

**BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS**  
**MINUTES OF MEETING**  
**WEDNESDAY, FEBRUARY 7, 2017 AT 1:15 AM**      **CONFERENCE ROOM**

**MEMBERS PRESENT:** Rick Kerr, Jerry Oines, Kirk Steege, Joel Koch – Advisor, Mark Stime - Advisor

**ABSENT:** Darrell DeBoer, Chuck Zink – Advisor

**OTHERS PRESENT:** Joan Crooks, Jon Finnegan, Tabithia Scott – NRCS District Conservationist, Jack Majeres, Vermillion-Big Sioux Area Director

Chairman Kerr called the meeting to order at 1:25 pm.

Jerry Oines moved, second by Kirk Steege to approve the agenda. Motion carried.

The minutes of the January 3, 2018 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).

**AREA DIRECTOR REPORT** – Jack Majeres, Moody Co., attended the meeting and updated the board on the changes to the supervisor election process. Locally Led – Brookings County will hold their locally led meetings in 2019. Training will be held prior to these meetings. Big Sioux Project – Matt Johnson stepped down in December 2017. The project will be hiring a replacement. He also talked to the board about prioritizing an HU area to address water quality. Six Mile Creek in Brookings County is listed as an impaired water body and may be an area to prioritize. Jack expressed his appreciation for the continued working relationship between Moody CD and Brookings CD.

**SOIL EROSION Update** – none

**CONSERVATION PLANS** – none

**TREASURER’S REPORT:**

General Fund Balance (1/31/17)	\$ 39,466.19
Deposits	\$ 13,323.88
Less Bills Presented for Payment	\$ 3,538.63
General Fund Balance (2/7/18)	\$ 49,251.44
Money Market II	\$ 55,705.66
Big Sioux Water Festival	\$ 16,438.51
Accounts Receivable (as of 2/7/18)	\$ 5,620.05

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	\$ 4,015.50
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$ 22,498.67</b>

Jerry Oines moved to accept the treasurer’s report, second by Kirk Steege. Motion carried.

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

John Heylens moved, second by Kirk Steege, to approve the receipts and disbursements and the bills presented for payment, including \$150 contribution to SD Ag in the Classroom, \$200 sponsorship to the Whitetails Unlimited, Inc. Big Sioux Chapter Banquet and \$275 sponsorship for the Brookings Co. Pheasants Forever Banquet. Motion carried.

**REPORT ON DISTRICT SERVICES & CORRESPONDENCE**

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

**Vehicles/Equipment Update**

- 2018 Tractor Leases – Rik Kerr signed a lease agreement for 2 tractors through Brookings Equipment, Inc.
- 4 row corn planter – There is a 4 row corn planter for sale by Howard, SD. John Heylens moved, second by Jerry Oines to approve the purchase of the corn planter for \$2500 or less, depending on the condition of it. Motion carried.
- 1000 gallons of water was used this last month. Finnegan will contact Brookings-Deuel Rural Water to make sure we do not have another leak.

**Building/Landscape** – parts are in for the door repairs. Jon will get them repaired when the weather warms up.

**2018 District Services** – Tree Planting – 23.8 acres planned; Tree Fabric – 56,343 LF; Grass Seeding – approx. 55 acres. Jerry Oines moved, second by John Heylens, to put an ad in the Town and Country Shopper advertizing hand plants and tree planting designs and estimates. Motion carried.

**Insurance** – Lynn Bren, SD Public Assurance Alliance, will plan to attend the March 7, 2018 meeting to review the BCCD's insurance coverage.

**PUBLIC RELATIONS** – Jenna Clark – no report

**EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED**

1/17/18 – Customer Focus Group Meeting held at the USDA ARS NCARL – Jerry Oines and Joan Crooks gave a brief update on the meeting.

**ANNUAL PLAN OF WORK** – Revisions and updates to the 2018 Annual Plan of Work were sent out prior to the meeting. John Heylens moved, second by Kirk Steege to approve the updated 2018 Annual Plan of Work. Motion carried.

**2017 FINANCIAL REVIEW** – Robb Rykhus Financial Services will plan to attend the March 7 board meeting to go over the review.

**SEXUAL HARASSMENT POLICY REVIEW** – As per the Safety Benefits Loss Control Recommendations for Improvement, the BCCD Sexual Harassment policy as printed in the Personnel Policy Manual was reviewed.

**MILLBORN SEEDS OPEN HOUSE** – February 22, 20-18 – 10:00 am – 1:30 pm – Joan Crooks is planning to attend.

**JOINT POWERS AGREEMENT** – A Joint Powers Agreement with Hamlin CD was reviewed. Kirk Steege moved to sign the agreement, second by John Heylens. Motion carried.

**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. Those planning to attend: Jon Finnegan, Jerry Oines and Rick Kerr. Joan will check with Darrell DeBoer.

**ELECTION INFORMATION** – Joan reviewed the election information with the board. This year, positions will be elected as at large positions. Petition filing deadline will be July 2 at 5:00 pm since July 1 falls on a Sunday. Jerry Oines and Kirk Steege received their petitions.

**UPCOMING MEETINGS/EVENTS:**

Feb 22, 2018 – Millborn Seed Open House – 10:00 am – 1:30 pm

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

Mar 21, 2018 – E. SD Soil and Water Research Farm Annual Meeting – USDA ARS NCARL

May 15, 2018 – 26<sup>th</sup> Annual Big Sioux Water Festival

**EXECUTIVE SESSION**

**OTHER BUSINESS:**

**NEXT SCHEDULED BOARD MEETING: Wednesday, March 7, 2018 at 1:15 PM**

Being no further business to come before the meeting, Chairman Kerr declared the meeting adjourned at 3:57 pm.

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Joan Crooks, Recording Secretary