

## **Ida County Conservation Board (ICCB): Meeting Minutes**

**299 Jasper Ave., Ida Grove, IA, 51445**

Monday, April 8<sup>th</sup>, 2024

6:00pm, Conservation Center, Moorehead Park

**Board Members Present:** Synda Jepsen, chair; Randy Vogt, vice-chair; Sue Knop, Dennis Leonard, and Don Poggensee.

**Others Present:** Zach Hall, Director

The April 8<sup>th</sup> ICCB business meeting was called to order at 6:03pm by Synda Jepsen.

### **Primary Agenda Topics:**

**ICCB agenda:** A motion to pass the agenda was made by Don and seconded by Dennis, all were in favor.

**Minutes:** March 11<sup>th</sup> Minutes were reviewed. A motion to pass the minutes was made by Sue, seconded by Randy, all were in favor.

**Monthly Bills:** ICCB discussed expenses for fuels, shoreline armoring, and internet. A motion to approve the bills was made by Don, seconded by Sue, and all were in favor.

**Budget:** Hall reported the YTD expenses, revenue, UBI account balance, and monthly standings. FY24 expenditures are on track with monthly budget predictions at 22.9% of ICCB's General Basic remaining. At the same time last year, after April, 25% remained.

**Public Input:** No public comments were brought to ICCB this meeting.

### **Secondary agenda topics:**

**ICCB update:** Staff planned educational programs, prescribed fire, prepared campgrounds for opening at the end of April, and collected park user data. More than 1,900 cars drove through Moorehead Park, just on the weekends, and is averaging 126 users and 55 cars per weekend.

**CCRA Campground Details:** Campgrounds will be officially opened for public water use Friday, April 26<sup>th</sup>. Five campsites are now reservable at: <https://www.mycountyparks.com/County/Ida/Facility/Search.aspx>. ICCB discussed issuing a camping bargain for long-term campers, no actions was taken. Internet plans for Crawford Creek were discussed, but the project depends on county Board of Supervisors support.

**10-year Anniversary of the Conservation Center:** Danielle, ICCB naturalist, is planning an event to celebrate the 10-year anniversary of the Conservation Center in the fall of 2024.

**Smith's WHA:** Management practices and policies of the property were discussed. No action was taken.

**Donations:** ICCB discussed implementing new donations policies to ensure that future items accepted by ICCB align with their mission and do not cost the department extra taxpayer expenses. No action was taken.

**MH Internet Plans:** ICCB approved of a quote for \$3,628.95 to improve the Conservation Center's and MH park shop internet by the county's contracted tech company, Solutions. County contracts may cover pre-paid work expenses, which will need to be reviewed prior to beginning. If the county contract covers the work for the conservation department, ICCB issued permission to move forward with the internet upgrades.

**IA DNR Grants:** ICCB's Fish Habitat grant for shoreline armoring is nearing completion. One more truck load of #250 class E revetment is budgeted, but this will need to wait until Ida County budget amendments are completed.

**ICCB and Partners:** ICCB donated camping/cabin certificates to Crooked Spurs for the local NWTF fundraiser banquet. ICCF agreed to match \$150 of rock to surface a kayak access at Crawford Creek Recreation Area south of the cabins, along the primitive camping area.

**Director's Report:** Closed Session, pursuant to IA Code Ch. 21.5.i. The employee under review requested ICCB to enter closed session. Dennis made the motion for ICCB to enter closed session, seconded by Don, all were in favor. Deliberation occurred. Synda made the motion to exit closed session, seconded by Sue, and all were in favor.

**FY24 Planning:** ICCB received a resignation announcement from their Executive Director with a last working day in June. ICCB accepted the resignation and set forth a plan to finance the remainder of FY24. The ICCB decided the Director position will be opened to the public for applications, closed when the position is filled. ICCB hopes to have their current director train a new hire, but it is based on the applicants and the FY24 budget status. ICCB completed FY24 plans and moved to FY25 planning to outline future expenses.

FY25 Planning: ICCB reviewed FY25 finances and established a direction to hire on one seasonal starting July 1<sup>st</sup>, at a rate of \$15/hour for 16-24 hours per week. ICCB will be advertising the open Executive Director position at a rate of \$62-68,000 per year. This salary range will be offered starting July 1<sup>st</sup> to the new hire. Depending on the new Director's salary, which will depend on the qualifications and experience, ICCB will adjust other department staff salaries to ensure fair compensation is offered to ensure continued employment of staff, based on their performance and position qualifications. The alterations of the initial FY25 budget plan may be needed to ensure that a quality Executive Director is hired. FY25 budgets, across all ICCB managed accounts will not go beyond the bottom-line increase of 8% issued by the County Board of Supervisors.

Open Discussion: ICCB discussed that a special meeting may be called in order to address the hiring process for their director position. By-law, IA Code Ch. 350 states ICCB is responsible for hiring and determining compensation for this position.

After discussion, the ICCB meeting adjourned at 8:31pm. The next ICCB public meeting is **Monday, May 13<sup>th</sup>, 2024**, at 6:00pm at the Conservation Center in Moorehead Park. ICCB meeting schedule and documents can be found at: <https://www.mycountyparks.com/County/Ida/Content/Meetings.aspx>.