

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD (WCCB)
March 9th, 2023**

Meeting to order: Board President Craig Capps called the meeting to order at 4:25 PM at the Washington County Conservation Center at Marr Park.

Roll call:

BOARD MEMBERS PRESENT: Barb Donkersloot, Bill Nickell, Craig Capps

BOARD MEMBERS ABSENT: Kim Prier, Stan Stoops

STAFF PRESENT: Executive Director Zach Rozmus

GUESTS PRESENT:

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

Review previous meeting minutes: Rozmus noted a correction to the bills. A bill for the State Hygienic Lab had already been paid so it has been removed from the bills. A motion was made by Barb Donkersloot to approve the February 9th, 2022 regular meeting minutes. Motion was seconded by Bill Nickell and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. 2023 Prescribed Burn Plan

Rozmus advised that Maintenance Supervisor Fritz Engel was sick this week so he was not able to present burn plan. Thus, the prescribed burn plan would be on next month's agenda.

b. Kewash Easement

Rozmus presented an easement to the board that had been reviewed by the county attorney's office as well as Delwyn Zook's attorney. The easement was to allow Zook to cross the Kewash Trail to access his property south of the trail. Rozmus noted that no ownership or rights of the WCCB are given up in the agreement, and that the WCCB still had final say at nearly every level of the agreement.

At this time Bill Nickell made a motion to approve resolution no. 03-09-2023-01 pertaining to the Kewash Driveway Easement, and to provide the board president and Executive Director the authority to sign. Motion as seconded by Barb Donkersloot. Roll call votes shown 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 3-0.

c. Marr Park Shower House

Rozmus presented a shower house update to the board. Rozmus informed the board that based off the estimated numbers presented by Carl A Nelson, the board would need to evaluate the wants/needs lists pertaining to the structure. Carl A Nelson provided numbers of what it would cost to build a hardened structure and a basement. Following an update regarding the design and planning for the structure Rozmus requested that the board provide guidance on the budget for the project because it was becoming more and more clear that due to costs the scale of the project would need to be evaluated.

Following a discussion Craig Capps made a motion to keep the project within the original total budget of \$750,000, which would include any costs accrued from Carl A Nelson. Motioned was seconded by Bill Nickell and carried unanimously.

d. Summer Staffing

Rozmus provided an update to the board regarding the hiring process for seasonal help. Rozmus announced that the campground host contract had been offered to a local couple, pending a background check. The naturalist intern position had been filled, and had the potential of expanding due to some grant funding. The center coordinator position had garnered interest and applications were continuing to arrive. Rozmus expressed that he felt like the board was in a good spot regarding summer staffing, and hoped that before the next board all the positions would be filled.

Updates:

a. Conservation Center Displays

Rozmus let the board know that he was discussing install dates with McCullough regarding the new displays. The WCCB staff will need to get some painting done before the install, but Rozmus was confident that the rainy forecast should allow for ample opportunities before the display install.

b. Sockum Ridge Management

Rozmus informed the board that the conservation board had received the signed contract and payment for the select cut to be completed at Sockum Ridge. Rozmus thought it was unlikely that logging would begin this late in the season.

c. Conservation Center Furniture

Rozmus encouraged the board to take a look at a few new pieces of office furniture that had been purchased over recent weeks. The maintenance staff received a new desk as well as Megan Jorgensen. Rozmus said these were budgeted purchases that were part of a planned furniture rotation.

d. 2023-24 Budget

Rozmus informed the board that the budget amendment had been submitted to the auditors office and that from what he was hearing would not be discussed until the end of April.

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 \$11,326.24 for the month of March, 2023 were presented to the board.

TO WHOM	FOR	AMOUNT
Ace-N-More	Air filter, gloves, letters, shelving, hand tools, windsheild washer fluid, fuel nozzle	322.41
Agriland	LP gas	\$1,179.83
Bailey Office Outfitters	Desks - Ranger & Naturalist	\$4,237.00
Brett Johnson	Clothing reimbursement	\$72.84
Copy Systems	Monthly print contract	\$69.51
Custom Impressions	Ranger clothing	\$23.50
Eastern Iowa Light & Power	Monthly electricity	\$1,002.27
Impressions Computers	Computer maintenance	\$82.50
John Deere Financial	Wedge, air filters	\$393.05
KCTC	Netgear ethernet switch, monthly internet	\$398.60
Printers Workshop	Winter earthtones	\$800.93
US Cellular	Monthly cell service	\$253.25
VISA	Safety glasses, winterfest, pesticide testing, cart, membership	\$426.92
Walmart	Storage bags	\$6.88
Washington Lumber & Home Center	Birdhouses, shelving	\$496.34
Wemiga Waste	Monthly trash removal	\$315.00
Windstream	Monthly internet	\$190.73
WMPF Group	Seasonal position ads	\$1,054.68
TOTAL BILLS		\$11,326.24

***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 Bill Nickell and seconded by Barb Donkersloot to adjourn the meeting at 5:53 PM. Motion was carried unanimously.

SIGNATURE

DATE