

English River Watershed Management Authority

Meeting Minutes

September 19, 2013
12:00 PM
Kalona Community Center

Member Representatives in attendance: Ryan Schlabaugh (Chair), Jack Seward (Vice Chair), Kelley Putman (Treasurer), Nick Pacha, Jan Anderson, Kate Giannini

Others in attendance: Jody Bailey

1. Call to Order

Schlabaugh called the meeting to order at 12:05. Introductions were made.

2. Approval of minutes

a. August 16, 2013

M/S to approve August 16th meeting minutes by Putman/Seward. All ayes.

3. Discussion regarding Watershed Planning Grant contracts

The DNR Watershed Planning Grant the English River WMA will potentially be awarded will require each of the Member Organizations who were officially members at the time the grant application was filed, to sign an individual contract with the DNR to expend grant funds. This is because the WMA is not set up through the Articles of Agreement as a separate legal or administrative entity. Each of the 7 applicable entities (identified below) will need to approve of this through resolution and/or a signature page. County and City entities will need to submit both, SWCDs only need to submit a signature page. Bailey will provide sample documents to this effect for each entity for use at an upcoming meeting at their convenience, or tailor to suit their needs. Bailey also stated she will attend any of those meetings upon request, but this is not required.

The 7 entities the WMA needs approval from are as follows: Cities of Wellman, Kalona, Riverside, and Grinnell; Keokuk County; and both the Iowa and Washington County Soil and Water Conservation Districts.

The same 7 entities will also need to approve of the contracts with proposed subcontractors: Iowa Flood Center, Iowa Soybean Association, and the Watershed Coordinator. Approval of the subcontractors to perform tasks and be paid through grant funds can all be accomplished on the same resolution and/or signature pages from the 7 entities above.

Contracts will need to be in place by November 15, 2013 when the DNR Grant Oversight Board will officially consider the application and associated paperwork and formally award funds if all required documents are in place. Following that, the anticipated start date of the grant will be December 1, 2013.

4. Discussion/Action regarding establishment of WMA fiscal agent

The WMA will need a designated fiscal agent to receive, expend, and report on grant funds utilized. The City of Kalona has offered to serve as the fiscal agent. A discussion took place on this concept.

M/S to approve the City of Kalona serving as the fiscal agent for the English River Watershed by Seward/Putman. All ayes.

5. Discussion regarding Watershed Coordinator position

A discussion took place regarding the contract process with a Watershed Coordinator to fulfill duties as outlined in the working draft of the Workplan/Budget for the planning grant.

6. WMA logo, brochures, promotional items

Bailey shared draft concepts for an English River WMA logo produced by Zephyr Printing.

7. Discussion regarding establishment of routine meeting date for WMA member organizations

A discussion took place regarding establishing dates for upcoming WMA meetings. Tentative dates include October 17th and November 21st. Bailey will send out notices regarding confirmed times and locations at a future date.

8. Other/Announcements

A discussion took place regarding in kind goods and services provided by the City of Kalona, who will also continue to fund the Watershed Coordinator until the contract start date of potentially December 1st.

9. Adjournment

Meeting adjourned at 1:30 PM. M/S by Anderson/Putman.

Chairperson

Date

Minutes taken by J. Bailey