

MADISON COUNTY SOIL & WATER CONSERVATION DISTRICT
WINTERSSET, IOWA

JANUARY 20, 2016 DISTRICT MINUTES

COMMISSIONERS

FREDERICK MARTENS MIKE KOCH TIM PALMER DWIGHT HONNOLD LIZ WOODS

CALL TO ORDER

Chairman Frederick Martens called the regular meeting of the Madison County Soil and Water Conservation District Commissioners to order Wednesday, January 20th at 9:30 a.m. in the NRCS office.

GUESTS-Winterset Municipal Utilities

Winterset Municipal Utilities Board

- Scott Wesselmann
- Patty Weeks
- Steve Benshoof

Patty Weeks introduced herself and the board. Explained the Cedar Lake Watershed goals. Utility Board would like someone like Anna Mac Donald and Wayne Shafer with expertise and knowledge help them move forward concerning the Cedar Lake Watershed. They would like help with watershed assessments, grants, and anything that would help the Utility Board. They have started water testing. *Handed out Lake Watershed watering testing lab report.* SWCD Board suggestions:

- *Board suggested they test for phosphorous. They may obtain IOWATER test kits for free. The board will find the old plans and ask James Martin for help. Soybean Association can do a planning grant.*

01-16 Moved by Koch to request Winterset Water Utility board provide the district with a formal request letter stating exactly what their goals, needs and desires are concerning Cedar Lake Watershed, which in turn will allow the district to obtain requested assistance for the Winterset Water Utility board. Seconded by Palmer. Motion carried unanimously.

Patty Weeks contact information 515-480-3721 srpjweeks@msn.com

Guests left meeting At 10:25

THOSE PRESENT

Frederick Martens	Chairman		
Mike Koch	Sect/Treas.	Tim Palmer	Vice Chair
Liz Woods	Commissioner	Dwight Honnold	absent

Staff

Wayne Shafer	District Conservationist
Diane Fitch	State Secretary
Lance Porter	Soil Conservationist
Anna Mac Donald	Badger Creek Watershed Coordinator

APPROVAL OF THE AGENDA

02-16 Moved by Koch to approve the January 20, 2016 agenda and the addendum to the agenda. Seconded by Palmer. Motion carried unanimously.

APPROVAL OF THE MINUTES

03-16 Moved by Koch to approve the December 16, 2016 minutes as written. Seconded by Palmer. Motion carried unanimously.

APPROVAL OF THE TREASURER'S REPORT

04-16 Moved by Koch to approve the treasurer's report. Seconded Palmer. Motion carried unanimously.

ELECTION OF OFFICERS

05-16 Moved by Palmer to retain current officers. Seconded by Woods. Motion carried unanimously.

Officers are as follows:		Term Ends
Frederick Martens	Chairman	2018
Tim Palmer	Vice Chair	2016
Mike Koch	Treasurer	2018
Liz Woods	Co-Treasurer	2016
Dwight Honnold	Commissioner	2016

Martens, Koch and Woods have the authorization to sign checks.

BADGER CREEK WATERSHED -Anna Mac Donald

➤ **See attached report.**

Moved by Palmer to approve the following expenditures for Mac Donald.

\$60.00 for the Badger Creek Webpage.

\$255.00 for newsletter printing.

\$85.00 for mailing the newsletter.

Reimburse Mac Donald \$16.98 for purchasing postcards and \$105.00 for registration fees for the Practical Farmers Conference at \$105.00. Seconded by Koch. Motion carried unanimously.

06-16 Moved by Palmer to approve the NRCS retro fit design of structure (36-3 Kiernan) as a permanent water holding structure that will constantly hold water. Seconded by Koch. Motion carried unanimously.

Board needs to work on strengthening ordinances pertaining to the Badger Creek Watershed structure.

07-16 Moved by Palmer to hold the Badger Creek Annual Meeting and Budget Hearing on February 23 at 9:00, levy will remain at \$1.08. Seconded by Koch. Motion carried unanimously.

DISTRICT CONSERVATIONIST REPORT- Lance Porter Soil Con

- Could be as long as July to fill needed positions.
- EQIP ranking due Friday January 29th.
- Shafer and Kelsey Drey, will hold a CRP Landowner Workshop at the Winterset Library February 3 at 5:30.
- Furniture will be arriving Monday January 25th.
- Wayne and Lance will attend the Iowa Forage and Grassland Meeting in Ames Thursday.
- Wednesday January 27th all employees will attend a sub area meeting in Atlantic.

CONSTRUCTION- George Jensen/Lance Mac Donald

Wednesday February 17th there will be a tri county contractor's meeting. Would the board give \$400.00 to Adair County to help put on the meeting?

08-16 Moved by Koch to send a check to Adair County in the amount of \$400.00. Seconded by Woods. Motion carried unanimously.

CONSTRUCTION-Lance Porter

- IFIP Hoppes, Orton and Saveraid waiting to be seeded.
- IFIP Brown waterway surveyed need to speak with landowner.
- Scar is surveyed laid out and engineered, tile and intakes are in, terraces under construction.
- Radke-NWQI terraces are done, WSPF waterways are under construction.
- Schrueurs CRP waterways, waiting for design.
- Johnson-laid out, engineered, waiting on weather.
- Hollingsworth done.
- Bigelow done.
- Keating done.
- Jim Smith mostly complete waiting on weather and contractor.
- Miller CRP working on this.
- Lauterbach-need to survey terraces.
- Van Weeldon TSI new forester will be here Thursday.
- Connors some of the tile is in.
- Dennis Mc Laughlin will fix the intake on the Badger Creek structure

NEW BUSINESS

District will post monthly minutes and archived minutes monthly on their website.

Board noted our CPA must send monthly invoices.

Board reviewed the District Financial Policies Annual Checklist.

09-16 Moved by Palmer to adopt and approve the annual checklist. Seconded by Koch. Motion carried unanimously.

08-16 Moved by Palmer to hire a district employee. Clint Eckles will interview with Wayne sometime next week. Seconded by Koch. Motion carried unanimously. *Note Eckles did not except the offer of employment.

09-16 Moved by Palmer to spend not to exceed \$1,000.00 at the NACD conference for a drone. Seconded by Koch. Motion carried unanimously.

Meeting with the Madison Board of Supervisors at the Winterset Library February 23 at 11:30.

Commissioners will tour Winterset Water Treatment Plant in March.

Board will not donate money for Fremont County SWCD Envirothon team.

OLD BUSINESS

No action

BILLS APPROVED: * REVOLVING * COOP * DISTRICT * BADGER CREEK

10-16 Moved by Koch to approve the following expenditures. Seconded by Woods. Motion carried unanimously.

CHECK #	PAYEE	REASON FOR EXPENDITURES	Amount
1/12/16	Diane Fitch	Reimburse for banquet	113.54
1/16/2016	Patrick Albanese	Banquet entertainment	200.00
1/14/16	Fareway	Banquet food	226.40
1/20/16	Diane Fitch	Banquet food	46.00
1/20/16	Martin Bros	Banquet food	285.37
1/20/16	Laffredo	Banquet food	19.33
1/20/16	Type Express	Badger Creek Website	60.00

COMPLETED COST SHARE AND MAINTENANCE AGREEMENT APPROVED

11-16 Moved by Palmer to approve the following completed projects and the maintenance agreements. Seconded by Koch. Motion carried unanimously.

#50679 Dan Rosener for 40 acres cover crop at \$600.00.

#49414 Kelly Hayes for 100 acres cover crop at \$2,500.00.

#45541 Bill Keating for 800 feet of narrow base tile outlet terrace. Total eligible cost share is \$2,242.60. Maintenance agreement approved also.

NOTE#51860 Pat Cook was approved at \$823.50 IDALSWQ DSC said we can pay 76 acres x \$15.00=\$1,140.00 even though his bills were for \$823.50 because this is an incentive program. Re-did the cert page. So noted by the board.

#46894 Gwen Oswald/Lester Bigelow for 4,650 feet of narrow base tile outlet terrace. Total cost share is \$9,852.12 and \$9,852.12. Maintenance agreement approved also.

#48480 Tyler Bass for 11 acres cover crop. Total eligible cost share is \$165.00.

#51240 Tom Bass for 15 acres cover crop. Total eligible cost share is \$375.00.

#51676 David Handsaker for 10 acres cover crop. Total eligible cost share is \$150.00.

#41568 Paul Hollingsworth for narrow base terrace. Total eligible cost share is \$9,148.85. Maintenance agreement approved also.

CONSERVATION PLAN(S) APPROVED

12-16 Moved by Palmer to approve the following conservation plans. Seconded by Koch. Motion carried unanimously.

- Tibbens * Bass * Bass * Madison County Land Dev. LLC * Hughes * Hofsaess
- *Fick *Friedrich * Tuttle * Schneider Peterson * Peterson * Potzner
- Jackson * Miller * Bellamy

AMENDMENT (S) APPROVED

13-16 Moved by Palmer to approve the following amendment requests. Seconded by Koch. Motion carried unanimously.

#33017 James R. Smith amend completion date to June 1, 2016. Amendment is needed due to health issues of the contractor.

#41568 Paul Hollingsworth amend completion date to December 31, 2016. Amendment is needed because the bills were dated beyond the completion date but the job was completed before the stated completion date.

ADJOURNMENT

14-16 Moved by Koch to adjourn the meeting at 12:15. Seconded by Palmer. Motion carried unanimously.

Frederick Martens
Chairman

Diane Fitch
Secretary

Approved: _____

MONTHLY FINANCIAL AUDIT

- SWCD CD (Union State cert. #28855 – account number 702285 3.05) _____
- SWCD REGULAR SAVINGS (Union State 616656) _____
- COOP FUND (Union State 1944169) _____
- SWCD REVOLVING FUND (Union State 1944134) _____
- BADGER CREEK WATERSHED (levy account) _____

In my monthly audit I determine the accuracy of the books, look for inconsistencies or errors, provide recommendations for corrective action, verify that all funds were sent through appropriate channels and assure the Madison County resources were managed in a businesslike manner within the regulations established by the State of Iowa and the Madison County Soil and Water Conservation District Commissioners.

Mike Koch Co-Secretary/Treasurer

Diane Fitch State Secretary /Treasurer

Tuesday February 23

- 8:00 Commissioner's regular meeting**
- 9:00 Badger Creek Annual Meeting and Budget Hearing.**
- 11:30 Board of Supervisors with Commissioners at the Library**