

Attachment for New Business item: Roadside Management/Weed Commissioner Appointment

Supervisor's suggested timeline from the meeting:

- BCCB/BOS work session on this topic on Tuesday, Feb 6, 2024 - met at 10:15am
- BCCB Meeting to approve taking on IRM and any changes Feb 12, 2024, passed
- BOS approves BCCB taking IRM Feb 13, 2024
- BCCB Posts Manager position for hire working with HR and Shelby

Budget:

- The entire existing IRM budget would be transferred to the BCCB starting this year and years following.
- IRM Claims and Revenue would go through the BCCB for approval as BCCB's budget does.
- Budget will be adjusted accordingly:
 - o IRM Salary Budget:
 - Suggested IRM Manager Salary: \$63,000 - \$67,000
 - Current Budget has \$62,363.53
 - Salary wise, the current IRM budget looks functional and appropriate, there isn't room to take a percentage and put it towards the conservation salaries or to have a range going higher than \$63,000 if we wanted to offer a range for experience.
 - This means the BOS have to adjust the IRM/Weed budget an additional \$37,000 for salaries/benefits. Breakdown is below.
 - o Current Director's Salary is 5% of the overall conservation general budget.
 - 5% of the IRM overall budget is roughly \$30,000 (IRM is not split general, supplemental, etc).
 - o Adjustments for additional duties and responsibilities would utilize that \$30,000 as such:
 - Office Manager/Office Operations Coordinator: was submitted at \$54,080, add \$10,000 (from IRM) to make \$64,080 (highest of the advertised range)
 - Director: was submitted originally at \$77,676, add \$15,000 (from IRM) to make \$92,676
 - Benefits with the adjustments above for the Office Manager/Office Operations Coordinator and Director would be: \$4,253.00 (from IRM)
 - The salary adjustments and benefit adjustments would total close to \$30,000, which is roughly the amount of admin percentage currently associated with conservation's budget.
 - Reassess for FY26, in December 2024/January 2025 for workload and salary adjustments for all positions.

Staff Structure/Equipment:

- The Director would manage the IRM Manager and all Conservation Staff.
- Office Manager would manage all revenue, expenditures, grant writing, assist with scheduling needs, training, etc. The Office Manager would not supervise staff but help with coordinating staff.



- IRM Manager would manage two full-time employees and any seasonal staff they have. They would report to Director and regular updates to BCCB
 - Per state code, there shall be an IRM committee which will meet annually in January.
 - This would coincide with the January BCCB meeting as members of the BCCB will be on the committee and some additional members from the community.
- Actively working with Myron and Alisha on equipment lists
 - Myron stated the buildings CAN be used at secondary but requested the same hours as possible (which we have).
 - Myron said that equipment can be maintained at the secondary roads shop, but may not receive priority if multiple vehicles are in need.
- BCCB budget has been okayed and will get approved as is, including adding two employees regardless of taking on IRM
- IRM staff and BCCB staff would work together as needed on specific projects (burns, large scale management, staff meetings, etc.) roughly 10 – 20% of the time but very yearly and project dependent.
- **Departmental Agreements:**
 - Agreement between BOS/BCCB: The BCCB will trial the managing of the IRM department and reassess with the BOS after the IRM Committee Meeting January of 2025, and January 2026 to decide if it shall remain under Conservation. Until then, it is understood that the BOS supports the rate of hiring, spraying, management, etc. and that BCCB staff are not to be used to fill those positions and vice versa regardless of vacancies (with the 10-20% expected crossover).
 - If roadside complaints come in and the position(s) is not yet filled, the individual complaints or issues will be contracted out until positions are filled. The payment will come out of IRM section of the budget. This allows forward progress/problem areas to be handled while we work on appropriately filling the positions for success.
 - The Weed Commissioner Appointment Portion: The hired Roadside Manager shall assume the role of Weed Commissioner and report to the BOS on Weed Commissioner items twice a year (and as needed with IRM). The first year (March 2024 – February 2025) the Weed Commissioner will not be appointed under the Conservation Department (IRM/Weed).
 - Mowing the ditches, state code says:
 - **314.17 Mowing on interstates, primary highways, and secondary roads.**
 - Mowing roadside vegetation on the rights-of-way or medians on any primary highway, interstate highway, or secondary road prior to July 15 is prohibited, except as follows:
 - 1. Within two hundred yards of an inhabited dwelling.

- 2. On rights-of-way within one mile of the corporate limits of a city.
- 3. To promote native species of vegetation or other long-lived and adaptable vegetation.
- 4. To establish control of damaging insect populations, noxious weeds, and invasive plant species.
- 5. For visibility and safety reasons.
- 6. Within rest areas, weigh stations, and wayside parks.
- 7. Within fifty feet of a drainage tile or tile intake.
- 8. For access to a mailbox or for other accessibility purposes.
- 9. On rights-of-way adjacent to agricultural demonstration or research plots.
- Agreement between Engineer/Secondary Roads/BCCB: The Secondary Roads department will continue to support BCCB and IRM/Weed department during this transition and after. Communication will be mandatory on regular basis and there is an understanding that this will look different month to month until a good flow is figured out. Engineer/Secondary Roads members will be requested to provide input to the Roadside Manager and invited to attend the Committee meetings for feedback.
 - Myron and his crew will meet with Shelby and her crew to discuss points of contact and how to move forward with communicating needs of the roads, including but not limited to: ditch cleanouts, tree felling, seeding, assist in other areas, etc. Understand there will be some back and forth and sometimes time/projects will not allow assistance at some points.
- IRM Manual <https://publications.iowa.gov/26804/>
- Conservation Staff Structure:
 - See attached image.

BCCB FY25
Organizational Chart

