

**MINUTES OF THE BUCHANAN SOIL & WATER
CONSERVATION DISTRICT COMMISSIONER'S MEETING
INDEPENDENCE, IA
Tuesday, November 28, 2023
10:00 a.m. at the Independence Field Office**

Those present were:

Commissioners

Sean Dolan
Dale Priebe
Tim Halligan
Becky Lindsay
Doug Kaiser

*Absent from Meeting

Staff & Others

Julie Althaus, Conservation Assistant
Evan Ronnebaum, District Conservationist

The meeting was called to order by Dolan at 10:01 a.m.

Adopt Agenda

Dolan called to adopt the agenda.

24-24 Motion by Priebe to approve the agenda. Seconded by Halligan. Motion carried.

Approval of Meeting Minutes September 26, 2023

Dolan called for a discussion and approval of the meeting minutes from September 26, 2023, meeting with the correction of Dien Judge's name Dian to Dien. Pen and inked changed.

24-25 Motion by Lindsay to approve the regular meeting minutes from August 22, 2023, meeting. Seconded by Priebe. Motion carried.

Commissioner's Financial Review FY2023

Our financial review was completed on November 3, we received our letter of recommendations from Shelly Dunnick, IDALS Financial Specialist. We went over her recommendations, and they were as follows:

1. Make sure the TR pages are initialed by the Treasurer and Co-Treasurer.
2. All maps need to be signed and dated by the individuals that they are provided for. If they go to a meeting, they will also, need to sign and dated for the individual that is receiving mileage.
3. Track all deposits and attach deposit slips to the treasurer's report, along with the receipts.
4. All invoices need to be stamped paid and dated.

We will need to send a letter to Shelly, that we recognize the suggestions and that the suggestions will be followed through on.

Althaus brought to the commissioners' attention, that we should get Diana Muchmore a gift certificate for her running to get the paperwork signed by Bob Muchmore, the day of the financial review.

24-26 Motion by Lindsay to purchase a gift certificate in the amount of \$30.00 for Diana's time as a token of appreciation. Seconded by Kaiser. Motion carried.

Treasurer's Report & Financials –

Approve corrected reports due to a voided check March 31; April 28; May 28; May 31; June 30; July 31; and August 31, 2023

24-27 Motion by Kaiser to approve the Treasurer Reports that were amended as presented. Seconded by Halligan. Motion carried.

Treasurer's Report & Financials approve September 29, 2023 (no meeting in October) and October 31, 2023 with the addition of Bills for the district.

24-28 Motion by Kaiser to approve September 29th and October 31st, 2023, as presented. Seconded by Lindsay. Motion carried.

The CD has been renewed for 5 months on 9/8/2023 in the amount of \$82, 623.61- Expires on 2/8/2024 at 4.93%. Friendly reminder that it will take 2 signatures for the renewal.

It was also discussed, that when they went to renew the CD, the financial institute was requesting all 3 signatories for the account. They were told that they could just use 2 if they brought the copy of the minutes in with that motion.

24-29 Motion by Lindsay to have only 2 of the 3 signatories sign financial documents. Seconded by Priebe. Motion carried.

District Policy – Cost Share

Project review for IFIP dollars – the district policy states that the maximum cost share one would receive is \$10,000, anything above that would be at the landowner's expense. If it is a special project, will be reviewed at another time, when the estimate comes in.

Pheasants Forever Report – Allie (absent)

FARMS Ledger Remain Balance as of November 27, 2023 – IFIP \$12,528.35/REAP F/NG \$2,590.53/ REAP P \$8,614.78

Practice #	Name	Program	Practice	Estimated Cost	Cost Share Amt	Action
113918	Bowden Investments	IFIP	Waterway	\$14,114.00	\$7,057.00 or \$10,000.00 Max	Approve

FARMS Completed Cost Share Projects & Maintenance Agreements

Practice #	Name	Program	Practice	Cost Share Amt	Action
110117	Alber, Nathan	WQI Cover Crops	Cover Crops	\$2,400.00	Approve
113680	Bowden Investments	WQI Cover Crops	Cover Crops	\$2,400.00	Approve
107987	Cameron, Chris	WQI Cover Crops	Cover Crops	\$2,400.00	Approve

107986	Cameron, Craig	WQI Cover Crops	Cover Crops	\$2,400.00	Approve
108781	Cook, Gary	WQI Cover Crops	Cover Crops	\$2,100.00	Approve
110113	Gentz, Curt	WQI Cover Crops	Cover Crops	\$2,400.00	Approve
107961	Engelbrecht, Mark	WQI Cover Crops	Cover Crops	\$1,437.30	Approve
114009	Fuller, Nicholas	WQI Cover Crops	Cover Crops	\$2,000.00	Approve
112765	Gallery, Michael	WQI Cover Crops	Cover Crops	\$2,400.00	Approve
114016	Krogmann, Gary	WQI Cover Crops	Cover Crops	\$2,400.00	Approve
114036	Krogmann, James	WQI Cover Crops	Cover Crops	\$4,000.00	Approve
113839	Lindsay, Scott	WQI Cover Crops	Cover Crops	\$1,350.00	Approve
112393	Miller Menargie	WQI Cover Crops	Cover Crops	\$2,050.65	Approve
111839	Miller Menargie	Middle Cedar	Cover Crops	\$16,895.25	Approve
105414	Parker, Craig	REAP P	TSI	\$3,036.00	Approve
109675	Schares, Michael	WQI Cover Crops	Cover Crops	\$843.45	Approve
112413	Sweeney, James	WQI Cover Crops	Cover Crops	\$3,744.00	Approve
108186	Wulfkuhle, Al	WQI Cover Crops	Cover Crops	\$2,400.00	Approve

24-30 Motion by Lindsay to approve the IFIP Grassed Waterway and FARMS Completed Cost Share. Seconded by Halligan. Motion carried.

District Conservationist Report – Evan Ronnebaum, District Conservationist

NRCS Updates –

- We have 15 EQIP Applications/most of them are renewals.
- CSP, EQIP – Evan reported that we were in the top 5 for the NE District, that made us feel pretty good, when there is just Julie and I, and have people come in once a week to help.
- Evan stated that they did advertise for a Soil Conservationist for our office.
- CDI Administrative Support – one will be housed in our office, John Bruene asked if that would be ok.

Watershed Reports

- Middle Cedar/SF512 Middle Cedar HUC 8 Project – Report by Dolan, the Field Day went pretty well they had 15 to 20 people there. The presentation was interesting.
- Maquoketa River Watershed Management Authority – Jennifer Fencl sent out an email to everyone.
- Upper Wapsi Watershed –we were asked for a donation for the watershed the last time that we donated, it was \$600.00.

24-31 Motion by Priebe to donate \$600.00 to the Upper Wapsi Watershed for FY2024. Seconded by Lindsay. Motion carried.

There is a meeting for the Upper Wapsi Watershed on December 5th at the Independence Public Library at 1:30 p.m.

Conservation Districts of Iowa – Report from Sean

- Sean attended a meeting for Region 4 Director for CDI – he stated that the Conservation Administration positions will be trained by the Quad Lead. Employee Handbook will need to be reviewed; reviewed the electoral process.

IA Department of Ag and Land Stewardship

- WQI – applications cut off on November 3rd; deadline for seeding cover crops is December 21st; Althaus reported that we have a lot of them this year.
- SF512- Middle Cedar HUC 8 Project – we have 5 participants in this program.

NACD – National Association of Conservation District

- Received a letter that they received the district’s payment.

District Activities

- Update on Linn County – they had to do a round 2 of interviews for the CA position, and they were able to offer the job to an individual. They feel very good about this individual, she has farm background. Her start date will be on December 8th. Althaus will be assisting her in her training.
- Discussion for fund raising for the district - selling a limited amount of trees and doing a supporter letter.

Conservation Plans – 0

Other Items:

- Julie Althaus will be on leave December 8th.
- Next Regular Meeting will be held on December 26th, Althaus will be on Holiday leave. The commissioners discussed it and they are going to do their Organizational Meeting and regular meeting following on January 9th, depending if Julie needs to go to Linn County for their meeting. So right now, it is scheduled for January 9, 2024 at 10:00 a.m. The Organizational Meeting was brought up and due 2023 not being an election year, we can do it with our regular meeting.

24-32 Motion by Lindsay to adjourn. Seconded by Kaiser. Motion carried.

Adjourned @ 11:21 a.m.



Chairman

1/11/24

Date



Secretary

1/11/2024

Date