

BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS
MINUTES OF MEETING
WEDNESDAY, APRIL 6, 2016 AT 1:00 PM **CONFERENCE ROOM**

MEMBERS PRESENT: Joel Koch, Jerry Oines, Rick Kerr, John Heylens, Mark Stime – Advisor; Kirk Steege, Advisor; Chuck Zink, Advisor

ABSENT: Darrell DeBoer

OTHERS PRESENT: Joan Kreitlow, Jon Finnegan, Tabithia Scott, NRCS

Chairman, Joel Koch called the meeting to order at 1:08 PM.

Rick Kerr moved to approve the agenda, second by John Heylens. Motion carried.

Minutes of the March 2, 2016 meeting were sent to the supervisors prior to the meeting. Jerry Oines moved to approve the minutes, second by John Heylens. Motion carried.

TREASURER'S REPORT:

General Fund Balance (3/2/16)	\$ 92,061.11	
Money Market II	\$ 15,328.81	
Big Sioux Water Festival	\$ 18,089.81	
Accounts Receivable (as of 4/6/16)	\$ 70,987.67	
<u>Accounts Payable</u>		
Big Sioux River WS RAM contract payment (<i>\$576/yr. thru 12/31/2019</i>)		\$ 2,304.00
Schuneman's – JD 1590 No-Till Drill Purchase (<i>5 pmts - \$4,772.62/yr. beginning 7/10/15</i>)		\$19,090.48
Pfeifer's – Great Plains Drill – (<i>5 pmts - \$7,208.86/year</i>)		\$24,500.00

Rick Kerr moved to accept the treasurer's report, second by Jerry Oines. Motion carried.

RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT- (SEE ATTACHED)

John Heylens moved, second by Joel Koch, to approve the receipts and disbursements and the bills presented for payment. Motion carried.

REPORT ON DISTRICT SERVICES & CORRESPONDENCE

Joan Kreitlow, Office Manager and Jon Finnegan – Conservation Resource Specialist

- **2016 District Services:** Tree Planting – 49.8 acres; Tree Fabric – 192,005 LF (37 mi); Grass Seeding – approx. 310 acres
Started roto-tilling tree sites 4/5/16 – only 12 sites left to till; Larson Mfg. Arbor Day Tree Delivery – 4/28/16
- **Equipment –**
 - Drill contribution update - \$10,000 received in contributions.
 - Tree Spade Repairs – Jon reported the tree spade had to have seals repaired.
 - Tractor Lease update – An MOU with the Big Sioux Nursery was reviewed for lease of one of the New Holland T7.210 tractors. Jerry Oines moved, second by Joel Koch to sign the MOU. Motion Carried.
 - Case tractor part ordered for broken shaft
- **Building/Tree Cooler –** Hill Refrigeration will be contacted to inspect the tree cooler for insurance purposes.
- **Tree Delivery/Pick up Schedule –** Jon will be picking up trees beginning April 15 from Schumacher, Bailey's, Towner and Big Sioux Nurseries. Hand Plant Pick up Date is scheduled for Friday, April 29, 2016 from 8:00 am – 5:00 pm
- **Grass Seed Sales –** Seed estimates were reviewed and discussed. John Heylens moved, second by Joel Koch to go with Agassiz Seed and Supply for purchasing grass seed this year and to re-visit next year on pricing. Oines, Koch, and Heylens all voted in favor. Abstain: Rick Kerr. Motion carried. Discussion by the board on how to charge and bill for grass seed sales. The board felt the BCCD should make a minimum profit of \$10/acre.

Jerry Oines moved, second by Joel Koch to apply for a Seed Dealer License. Motion carried.

- **Contract Diesel –** 1000 gallons contracted from Martin Oil at \$1.55/gallon

EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED:

- **BROOKINGS CO. PHEASANTS FOREVER BANQUET/BOOTH** – Tuesday, March 15, 2016 – Banquet and booth went well. Potted trees used at the booth were given as door prizes.
- **SDACDE LEARNING CONFERENCE** – March 9-10, 2016 – Ramkota Hotel and Conference Center – Pierre, SD. Room reservations have been made at the Ramkota. Those who attended: Jerry Oines, Darrell DeBoer and Jon Finnegan.
 - Rick Kerr moved to eliminate the BCCD debit card and apply for a credit card, second by John Heylens. Motion carried.
- **E. SD SOIL AND WATER RESEARCH FARM ANNUAL MEETING** – 3/16/16 – USDA ARS NCARL – Jerry Oines and Joan Kreitlow reported on the annual meeting. Highlights from the meeting: Passed a resolution in support of the USDA ARS NCARL. Resolution will be sent to the SD Delegation in Washington DC. Two year land lease renewal will remain the same; Motion passed to move forward with Phase 2 building renovations; 22nd Annual Field Day is scheduled for June 21, 2016 – Theme: "Natural Capital" Putting Principle into Practice. Tour begins at 10am followed by a complimentary noon lunch.
- **BIG SIOUX RIVER WS PROJCT STEERING COMMITTEE MTG.** – no report given

Erosion Complaint update – no update

Personnel/Policy Manual Updates – John Heylens reported the proposed personnel policy manual information is at the State's Attorney's office for review. John said it should be available at the May meeting for the board to review.

NRCS OFFICE REPORT – Tabithia Scott, Acting District Conservationist, gave an update on NRCS activities (see attached). The board discussed drafting a letter to SD Delegation in Washington DC regarding the slow process in filling NRCS vacancies. Kirk Steege volunteered to work with office manager to draft a letter.

CONSERVATION PLANS– No plans presented.

HIRING SEASONAL EMPLOYEES: Interviews are scheduled for April 13, 2016 at 5:00 pm

REVIEW SUPERVISOR PER DIEM/MILEAGE RATES – Current rates: \$50/half day; \$100/full day; Mileage: \$0.37/mile
The State rate is \$0.42/mile effective July 1, 2015. The board's policy is to pay mileage based on State rate. Joan will double check with the state for current mileage rate.

UPCOMING MEETINGS/EVENTS:

May 10, 2016 – Big Sioux Water Festival – SDSU Campus – 9:45 am – 2:00 pm

June 14, 2016 – 7th Annual Ag Women's Day – 1st Lutheran Church Activity Center

June 16, 2016 – Research Farm Field Day – 10am – Complimentary Noon lunch

NEXT SCHEDULED BOARD MEETING: Wednesday, May 4, 2016 at 8:15 AM

Being no further business to come before the meeting, Chairman Koch declared the meeting adjourned.

Joan Kreitlow, Recording Secretary

NRCS Field Office Report 4/6/16
Tabithia Scott, Acting DC

Programs Update

- CSP**
- Interest letters with applications sent to 23 producers
 - 20 new applications received by March 31 deadline
 - 10 renewal applications received by March 31 deadline
 - Sending information out to new applicants this week to set up appointments to complete their eligibility and CMT.
 - o May 6 eligibility deadline
 - o June 3 Final CMT deadline
 - FY2016 contract reviews completed
- EQIP**
- Working with producers to complete/certify practices for existing contracts
 - 1 Soil Health initiative application selected for funding
 - 3 funded EQIP approved and ready for producer signature
 - FY2016 contract reviews completed
- WRP**
- Kaytee sent out practice reminder letters for active restoration contracts
 - Working with Kaytee on CUA requests and following up on active restoration contracts
- WRE**
- Survey completed for WRE, not yet finalized
- CRP**
- Currently 27 new offer and 15 re-enroll applications to process
 - Approximately 10 burn plans have been reviewed for mid-term management this spring

Wetlands

- There are currently 33 outstanding CWD requests to be completed in Brookings County

Staffing

- Tabithia Scott was selected as the new District Conservationist, 3/17/16 start date
- Soil Conservation Technician (SCT) vacancy was advertised and closed 3/29/16
- Corrie Holt (SCT) in the Kingsbury office will be coming down a couple of times each week to help out for the next 2-3 months
- Pam Walsh (Program Support Specialist) will be in Brookings FO on Tuesdays