

MINUTES OF THE DUBUQUE SOIL AND WATER  
CONSERVATION DISTRICT COMMISSIONERS MEETING  
EPWORTH, IOWA  
January 3, 2011

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 9:03 a.m. at the Dubuque Soil & Water Conservation District office, Epworth, Iowa on January 3, 2011. Those present included Staff: Theresa Weiss – District Conservationist, State Secretary – Colleen Siefken; Commissioners: Melvin Wilgenbusch, Jerry Ostwinkle, and Charles McCullough.

Oath of Office: McCullough & Ostwinkle presented their notarized Oath of Office forms.

Appointment of Chairperson, Vice-Chairperson, Assistant commissioners, Secretary/Treasurer, Co-treasurer, RC&D Council Representative:

11-01 Motion made by McCullough to maintain all appointments as they were in 2010. Motion seconded by Ostwinkle. Motion carried unanimously.

Wilgenbusch – Chair, Ruden – Vice-Chair, Wilgenbusch & Siefken – Co-treasurers, Siefken – Secretary, RC&D Council Rep – Carlyle Bishop.

Adopt Agenda: Being no additions, the agenda was approved as presented.

11-02 Motion made by McCullough to approve the agenda. Motion seconded by Ostwinkle. Motion carried unanimously.

Review of Cooperative Working Agreement, Title VI & Title VII: Siefken made reference to Chapter 8 of the Commissioner’s Handbook for review of these items.

Approval of Minutes of Last Meeting: Wilgenbusch called for a discussion of the December 7, 2010 meeting minutes.

11-03 Motion made by McCullough to approve the meeting minutes. Motion seconded by Ostwinkle. Motion carried unanimously.

FARMS Program Summary: Current FARMS ’11 Account information:

Program	Balance	Program	Balance
Bonding 2 Cost Share	\$ 64,532.12	REAP F/NG	\$ 3,471.27
Cost Share	\$ 1,385.94	REAP P	\$ 8,840.91
 <i>UCCW Project</i>			
<i>WSPF Funds</i>			
Grade Stabilization	\$ 45,256.00	TSI	\$ 6,000.00
Native Landscaping	\$ 984.20	Water & Sediment	
Rain Garden	\$ 12,370.42	Control Structure	\$ 7,500.00
Soil Quality Rest.	\$ 5,625.00	<i>319 Funds</i>	

Streambank Stab           \$ 6,801.36           Grade Stabilization \$       56.22

Cost Share Applications: Commissioners reviewed the following:

*Voluntary*

None

*Storm Damage Repair*

None

*REAP*

None

*UCCW*

None

Cost Share Amendment: Commissioners reviewed the following:

None

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

Randy Pancratz, #21807, cost share amt \$2,838.26

Joseph Goeble, #22144, cost share amt \$8,079.32

11-04 Motion made by Ostwinkle to approve the Certification/Claims. Motion seconded by McCullough. Motion carried unanimously.

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

Randy Pancratz, #21807, 1 Water & Sediment Control Structure

Joseph Goebel, #22144, 2900 ft terrace

11-05 Motion made by Ostwinkle to approve the Maintenance Agreements. Motion seconded by McCullough. Motion carried unanimously.

1M/Finance:

- Quickbooks report was reviewed by board.

Upper Catfish Creek Watershed Project:

- Mtg with Board of Supervisor's this a.m. to discuss employee
- No monthly claim

Correspondence Received:

- Partnership Day – January 26<sup>th</sup> at the Capital for all legislators
- Letter from Richard Sims regarding 33.6% cut to all MRBI projects
- Letter from Richard Sims regarding FY 11 Request for Proposals (MRBI)

- February 15<sup>th</sup> deadline for Watershed Development and Planning Assistant Grants
- Tree Sale – Siefken is working on and will have to go through two nurseries again this year to get stock.

Meeting Updates:

- Contractor’s meeting to be held on March 9<sup>th</sup> at the Best Western Inn in Dubuque. We have leftover funds from a past meeting so the SWCD will provide the donuts/bagels/juice that a.m.

CRP Conservation Plans & Revisions: Commissioners reviewed 11 plans and/or revisions.

11-06 Motion made by Ostwinkle to approve the CRP CPO’s. McCullough abstained from voting. Motion seconded by Wilgenbusch. Motion carried unanimously.

Conservation Plan Approval: Commissioners reviewed 1 conservation plans and/or revisions.

11-07 Motion made by Ostwinkle to approve the Conservation Plans. Motion seconded by McCullough. Motion carried unanimously.

NRCS Update:

- CSP signup deadline is 1/7/11.
- EQIP signup deadline is 1/21/11.
- NEW - Participants in MRBI area will need to agree to 590 standards to be eligible for 75% cost share starting FY 11.

Treasurer's Report: Commissioners reviewed the following report:

'11 1M .....	\$	894.07	
District Savings.....	\$	13,658.63	(Quickbooks balance as of this date)
'11 1M Ledger .....	\$	894.07	(Sub Account of Savings - Excel ledger)
Contractor Meeting .....	\$	762.41	(Sub Account of Savings – Excel ledger)
District Payroll .....	\$	16,498.50	
Payroll – Earl .....	\$	0.30	
Payroll – MRBI.....	\$	30,086.59	
District Checking .....	\$	2,276.01	(Quickbooks balance as of this date)
Certificate of Deposit.....	\$	15,871.40	
WIRB .....	\$	3,998.49	(Quickbooks balance as of this date)
Upper Catfish Creek Watershed			
10 (includes payroll) .....	\$	152,705.70	(Ledger balance as of this date)

11-08 Motion made by Ostwinkle to approve the Treasurer’s Report. Motion seconded by McCullough. Motion carried unanimously.

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

11-09 Motion made by Ostwinkle to adjourn the meeting. Motion seconded by McCullough.  
Motion carried unanimously.

The meeting adjourned at 10:14 a.m.

The next meeting will be held on Tuesday, February 1, 2011 at 9:00 a.m. at the Dubuque Soil & Water Conservation District office, Epworth, IA.

Melvin Wilgenbusch 02/01/2011  
Chairperson / Date

Colleen Juffer 1/6/11  
Secretary / Date