

**Iowa Lakes RC&D
Board Meeting Minutes
June 2nd, 2011
1:00 PM
(712) 262-2083**

PRESENT

Dan Heissel – Clay County
Linda Swanson – Clay County
Tammy McKeever – Clay County
Curt Smith – Dickinson County
Kathy Luedke – O'Brien County
Dr. Mark Schulz – O'Brien County
Bob Ness – Emmet County
Phil Driver – Buena Vista County

Nick Schmalen – Osceola County
Bill Imhoff – Osceola County
Steve Pitt – Palo Alto County
Alana Heying – Accountant
Sheriffa Jones – Executive Director
Connie Elg – Office Assistant
Sara Sickelka – Summer Intern

Meeting called to order by Dan Heissel, chair at 1:00 PM

AGENDA:

MOTION by Curt Smith to approve the agenda; SECONDED by Bill Imhoff; MCU.

MINUTES:

Dan asked for any corrections or additions to minutes of previous meeting.

MOTION to approve minutes by Steve Pitt. SECONDED by Curt Smith; MCU.

TREASURER'S REPORT:

Alana and Mark reviewed the treasurer's report with the board. Alana pointed out that the Circle of Diamond money in the amount of \$4,500 from NRCS had been received, along with some reimbursement of Dennis' wages. Short-term CD's down to \$14,000; took the two CD's from Farmer's Bank and rolled them into the money market account. Money from the IBBIA was received in April.

MOTION to approve the treasurer's report as presented by Mark & Alana was made by Tammy McKeever. SECONDED by Phil Driver. No discussion; MCU

NEXT MEETING DATE:

Next meeting will be August 4, 2011 at 1:00 p.m.

AGENDA ITEMS:

1. Iowa Lakes RC&D Update & Discussion:

a. Office Space:

Sheriffa spoke with Bonnie at the Extension Office about the possibility of renting their office space (3 offices, open meeting area, storage closet) for \$200 per room. Upon mentioning this to our current landlord, Bill Muller agreed to allow us to continue using our current space at a decreased rate of \$800 per month instead of the \$1100 we were paying, so we will remain here for the foreseeable future. Sheriffa had Dan sign an updated contract reflecting the change in rent.

b. Copy, Printer, Fax, Scanners:

After reviewing all the bids for office machines, it was decided to go with Office Systems Company in Spencer for a Lanier copier/printer/scanner. MOTION by Curt Smith to accept the bid from Office Systems Company for Lanier copier. SECONDED by Tammy McKeever; MCU. Alana will contact Office Systems to get pre-qualified for lease and purchase a fax machine for office use, as there was an additional monthly fee for fax capability on the copy machine that the board felt was unnecessary.

c. Furniture

Sheriffa has gotten quotes on some pieces from Spencer Office Supply and has spoken with the Dickinson County USDA FSA director about possibly having furniture donated from them. Word from the federal office is that they will not need the majority of office furniture until September, so we will be able to keep it until then.

d. Bob Waters

Bob has been transferred here by the Iowa Department of Agriculture and Land Stewardship. He is currently using the office that Jim Fredericks used to use. There was discussion of whether rent should be charged, and it was felt that since it had been charged before, it should be charged now; Sheriffa will draft a letter.

MOTION was made by Bill Imhoff to charge IDALS rent of \$100 per month. SECONDED by Bob Ness. No discussion; MCU.

e. Nonprofit Training, June 7th, Ames @ State Forest Nursery, 9:30-3:30

Sheriffa will be unable to attend the training, offered opportunity to other board members; all declined.

2. Farmer's Bank CD's:

The two CD's from Farmer's Bank were rolled into the money market account.

3. Financial Review:

Sheriffa brought up the issue of a financial review; options include a compilation (\$1000-\$1800), review (\$1800-\$2400) or audit (\$2400-\$3500). It is not necessary to do any financial review, but it was the consensus of the board members that by doing so it offered protection and more professionalism to the organization. It was decided to appoint a board committee to do an internal audit with Dr. Mark Schulz (chairman) and members Linda Swanson, Curt Smith and Tammy McKeever. Sheriffa has a copy of the most recent tax return, board members are welcome to view it or request a copy.

4. Western Iowa Tourism Membership:

Membership dues are \$150.00 per year. Discussion centered around whether this was a viable investment any longer for the RC&D, but it was brought up that there are grants available to members, and we should seek them out. MOTION by Dr. Mark Schulz to pay the membership fee again this year, and see if we are able to recoup the money through grants. SECONDED by Bob Ness; MCU.

5. Employees

- a. Sheriffa recommended that the executive committee meet to discuss the job description of Executive Director, the employee manual, and set some guidelines for the use of PTO. Sheriffa notified the board of when she would be going on maternity leave.

- b. Connie Elg was introduced to the Board – she has been working part time for the IBBIA, and now part time for the RC&D. Sheriffa requested that the executive committee also discuss pay rate/duties for Connie’s position when they meet.
- c. Sara Sickelka was introduced to the board – she is the summer intern working part time (30 hours per week) for the Grand Avenue Project Committee and part time (10 hours per week) for RC&D. Sara is being paid through a grant from Corridor of Opportunity with the Grand Avenue Improvement Corporation paying \$2,300 of her wage and RC&D paying approximately \$800.

6. Mileage Reimbursement Rate

Since there is no longer a federal vehicle to use for travel the board needs to set a mileage rate. MOTION by Dr. Mark Schulz to pay .39 per mile. SECONDED by Linda Swanson; MCU. The board will re-visit this at a later date.

7. Project Updates from Sheriffa, Connie, and Sara

- a. Legislator Updates: Sheriffa circulated a letter received from Senator Chuck Grassley.
- b. Local Foods project: RC&D still has the grant through the Leopold Center and the Specialty Crop Block Grant. Sheriffa will have to look at this project more in depth, as it was something that Jeff had worked on when he was here.
- c. Scenic Byway Update: the Corridor Management Plan Grant was APPROVED for \$61,680; it is one of three grants that were approved in the state of Iowa. June 25 is the next annual Trek the Trail event, and the Scenic Byway newsletter will be coming out in the next week.
- d. Storm Lake Watershed Management Plan update: a request has been submitted to extend the grant
- e. Leadership Iowa Nomination: Sheriffa was nominated to attend the Leadership Iowa training, but feels the timing is not right to attend. She is eligible to apply next year.
- f. USDA Energy grant program: Connie is assisting Sheriffa in getting this grant application completed – it is due June 15, which gives us approximately 2 ½ weeks to get the grant completed and submitted. The geothermal project is being proposed for Johnson Seeds, Inc. of Newell, Iowa – he is replacing two buildings that were destroyed in a tornado.
- g. Grand Avenue Research: Sara updated the board on the project she is working on for the Grand Avenue Project Committee and RC&D. She is doing research to help get Grand Avenue in Spencer listed on the Register of Historic Places.

8. Board Member Potential Projects:

None brought to the board at this time.

Meeting adjourned at 2:40 pm

Secretary Signature: _____ Mark Schulz