

1. Call to Order

Cathy Ziglar, Chair, called the regular meeting of the Des Moines County Conservation Board to order at 5:37 p.m. at the Des Moines County Conservation Administration Building.

Those Members Present: Cathy Ziglar, James Steer, Jim Garnjobst, LaVon Worley and Angela Vaughan

Those Members Absent: None

Others Present: Brakeville, Director Lee and Office Manager Behne

2. a. Additions and Deletions to Agenda: None.

3. a. Delegations/Public Input: None.

4. a. Approval of Minutes for December 04, 2013:

#01. Motion by LaVon Worley, seconded by Angela Vaughan, to approve the minutes of the December 04, 2013 Board Meeting. Motion passed unanimously by those members present.

5. Approval of Report of Activities for December 2013:

#02 a. Motion by Angela Vaughan, seconded by Jim Steer, to approve the reports of activity for December 2013. Motion passed unanimously by those members present.

6. Approval of Claims for December 2013:

#03. a. Motion by LaVon Worley, seconded by Jim Garnjobst, to approve the claims for December 2013. Motion passed unanimously by those members present.

7. Acceptance of Donations

- a. Zion Church School c/o Sandra Deal. \$50.00 for SCNC Programs
- b. Ben Skelley/Skelley Tree Service. Labor and equipment for LHG Log project.
- c. Nelson Smith. Brighton, Iowa (Great nephew of Aldo Leopold) Use of bands saw for LHG Log project.
- d. Nate Jones DBA Jonescapes. Labor and skid loader for LHG Log project.
- e. Jeff Jennison. Storage of cut lumber and logs.
- f. John Witte Foundation. \$5,000 for the LHG Phase II Leopold Circle
- g. LaVon Worley. 1 - 16lb bag of dry cat food. Several large bath & hand towels, Bed sheets. For Wildlife rehab program.
- h. Thomas Rogge Family. \$50.00 Big Hollow. Donated in memoriam of Gerald L. Rogge.
- i. Gerald L. Rogge Estate c/o Pat Rogge. \$500.00 Big Hollow. Donated in memoriam of Gerald L. Rogge.
- j. David and W.L. Wiemer. \$300.00. Donation to be used as needed.
- k. Kent Rice & Katheryn Peck. \$50.00. Donation.
- l. John Toney. \$1,000 to the SEIAC for adding digital readout for the right ascension and Declination axes of the Ealing Cassegrain Telescope.
- m. Des Moines County Conservation Board. \$100.00 to the Big Hollow Project in Memory of Gerald L. Rogge.
- n. Christina Cowles. \$10.00. Donation not specified for specific use.
- o. Steven Brower. 150 total prairie plugs donated for the ALMS Outdoor classroom during 2013. Total donation \$450.00
- p. Julie Winter. \$50.00 2 - Summer camp scholarships for 2014 on behalf of Frank & Miriam Winter.

8. Committee Reports:

a. **Shooting Range:** Jim Steer reported:

- SRAC held their meeting on December 18, 2013. Everyone was forwarded a copy of those minutes. The meeting was primarily to review the SR SOP. The Bow Hunters information was added to the document as well as an aerial map of the bow range. This information was included as all other area's at BH are identified. It was also noted the reasoning behind the closing of the 300 meter range several times throughout the year for the safety of the participants at their events.
- Berms were measured. The 300 meter range needs to be raised approximately eight (8) feet. The 100 meter range needs to be raised approximately five (5) feet. This will be accomplished as funding is arranged.
- The SOP will be reviewed by the board under New Business #11 e.

b. **Flint River Trails:** Jim Garnjobst reported:

- County Engineer Brian Carted has indicated that the trail N. of Flint Bottom Road is completed with the exception of some seeding which will be done this spring.
- There will be a meeting Friday 01-10-14 with emphasis on the route from SCP&P to North Hwy 61. This meeting will be to bring everyone up to speed on the project. As Justin Bushong is no longer working for SEIRPC it will need to be determined who will lead the process from this point forward if anyone at all.
- Funding for this work is available with the exception of the 20% local match.

c. **Observatory:** LaVon Worley reported: Meetings are scheduled for 02-06 and 02-20-14. He will be in attendance and give a report at the appropriate meeting.

d. **REAP:** Cathy Ziglar acknowledged LaVon Worley as a local delegate to the REAP assemblies. LaVon reported:

Three (3) top priority issues were passed.

- Fund REAP at \$25 Million for the 25th Anniversary.
- Retain current REAP formula for fund distribution.
- Fund IA Natural Resources and Outdoor Recreation Trust Fund at 3/8 of 1% the next time the sales tax is increased.

The full REAP Congress report will be available online January 17, 2014. Governor Brandstad will add to a video that has been completed for presentation to the Iowa Legislature.

9. Project Updates:

Director Lee:

- As indicated in the Shooting Range report by Jim Steer, the 100 & 300 meter ranges need to be raised. Jerry Edle has been requested to provide an estimate. Currently waiting on better weather.
- BH wastewater Phase 1 plan has been provided and is estimated at \$250,000 for the Dump station, piping and treatment facility. Separate holding tanks were looked at but were deemed to be not particularly cost effective. Would ultimately need to be removed. The initial work, when funds become available, will put into place the infrastructure that will be needed to complete the remainder of the work. i.e., Shower house/restrooms etc.
- SCNC. Kent Rector has written a grant request to the Murray Foundation, Craig Smith. The grant has been forwarded requesting an amount \$100,000 for the upgrading of the Nature Center. Building, remodeling and displays. This grant request was met with enthusiasm by Craig. Grant applications will be reviewed in March. Board was in agreement that the Management Agreement for SCP&P and the Nature Center should be continued when the appropriate time arrives later this year.
- Archaeology – Baker Property. The report has been forwarded from IDOT to IA SHPO. No indication as to how to proceed at this time. Payment has not been made to Rolling Hills as per the contractual agreement until this has been approved.

- Archaeology – BH. Director Lee spoke with Roger Knowlton, his contact with the National Park Service. They have requested information regarding total costs to date for Archaeological services for this project. No real direction has yet been provided as to what the next step may be.
- Conservation has been notified by U.S. Bank that the Estate of Marvin Pohren, former DMC Conservation Board Member, has included us in his will. That process will take several months to complete.

10. **Old Business:** Suspense calendar will be researched further.

11. **New Business:**

a. Residence Inspections/Contracts

Both the BH House and Starr's Cave House have had inspections completed. Paperwork has been filled out and signed by the board appropriately.

b. Big Hollow Lake Dam EAP (Emergency Action Plan)

The BH EAP has been reviewed by all those entities that are required to be involved. Director Lee will have the correct signatures applied once approved.

#04. Motion by Jim Steer, seconded by Angela Vaughan, to approve the Big Hollow Emergency Action Plan. Motion passed unanimously by those members present.

c. By-Law Review. The By-Laws have been reviewed by the board.

#05. Motion by LaVon Worley, seconded by Jim Garnjobst, to accept the By-Laws as currently written as they had just been re-written and approved earlier in the spring of 2013. Motion passed unanimously by those members present.

d. Strategic Plan Review. As the board had requested this document be reviewed annually it has been revised to reflect those items accomplished in the plan throughout the year.

#06. Motion by Angela Vaughan, seconded by Jim Steer, to approve the Strategic Plan as presented. Motion passed unanimously by those members present.

11, New Business - Continued:

e. Big Hollow Shooting Range SOP Review

The Shooting Range SOP has recently been reviewed by the Shooting Range Advisory Committee. The only changes that were made was an addition of information regarding the Flint River Bow Hunting Range. This information was included to allow the document to cover all areas of the Big Hollow Complex. All other areas and clubs were already included in the SOP.

#07. Motion by LaVon Worley, seconded by Jim Garnjobst to accept the SOP as amended. Motion passed unanimously by those members present.

f. Camp Fees.

During the past December Board meeting it was requested that the fees for camping be reviewed. This came at the request of Board Member Worley after a conversation with campers this past fall. Campers that were spoken to had requested a season pass or a senior or discounted fee structure. The fee structure was reviewed by Staff at the December Staff Meeting. After much discussion it was determined that fees should remain as they currently exist and that the manner in which they are utilized remain the same.

The staff did, however, come up with a recommendation to assist all campers with their seasonal cost. A sample coupon book was presented to the board. This book would be sold for a price equivalent to the amount that would be charged for five nights of camping. The coupon book would, however, contain 6 coupons for the price of the original five. Thereby allowing the camper to obtain a free night of camping.

The coupon book would then be sold for electric site prices only. They can be purchased at the office or from a camp host or ranger. Coupons would be good for one year from the date of

purchase. Coupon books will be individually signed and dated at the time of sale. They may be purchased by individual campers or even as gifts.

#08. Motion by Angela Vaughan, seconded by Jim Steer, to approve the sale of a coupon book that would include six nights of camping for the price of five at the electric site rate. Motion passed unanimously by those members present.

g. Budget.

Director Lee has prepared the proposed budget for FY 14/15. Conservation is scheduled for January 15th to present a budget to the Board of Supervisors. The budget, as proposed, keeps the bottom line for the Conservation Department under the currently approved FY 13/14 budget. This includes the wage step structure implemented and approved by the Board at an earlier meeting in 2013.

The Board expressed confidence that Director Lee would be able to continue the current services and implement the wage structure utilizing this budget proposal.

#09. Motion by LaVon Worley, seconded by Angela Vaughan, to have Director Lee present the proposed budget for FY 14/15 to the Board Of Supervisors on January 15th. Motion passed unanimously by those members present.

h. Director Review.

The Board evaluated Director Lee. Chairwoman Ziglar will meet with Director Lee at a later date to go over his evaluation with him.

12. Informational Items/Correspondence/Board Comments:

13. Adjournment:

#10. a. A motion by LaVon Worley, seconded by Angela Vaughan, to adjourn the January 08, 2014 board meeting. Motion passed unanimously by all members present. Meeting adjourned at 7:40 p.m.

Next meeting will be held at the Des Moines County Administration Office at 13700 Washington Road in West Burlington, IA. The meeting will be held at 5:30 p.m. on February 05th, 2014. The public is welcome.

Cathy Ziglar, Chair

Jim Steer, Secretary/Treasurer