

**MINUTES OF THE
WOODBURY SOIL & WATER CONSERVATION DISTRICT
COMMISSIONERS MEETING
September 21, 2021**

Call to Order

The regular meeting of the Woodbury Soil & Water Conservation District was called to order by Chairman Lane Tabke at 8:30 am on Tuesday, September 21, 2021, at the Sergeant Bluff Community Center.

Present were

Commissioners: Lane Tabke
Kelly Ingenthron
Gary Walters
Jason Yockey
Ted Bromander, via call in

Staff: Ben Brady, Acting District Conservationist, Le Mars
Barb Knudsen, Conservation Assistant, Ida Grove
Ben Anderson, District Watershed Inspector, Sergeant Bluff

Other: Mark Munson, County Supervisor

Tabke appointed Knudsen the recorder of the meeting.

Agenda

Tabke called for discussion of the Agenda.

(2021-104) Motion was made by Walters and seconded by Yockey to approve the Agenda as printed, as there were no changes. Motion carried.

Minutes

Tabke called for discussion of the Minutes of the August 24, 2021 regular meeting of the Woodbury SWCD.

(2021-105) Motion was made by Walters and seconded by Yockey to approve the minutes as presented. Motion carried.

Treasurer's Report

The Treasurer's Report was reviewed by the Commissioners.

(2021-106) Motion was made by Walters and seconded by Yockey to approve the Treasurer's Report as printed. Motion carried.

Public Participation

Mark Munson was present from the Board of Supervisors and had nothing to address at that time.

Yockey commented on attending the ISU Research Farm in Castana's 75th anniversary.

Tabke attended the Plymouth SWCD 75th Anniversary celebration and enjoyed the tour.

Walters attended the virtual CDI Conference Business Meeting.

Payment of Bills

(2021-107) Motion was made by Yockey and seconded by Ingenthron to approve the following bills/deposits:

Pioneer Bank- Little Sioux

| | | | |
|------|----------------------|---------------------------------------|-----------|
| 2014 | Heying Endeavors LLC | Payroll reimbursement 8/1/21-8/14/21 | \$1417.40 |
| 2015 | Heying Endeavors LLC | Payroll reimbursement 8/15/21-8/28/21 | \$1417.40 |
| 2016 | Heying Endeavors LLC | Payroll reimbursement 8/29/21-9/11/21 | \$1417.40 |

Quarterly Payroll Fees paid by Heying Endeavors taken out of payroll checks

State of Iowa Withholding - \$259.00

941 Federal Withholding - \$1697.36

IPERS - \$1277.28

Unemployment - \$8.12

Pioneer Bank- District Revolving – no transactions this month

Motion carried.

Balances:

| | |
|--|-------------|
| Commissioners’ Beginning and Ending Balance: | \$ 1,871.25 |
| Petty Cash Beginning and Ending Balance: | \$ 39.85 |

Large CD Balance at Siouxland Federal Credit Union

Tabke and Ingenthron while working on district audit, brought up the current CD balance at Siouxland Federal Credit Union and was worried about the FDIC not being able to cover all the funds and if the district should spread the funds to other sources. Knudsen checked with Dan Hawkins, Financial Specialist with IDALS accounting. If CDs are listed as public funds, banks and credit unions are required to pledge collateral on these funds above the FDIC coverage of \$250,000. They also use CDARS and ICS networks to cover large public fund deposits. It is okay to have all funds located within one institution. Walters asked if funds could be placed into other funds and stocks to provide for a better investment on the districts funds instead of the low interest rates currently being offered by the banks. Knudsen will check into this and report back.

District Policy on destroying bank statements, matured CD’s, receipts, and financial checklists older than 7 years

Discussion was held on the number of materials older than seven years being housed in the district office. Material is dated back to 1994. Ingenthron felt this should be cleaned up to aid in filing and organization.

(2021-108) Motion was made by Ingenthron and seconded by Walters that the district financial records be annually destroyed once they are past the seven-year retention period and to hire a document shredding company for one time to shred all documents currently on file that are older than seven years. Motion carried

State Cost Share

Balances

Cost Share Balance: \$81,320.21

REAP Cost Share Balances:

Native Grasses: \$2,657.68

Practices: \$10,761.03

Cost Share Applications

(2021-109) Motion was made by Yockey and seconded by Walters to approve the following practices for funding:

| <u>Contract</u> | <u>Name</u> | <u>Project</u> | <u>Total Eligible</u> | <u>Total Cost Share</u> |
|-----------------|-------------|------------------|-----------------------|-------------------------|
| 96185 | Josh Albers | Cover Crop-2year | \$3000.00 | \$1500.00 |

Motion carried.

Cost Share Payment Certification and Maintenance Agreement

(2021-110) Motion was made by Ingenthron and seconded by Walters to approve the following payment:

| <u>Contract</u> | <u>Name</u> | <u>Project</u> | <u>Total Cost</u> | <u>Cost share paid</u> |
|-----------------|---------------|-------------------|-------------------|------------------------|
| 92296 | Jason Goodwin | 45 ac cover crops | \$2,250.00 | \$1.125.00 |

Motion carried.

Cost Share Amendment

(2021-111) Motion by Ingenthron and seconded by Yockey to approve the following amendment:

| | | | | | | |
|-------|------------------------------------|-------|--------------------|------------|------------|--|
| 88969 | RICHARDSON FAMILY FARMS, LLC | 638's | Completion Date | 10/20/2021 | 06/30/2022 | per email from Rob Davis on 9/16/2021 okay to extend due to dry conditions |
|-------|------------------------------------|-------|--------------------|------------|------------|--|

Federal Programs

CRP Conservation Plans

(2021-112) Motion was made by Walters and seconded by Ingenthron to approve all CRP plans.

Motion carried.

SWCD Business

Old Business

Joe Kopal Rock Issue

Anderson contacted George Ellison’s father as George will not answer his phone. Kopal continues to call Anderson about the rock on his driveway. Anderson will follow-up with Joe to see if Ellison has gotten in touch with him.

Steve Flewelling wave erosion Issue

Anderson will contact Steve to see if he is planning on fixing himself or would like assistance. He would like assistance; the engineering staff will need to get involved.

Rena Knezovich – Gothier2 M-2 Site

Rena inquired about dredging out pond to deepen. Anderson has been in touch with Brian Meyers and was told there is no federal or state financial assistance for deepening ponds. The commissioners will not pay for pond deepening either.

Glen Ellen Structure

Brian Meyers is completing plans to fix terraces that have breached close to this structure

New Business

District Audit approval

(2021-113) Motion made by Ingenthron and seconded by Walters that the district approve the financial audit for FY2021. Motion carried.

District Safe

Items located in the safe are: district postage, receipt books, check books and deposits for the Little Sioux and District Revolving accounts, old CD and bank information, keys for desks, and DVD’s. Knudsen will clean out according to district policy on destroying old financial documents.

Staff Reports

Secretary Report

- Knudsen informed the Commissioners that Kristi Kranz will begin the CA duties on October 1st.
- The CDI Connections newsletter has information on commissioner training videos
- Two resolutions passed at the CDI annual meeting. Location flexibility for multi year cover crops and supporting farmer led conservation in clean energy.

NRCS Report

Brady reported the following:

- Finishing up on CRP plans.
- Large number of EQIP applications
- December 1st is the new date to begin the process of fully staffing offices with a March 14, 2022 deadline. Pending COVID and union negotiations.
- Federal staff are required to be vaccinated by November 22, 2021.

Watershed Report

Reported under old business.

Meetings and Upcoming Events

Next Meeting

The Next Meeting of the Woodbury SWCD will be held on Tuesday, October 19, 2021, at 8:30 a.m. at the Sergeant Bluff Community Center.

Adjourn

(2021-114) Motion was made by Yockey and seconded by Bromander to adjourn the meeting. Motion carried. Meeting adjourned at 9:45 a.m.

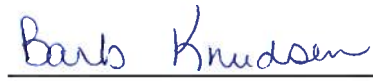
Date Approved: _____



Lane Tabke, Chairman



Jason Yockey, Secretary



Barb Knudsen, Recorder