



SHELL ROCK RIVER WATERSHED MANAGEMENT COALITION

Quarterly meeting of the Shell Rock River Watershed Management Coalition

9:30am, July 7, 2022

Nora Springs City Hall

45 N Hawkeye Ave, Nora Springs, IA

Attendees:

Ken Nelson (Cerro Gordo County SWCD), Mike Miner (Butler County), Linda Tjaden (Floyd County), Doug Moehle (City of Northwood), James Iverson and Russ Olson (Worth County SWCD), Chelsey Wood (City of Nora Springs), Josh Brandt (Cerro Gordo County), Kip Ladage (Bremer County). Andy Johnson (Floyd County SWCD), Ron Lenth (Bremer County SWCD), Dave McCann (City of Shell Rock) via Zoom.

Non-voting - Kate Hansen (Center for Rural Affairs). Miranda Haes (Iowa DNR) via Zoom.

Agenda

1. **Call to order**
2. **Roll call**
3. **Approval of agenda**
 - a. Motion by Miner, second by Tjaden. MCU.
4. **Approval of minutes**
 - a. April 7, 2022 quarterly meeting
 - i. Motion by Iverson, second by Moehle. MCU.
5. **Treasurer's report and approval**
 - a. Butler County Conservation will possibly be making a budget amendment to account for SRRWMC account expenditures.
 - i. DNR grant spending will be limited at \$11,000 at a time.
 - b. Approval of attached treasurer's report
 - i. Motion by Ladage, second by Tjaden. MCU.
6. **Old business**
 - a. Review and approval of written bylaw addendum (and signatures)
 - i. Article VIII-B shall now read:
 1. Officers shall be elected at the first organizational meeting. In subsequent years, the annual meeting and installation of officers will be held in the first quarter of the calendar year. The Chair shall designate the day, time and place of the annual meeting.
 2. Motioned by McCann, seconded by Tjaden. MCU. Approved: April 7, 2022.
 - b. DNR contract update and review
 - i. DNR contract has been finalized and signed.
 - ii. Was sent out on 6/12 to board for comments, no comments received.
 - iii. Electronic vote 6/14. 12 votes for, 0 votes against. MCU.
 - iv. Nelson signed 6/14 and sent to DNR.
 - v. Project timeframe will be July 1, 2022 to December 31, 2023.
 - vi. Group discussion of grant deliverables, timelines, and subcommittee responsibilities

- led by Nelson.
- vii. Terms of reporting - Miner will be listed as point person. Each subcommittee head will report at each quarterly meeting. Leaders will be responsible for their group's timelines and associated deliverables. SRRWMC leadership will work with the consultant to put together quarterly reports, who will also be required to submit content for quarterly reports.
 1. First quarterly report due in October. Typically due on the 15th of the month, but can discuss alternative date per Haes. DNR would also accept a status update in lieu of a formal report per Haes.
 2. If the 15th falls on a Saturday, Sunday, or holiday, report on next following work day per Haes.
- viii. All spending will require approval by the SRRWMC board. Requests finalized by Wednesday at noon will allow for a check to be cut the following Tuesday per Miner.
- c. Subcommittees
 - i. Action plan
 1. Discussion of social media plans. Wood will join social media committee and lead SRRWMC Facebook.
 - ii. Personnel changes
 1. This is Linda Tjaden's second to last meeting (as of 1/1/2023).
 2. Introduction to new BOD members: Chelsey Wood (City of Nora Springs) and Josh Brandt (Cerro Gordo County, County Conservation Director).
 3. Hansen will update SRRWMC membership list accordingly.
 - iii. Documentation
 1. Members should track their time spent on DNR grant projects/deliverables to the closest 15 min (quarters).
 - a. Formatting needed for tracking meetings and in-kind hours. Nelson will be putting together a form.
 - b. Information needed: attendees, location, purpose, result, time.
 2. On exact dollar amount for in-kind hours: "you can determine that based on your rates [hourly rate] if using work time, or reference federal volunteer rates (\$29.95) if not on work time." - Steve Konrady, Iowa DNR, via Haes
 - iv. Funds request and payment process
 1. Members will submit receipts for reimbursement for supplies and project-related expenses.
 - v. Other
- d. Comprehensive plan committee update
 - i. Review and approval of Request for Proposals (RFP)
 1. Discussion about additions to the RFP before finalized. Included guidance on estimated timeline and inclusion of [Nonpoint Source Management Plan](#) and Smart Planning Principles as described in Iowa Code 18b.
 2. Each entity needs to publicize RFP.
 - a. Post online
 - b. Post in county courthouses
 - c. Local newspaper press release
 - i. Miner will develop press release. Hansen will compile list of local news outlets based on contributions from SRRWMC members.
 3. Approval of RFP with discussed changes
 - a. Motion by Tjaden. Second by Iverson. MCU.
 - ii. Review and discussion of proposal schedule
 1. Timeline:
 - a. Release RFP July 11, 2022
 - b. Proposals due Aug. 12, 2022
 - c. Proposal review Aug. 15-19, 2022
 - d. Selected consultant presentations week of Aug. 22, 2022

- e. Consultant selection week of Sept. 5, 2022
 - f. Action on contract by SRRWMC members Sept. 15, 2022
 - g. Effective start of contract Sept. 15, 2022
 - 2. Approval of above timeline
 - a. Motion by Moehle. Second by Tjaden. MCU.
 - iii. Proposal review plans
 - 1. Motion for comprehensive plan committee to have authority to begin selection process for presenters to the board.
 - a. Motion by Tjaden. Second by Olson. MCU.
 - e. Board of Directors personnel changes
 - i. Josh Brandt (Cerro Gordo County)
 - ii. Chelsey Wood (City of Nora Springs)
 - f. Secretary vacancy
- 7. New business**
- a. Terms of DNR contract reporting requirements
 - i. See above.
 - b. Member announcements
 - i. Discussion of DNR signage grants
 - ii. Discussion of Iowa Watershed Approach field day
- 8. Public comments**
- a. N/A
- 9. Upcoming meetings**
- a. Next quarterly meeting: October 6, 2022, 9:30-11:30am in Nora Springs.
- 10. Subcommittee meeting time**
- 11. Adjournment**
- a. Motion by Iverson. Seconded by Tjaden. MCU.

SRRWMC Cash Donor list:

7/5/2022

<u>ENTITY</u>	<u>AMOUNT</u>	<u>CONFIRMED</u>	<u>HARD COPY</u>	<u>RECEIVED</u>	<u>DATE</u>
Butler County Conservation Board	\$500.00	YES	YES	\$ 500.00	4/18/2022
Butler County Board of Supervisors	\$500.00	YES	NO	\$ 500.00	5/27/2022
Butler County Soil & Water District	\$0.00	?	?		
Cerro Gordo Soil & Water Board	\$500.00	YES	YES	\$ 500.00	3/29/2022
Cerro Gordo County Pork Producers	\$500.00	YES	YES	\$ 500.00	3/29/2022
Cerro Gordo County Conservation	\$500.00			\$ 500.00	5/27/2022
City of Shell Rock	\$1,500.00	YES	YES	\$ 1,500.00	4/19/2022
Shell Rock Area Sportsman Club	\$500.00	YES	YES	\$ 500.00	12/9/2021
Kenneth Nelson/KNFarms	\$500.00	YES	YES	\$ 500.00	3/29/2022
Worth County Soil & Water District	\$500.00	YES	YES	\$ 500.00	3/29/2022
City of Clarksville	\$500.00	YES	NO		
City of Greene	\$500.00	YES	YES	\$ 500.00	1/28/2022
Floyd County Soil & Water District	\$1,000.00	YES	YES	\$ 1,000.00	2/8/2022
City of Nora Springs	\$500.00	YES	YES		
Worth County Board Of Supervisors	\$1,500.00	YES	NO		
Worth County Conservation Board	\$500.00	YES	NO	\$ 500.00	4/19/2022
Mitchell County Soil & Water	\$100.00	YES	NA	\$ 100.00	3/29/2022
Worth County Pheasants Forever	\$1,250.00	YES	NA	\$ 1,250.00	4/19/2022
Shell Rock Development Assoc.	\$500.00	YES	NA	\$ 500.00	1/28/2022
City Of Northwood	\$500.00	YES	NA	\$ 500.00	3/29/2022
Cerro Gordo County	\$500.00			\$ 500.00	5/27/2022
TOTAL	\$12,850.00		TOTAL	\$ 10,350.00	4/6/2022

SRRWMC TREASURERS REPORT 7/5/2022

MEETING DATES

		<u>GENERAL LEDGER</u>	<u>AUDITORS ACTUAL</u>
10/21/2021 TO 12/9/2021	BEG BALANCE	\$0.00	\$0.00
	DEPOSITS	\$0.00	\$0.00
	CHECKS ON HAND	\$500.00	
	UNREALIZED DONATIONS	\$1,000.00	
	FUNDS ALLOCATED	\$0.00	
	PAYMENTS	\$0.00	\$0.00
	END BALANCE	\$1,500.00	\$0.00
12/9/2021 TO 1/28/2022	BEG BALANCE	\$0.00	\$0.00
	DEPOSITS	\$0.00	\$0.00
	CHECKS ON HAND	\$2,750.00	
	UNREALIZED DONATIONS	\$8,600.00	
	FUNDS ALLOCATED	\$0.00	
	PAYMENTS	\$0.00	\$0.00
	END BALANCE	\$11,350.00	\$0.00
1/28/2022 TO 4/6/2022	BEG BALANCE	\$0.00	\$0.00
	DEPOSITS	\$5,100.00	\$0.00
	CHECKS ON HAND	\$1,750.00	
	UNREALIZED DONATIONS	\$5,000.00	
	FUNDS ALLOCATED	\$0.00	
	PAYMENTS	\$0.00	\$0.00
	END BALANCE	\$11,850.00	\$0.00
4/6/2022 TO 7/6/2022	BEG BALANCE	\$5,100.00	\$0.00
	DEPOSITS	\$5,250.00	\$0.00
	CHECKS ON HAND	\$0.00	
	UNREALIZED DONATIONS	\$2,500.00	
	FUNDS ALLOCATED	\$0.00	
	PAYMENTS	\$0.00	\$0.00
	END BALANCE	\$12,850.00	\$0.00

SRRWMC TREASURER



RUSS OLSON



DATE

AMENDMENT OF BYLAWS

A. ARTICLE VIII-B, shall now read;

Officers shall be elected at the first organizational meeting. In subsequent years, the annual meeting and installation of officers will be held in the first quarter of the calendar year. The Chair shall designate the day, time and place of the annual meeting.

Motioned, Seconded, Approved: April 7, 2022

Chair 

Date 7/7/22

Vice Chair 

Date 7/7/22

Treasurer 

Date 7/7/22