

The Tama County Conservation Board met in regular session on Wednesday, December 5, 2018, at the Tama County Nature Center, Otter Creek Lake & Park. The meeting was called to order by Chair Keenan at 7:00 p.m.. Members present were: Adolphs, Atchison, Keenan, Wacha and Wrage. Also present: Etzel, Wise, Tammy Wise (Human Resources) and Kendall Jordan (Supervisor).

The Board members welcomed newly appointed Conservation Board member Bryan Wacha, Tama. Ellen Graff, Tama, had resigned her role as board member on November 19. Wacha will fill the remainder of Graff's term which expires on December 31, 2018. It is anticipated the Board of Supervisors will then appoint Wacha to a new five-year term in early January. Wacha has an interest in hunting, fishing and is an archery coach at South Tama County Schools.

Minutes from the regular session of November 7, 2018, were read. It was moved by Adolphs, seconded Atchison to accept the minutes as read, carried. (All voting aye)

The following bills were presented:

TO BE PAID FROM GEN'L FUND			
		Amount of Bill	Category Total
0001-22-6100-100-661 Salary- Director			
Etzel, Robert	2-Nov-18	2,123.96	
	16-Nov-18	2,123.96	
	30-Nov-18	<u>2,123.96</u>	
		6,371.88	6,371.88
0001-22-6100-000-41200 Postage			
Etzel, Robert	As per four (4) receipts	10.78	10.78
0001-22-6100-000-41300 Employee Mileage			
Adolphs, Carolyn	For 2018, 672 mi @ \$0.45/mi	302.40	
Atchison, Allan	For 2018, 180 mi @ \$0.45/mi	81.00	
Graff, Ellen	For 2018, 108 mi @ \$0.45/mi	48.60	
Keenan, John	For 2018, 170 mi @ \$0.45/mi	76.50	
Wrage, Nathan	For 2018, 462 mi @ \$0.45/mi	<u>207.90</u>	
		716.40	716.40
0001-22-6100-000-41400 Telephone			
Verizon	1Nov18, 484-2231 (office)	16.18	
Windstream	19Nov18, 484-2231 (office),	78.43	
	19Nov18, 484-5314 (shop)	<u>60.08</u>	
		154.69	154.69
0001-22-6100-000-42200 School of Instruction			
Iowa's County Conservation System	Winterfest registration (5-7Feb19): Etzel, Rieger, Roberts, Wise	460.00	460.00
0001-6110-100-22-223 Salary- Main Supervisor			
Wise, Craig	2-Nov-18	1,920.80	
	16-Nov-18	1,920.80	
	30-Nov-18	<u>1,920.80</u>	
		5,762.40	5,762.40
Salary- Conserv Tech/Park Ranger			
Ryan Rieger	2-Nov-18	1,618.40	
	16-Nov-18	1,618.40	
	30-Nov-18	<u>1,618.40</u>	
		4,855.20	4,855.20

Salary- Naturalist/Park Ranger			
Roberts, Logan	2-Nov-18	1,618.40	
	16-Nov-18	1,618.40	
	30-Nov-18	<u>1,618.40</u>	
		4,855.20	4,855.20
	TOTAL ALL PAYROLL	15,472.80	
001-22-6110-000-25050 Fuel			
New Century FS, Inc.	#B0003615156, Ethanol, 228.7 gals @ \$1.8455 per gal	422.07	
	FET (LUST)	0.23	
	Hazmat Handling fee	2.06	
	State fuel tax @ \$0.2900/gl	<u>66.32</u>	
		490.68	490.68
0001-22-6110-000-25450 Mt Veh- Minor Repair			
D's Auto & Truck Inc.	#106000 '01 Dodge- remove and install ABS wheel speed sensor	160.64	
J&V Auto Parts	#523997 alternator, filters, trans fix, oil stabilizer, hy oil, SAE 15W40	856.83	
	#524280 cabin air filter, wiper blades; 524437 primer pump,;#524483 filters, oil		
Thompson Truck & Trailer	#X102043271:01 for Int 4900 dump turbocharger kit R4B, etc.	<u>1741.58</u>	
	#X102043294 core credit, flange, gasket, O ring, clamp exhaust pipe		
		2759.05	2,759.05
0001-22-6110-000-29050 Min Equip- hand tools			
J&V Auto Parts	#523997 13 pc hex key set, Wrench	34.48	
Menard's	#98152 4T cable puller	<u>59.96</u>	
		94.44	94.44
0001-22-6110-000-29252 Main & Supplies			
Cooley Pumping LLC	#86128 Porta potty- Ike's 6Nov- 16Nov18; #523998 OCP 2 units 6Nov- 16Nov	129.63	
Dolezal Farm Supply	#0120074 Gate (TFCP), #0119886 straw bales (5)	174.00	
Hobby Lobby	#77942660 misc supplies	39.31	
Koch Bros.	#313599 13Jul- 12Oct18 2,666 B/W @ \$0.0079 per, 1,210 color @ \$0.053 per	85.19	
Manatt's	#927050 8.18T ice control sand @ \$8.50 per T	69.53	
Menard's	#98152 deck screws, soap, welded wire;#99329 dish soap;#99172 mouse traps	154.26	
Poweshiek Water Assoc.	Water, OCP- West for Oct/Nov, Prev: 1284K, Current: 1285K, Used: 1K	41.50	
	Water, OCP- East for Oct/Nov, Prev: 807K, Current: 813K, Used: 6K	71.20	
	Water, OCP- Residence for Oct/Nov, Prev: 114K, Current: 118K, Used: 4K	58.60	
Tama County Solid Waste	Landfill fees- Nov	31.90	
Tama-Toledo Ace Hardware	#016075 spray paint, bolt set, gasket-toilet;#016091 mouse traps (2)	24.04	
Thomas Co., Inc.	#3085124 repair boiler- main residence, replace thermocoupler	117.23	
VISA	#4960266 bird seed for NC (Theisen's)	<u>35.84</u>	
		1,032.23	1,032.23
0001-22-6110-000-29400			

Uniforms			
Lands End Outfitters	#SIN6903509 thermal fleece vest, campshirt (Roberts)	81.32	81.32
0001-22-6110-000-43000 LP Gas			
New Century FS	Pre-paid LP purchase, Inv#B0005600944, 24Nov18 Main Residence		
	275.1 gals LP @ \$1.299/gal = \$357.35, LPER = \$1.65, HAZ = \$2.48, Total = \$361.48		
	Rem Bal \$2,890.80- \$361.48 = \$2,529.32		
	Pre-paid LP purchase, Inv#B0005600943,, 24Nov18 Main Shop		
	600.1 gals LP @ \$1.299/gal = \$779.53, LPER = \$3.60, HAZ = \$5.40, Total = \$788.53		
	Rem Bal \$2,529.32- \$788.53 = \$1,740.79		
0001-22-6110-000-43100 Electricity			
Grundy Co REC	OCP thru 1Nov18 5,825 KWH- meter #1, 1,735 KWH- (NC) energy charge	630.60	
	Monthly service charge	39.00	
	Aux meter	115.90	
	PCA public bldgs	-22.14	
	PCA auxillary meter	-6.59	
	Security lights	28.00	
	Maintenance lights	124.00	
Traer Municipal Utilities	TFCP thru 15Nov18, 238 kwh	76.18	
		984.95	984.95
		-	
	Total Bills Submitted, Gen'l Budget		28,629.22
TO BE PAID FROM Nature Center Trust ACCOUNT			
0031-22-6120-000-29272 Main & Supplies			
Fareway Stores	#00139238 & #00139718 misc supplies (Knee High Naturalists)	11.94	
VISA	#009550/025118 misc materials- env educ (Dollar Tree)	13.91	
	#1042000314 misc materials- env educ (Walmart)	32.20	
	Total Bills Submitted, NC Trust Account		58.05
	Total All Bills Submitted		28,687.27

Moved by Adolphs, seconded Atchison to approve bills as presented, carried. (All voting aye).

Reports and Correspondence. Maintenance Report Wise updated the Board on work started or completed during November. The work included: **Otter Creek Park and Hansen Addition** prune and cage trees, remove t-dock, close East and West sides of park, burn prairie below Nature Center, pull all potted plants in for the winter, service equipment, hook up snow plows./ **TF Clark Park** prune & cage trees, install new entry gate and posts./ **Oxbow Bottoms Wildlife Area** check and repair east boundary fence./ **Naturalist Report** The Naturalist Report was shared with the Board regarding November programming (259 people reached)./ **Americorps Iowa 4-H Environmental Education Grant** The agreement has been signed and the county portion paid to ISU Extension. Etzel explained the plan is to have the intern start sometime in April and work into June or July./ **Grants- Prairie Partners Grant** It was reported that the dormant seeding was planted on November 29th by Mark Pokorny, NRCS at the Reinig Wildlife Refuge and Nature Study Area/ **South Loop Camp Area Renovation** Due to the terrible weather the project has been stalled however the contractor has indicated they will be working in December to trench in the lines./ **County Bond-**

EMA Radio Updates The Board discussed the recent effort to update radio systems in the county. The system is degrading causing communication problems with law enforcement and fire departments trying to reach dispatch. If successful the project will take two years to implement. The Board feels the Conservation Board should retain the same number of hand-helds and mobile units as we currently have. Etzel will relay this desire to Mindy Benson, EMA Coordinator.

Annual report- FY '18 Etzel presented the Annual Report of the Conservation Board for FY '18. Etzel walked the Board through the document explaining the contents.

After discussion it was moved by Wrage, seconded Adolphs to accept the report as presented, carried. (All voting aye)

Election of Officers Officers of the Conservation Board for calendar year 2019 were discussed. Moved by Adolphs, seconded Atchison that John Keenan serve as Chairman for 2019, carried. (All voting aye). Moved by Adolphs, seconded Atchison that Nathan Wrage serve as vice-chairman for 2019, carried. (All voting aye)



Transition to New Director The Board reviewed and discussed the most current draft of the job description and the housing policy documents.

After discussion it was moved by Adolphs, seconded Wrage to accept the Job Description- Director as presented, carried. (All voting aye)

It was moved by Adolphs, seconded Atchison to accept the Housing Policy as submitted, carried (All voting aye)

A proposed schedule for the hiring timeline was presented for the position of Director. The timeline proposed posting the position on January 7, 2019, application deadline of February 8, with an anticipated start date of April 1. The Board was in agreement with the time schedule proposed.

Relative to the posting the Board discussed starting salary for the position, It was moved by Wrage, seconded Atchison that the salary range to be posted be set at \$49,000 to \$52,000 per year depending upon experience, carried, (All voting aye)

Maria Hladik Roadside Park The Board discussed costs associated with a possible dissolution of the property. It was moved by Atchison, seconded Adolphs that an appraisal of the property be acquired, carried. (All voting aye)

Additional Staff Needed The Board discussed staffing needs of the conservation program. It has become apparent that an additional staff person on the maintenance side of the operation is long overdue and sorely needed. Staffing levels have remained constant for several decades and staff were originally set up essentially to perform general park maintenance of the Otter Creek Park facility. Needs at Otter Creek Lake & Park, and other facilities, have grown exponentially since the early years with inadequate staff hours available to address natural resource and vegetation management tasks (including invasive species control). The Board members discussed the need and instructed Etzel to include the cost of an additional Conservation Technician/Park Ranger position in the FY '20 budget proposal.

After discussion of several conservation topics it was moved by Atchison, seconded Adolphs to adjourn, carried. (all voting aye) Adjourned 9:25 p.m.

CHAIR

VICE-CHAIR