

**Iowa Lakes RC&D
Board Meeting Minutes
October 6, 2011
1:00 PM
(712) 262-2083**

PRESENT

Dan Heissel – Clay County
Linda Swanson – Clay County
Tammy McKeever – Clay County
Earl Muilenburg – Dickinson County
Pam Jordan – Dickinson County
Joel Horsley – Palo Alto County
Keith Wirtz – Palo Alto County
Miriam Patton – Palo Alto County

Steve Pitt – Palo Alto County
Charlene Elyea – O'Brien County
Dr. Mark Schulz – O'Brien County
Nick Schmalen – Osceola County
Bill Imhoff – Osceola County
Sheriffa Jones – Executive Director
Connie Elg – IBBIA Secretary
Alana Heying – Heying Tax & Accounting

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

AGENDA:

MOTION by Steve Pitt to approve the agenda; SECONDED by Bill Imhoff; MCU.

MINUTES:

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

MOTION by Linda Swanson to approve minutes; SECONDED by Miriam Patton; MCU.

TREASURER'S REPORT:

Went through budget very closely; issue of concern is assets minus accounts payable and liabilities due for payment leaves very little monies for operations. Discussion followed re: allocating grant monies for office overhead where possible, and making sure grant funds are accounted for accurately. Money will be requested for grants where money has been spent but reimbursement not yet requested or received. Looked at Profit & Loss by Class: Iowa Bed and Breakfast Innkeepers Association is over contracted hours, Connie was asked to limit hours until this can be straightened out. Further discussion was held on financial health of organization and potential sources of future income. Internal review will be completed and executive committee will meet in November to further discuss finances. The full discussion can be heard on taped recording, as requested.

MOTION to approve the treasurer's report as presented by Mark was made by Miriam Patton; SECONDED by Tammy McKeever; MCU

NEXT MEETING DATE:

Next meeting will be November 3, 2011 at 1:00 p.m. to re-examine budget issues.

AGENDA ITEMS:

1. Introduction of Bob Waters, IDALS employee:

Bob talked about what he does with the Department of Agriculture, and the hope that he would be able to collaborate on projects that may benefit the RC&D financially. Bob has been instrumental in helping to get furniture into the office – hauling with his trailer and helping to do the heavy lifting – it is very much appreciated!

2. Iowa Lakes RC&D Office, Staff & Board Update

- a. Handed out updated Board info: Changes brought up were new phone number for Joel, Steve's cell phone, and Miriam's PO Box number
- b. Eliminated PO Box: mailbox left behind by Heartland Communications working out great
- c. Office Furniture: new (used) furniture purchased and in place. Dickinson County came and got their furniture and left us a conference table and chairs in return – spent less than \$400 total to date.
- d. Request for RC&D to cover two weeks of maternity leave: Sheriffa had enough paid time off to take 6 weeks maternity leave, and took 9 weeks. This time has been paid already, but Sheriffa is in the hole for 3 weeks of PTO. Discussion was held as to how best to handle this, so Executive Board will look at Sheriffa's contract and determine best way to handle this. Sheriffa will email portion of contract relating to comp time, PTO, and maternity leave to the Executive Board.
- e. Interest earning checking account (The Farmer's Bank): mailing was received about earning interest on our checking account, but it pays very little (1/2 – 1%); issue was tabled for now, to be looked at when RC&D is more financially stable.
- f. National Association of RC&D Dues: \$450, will not be paid this year. Typically paid every other year, and RC&D did pay last year.
- g. United Way of Spencer: requesting gift of money, don't know what was done in past; will not be giving this year.
- h. Clay County Pheasants Forever: typically give \$100 to Pheasants Forever in all 7 counties, but will not be donating to any counties this year. A letter will be sent to all Pheasants Forever counties (and other organizations requesting money) letting them know that we will be unable to donate at this time.

3. Contracting with Jeff for project work

Local Foods, Wildlife Action Plan, Computer Recycling, Storm Lake Watershed Management Plan: Jeff's suggested contract requests \$1500 per month for one year (two days in office per week and from home as needed); no insurance and no taxes would be paid. Discussion centered on whether this work would be self-sustaining (able to pay for itself for an entire year). Jeff was primarily involved in the Wildlife Action Plan and Local Foods grants when he was here. MOTION to offer Jeff one month's work at \$1500 to focus on the Wildlife Action Plan and the Watershed Management Plan was made by Keith Wirtz; SECONDED by Pam Jordan; MCU

4. From the Iowa League of RC&Ds (Warren Johnson)

- a. League Executive Director: Monthly Activity/Progress Report: Local foods, scenic byway, wetland mitigation, farmer's market program, farm bill to get money for RC&Ds.
- b. Bylaws and Articles of Incorporation: notice came from IA Secretary of State; will be posted online.
- c. North Central Newsletter & Suggestions: report significant changes in bylaws to the IRS via form 990, still authorized by Farm Bill, recommended to maintain annual plan, Executive Committee meeting minutes should be ratified by full board, among other recommendations.

**All Iowa League information will be posted on the website.*

5. Project Updates from Sheriffa and Connie

- a. Scenic Byway (Buena Vista, Clay, Cherokee, O'Brien): new signs are up; GIS grants completed; Photography grant almost done – should be done by next week

- b. Storm Lake Watershed Management Plan update (Buena Vista): End of March completion date; Jeff & Sheriffa met with group last week – social assessment not brought up; next draft due October 15, 2011.
- c. Storm Lake Depot (Buena Vista): Depot is in the process of being sold to the city – farmer interested in being entity for tax credits.
- d. Local Foods (Dickinson): Sheriffa met with Dennis – hoop houses had tomatoes by June; supplied food to Maxwell’s, Minerva’s and hospital in Spirit Lake; needs to start work with education school districts; great year – happy with restaurants who participated. Conference call next week, training on the 17th.
- e. Mini-Wakan State Park (Dickinson): construction has started – hoping to be enclosed before snow flies.

6. **Board Member Potential Projects:**

- a. Company out of Charles City milling and making log cabin kits; RC&D in area was helping but then closed, so might be some way we could partner with this project.
- b. City of Hartley bought a house built in 1896 and now wants to convert to a museum.

Meeting adjourned at 3:00 pm

Secretary Signature: _____ Mark Schulz