

BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS
MINUTES OF MEETING
WEDNESDAY, DECEMBER 6, 2017 AT 1:15 AM **CONFERENCE ROOM**

MEMBERS PRESENT: Darrell DeBoer, John Heylens, Rick Kerr, Jerry Oines, Kirk Steege, Mark Stime - Advisor

ABSENT: Joel Koch – Advisor, Chuck Zink – Advisor

OTHERS PRESENT: Joan Crooks, Jon Finnegan, Tabithia Scott – NRCS District Conservationist; Cody Rolfes – Pheasants Forever Farm Bill Biologist

Chairman Kerr called the meeting to order at 1:21 pm.

John Heylens moved, second by Kirk Steege to approve the agenda. Motion carried.

The minutes of the November 1, 2017 board meeting were sent to the supervisors prior to the meeting. Kirk Steege moved, second by John Heylens to approve the minutes. Motion carried.

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

SOIL EROSION Update – Tabitha and Megan looked at Trooien’s waterway erosion. Currently working with FSA and the producer to determine additional actions needed for successful completion to this practice.

CONSERVATION PLANS – none

TREASURER’S REPORT:

General Fund Balance (11/30/17)	\$ 25,454.65
Less Bills Presented for Payment	- \$ 10,407.36
<i>General Fund Balance to Date (12/6/17)</i>	<i>\$ 15,047.29</i>

Money Market II	\$ 80,654.43
Big Sioux Water Festival	\$ 8,438.51
Accounts Receivable (as of 11/30/17)	\$ 1,369.45

Accounts Payable

JD 1590 No-Till Drill Purchase (5 pmts - \$4,772.62/yr. beginning 7/10/15)	\$ 9,545.24
Bankstar – Great Plains Drill – (5 pmts - \$7,208.86/year)	\$ 8,937.93
Pfeifer’s – Sovema RTX Rotary Tiller	\$ 7,015.50

Joan distributed the 2017 depreciation schedule and year to date financial statements for the board to review. Kirk Steege moved to accept the treasurer’s report, second by Darrell DeBoer. Motion carried.

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

Jerry Oines moved, second by Kirk Steege to send Pfeifer’s a payment of \$3000 on the Sovema Tiller after January 1, 2018. Motion carried.

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

REPORT ON DISTRICT SERVICES & CORRESPONDENCE

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

Vehicles/Equipment Update

- No new information on tractor leases for 2018.
- 4 row corn planter – still looking
- Disposal of old tree planter, fabric machine and IMCO mulcher – The board agreed to sell these pieces of equipment for scrap.
- Woods Brush Mower – Clare Kerr is selling a 7ft Woods Brush Mower asking \$2000. Darrell DeBoer moved, second by Kirk Steege to table until the January meeting. Motion carried.
- The board discussed the possibility of purchasing a new ¾ ton truck. No action will be taken at this time.

Building/Landscape –

Jerry Oines moved, second by John Heylens to have Jon Finnegan contact American Garage Door Co to repair the shop doors. Motion carried.

Income Statements – The board reviewed the 2017 Grass Seeding and Seed Sales Income Statements. Kirk Steege moved to accept the statements as presented. Second by Jerry Oines. Motion carried.

Nursery and Seed Dealer Renewal - Joan reported that renewals have been completed for the annual Nursery License (\$200 fee) and Seed Dealer License (\$75).

Exempt License Plates – The SD Department of Revenue Motor Vehicle Division will be re-issuing new exempt plates in 2018. A \$6.20 plate renewal fee will be billed for each set of license plates issued plus postage.

BIG SIOUX WATER FESTIVAL - The 26th Annual Big Sioux Water Festival is scheduled for May, 15, 2018. Planning is already under-way.

Grants - The Conservation Commission awarded grant funds to Moody CD for the Shelterbelt Renovation grant project. Funds will be used to assist landowners in Moody and Brookings Counties to help restore and improve their shelterbelts.

LAND JUDGING –SDSU is following up with USFWS to see if they can get an extension of the modification to their easement to allow for the soil pits. If granted, new pits would have to be dug and fenced off. SDSU utilizes these pits for classes also and would make them broadly accessible through working agreements. Joan also contacted SDPAA. They recommend having an agreement/contract in place with a hold- harmless indemnification language. Joan and Jon will contact SDSU to see if a meeting would be in order to discuss a working agreement.

PUBLIC RELATIONS –Tree Care and Conservationist of the Year awards have been posted on the BCCD's FaceBook page. Jenna is planning to schedule interviews with a few more board members.

EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED:

11/28/17 – Ag Appreciation Banquet – The Skoglunds and Friedrichs were extremely grateful to have been selected for the District's Tree Care and Conservationist of the Year awards. Everyone thought the event went very well. The food was good and speaker was very motivational.

DISTRICT JACKETS/SHIRTS – Still working with Prairie Graphics to finalize a logo.

TREE ORDER FORM – The tree order form will be published on the front page of the Town and Country Shopper on 1/9/18. Cost will be \$775.00.

LEADERSHIP CONFERENCE – 2018 Leadership Conference and Big Sioux Nursery Annual Meeting is scheduled for March 1-2, 2018 at the Pierre Ramkota. Pre-registration deadline is February 20, 2018.

UPCOMING MEETINGS/EVENTS:

Dec 7, 2017 – BCCD/Office Staff Christmas Party – 6:00 pm – Toronto Cafe

Dec 14, 2017 – Big Sioux Steering Committee Meeting – 9:00 -11:30 am – Sioux Falls

Jan 17, 2018 – Customer Focus Group Meeting – USDA ARS NCARL

Jan 26, 2018 – 38th Annual Brookings Area Crop Clinic

Mar 1-2, 2018 – Leadership Conference/Big Sioux Nursery Annual Meeting – Pierre Ramkota

EXECUTIVE SESSION – Darrell DeBoer moved, second by John Heylens to enter into executive session at 3:00 pm for the purpose of discussing employee bonuses/reviews. Motion carried.
The board came out of executive session at 3:17 pm.

Kirk Steege moved, second by John Heylens to pay Jon Finnegan and Joan Crooks a \$1250 bonus. Motion carried.

Jerry Oines moved, second by Darrell DeBoer to give Jon Finnegan and Joan Crooks a \$0.75 per hour raise, effective January 1, 2018. Motion carried.

OTHER BUSINESS: John Heylens talked to Chad Bjerke about serving as an advisor on the BCCD Board. Joan will extend an invitation to the January meeting.

NEXT SCHEDULED BOARD MEETING: Wednesday, January 3, 2017 –1:15 PM

Being no further business to come before the meeting, Chairman Kerr declared the meeting adjourned at 3:35 pm.

Joan Crooks, Recording Secretary