

MINUTES OF THE DUBUQUE SOIL AND WATER  
CONSERVATION DISTRICT COMMISSIONERS MEETING  
EPWORTH, IOWA  
January 2, 2009

Call Meeting to Order: The monthly meeting of the Dubuque Soil and Water Conservation District Commissioners was called to order by Chairperson Melvin Wilgenbusch at 1:01 p.m. at the Dubuque Soil & Water Conservation District, Epworth, Iowa on January 2, 2009. Those present included Staff: Theresa Weiss – District Conservationist, Colleen Siefken – State Secretary; Commissioners: Melvin Wilgenbusch, Jerry Ostwinkle, Dave Ruden, Jeff Reiter; Assistant Commissioner: Clyde Thielen & Robert O’Connell.

Oath of Office: Wilgenbusch, Reiter, & Ruden took the Oath of Office and presented their notarized Oath of Office forms.

Appointment of Chairperson, Vice-Chairperson, Assistant Commissioners, Secretary/Treasurer, Co-Treasurer, R,C&D Council Representative:

09-01 Ruden made the motion to appoint Wilgenbusch as Chairperson. Motion seconded by Ostwinkle. Motion carried unanimously.

09-02 Motion made by Reiter that all other appointments remain as they were in 2008. Motion seconded by Ruden. Motion carried unanimously.

Vice-Chairperson – David Ruden, Assistant Commissioners – Robert O’Connell & Clyde Thielen, Co-Treasurers – Melvin Wilgenbusch and Colleen Siefken, RC&D Council Representative – Carlyle Bishop.

Adopt Agenda: With the addition of the following:

- Hewitt Creek – WIRB Watershed Proposal

the agenda was approved as presented.

09-03 Ruden made the motion to approve the agenda. Motion seconded by Ostwinkle. Motion carried unanimously.

Review of Cooperative Working Agreement, Title VI & Title VII: Siefken made reference to the Commissioner’s Handbook for review of these items.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the November 18 & 21, 2008 meeting minutes.

09-04 Motion made by Ostwinkle to approve the meeting minutes. Motion seconded by Ruden. Motion carried unanimously.

Guest Speakers:

Jody Kerns, State Soil Conservation Committee – Jody discussed an upcoming State Soil Conservation Committee tour that will be occurring in Dubuque, Clayton & Delaware counties on June 22 & 23. The tour will be a forestry related tour with a visit scheduled at New Melleray. Siefken, Ruden & Kerns will be making arrangements.

Tim Daly, Hewitt Creek Watershed Representative – the group will be submitting a WIRB application and would like the district's approval. They will get further information to the board by 2/3 so Siefken can forward to Board members for review at their 2/10 meeting.

FARMS Program Summary: Current FARMS '09 Account information:

<b>Program</b>	<b>Amount Paid</b>	<b>Obligated Amount</b>	<b>Available Balance</b>
Cost Share	\$ 5,344.66	\$ 36,887.45	\$ 20,815.11
No-Interest Loan	\$ 0.00	\$ 0.00	\$ 0.00
REAP F/NG	\$ 1,598.97	\$ -1,598.97	\$ 3,997.65
REAP P	\$ 1,476.00	\$ -2,327.98	\$ 12,830.09
<b>UCCW Project</b>			
Grade Stabilization	\$ 0.00	\$ 0.00	\$ 45,000.00
Waterway	\$ 0.00	\$ 0.00	\$ 603.00
Infiltration Trench	\$ 0.00	\$ 0.00	\$ 4,500.00
Native Landscaping	\$ 0.00	\$ 0.00	\$ 563.00
Bio-Retention	\$ 8,138.86	\$ -5,742.00	\$ 7,253.14
Sinkhole Prot.	\$ 0.00	\$ 0.00	\$ 1,350.00
Streambank Stab	\$ 0.00	\$ 3,750.00	\$ 6,250.00
TSI	\$ 1,225.00	\$ 0.00	\$ 1,225.00
<b>Water &amp; Sediment</b>			
Control Structure	\$ 0.00	\$ 0.00	\$ 15,750.00
Stripcropping	\$ 0.00	\$ 0.00	\$ 33.00
<b>FRF</b>			
<b>Water &amp; Sediment</b>			
Control Structure	\$ 0.00	\$ 3,980.04	\$ 0.00
Streambank Stab.	\$ 0.00	\$ 0.00	\$ 0.00

Cost Share Applications: Commissioners reviewed the following:

*Voluntary*

Alice Cook, Terrace, \$4,709.50 cost share amount

Ronald Miller, Water & Sediment Control Structure, \$493 cost share amount

*REAP*

None

*UCCW/WIRB*

09-05 Motion made by Ruden to approve the above listed applications. Motion seconded by Ostwinkle. Motion carried unanimously.

Cost Share Amendment: Commissioners reviewed the following:

Douglas Lenhart, #6847, extend completion date to 12/31/2009  
Elmer Oberbroeckling, #11680, increase estimated cost to \$8,743.30 and cost share to \$4,371.65.

09-06 Motion made by Reiter to approve the above listed amendments. Motion seconded by Ostwinkle. Motion carried unanimously.

FARMS Certification/Costs Share Claim: Commissioners reviewed the following:

Rebecca Timmerman, 18 WIRB, \$100  
David Klein, #10681, \$6,056.00  
Steven Takes, #11292, \$1,819.96  
Dubuque County Conservation Board, #6675, \$16,350.00  
Dubuque County Conservation Board, #6277, \$9,999.75

09-07 Motion made by Ostwinkle to approve the above listed claims. Motion seconded by Ruden. Motion carried unanimously.

FARMS/Cost Share Maintenance Agreements: Commissioners reviewed the following:

Steven Takes, #11292, 1 water & sediment control structure  
Dubuque county Conservation Board, #6277, 550' streambank stabilization  
Dubuque County Conservation Board, #6675, 2,835 sq/ft  
David Klein, #10681, 1,600' terrace  
Stephen Clifford, CRP 9-1, 4.4 acres buffer strips

09-08 Motion made by Ruden to approve the above listed maintenance agreements. Motion seconded by Ostwinkle. Motion carried unanimously.

2008 Annual Report: Commissioner reviewed the District's 2008 Annual Report.

09-09 Motion made by Ostwinkle to approve the report. Motion seconded by Reiter. Motion carried unanimously.

IM/Finance:

- IM Expense balance \$1,833.92
- Commissioners reviewed monthly Quickbooks report

09-10 Motion made by Ostwinkle to approve Quickbooks Report. Motion seconded by Ruden. Motion carried unanimously.

Upper Catfish Creek Watershed Project:

- Administrative Claims in the amount of \$241.80 & 26.74 (WIRB) & \$ 4.62 (WPF)
- Monthly Report
- WIRB Funding Request in the amount of \$1,700.00
- Second FY 09 Project Agreement to add \$2,500 to the Information/Education account.

09-11 Motion made by Ostwinkle to approve the monthly report. Motion seconded by Ruden. Motion carried unanimously.

09-12 Motion made by Ruden to approve the Administrative Claims. Motion seconded by Reiter. Motion carried unanimously.

09-13 Motion made by Ruden to approve the WIRB Funding Request and the Project Agreement. Motion seconded by Ostwinkle. Motion carried unanimously.

Correspondence Received:

- Private Identification Information (PII) – Siefken reviewed the guidelines with the Board regarding the need to insure producer information is protected.
- New Commissioner Orientation – 1/14/08 – Anamosa Service Center, 6-9 p.m.
- '09 CDI Poster Contest
- '09 CDI Scholarship Information
- Commissioner Development Advisory Team Training Survey – **return to Colleen**
- Spring Regional Commissioner Mtg – 5-10 minute presentations by SWCDs

Meeting Updates:

- UCCW Council meeting is scheduled for 1/13, but will probably be rescheduled due to Board of Supervisor conflicts.

CRP Conservation Plans & Revisions: Commissioners reviewed 4 plans and/or revisions.

09-14 Motion made by Ruden to approve the CRP plans and revisions. Motion seconded by Reiter. Motion carried unanimously.

Conservation Plan Approval: Commissioners reviewed 1 conservation plan.

09-15 Motion made by Ruden to approve the Conservation Plans. Motion seconded by Reiter. Motion carried unanimously.

NRCS Update:

- Weiss reported the EQIP/CSP/WHIP/WRP audit is complete for Dubuque county.

Treasurer's Report: Commissioners reviewed the following report:

'09 1M .....	\$	1,883.92	
District Savings .....	\$	8,074.10	(Quickbooks balance as of this date)
'09 1M Ledger .....	\$	1,883.92	(Sub Account of Savings - Excel ledger)
Contractor Meeting .....	\$	762.41	(Sub Account of Savings - Excel ledger)
District Payroll .....	\$	4,674.55	
District Payroll - FRF .....	\$	0.00	
District Checking .....	\$	616.74	(Quickbooks balance as of this date)
WIRB .....	\$	20,381.38	(Quickbooks balance as of this date)
Upper Catfish Creek Watershed			
09 WPF (includes payroll) .....	\$	115,612.47	(Ledger balance as of this date)

09-16 Motion made by Ostwinkle to approve the Treasurer's Report. Motion seconded by Ruden. Motion carried unanimously.

Being no further business to discuss, Wilgenbusch requested a motion to adjourn.

<sup>a</sup>  
08-17 Motion made by Reiter to adjourn the meeting. Motion seconded by Ruden. Motion carried unanimously.

The meeting adjourned at 2:43 p.m.

The next meeting will be held on Tuesday, February 10, 2009 at 1:00 p.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa.

Melvin Wilgenbusch 02/10/2009  
Chairperson Date

Colleen Tufner 1/7/09  
Secretary Date