

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD (WCCB)**

January 19th, 2023

Meeting to order: Board President Craig Capps called the meeting to order at 4:27 PM at the Washington County Conservation Center at Marr Park.

Roll call:

BOARD MEMBERS PRESENT: Barb Donkersloot, Craig Capps, Kim Prier, Stan Stoops

BOARD MEMBERS ABSENT: Bill Nickell

STAFF PRESENT: Executive Director Zach Rozmus, Ranger Technician Cody Smith,
Maintenance Technician Jacob Adrian, Activities Director Randi Brase

GUESTS PRESENT:

Board Member Oath of Office: Board member Stan Stoops read his oath of office marking the beginning of a near 5-year term. Other board members present signed the oath of office as witnesses.

Election of Officers: Barb Donkersloot made a motion to appoint Craig Capps as board president. Motion was seconded by Stan Stoops and carried unanimously.

Stan Stoops made a motion to appoint Barb Donkersloot as board vice president. Motion was seconded by Kim Prier and carried unanimously.

Barb Donkersloot made a motion to appoint Kim Prier as board secretary. Motion was seconded by Stan Stoops and carried unanimously.

Approval of agenda: A motion was made to approve the agenda as provided by Stan Stoops and seconded by Barb Donkersloot. Carried unanimously.

Review previous meeting minutes: A motion was made by Barb Donkersloot to approve the December 8th, 2022 regular meeting minutes. Motion was seconded by Stan Stoops and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. **2023-24 Budget**

Rozmus presented the prepared 2023-24 budget to all those present. After a lengthy discussion to regards to potential conservation staff inflation increases Kim Prier made a motion to approve a 7.5% raise to all full-time WCCB staff. Motion was seconded by Barb Donkersloot and carried unanimously with one abstention by Stan Stoops.

Rozmus highlighted that the operating budget conveyed the board of supervisor directed 0% operating budget increase.

b. **2022-23 Budget Amendment**

Rozmus presented a resolution regarding a budget amendment for the 2022-23 budget that accounted for the second payment for the Bur Oak Addition to the English River Wildlife Area as well as the purchase of a skidloader mounted forestry mulcher.

Barb Donkersloot made a motion to approve resolution no. 01-19-2023-01. Motion was seconded by Craig Capps. Roll call votes are as follows:

| NAME | AYE | NAYE | ABSENT | ABSTAIN |
|-------------------------------|-----|------|--------|---------|
| President Craig Capps | X | | | |
| V. President Barb Donkersloot | X | | | |
| Member Stan Stoops | | | | X |
| Member Bill Nickell | | | X | |
| Member Kim Prier | X | | | |

Resolution passed 3-0 with one abstention from Stan Stoops.

c. **Sockum Ridge Management**

Rozmus presented the total tally of trees that had been marked by WCCB staff with the assistance of Iowa DNR District Forester Cassidy Robinson. The management practices being implemented were an excellent opportunity for members of the WCCB to learn new skills and management practices. Rozmus noted that the select harvest would be a big step forward to ensure the future health of Sockum Ridge.

Rozmus anticipated that the notice of sale would be sent out by Cassidy in the coming week and that if things went to plan the contract would be awarded at the February, 2023 board meeting.

d. **Marr Park Internet**

Rozmus informed the board that he expected the WCCB to transition their internet and phone lines to the new KCTC fiber optic lines in the coming weeks. Rozmus said that the entire staff was extremely excited about the transition.

e. **Marr Park Shower House**

Rozmus presented a resolution to the board to contract Carl A Nelson to represent the WCCB for the design, planning, and construction management for the shower house project. Stan Stoops made a motion to approve resolution no. 01-19-2023-02 to award the contract to Carl A Nelson regarding the shower house project, and furthermore grant the Executive Director of the WCCB executive signing power throughout the project. Motion was seconded by Barb Donkersloot. Roll call votes are as follows:

| NAME | AYE | NAYE | ABSENT | ABSTAIN |
|-------------------------------|-----|------|--------|---------|
| President Craig Capps | X | | | |
| V. President Barb Donkersloot | X | | | |
| Member Stan Stoops | X | | | |
| Member Bill Nickell | | | X | |
| Member Kim Prier | X | | | |

Resolution passed 4-0.

Updates:

a. **Naturescape Play Area**

Rozmus informed the board that there were no further updates on the project and that for the time being he considered the naturescape play area update project to be complete.

Review of monthly reports

Maintenance Supervisor Fritz Engel's monthly report was provided and reviewed.

Ranger/Technician Cody Smith's monthly report was provided and reviewed.

Ranger/Technician Brett Johnson's monthly report was provided and reviewed.

Maintenance Technician Jacob Adrian's monthly report was provided and reviewed.

Activities Director Randi Brase's monthly report was provided and reviewed.

Naturalist Megan Jorgensen’s monthly report was provided and reviewed.

Executive Director Zach Rozmus’ monthly report was provided and reviewed.

Bills

During this time a summary of the bills totaling \$13,060.43 for the month of January, 2023 were presented to the board.

| TO WHOM | FOR | AMOUNT |
|------------------------------|---|--------------------|
| Ace-N-More | Knife kit, paint supplies, de-icer, archery supplies, broom, oil, air hose end | 133.62 |
| AgriLand | LP Gas | \$1,469.04 |
| Cobb Oil | Diesel Fuel | \$3,697.61 |
| Copy Systems | Monthly print contract | \$60.69 |
| Eastern Iowa Light & Power | Monthly electricity | \$1,379.03 |
| Fin & Feather | Trail cameras | \$185.96 |
| Iowa Dept. of Public Safety | ORI Number | \$300.00 |
| John Deere Financial | Clothing - Jacob, paint supplies, bench vise, gloves | \$365.17 |
| Kalona Builders Supply Co | Cedar picnic benches | \$254.63 |
| Menards | Naturescape maintenance | \$72.01 |
| Mike's Parts & Service | Snow plow parts | \$615.26 |
| MPLC | Movie licensing | \$567.24 |
| Plymouth County Conservation | IAN Membership | \$20.00 |
| US Cellular | Monthly cell service | \$274.48 |
| VISA | Winterfest, pesticide testing, chop saw, drill, planner, archery equipment, rifle scope, postage, zoom membership | \$1,812.71 |
| Walmart | Fletching glue, program supplies | \$23.03 |
| Washington Discount Tire | Jeep tire repair | \$22.00 |
| Washington Electric Service | ADA door preparation | \$1,223.69 |
| Washington Lumber & Home | Crack sealant | \$79.96 |
| Wemiga Waste | Monthly trash removal | \$315.00 |
| Windstream | Monthly internet service | \$189.30 |
| | | |
| TOTAL BILLS | | \$13,060.43 |

***The aforementioned minutes are to be considered a synopsis of each agenda item dialogue and not an entire recollection of all the events that transpired.**

Meeting Adjourned: A motion was made by Stan Stoops and seconded by Barb Donkersloot to adjourn the meeting at 6:20 PM. Motion was carried unanimously.

SIGNATURE

DATE
