

**Iowa Lakes RC&D
Board Meeting Minutes
December 1, 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
Phil Driver – Buena Vista County
Dan Heissel – Clay County
Linda Swanson – Clay County
Jerry Crew – Clay County
Tammy McKeever – Clay County
Barbara Tagami – 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
Nick Schmalen – Osceola County
Bill Imhoff – Osceola County
Keith Wirtz – Palo Alto County
Miriam Patton – Palo Alto County
Steve Pitt – Palo Alto County
Sheriffa Jones – Executive Director
Jeff Kestel – RC&D Project Coordinator
Connie Elg – IBBIA Secretary
Alana Heying – Accountant

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

AGENDA:

Addition made to agenda by Dan; MOTION by Dale Arends to approve the agenda with the addition; SECONDED by Phil Driver; MCU.

MINUTES:

Dan asked for any corrections or additions to minutes of previous meeting; Alana requested her title be listed as accountant instead of bookkeeper. MOTION by Tammy McKeever to approve minutes with the title correction; SECONDED by Charlene Elyea; MCU.

TREASURER’S REPORT:

Full discussion under Agenda Item #1 below: MOTION to approve the treasurer’s report as presented by Mark and Alana was made by Jerry Crew; SECONDED by Phil Driver; MCU

NEXT MEETING DATE:

Next meeting will be February 2, 2012 at 1:00 p.m.

AGENDA ITEMS:

1. 2012 RC&D Budget Discussion & Approval –

- a. Alana gave overview of changes to accounting report; actual amounts will be reported vs. estimated amounts, and Alana did go back through reports so that actual representation is made of costs.
- b. Discussion of dollars needing to be allocated for overhead in grants, where able to do so. Most grants are set up to record “administrative costs” only, so Sheriffa keeps a spread sheet of how those costs are broken out to include overhead.

- c. Alana is increasing her price to \$135.00 per month (increase of \$10.00 per month); if the RC&D would like more detailed reports from Heying Tax she would need to increase her monthly charge to \$150.00 – no decision made at this time.
 - d. Discussion of paying Connie (or any employee holding IBBIA Secretary position) at one set rate whether working for IBBIA or RC&D to avoid any payroll confusion.
 - e. Sheriffa needs to be freed up to pursue other grant work, may be possible for Connie to take on some RC&D grant work that is time-consuming for Sheriffa, such as Scenic Byway
 - f. Protocol for future grant work: an hourly rate will be charged up front for time spent on grant research/preparation; if the entity requesting assistance follows through with having us help write the grant, that initial money collected will be subtracted from the overall 10% of grant total that we normally collect for our work.
 - g. Alana included a “State of the Company” report and a draft of the 2012 budget; she recommends that the RC&D needs to generate approximately \$24,700 in new project income in the next year to balance the budget.
 - h. Sheriffa reported that an Executive Board meeting may be needed to discuss budget progress, Connie’s wage, Sheriffa’s PTO
 - i. MOTION to approve budget as proposed for next year with the minor changes (lowered per copy charges/amended amount of revenue needed to balance budget/along with Alana’s increase in fee for service); SECONDED by Jerry Crew; MCU.
2. **IBBIA Contract** – the amount of the contract will stay the same; office expenses added this year are reflected in the contract. Contract year will be January 1, 2012 – December 31, 2012 and covers 300 hours of staff time for the year, with additional hours to be requested by the IBBIA in writing to the RC&D and billed appropriately. Language stating “approximately 5 hours per week” will be deleted. MOTION by Phil Driver to approve intent of contract, with minor changes to be made; SECONDED by Bill Imhoff; MCU.
3. **Iowa Lakes RC&D Staff & Board Update, if any:** office needs have been met - two more desks acquired; Clay County Conservation Board has been great about helping out with moving furniture.
4. **Contracting with Jeff for project work (December – January)** – new contract written up for December through January and January through February at \$1500 per month: MOTION by Tammy McKeever to accept contract as written; SECONDED by Miriam Patton; MCU.
5. **Project Updates from Sheriffa, Jeff, and Connie:**
- a. Jeff updated board on the Wildlife Action Plan and Local Foods: funds have been requested from both programs and approximately \$26,000 has been received. Local foods project grant will be finished in December, and a new grant started. Dennis McDonald, coordinator of the Local Foods grant, has accepted a position elsewhere, so will be unavailable to finish out the next grant. A good possibility for replacement is Laura Kuennen at Woodbury County Extension; she is currently doing similar work in the area on a part-time basis so could be contracted to continue the work Dennis has begun here. She is familiar with the program and already has a good start on the program. No motion needed, as Laura is just a replacement for Dennis. Contract is being worked out between RC&D and Woodbury County. Jeff drove the watershed and documented tillage that is going on, he sent some maps to Des Moines per required by grant.
 - b. Sheriffa updated Board on scenic byway grant, watershed grant, and auditing of payroll timesheets. Sheriffa also reported that she has had some interest in energy projects.

- c. Connie reported that she is currently working on the membership drive for the IBBIA; current members are renewing and a few new members have enrolled. Connie's duties at this point are tracking the memberships, making deposits, updating IBBIA board members of progress, and notifying Alana of deposits made.

6. Board Member Potential Projects:

- a. Phil advised Board of Special Youth Challenge program he is involved in; may be some possibility of grant writing assistance.
- b. IA Heartland RC&D had a day where Board members and other interested stakeholders could travel around the area to get a first-hand view of programs being carried out – Sheriffa felt this might be a good idea for our RC&D to do; this can be discussed more at a future date.
- c. Blue Zones is offering \$50 million is potential funds in Iowa – may be some way for RC&D to become involved.

Meeting adjourned at 2:45 pm

Secretary Signature: _____ Mark Schulz