

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD (WCCB)
November 10th, 2021**

Meeting to order: President Craig Capps 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, Craig Capps, Kim Prier, and Stan Stoops

BOARD MEMBERS ABSENT:

STAFF PRESENT: Executive Director Zach Rozmus

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 Bill Nickell to approve the October 14th, 2021 regular meeting minutes. Motion was seconded by Stan Stoops and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. Snow Removal Policy

Rozmus presented a rough draft of a snow removal policy which he asked all the board members to review. Rozmus advised that the policy is more of a trail management policy than a snow removal policy. While reviewing the WCCB's management plans Rozmus thought it would be best to blend the two documents and further clarify the yearly management of the all the trails the WCCB manages. Rozmus asked the board to provide feedback on the policy so that it could be formerly approved at a future board meeting.

b. English River Wildlife Area

Rozmus provided a brief update regarding a land acquisition that the WCCB had been looking into over the past several months. Rozmus stated that he was going to be intentionally vague because he wanted to do a joint release with all parties involved regarding the aforementioned property.

c. Budget Amendment

A prepared resolution was provided to the board members by Rozmus which allowed for allocation of funds within fiscal year 2021-22 to account for changes to capital project expenditures.

Stan Stoops made a motion to approve resolution no. 11-10-2021-01 which approved the allocation of funds for fiscal year 2021-22, and for the board president to sign. Motion was seconded by Bill Nickell

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 5-0

d. Part-time Center Coordinators

Rozmus informed the board and asked for their assistance trying to locate additional part-time center coordinators. Rozmus advised that they had posted the job several times but have had little interest. Job offers \$15 per hour but doesn't guarantee hours. Rozmus said that they were fortunate to have two part-time center coordinators that provided assistance as much as they do but during the summer months additional staff is needed.

Rozmus said the biggest things he was looking for in the position was someone who was approachable, passionate about the outdoors, trustworthy, and had a flexible schedule.

e. Kewash Easement

Rozmus reported that he was working to keep the process moving and that currently he was waiting for a contracted attorney to provide an opinion on the deed. Rozmus expressed that he hoped the whole process could be resolved in the coming weeks/month.

Updates:

a. Keota Story Trail

Rozmus happily announced that the Keota Story trail was officially installed. Rozmus said that the WCCB staff installed all the posts along the Kewash Trail the last week of October and then the library came back and installed the top display attachments.

b. Conservation Center Native Planting Sign

Rozmus showed off a new prairie planting sign that will be placed outside the conservation center. The new sign was a great team effort and Rozmus wanted to give a special shout out to Betsy Becker with Education Outfitters for creating the new design.

c. Kewash Phase 2 Construction

Rozmus advised that he and the staff were working to complete the weekly storm water inspections on the project. In the coming weeks Rozmus advised that he would continue to work on the lengthy reimbursement process as well as beginning the project closeout process.

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

During this time a summary of the bills totaling \$410,810.55 for the month of November, 2021 were presented to the board.

TO WHOM	FOR	AMOUNT
Ace-N-More	Cleaning supplies, antifreeze, worms, gasser, varnish, paracord, dowel, paint, grass seed, air filter	\$484.29
Arnold Motor Supply	Oil, break cleaner, lube filter	\$99.35
Brett Johnson	CCPOA meal reimbursement	\$44.00
Cash-N-Carry Chemicals	Tordon	\$168.00
Cody Smith	CCPOA meal reimbursement	\$44.00
Copy Systems	Monthly contract	\$81.43
DeLong Construction	Kewash Construction (paving)	\$384,109.96
Dwight & Debbie Manning	Host - September and November	\$600.00
Eastern Iowa Light & Power	Monthly electricity	\$1,490.01
Electrical Engineering & Equipment	Splice kit - septic tank	\$17.86
Electronic Engineering	Security camera upgrade	\$4,507.02
Lyon County Conservation	IAN Membership	\$20.00
Menards	Septic tank	\$70.91
MSA Professional Services	Kewash Engineering	\$15,792.94
Staples	Planner, laminating sheets	\$46.77
State Hygienic Lab		
US Cellular	Monthly cell service	\$267.33
VanWall Equipment	Mower blade kit	\$393.06
VISA	Trails summit, CCPOA and lodging, director clothing, program materials, boots, flags, rifle sling, strap, cover, and cartridge	\$1,583.54
Walmart	Halloween hike supplies, turtle food, batteries, spray, creamer, cleaning supplies, socket set	\$203.23
Washington Auto Center		
Washington Discount Tires	Tire repair	\$28.45
Wemiga Waste	Waste removal - September	\$545.00
Windstream	Monthly internet	\$213.40
Zach Rozmus	CCPOA meal reimbursement	\$44.00
TOTAL BILLS		\$410,810.55

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