

Minutes of the Regular Meeting of the Woodbury County  
Soil & Water Conservation District  
May 22, 2018  
USDA Service Center, 204 First Street, Sgt. Bluff, Iowa

Chairman, Kelly Ingenthron called the regular meeting of the Woodbury County Soil and Water Conservation District to order at 8:30 am in the USDA Service Center Conference Room. Those present were:

Commissioners  
Kelly Ingenthron  
Gary Walters  
Lane Tabke  
Charlie Bromander  
Jason Yockey

Staff and Others  
Neil Stockfleth, Assistant Commissioner  
Christine Evans, District Conservationist  
Ben Hoelker, Watershed Technician  
Kathy Miller, Conservation Assistant  
Sam Thomas, Guest  
Natasha Klocke, Pathway Student

Ingenthron appointed Miller recorder of the meeting.

**(18-69)** Motion made by Walters, second by Bromander to adopt the agenda as amended. Carried unanimously.

**(18-70)** Motion by Tabke second by Bromander to approve the April 16, 2018 minutes. Carried unanimously.

**(18-71)** Motion by Walters, second by Bromander to approve the April Treasurer's Report. Carried unanimously.

**(18-72)** Motion by Bromander, second by Tabke to approve payment of the following bills. Carried unanimously.

**Pioneer Bank – Little Sioux**

EFT Ben Hoelker	Payroll	\$ 986.93
EFT Direct Deposit Fee	Payroll expense	\$ 1.00
EFT IRS	Monthly contribution, March	\$ 653.70
EFT Treasurer, State of Iowa	1 <sup>st</sup> quarter Withholding	\$ 208.00
EFT Iowa Workforce Development	1st quarter Withholding	\$ 12.51
EFT IPERS	April contribution	\$ 398.78
EFT Ben Hoelker	Payroll	\$ 986.93
EFT Direct Deposit Fee	Payroll expense	\$ 1.00
EFT IRS	Monthly contribution, April	\$ 663.70
1916 Avenue Bookkeeping	Payroll expense	\$ 100.00

**Pioneer Bank – District Revolving**

2215 Iowa Forage & Grass Council	Membership dues	\$ 35.00
EFT IRS	Monthly contribution, March	\$ 208.29
EFT Treasurer, State of Iowa	1 <sup>st</sup> quarter Withholding	\$ 80.00
EFT Iowa Workforce Development	1st quarter Withholding	\$ 2.07
EFT Iowa Department of Revenue	Sales tax	\$ 37.00
EFT Deluxe Check/Check Acc	Check deposits	\$ 15.00
EFT IPERS	April contribution	\$ 422.22

EFT	Sheila Cox	Payroll	\$1,033.19
EFT	Direct Deposit Fee	Payroll expense	\$ 1.00
EFT	IRS	Monthly contribution, April	\$ 480.80
EFT	Sheila Cox	Payroll	\$1,077.31
EFT	Direct Deposit Fee	Payroll expense	\$ 1.00
2216	Audrey Baird	Tree refund	\$ 9.84
2217	Schumacher's	Tree sales	\$ 959.10
2218	Avenue Bookkeeping	Payroll expense	\$ 100.00
2219	State Forest Nursery	Tree sales	\$ 117.50
1M Balance			\$ 73.35
Petty Cash Fund, Beginning balance			\$ 50.00
Exp: Dairy Queen, gift cards for Poster Contest, \$40.00			
Menards, contractor bags for Tree Sales, \$9.62			
Petty Cash Fund, Ending balance			\$ .38

**(18-73)** Motion by Bromander, second by Tabke to approve replenishing the Petty Cash Fund, \$49.62. Carried unanimously.

**(18-74)** Motion by Bromander, second by Tabke to reimburse Kathy Miller \$33.99 for pizza for the volunteers helping with tree sales. Carried unanimously.

**(18-75)** Motion by Walters, second by Yockey to approve the following REAP Certifications & Maintenance Agreements. Carried unanimously.

<u>Number</u>	<u>Name</u>	<u>Project</u>	<u>Actual Cost</u>	<u>Cost Share</u>
#62486	Roger Paul Cope	Windbreak	\$1,051.97	\$788.97

#### Annual Plan of Work

Reviewed items contained in the Annual Plan of Work for the months of May, June, & July.

#### Old Business

Woodbury SWCD's scholarship winner, Kathryn McCarthy was chosen by the CDI Regional Director for consideration at the state level. Kathryn McCarthy's application at the state level was awarded 2<sup>nd</sup> place, which resulted in an award of \$3,000.00

#### New Business

Sam Thomas discussed the conservation theme for the Woodbury County Fair Photography class this summer. Three cash prizes will be awarded to the top 3.

**(18-76)** Motion by Yockey, second by Bromander to approve the three cash prizes for the Woodbury County Fair Photography in the amounts of \$20.00, \$15.00, & 10.00. Carried unanimously.

**Financial Policies as recommended by Iowa Department of Agriculture and Land Stewardship.**

**(18-77)** Motion by Bromander, second by Walters to appoint Lane Tabke to receive the District's bank statements. One statement will continue to be mailed to the office. Lane Tabke will bring statements he receives to meetings to check against the statements accompanying the treasurer's report to ensure that the information contained within statements is identical. Carried unanimously.

**(18-78)** Motion by Walters, second by Bromander to appoint Lane Tabke and Jason Yockey who are NOT listed as co-treasurers and are not signatories on any of the District's financial accounts to perform the annual financial audit. Carried unanimously.

**(18-79)** Motion by Tabke, second by Yockey that the District is using the Monthly financial checklist that the Treasurers, Bromander and Walters are thoroughly reviewing all aspects of the District's finances including, but not limited to: account statements and balances, reconciliations, and all documentation supporting bank transactions. Carried unanimously.

**(18-80)** Motion by Bromander, second by Tabke that the District is reviewing District payroll - the Chairman is reviewing and signing the payroll and in their absence the Co-Chair will review. Carried unanimously.

The Treasurer and Co-Treasurer went to each bank and made sure only the Treasurer and Co-Treasurer were on all accounts and Certificates of Deposit. The Conservation Assistant cannot be listed on any of the accounts for the District.

Gary Walters (Treasurer) and Charles Bromander (Co-Treasurer) have signature authority on the bank accounts for the Woodbury County Soil & Water Conservation District.

District is not using a signature stamp.

District does not have a safe deposit box.

District does not have a credit card.

**(18-81)** Motion by Bromander, second by Walters approving the submission of John & Roger Wilcox for the Conservation Farmer of the Year Award. Carried unanimously.

Neil Stockfleth was nominated for the Ruth Wagner Award for recognition as an Outstanding Assistant Commissioner.

**(18-82)** Motion by Walters, second by Yockey selecting Cal Tyer for the Izaak Walton League Windbreak Award. Carried unanimously.

**(18-83)** Motion by Yockey, second by Bromander to approve the Woodbury County SWCD Water Quality Initiative (WQI) policy. Carried unanimously.

**(18-84)** Motion by Yockey, second by Bromander to approve the following Conservation Plans. Carried unanimously.

Name

Donald Duane Shever Estate/Lori Ann Petersen

Brady Worrell

J B & M Blum Properties LLC

CRP - Name Change

New Conservation Plan

CRP – Name Change

Wilcox Farms Inc  
Mildred C Wright Estate/John Wright/Marlene Wagner/  
Beverly Iverson/Mary Christensen

Conservation Plan  
CRP – Name Change

CRP 2018 Managed Grazing

Name

John & Darlene Sands

CRP 2018 Managed Haying

Name

John & Darlene Sands

(18-85) Motion by Bromander, second by Walters to approve the following EQIP. Carried unanimously.

Name

Kathy Murdock  
Norman Mahoney  
Mark Boyle

NRCS Report

Evans introduced the new Pathway student, Natasha Klocke, a student from Briar Cliff. She will be working in the office until the end of the year.

Staff is working on EQIP and CSP.

Sent out CRP postcard reminders for mowing CRP.

NRCS staff was selected to participate in a workload cycle study, which consisted of documenting daily activities by client, contract/tract/farm number, program associated with the client, and what assistance was provided.

Watershed Report

Hoelker provided the commissioners with a spreadsheet showing site inspections for the past month. Main issues consist of unplugging inlets and beavers. Discussion regarding the Theobold watershed that had some changes made to them last year by the landowner. Hoelker will get with Brian Meyers, Area Engineer to find out if these changes will affect the structure and what course of action if any needs to be taken.


**Meetings and Upcoming Events**

The next commissioner meeting will be at 8:30 AM, Tuesday, June 19, 2018 at the office in Sergeant Bluff.

(18-86) Motion by Bromander, second by Walters to adjourn the meeting at 10:19 AM. Carried unanimously.

Date Approved 6-19-18

  
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Kelly Ingenthron, Chairperson

  
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Lane Tabke, Secretary