

**Iowa Lakes RC&D  
Board Meeting Minutes  
November 3, 2011  
1:00 PM  
(712) 262-2083**

**\*Board minutes are available on cassette tape for the convenience of Board Members.  
\*\*Tapes cannot be removed from the RC&D office.**

**PRESENT**

Dale Arends – Buena Vista County  
Bob Anderson – Buena Vista County  
Dan Heissel – Clay County  
Linda Swanson – Clay County  
Earl Muilenburg – Dickinson County  
Pam Jordan – Dickinson County  
Bob Ness – Emmet County  
Kathy Luedke – O’Brien County

Charlene Elyea – O’Brien County  
Dr. Mark Schulz – O’Brien County  
Richard Haack – O’Brien County  
Nick Schmalen – Osceola County  
Miriam Patton – Palo Alto County  
Sheriffa Jones – Executive Director  
Alana Heying – Bookkeeper

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

**AGENDA:**

MOTION by Charlene Elyea to approve the agenda; SECONDED by Earl Muilenburg; 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:**

MOTION to approve the treasurer’s report as presented by Mark & Alana was made by Earl Muilenburg; SECONDED by Bob Anderson; MCU

**NEXT MEETING DATE:**

Next meeting: Christmas potluck December 1, 2011 at Oneota Cabin followed by regular board meeting at 1:00 p.m.

**AGENDA ITEMS:**

**1. Internal Review:**

- a. Linda Swanson gave report on Internal Review; Linda, Mark, Tammy, Curt and Alana met at Heying Tax office on October 27 and went through 2010 books month by month - no discrepancies to report.
- b. PTO/Maternity Leave – Mark and Dan will meet again to develop some options; once they’ve met they will speak with Sheriffa, then present the option to the full Board via email for approval.
- c. Executive Board – discussion of whether other Board members can attend meetings of Executive Board and whether they should be able to offer input at the time. Minutes are now being kept on tape in the office should any Board member want to come in and listen to them. Executive Board minutes will be sent via email to full Board, but not be posted to

the website, and the Executive Board will keep the full Board apprised of all activity. Sheriffa recommends Board look at what dollar amounts should be posted to the website.

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

- a. Clay County PF letter sent – letters to other counties not sent, because other counties have in the past come to us. Sheriffa will explain our situation to them as they contact her.
- b. Spencer Chamber of Commerce Membership – Dan recommended Sheriffa meet with a Chamber representative (Bill Campbell) to see what the Chamber can do for us before determining whether to join again or not.
- c. Miscellaneous – received Thank You from Bill Muller, landlord, who recently had bypass surgery (we sent him a get well card). Iowa RC&D's update – Sioux Rivers officially closed – they are adjacent to us, and we have done work for them in the past; Prairie Partners & Chariton Valley likely to close.

## **3. Contracting with Jeff for project work**

Contracts are on the website if Board members would like to view; Sheriffa will remove dollar amounts. Paper work has been filled out for Alana to do electronic deposit; payroll will coincide with current pay periods to avoid additional bookkeeping duties.

- a. October 11 – November 11: Wildlife Action Plan & Storm Lake Watershed Management Plan
- b. November 14 – December 14: Wildlife Action Plan, Storm Lake Watershed Management Plan, Computer Recycling and Local Foods

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

Monthly activity/progress report is on the website if Board members would like to read it.

Sheriffa volunteered to submit a written report for the Board, but general consensus is that it is not necessary.

## **5. Project Updates from Sheriffa and Connie**

- a. Scenic Byway Photography Request – completed; Sheriffa has submitted final paperwork along with request for payment of \$4,960.
- b. Scenic Byway CMP (Corridor Management Plan) – received \$61,680 grant from Federal Highways thru DOT; includes some in-kind match; going through paperwork with DOT so project can begin. Some sections may need to be contracted out, some can be done in-house.
- c. Scenic Byway General – had meeting this week...
  - i. Photo & GIS – Completed; gotten all deliverables.
  - ii. DOT Phase 2 – paying for staff to accomplish deliverables in 2-yr. period
  - iii. Update on Trek the Trail & Geo-cash – turnout not great this year; Byway committee contemplating doing this every other year with some other activity for education outreach.
  - iv. Signage Update & Formal Unveiling – signs are up, and look great! We are responsible every year for a signage count. Invite RC&D Board, dignitaries, Governor, etc. to unveil signs followed by stakeholder meeting. Iowa Natural Heritage Foundation would like a few minutes at stakeholder meeting to inform people about INHF and how they could possibly help with project.
  - v. Byways Website & Travel Guide – working on website, should be up in February. Travel Guide mock-up was passed around; hoping to be printed yet in 2011.
  - vi. Newsletter – Sheriffa is working on the newsletter, hoping to have out by end of year.

- vii. Stakeholder Meeting (work with Iowa Natural Heritage Foundation) – see above.
  - viii. Organizational Discussion
  - ix. Nonprofit, as a committee of the RC&D – Sheriffa’s opinion is that they are not ready to be a stand-alone board at this time; she will put on next Board agenda for a vote. If anyone wants to see contract for this grant please contact Sheriffa.
  - x. Need Sustainable Funding
- d. Storm Lake Watershed Management Plan – Bob Waters helped out with maps and action plan to keep things on track; Bob, Jeff and Sheriffa will meet weekly to keep this moving forward. Plan will be done by February 1, 2012. Current payment is being held until some conditions are met. Final plan needs to be done by April 1, 2012. We will continue to send them drafts, and are having monthly conference calls.
6. **REAP Comments** – Dan attended; legislators have problem with DNR open spaces and how that money is used, so he hopes they don’t mess with that formula. There were Legislators there to address rumors of budget cuts.
7. **Board Member Potential Projects:**
- a. From Warren: The only RC&D that I know of that said they were in the process of closing is Sioux Rivers. I have heard that Chariton Valley is likely going to close, and also thinks Prairie Partners will as well. Prairie Rivers and Geode were working on the log cabin project with Brandrup.
  - b. Biocycle Magazine: [www.jgpress.com/current.html](http://www.jgpress.com/current.html) and Omagrow - project brought to our attention by Bob Waters. Omagrow is a product that recycles grass clippings and tree bark - how can we take those products from multi-county area to use to our own advantage. Another idea would be a service that would provide advice to men on what to get wife for anniversary/birthday/special event that would actually be appreciated by them...would promote local businesses. Alana mentioned that Jeff had talked of a business that took grass clippings and made them into pellets for pellet stoves. Discussion followed of how to promote other businesses along the scenic byway.

Meeting adjourned at 2:45 pm

Secretary Signature: \_\_\_\_\_ Mark Schulz