

BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS

MINUTES OF MEETING

WEDNESDAY, JANUARY 10, 2019 AT 1:15 PM

MEETING LOCATION: NRCS CONFERENCE ROOM

MEMBERS PRESENT: Darrell DeBoer, John Heylens, Rick Kerr, Kirk Steege

ABSENT: Jerry Oines; Mark Stime, Advisor; Joel Koch, Advisor; Chuck Zink, Advisor

OTHERS PRESENT: Joan Crooks, Jon Finnegan, Lynsee Planting – NRCS Acting DC, Louis Eastwood – NRCS Soil Conservation Technician

Chairman Kerr called the meeting to order at 1:18 pm.

Introductions: Louis Eastwood, newly hired NRCS Soil Conservation Technician, introduced himself to the board. Louis joined the Brookings FO staff on January 7, 2019. He came from the State of SD where he was most recently working as a state park technician in the Pierre area.

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

The minutes of the December 5, 2018 board meeting were sent to the supervisors prior to the meeting. Darrell DeBoer moved, second by Kirk Steege to approve the minutes. Motion carried.

MICHELLE BURKE, NRCS FIELD SUPPORT OFFICE called into the board meeting to give an update on the new District Conservationist, Jeremy Sova. His start date was scheduled for January 22, 2019, but that date has been extended and will now start on February 4, 2019.

NRCS OFFICE REPORT – Lynsee Planting, acting District Conservationist, provided an update on NRCS field office operations (see attached).

CONSERVATION PLANS – none

TREASURER’S REPORT:

General Fund Balance (12/31/18)	\$	2,574.97
Money Market II	\$	29,319.13
Accounts Receivable (as of 1/10/19)	\$	0.00
Big Sioux Water Festival (<i>Non- Conservation District Funds</i>)	\$	9,400.66

Accounts Payable

JD 1590 No-Till Drill Purchase (<i>5 pmts - \$4,772.62/yr. beginning 7/10/15</i>)	\$	4,772.62
Bankstar – Great Plains Drill	\$	2,600.00
Agassiz – 2019 Tree Fabric	\$	22,400.00
TOTAL ACCOUNTS PAYABLE	\$	29,772.62

Darrell DeBoer moved to accept the treasurer’s report, second by John Heylens. Motion carried.

RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT

Kirk Steege moved, second by Darrell DeBoer, to approve the receipts and disbursements and pay the bills presented for payment including: SDACD – 2019 Membership Investment; 2019 Tree Research Contribution - \$33.00; NACD - 2019 Membership Investment - \$775.00. Motion carried.

REPORT ON DISTRICT SERVICES & CORRESPONDENCE:

Joan Crooks, District Manager and Jon Finnegan, Conservation Resource Specialist

Vehicles/Equipment Update: One tractor lease has been secured for 2019 from Brookings Equipment. Kerr is Working with Brookings Equipment to get another lease tractor 140-160hp. Oines will check with Farmer’s Implement about leasing a tractor for 2019 season.

Finnegan reported the equipment is ready for spring.

Building/Landscape – Finnegan reported seeing a lot of foot traffic at the BCCD lot. Finnegan will get quotes on installing security lights on the building. It was also suggested to post a no trespassing sign.

2019 Tree Planting – Est. 10.4 acres; **Tree Fabric** – Est. 25,500 LF; **Grass Seeding** -

Contribution Agreement Reimbursement – Received reimbursement for FY2018 WRP monitoring sites.
FY2018 Financial Review – The financial statements and depreciation schedule have been delivered to Robb Rykhus Financial Services for review.

CREDIT CARD PROCESSOR – A laptop has been purchased for use with the credit card processor. Chad Weier, BankStar Business Relationship Manager, is looking into routing the charges through the BCCD's general fund at First Bank and Trust instead of setting up a new checking account at BankStar.

PUBLIC RELATIONS GRANT PROPOSAL(REVISED) – Darrell DeBoer's revised Public Relations grant proposal was sent to the supervisors prior to this meeting. The Board discussed the proposal at length as to whether it would be financially feasible at this time. Questions/Concerns: financial obligation vs. financial return, need to discuss with Moody CD to see if they are on board with the project and their ability to fulfill their share of financial responsibility, uncertainty of a 50/50 cost match from the grant, hiring a part-time marketing specialist, hours/benefits, office space; are we recreating the wheel?? The BCCD is already paying Jenna Clark, BCCD Public Relation Specialist, to do a lot of the same tasks in the grant (i.e.: has already set up a FB page and is consistently posting conservation related items, district services, notices etc.; articles have been sent to local newspapers but are not always published, purchasing audio/computer and editing software.....cost and what do we do with it when the grant is done? The board decided to re-visit the grant proposal in late summer 2019. Joan will discuss the proposal with the Moody CD Board.

EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED

12/6/18 – Darrell DeBoer reported on the Big Sioux River Water Summit/Steering Committee meeting he attended in Sioux Falls.

ELECTION OF OFFICERS - John Heylens moved to keep the same slate of officers for 2019; second by Kirk Steege. Motion carried. 2019 Officers: Rick Kerr, Chairman; John Heylens, Vice Chairman; Jerry Oines, Treasurer.

DISTRICT ADVISOR APPOINTMENTS – Darrell DeBoer moved, second by Kirk Steege to re- appoint Mark Stime and Joel Koch as District Advisors.

PRICES FOR DISTRICT SERVICES – Darrell DeBoer moved, second by Kirk Steege to accept the 2019 increases for District services as presented. Motion carried.

ANNUAL PLAN OF WORK – The board reviewed the Annual Plan of Work. Kirk Steege moved, second by Darrell DeBoer to approve the 2019 Annual Plan of Work as revised. Motion carried.

COMMITTEE APPOINTMENTS – Kirk Steege moved, second by John Heylens to approve the 2019 BCCD Committee Appointments. Motion carried.

EXECUTIVE SESSION – Kirk Steege moved to enter executive session at 3:50 pm for the purpose of discussing personnel. Second by John Heylens. Motion carried. The board came out of executive session at 4:51 pm.

Employee Reviews - John Heylens moved, second by Kirk Steege to pay Joan Crooks and Jon Finnegan \$25.50 per hour and Jenna Clark \$13.20 per hour. Motion carried.

UPCOMING MEETINGS/EVENTS:

1/16/19 – Customer Focus Group Meeting – US DA North Central Ag Research Lab – Brookings, SD

2/15/19 – 39th Annual Brookings Area Crop Clinic – McCrory Gardens – Brookings

March 4-6, 2019 – SDACDE Leadership Conference – Ramkota Hotel – Pierre, SD

3/20/19 – E. SD Soil and Water Research Farm, Inc. Annual Meeting – USDA NCARL

OTHER BUSINESS

NEXT MEETING – WEDNESDAY, FEBRUARY 6, 2019 AT 1:15 PM

Being no further business to come before the meeting, Chairman Kerr declared the meeting adjourned at 5:05 pm.

Joan Crooks, Recording Secretary