

**BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS**  
**MINUTES OF MEETING**  
**TUESDAY, AUGUST 2, 2016 AT 8:15 AM**                      **CONFERENCE ROOM**

**MEMBERS PRESENT:** Darrell DeBoer, Joel Koch, Jerry Oines, Rick Kerr, John Heylens

**ABSENT:** Mark Stime, Kirk Steege, Chuck Zink - Advisor

**OTHERS PRESENT:** Joan Kreitlow, Jon Finnegan, Tabithia Scott – NRCS District Conservationist, John Parker - Minnehaha Conservation District, Barry Berg – Big Sioux Watershed Project

Chairman, Joel Koch called the meeting to order at 8:24 am.

Jerry Oines moved to approve the agenda, second by Rick Kerr. Motion carried.

Minutes of the July 12, 2016 meeting and July 27, 2016 special meeting were sent to the supervisors prior to the meeting. Rick Kerr moved to approve the minutes, second by Darrell DeBoer. Motion carried.

**TREASURER'S REPORT:**

|  |              |             |
|--|--------------|-------------|
| General Fund Balance (7/31/16)   | \$ 87,558.55 |             |
| Money Market II  | \$ 15,336.45 |             |
| Big Sioux Water Festival   | \$ 13,490.51 |             |
| Accounts Receivable (as of 7/31/16)  | \$ 41,322.73 |             |
| <u>Accounts Payable</u>  |              |             |
| Big Sioux River WS RAM contract payment (\$576/yr. thru 12/31/2019)                      |              | \$ 2,304.00 |
| Schuneman's – JD 1590 No-Till Drill Purchase (5 pmts - \$4,772.62/yr. beginning 7/10/15) |              | \$14,317.86 |
| Pfeifer's – Great Plains Drill – (5 pmts - \$7,208.86/year)                              |              | \$24,500.00 |

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

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

Darrell DeBoer moved, second by Rick Kerr, 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:** Grass Seeding –1,226.7 acres completed.
- **Equipment –**
  - Enclosed trailer – Jerry will get estimates for a new trailer sometime this fall/winter.
  - Repairs & Maintenance – Jon reported that a few minor repairs need to be done to the tiller.
- **Building/Landscaping:** The board re-capped the items discussed at the special meeting on 7/27/16. In regards to the landscaping, it was suggested to see if any of the seasonal tree crew would be available to clean up the landscape around the building and around the flagpole. The area to the east of the flagpole needs to be redesigned or seeded down. Joan will contact Kay Meidinger to clean the office area again. Discussion was held about moving some of the Freeman Maple on the West side of the lot. Jon will talk to a few tree movers to see if they would be interested.
- **Research plot seedings –** Discussion was held about charging an additional fee to seed research plots. The board will discuss further when they review 2017 prices.

**BIG SIOUX RIVER WS PROJECT UPDATE –** BARRY BERG updated the board on the progress of the project.

**MITIGATION BANK/LONG-TERM BANK MANAGEMENT PLAN –** John Parker, District Manager from the Minnehaha CD, talked with the board regarding their involvement with mitigation sites and long-term management plans. John Parker will draft a Joint-Powers Agreement for BCCD signature.

**EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED:**

**7/25/16 – Vermillion/Big Sioux Area Employees Meeting –** Joan reported on the VBS Area Employees meeting attended in Hartford. Topics discussed: tree survival, BSN 10% price increase for 2017, adding fabric removal to the cost share docket, 2016 SDACD Convention, 2017 Leadership Conference. Mark Washecheck provided training on the CP6 tree form and CPA4 seeding tool.

**EROSION COMPLAINT #2**– (E1/2 of section 35-112-48) Working with Tabithia Scott, to draft a letter to the parties involved stating the board found insufficient evidence of any substantial erosion and no further action will be taken. NRCS will address certain areas that could be improved upon.

**Erosion Complaint #1** – (NE ¼ 12-112-48) - Tabithia Scott reported she is working on a plan and design for the CRP grassed waterway and buffer strips.

**NRCS OFFICE REPORT** – Tabithia Scott, District Conservationist, reported on NRCS activities (see attached).

**CONSERVATION PLANS**– Darrell DeBoer moved, second by Joel Koch to approve signing 6 CSP plans. Motion carried.

**VERMILLION BIG SIOUX AREA ENDOWMENT FUND HONOREE CONTRIBUTION** – Merlyn Rennich of Lincoln CD - Joel Koch moved, second by Rick Kerr to contribute \$100 to the Area Endowment Fund Honoree. Motion carried.

**PERSONNEL/POLICY MANUAL UPDATE** – The personnel/policy manual was approved at the special meeting on July 27, 2016.

**2017 PRICES** – Tabled until the September board meeting.

**EXECUTIVE SESSION** – Joel Koch moved, second by Rick Kerr, to enter into executive session at 10:38 am for the purpose of discussing personnel. The board came out of executive session at 11:42 am. John Heylens moved, second by Darrell DeBoer, to change the pay week to Saturday – Sunday, continuing with a bi-weekly pay schedule. Paychecks will be issued within one week after the pay period ends. Motion carried.

**OTHER BUSINESS:**

Discussion was held about hosting another conservation tour for the Brookings County Commission, FSA staff and Brookings City Council. Jon and Joan will work on the details and try to schedule for the end of August.

**UPCOMING MEETINGS/EVENTS:**

Sep 13, 2016 – Land Judging School

Sep 25-27, 2016 – SDACD Convention – Deadwood, SD

**NEXT SCHEDULED BOARD MEETING: Wednesday, September 7, 2016 at 8:15 AM**

Being no further business to come before the meeting, Chairman Koch declared the meeting adjourned at 11:50 am.

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Joan Crooks, Recording Secretary