

**MINUTES OF THE LINN COUNTY
SOIL AND WATER CONSERVATION DISTRICT COMMISSIONERS
ORGANIZATIONAL MEETING**

Marion, IA

February 13, 2024

CALL MEETING TO ORDER

Krouse called the February 13, 2024, Organizational Meeting of the Linn Soil & Water Conservation District Commissioners to order at 8:53 AM.

Commissioners Present:

Bruce Frana
Laura Krouse
Sue Ellen Hosch
Robert Broulik

Alan Horak

Assistant Commissioner Present:

Karmin McShane

Staff Present:

Levi Schwartz, District Conservationist
Mark Bienemann, Conservation Technician
Jeanette Shoop, Conservation Assistant
Julie Althaus, Previous Acting Conservation Assistant

ADOPT AGENDA

- Frana moved to adopt the agenda. Horak seconded the motion. Motion carried unanimously.

ELECTION OF OFFICERS

- Frana moved that a unanimous ballot be cast for Laura Krouse to serve as Chairperson, Robert Broulik to serve as Vice-Chairman, Alan Horak to serve as Treasurer, Laura Krouse and Sue Ellen Hosch to serve as Co-Treasurers, and Jeanette Shoop to serve as Secretary. Hosch seconded the motion. Motion carried unanimously.
- Hosch moved that Bruce Frana be the designated recipient of the Linn SWCD Bank Statement each month. Frana seconded the motion. Motion carried unanimously.

APPOINT ASSISTANT COMMISSIONERS

Karmin McShane and Butch Neumeyer will continue to serve as Assistant Commissioners. Jackie Wedeking was appointed as a new Assistant Commissioner. Jackie has declined to accept this appointment.

REVIEW OF MEMORANDUMS OF UNDERSTANDING

The commissioners reviewed the following current Memorandums of Understanding:

- Cooperative Working Agreement with NRCS USDA, State of Iowa and Linn SWCD regarding cooperation in the conservation of natural resources – entered into on 02/04/2020.
- Agreement with Linn County Board of Supervisors regarding county soil conservationist position entered into on 11/09/1979. Addendum added 03/13/1996.
- Agreement with Linn County Board of Supervisors, Linn County Soil Conservation Department, Iowa DNR and Linn County Assessor regarding administration of the Slough Bill Property Tax Exemption on Natural Areas entered into on 1/14/2010.
- Agreement with the City of Mount Vernon regarding cooperation in the conservation of natural resources entered into on 04/20/1976.
- Grant and Agreement Award between NRCS and Pheasants Forever, Inc. dated 09/17/2021.

REVIEW OF CIVIL RIGHTS TITLE VI & VII

Schwartz conducted the annual Civil Rights review of Title VI – Delivery of Services and Title VII Equal Employment Opportunity. Schwartz also reviewed the Civil Rights Responsibilities for Partners Checklist. Each Commissioner signed the Partners Checklist.

2024 Review of District Financial Policies Annual Checklist

Shoop shared the 2024 Review of District Financial Policies. Discussion was held on each category. Each Commissioner initialed and dated the Financial Policies Checklist.

- Hosch moved to approve the 2024 Review of District Financial Policies Annual Checklist. Broulik seconded the motion. Motion carried unanimously.

IFIP and REAP Ranking Sheet Review

Shoop shared the current IFIP and REAP Ranking Sheet. Schwartz provided an example of policies and procedures that the Linn SWDC could consider adopting. Discussion followed. Consensus was to review this again at the next meeting.

State Employee Financial Accounts Policy

Shoop provided the State Employee Financial Account Policy. This will be signed and dated by Shoop and sent on to IDALS.

CORRESPONDENCE

There was no correspondence.

ADJOURN

The meeting was adjourned at 9:32 AM.

- Frana moved to adjourn. Horak seconded the motion. Meeting adjourned unanimously.

Presented

Approved

Secretary

Date

Chairperson

Date