction of removal of bill from Fusion Forward. Seconded by Lindsay. Motion carried.

**Wapsi River Management Authority – Tori Nimrod**

Nothing currently to report

**Middle Cedar River Watershed –**

Nothing to report

**Pheasants Forever Report –**

Althaus handed out Allie Rath's Quarterly report and went over it. Rath will try to be at our November meeting.

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

Althaus briefly gave report.

- CRP – starting on FY22 re-enrollments.
- EQIP – He has been working the applications

- CSP – Working on CSP payments and new applications
- Field Visits – they have been busy doing field visits also.

**CDI (Conservation Districts of Iowa)**

- A. Handout of Updated Commissioners Handbook
- B. Website for additional Information - <https://cdiowa.org/get-involved/new-commissioner-training/>

**National Association of Conservation Districts (NACD) – Dues \$775.00**

**22-18 Motion** by Lindsay to approve payment of dues of \$775.00 to pay in January 2022. Seconded by Muchmore. Motion carried.

**NACD Grant Position – Review of Benefits**

- a. Handout from email with update
- b. Handout of Commissioners Employee Handbook
- c. Introduction of 2021 Commissioners Guide to Managing Human Resources
- d. Griffin Cabalka-Update/ Griffin took a different position with NRCS. We currently have \$5,415.00 for a remaining balance of the TA2020 Grant and we have not touched the money from the TA2021 Grant. It was asked if they wanted to look at replacing Griffin, as of right now, Griffin and Evan will be located here for awhile.

**22-19 Motion** by Lindsay to not fill the position now. Commissioners will review in December 2021. Seconded by Muchmore. Motion carried.

**780 Hr. Position –**

Things are going well, he is also helping Bill Meyer, DC out with CRP.

**Supervisors Request** – Althaus explained that every year we send a letter of request and ask for assistance in a monetary way. We usually receive \$3,000.00, for FY22 we asked for \$4,000.00. Wanted to make the commissioners aware, in case they were asked by a supervisor.

**Conservation Plans – 1**

**Cost Share Approval –**

Jeremy Reiling	Windbreak	Cost Est. \$2,854.50	Cost Share Amt. \$1,600.00
Brustkern Farms	Waterway #2	Cost Est. \$16,175.50	Cost Share Amt. \$8,087.75
Francois, Alan	Waterway	Cost Est. \$21,090.00	Cost Share Amt. \$10,000.00

**Completed Cost Share –**

None at this time

**22-20 Motion** by Lindsay to approve the conservation plans and cost share approval. Seconded by Muchmore. Motion carried.

**Bills for September 2021**

<u>Revolving Account – NSB (Northern Security Bank)</u>			
Winthrop News	<u>\$40.00</u>	Chk#4623	Advertising- 4-H Week

\$40.00

**Bills for October 2021**

Althaus, Julie	<u>\$24.57</u>	Chk#4624	Mileage Reimbursement for Signatures
	24.57		9/21/21 – Doug Kaiser’s 10.53
			9/24/21 – Tim Halligan’s 14.04

**Employee Acct. – Veridian**

Cabalka, Griffin	\$977.42	Chk#2610	Pay Period 17
IRS – 941 Pymnt 09/15/21	\$696.16	EFT	Payroll Taxes for August Wages
IPERS – September 15 <sup>th</sup>	\$427.86	EFT	Payment for August Wages
Cabalka, Griffin	<u>\$977.42</u>	Chk#2611	Pay Period 18

Total \$3,078.86

**Bills for October 2021**

**Employee Acct. – Veridian**

Cabalka, Griffin	\$977.42	Chk#2612	Pay Period 19
IRS – 941 Pymnt 10/15/21	\$696.16	EFT	Payroll Taxes for Sept. Wages
IPERS – 10/15/21	\$427.86	EFT	Payment for Sept. Wages
Cabalka, Griffin	\$622.25	Chk#2613	Pay Period 20
Treasurer, State of IA	\$218.28	Chk#2614	EFT didn’t work/ 1 <sup>st</sup> Qtr. of FY22 Payroll
IDALS – 780 Hr.	<u>377.62</u>	Chk#2615	4 <sup>th</sup> Qtr for FY21 – Commitment

Total \$3,319.59

**1M Reimbursement – 1<sup>st</sup> Qtr of FY22**

Becky Lindsay	\$37.44	Chk#4618
Doug Kaiser	\$38.14	Chk#4619
Robert Muchmore	\$36.74	Chk#4620
Tim Halligan	\$82.13	Chk#4620
Sean Dolan	<u>\$49.84</u>	Chk#4621

Total \$242.89

**22-21 Motion** by Lindsay to approve the September 2021 bills, October 2021 bills, and the 1M Reimbursement for the 1<sup>st</sup> Qtr. of FY22. Seconded by Muchmore. Motion carried.

**Other Items:** Nothing currently

Regular Commissioner’s Meeting – **November 23, 2021 - time and location to be determined**

Adjourned @ 8:48 a.m.

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

\_\_\_\_\_  
Chairman Date

\_\_\_\_\_  
Secretary Date