

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

April 13th, 2023

Meeting to order: Board Vice President Barb Donkersloot called the meeting to order at 4:30 PM at the Washington County Conservation Center at Marr Park.

Roll call:

BOARD MEMBERS PRESENT: Barb Donkersloot, Bill Nickell, Kim Prier, Stan Stoops

BOARD MEMBERS ABSENT: Craig Capps

STAFF PRESENT: Executive Director Zach Rozmus, Fritz Engel, Randi Brase, Jacob Adrian

GUESTS PRESENT:

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

Review previous meeting minutes: A motion was made by Stan Stoops to approve the March 9th, 2023 regular meeting minutes. Motion was seconded by Bill Nickell and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. 2023 Prescribed Burn Plan

Maintenance Supervisor Fritz Engel presented the 2023 prescribed burn plan to all those present. Engel informed the board that the plan was well underway since he was unable to attend the March board meeting.

Stan Stoops made a motion to acknowledge the prescribed burn plan. Motion was seconded by Kim Prier and carried unanimously.

b. Marr Park Shower House

Director Zach Rozmus provided an update to the board regarding planning and design for the new shower house to be located in Marr Park. Rozmus informed the board that the project remained on schedule but requested help from the board regarding the final stages of fundraising.

Closing out the discussion Rozmus canvassed the board regarding scheduling a special board meeting to acknowledge a budget report for the shower house. Following a brief discussion, the board landed on April 26th, 2023 @ 5pm.

c. Marr Park Buildings Assessment

Rozmus continued discussion regarding the building needs for the department at Marr Park. This item was covered during the 23-24 budget discussion. With the new fiscal year approaching Rozmus highlighted potential building options and how structures within the park could be repurposed for the current and future needs of the park.

d. WCCB Apparel Policy

Rozmus presented the new clothing apparel policy to the board. The policy was created to provide more guidance on clothing expectations while at work. Rozmus advised the board that there had not been issues regarding this topic but felt as though the department had been too lax on the item in the past. In order to insure employees were dressed appropriately for work and that clothing stipends were being used for work apparel a policy should be in place. The timing of the policy coincided with the rebranding of a new departmental logo. Since the policy was new Rozmus requested the board approve it by means of a resolution, which he preemptively prepared.

At this time Kim Prier made a motion to approve resolution no.04-13-2023-01 regarding the creation of a new clothing apparel policy. Motion was seconded by Stan Stoops, roll call votes

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.

Updates:

a. Conservation Center Displays

Rozmus and Activities Director Randi Brase informed the board that McCullough was scheduled to deliver the new displays next week. Rozmus said he was excited for the project to be complete and thought the timing was great as summer was quickly approaching.

b. Summer Staffing

Rozmus provided an update to the board regarding summer staffing. The update informed the board that all the posted position had been filled other than the summer aide. Rozmus advised that he was really happy with all the hires and that for the immediate future he was going to hold off on hiring a summer aide to see how things transpired this spring as it was the first season with the addition of the Maintenance Technician position.

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 \$33,417.45 for the month of April, 2023 were presented to the board.

TO WHOM	FOR	AMOUNT
Ace-N-More	Auger anchor, oil, chaps, paint supplies, lighter, propane, cleaning supplies	437.97
Carl A Nelson	Shower house design	\$21,475.00
Copy Systems	Monthly print contract	\$58.24
Custom Impressions	New logo uniforms, shirts - Randi	\$3,069.37
Douds Stone	Gravel at Brinton & Clemons	\$2,637.70
Eastern Iowa Light & Power	Monthly electricity	\$1,029.92

Garden & Associates	Topographic survey	\$2,151.03
Iowa Prison Industries	Signage	\$735.90
Jacob Adrian	Pesticide Testing	\$25.00
John Deere Financial	Gloves	\$26.99
KCTC	Monthly internet	\$267.62
One Source	Seasonals background check	\$87.00
Riverbend Race Productions	Kewash Marathon sound system	\$450.00
US Cellular	Monthly cell service	\$253.25
VISA	CCPOA, pesticide testing, new clothing, tools	\$603.91
Walmart	Program supplies	\$11.31
Washington Lumber & Home Center	Boards	\$58.38
Witthoft Farm Supply	Pressure gauge	\$38.86
TOTAL BILLS		\$33,417.45

***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 Bill Nickell to adjourn the meeting at 5:52 PM. Motion was carried unanimously.

SIGNATURE

DATE