

**THE REGULAR MEETING OF THE  
WASHINGTON COUNTY CONSERVATION BOARD  
February 13<sup>th</sup>, 2020**

**Meeting to order:** President Craig Capps called the meeting to order at 4:33 PM at the Washington County Conservation Center at Marr Park.

**Roll call:**

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

**BOARD MEMBERS ABSENT:** Bill Nickell

**STAFF PRESENT:** Executive Director Zach Rozmus, Ranger Tech Cody Smith, Ranger Tech Brett Johnson, Maintenance Technician Fritz Engel, Naturalist Assistant Randi Brase,

**GUESTS PRESENT:** KCII Tyler Bruner

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

**Review previous meeting minutes:** A motion was made by Barb Donkersloot to approve the January 9<sup>th</sup>, 2020 regular meeting minutes. Motion was seconded by Stan Stoops and carried unanimously.

**DISCUSSIONS AND ACTIONS:**

**a. Wellmark Wellness Grant**

- a. Director Zach Rozmus informed the board that he was in the process of applying for a \$100,000 Wellmark Large Match Grant. The grant was to be used to help fund Phase 2 of the Kewash Paving and Enhancements. The WCCB had already secured \$317,000 for the project with the projected total cost being approximately \$530,000. The grant is a dollar for dollar match with at least 50% of that match required to be cash contribution.
- b. Rozmus added that the grant application was nearly complete, and that in an effort to create the best application possible, the conservation board was partnering with Washington County Public Health on the application. In addition, receiving input from the City of Washington, who was recently awarded the same grant.
- c. Rozmus advised that he had created a resolution to illustrate the board's approval of the grant application as well as show commitment to the dollar for dollar match. Barb Donkersloot made a motion in support of the Wellmark Large Match Grant. Motion was seconded by Kim Prier. Roll call votes are listed below:

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 with one absent.

**b. Marr Park Wedding Rentals**

- a. Rozmus along with Randi Brase explained to the board and all those present that due to an increase in weddings being scheduled at Marr Park, the WCCB believed a wedding contract should be created. Rozmus stated that his goal wasn't to make a large payday off the wedding rentals but rather establish a release of liability to help cover the board in the event that an issue were to arise. With that in mind Rozmus said his intention was to create a general wedding contract that required a deposit (same as other WCCB rental contracts), that would outline rules, regulations, expectations, and a release of liability statement. Rozmus believed this would help protect WCCB and provide the staff grounds to stand on in the event that issues were to arise during/after a wedding held at Marr Park.

- b. All present board members agreed that it was a good to be proactive about the rising demand. Rozmus said that he and his staff would work to create a WCCB Wedding Rental Contract, then have the board weigh in on the contract before approving it by resolution.

**c. Marr Park Residence**

- a. Rozmus stated that Ranger Cody Smith and his wife had come to him about an issue with the bathtub at the Marr Park residence. The current tub insert had developed a large crack in the base, and would require replacement before it became a larger issue. Rozmus advised that the residence was no different than any other building or equipment the conservation board owned, occasionally issues will arise and items will need replaced. Rozmus commended Cody for coming to him and talking about the issue because he knew that the Smith's took very good care of the residence and that they were reluctant to ask because they feel very fortunate to live in the residence.
- b. At this time Craig Capps made a motion to replace the tub with the insert of the Smith's and WCCB staffs choosing, within the budget of **\$2,000**. Capps added the stipulation that he wanted the replacement parts to come from Plumbers Supply and not a big box store. Capps wanted the new shower/tub to be quality, to ensure we were protecting our investments by purchasing quality products. Motion was seconded by Stan Stoops. Motion carried unanimously.

**d. Campground Policy**

- a. Rozmus advised the board of a law change in the State of Iowa regarding the consecutive nights stayed in a recreation area. Since the law update was a change from current WCCB policy it required a resolution. The new law states that after 14 consecutive nights of stay, individuals must vacate the recreation area including their camping structure for 3 nights.
- b. Kim Prier made a motion to adopt the changes to the camping regulations. Motion was seconded by Barb Donkersloot. Roll call votes are listed below:

e.

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.

**f. Crawford Pond Lease Agreement**

- a. Rozmus informed the board that the WCCB/Crawford Family lease agreement was set to expire in June of 2020. Rozmus expressed that the property was a staple in Washington County, and that he believed that both parties had benefited from the lease agreement. Rozmus said his ultimate goal was to extend the agreement or potentially workout any way the WCCB could continue the management of the pond.

**g. ORI Number**

- a. Rozmus happily announced that the WCCB officially was assigned its own law enforcement ORI number. Rozmus explained that this was something that had taken over a year to achieve, and wouldn't have been possible without the help from Cara Sorrells, as well as past and current WCCB law enforcement officers.
- b. Rozmus explained that the designation of an agency specific ORI number was large achievement that would help clean up the process of daily law enforcement activities. With the current setup any conservation generated arrests, calls for service, warrants, etc. would technically fall underneath the Washington County Sheriff's Office. Although the existing relationship with the Sheriff's Office is very strong, it's always cleaner to have less parties involved in any process Rozmus advised. The designation of the ORI would eventually allow for any generated law enforcement activities from WCC officers to fall under the conservation's own umbrella. Therefore, if an officer were to make an arrest and run a criminal history check for prior offenses, it would be derived from conservation's ORI number. Rather than having to explain that it's a conservation officer performing his/her duties under the scope of the sheriff's office ORI. Rozmus said there

are several details that still need to be ironed out to ensure that everyone is on the same page, but once in place it would help alleviate a process that could be tedious at times.

**h. Education Outfitters**

- a. Rozmus introduced Education Outfitters as a contractor who the WCCB was going to employ for education programming and as an education resource. Rozmus explained that no different than any other line of work, relationships are paramount in conservation. Rozmus stated that he introduced Megan and Randi to Betsy Becker who is the owner and creator of Education Outfitters. The introduction was done so that the WCCB staff can use Education outfitters as a resource to incorporate new education ideas and activities to the WCCB environmental education program.

**Updates:**

**I. Izaak Walton Property**

- a. Property was officially deeded to the WCCB on February 7<sup>th</sup>, 2020. All the current members of the Ikes were present for the deed signing. Rozmus thanked board member Stan Stoops for also attending the deed signing. Rozmus stated that rules and regulations pertaining to the property would be on future agendas.

**II. Budget Amendment 2019-2020**

- a. Rozmus informed the board that the 2019-2020 Conservation budget amendment was approved at the February 11<sup>th</sup>, 2020 board of supervisor’s meeting.

**Review of monthly reports**

Maintenance Technician 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.

Naturalist Assistant 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 Approved For Payment**

Following discussion, a motion was made by Stan Stoops and seconded by Barb Donkersloot to approve the following bills totaling \$8,878.80 for payment, and to authorize the President to sign each claim. Motion was carried unanimously.

TO WHOM	FOR	AMOUNT
Ace-N-More	Worms, paint, tools, cleaning supplies, boots	\$286.09
Agriland	Propane	\$915.59
Arnold Motor Supply	Oil, filter, fluid prime guard	\$94.20
Bordwell Law	Izaak Walton property	\$167.00
Brett Johnson	Worms, meals during trainings	\$64.95
Cody Smith	Meals during trainings	\$26.00
Copy Systems	Monthly contract	\$79.48
Custom Impressions	Patch	\$15.00
Douds Stone	Clean stone	\$315.73
Eastern Iowa Light & Power	Electricity	\$987.09
Education Outfitters	Program material	\$150.00

Fritz Engel	Winterfest meal and parking	\$29.72
Iowa Prison Industries	Signage at parks	\$753.95
John Deere	Exhaust fluid	\$21.98
Megan Jorgensen	Winterfest meal	\$26.00
Plymouth Co Conservation	IAN membership	\$20.00
Printer's Workshop	Winter Earthtones	\$776.99
Randi Brase	Winterfest meal	\$22.12
Staples	Stamp, markers, cleaner, laminating sheets	\$69.54
US Cellular	Cell service	\$264.03
VanWall Equipment	Skidloader motor	\$2,756.53
VISA	Director phone case, mice	\$55.89
Washington County Treasurer	Director vehicle maintenance	\$532.74
Wemiga Waste	Sanitation service	\$300.00
Winstream	Internet service	\$148.18
<b>TOTAL BILLS</b>		<b>\$8,878.80</b>

**Meeting Adjourned:** A motion was made by Stan Stoops and seconded by Kim Prier to adjourn the meeting at 5:48PM. Motion was carried unanimously.

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SIGNATURE

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DATE