

BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS
MINUTES OF MEETING
WEDNESDAY, APRIL 3, 2019 AT 1:15 PM **MEETING LOCATION: NRCS CONFERENCE ROOM**

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

ABSENT: Joel Koch, Advisor; Stephne Miller, Advisor

OTHERS PRESENT: Joan Crooks; Jon Finnegan; Tami Moore, Miner CD

Chairman Kerr called the meeting to order at 1:20 pm.

John Heylens moved, second by Jerry Oines to approve the agenda. Motion carried.

The minutes of the March 7, 2019 board meeting were sent to the supervisors prior to the meeting. Jerry Oines moved, second by Kirk Steege to approve the minutes. Motion carried.

NRCS OFFICE REPORT – Jeremy Sova, NRCS District Conservationist, provided a written report (see attached).

CONSERVATION PLANS – Darrell DeBoer moved, second by Jerry Oines to sign the 4 EQIP plans presented. Motion carried.

TREASURER’S REPORT:

General Fund Balance (3/31/19)	\$ 28,813.56
Money Market II	\$ 19,346.14
Accounts Receivable (as of 4/2/19)	\$ 55,365.87
 Big Sioux Water Festival (<i>Non- Conservation District Funds</i>)	 \$20,954.35
 <u>Accounts Payable</u>	
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	\$ 15,400.00
TOTAL ACCOUNTS PAYABLE	\$ 22,772.62

Darrell DeBoer moved to accept the treasurer’s report and pay off the balance of the Great Plains drill, second by Jerry Oines. Motion carried.

RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT

Darrell DeBoer moved, second by Kirk Steege, to approve the receipts and disbursements and pay the bills presented for payment. Motion carried.

REPORT ON DISTRICT SERVICES & CORRESPONDENCE:

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

- **Vehicles/Equipment Update:** Lease tractors are ready to be picked up. Jon is getting equipment ready for spring. Great Plains Drill – repairs done; Truax Drill – ordered new bearings and need to replace a couple flat tires; JD Drill – replace bearings and seal.
- **Building/Landscape** – water has been turned on and Jon will contact Hill Refrigeration to inspect the tree cooler.
- **2019 Tree Planting** – Estimated Acres – 24.8
- **Tree Fabric** – Brookings - 62,935 LF; Moody – 22,323 LF for a total of 88,858 LF
- **2019 Grass Seeding** – Est. 196 acres
- Jon reported he is working with City of Brookings on some land they purchased and want to seed 40-50 acres of native grass. They would like the BCCD to do the ground prep as well as the seeding. Jon is working with the City on a cost estimate. John Heylens moved, second by Kirk Steege to contract with Oines Farms to do the tillage. All in favor: DeBoer, Heylens, Kerr and Steege; Abstained: Oines. Motion carried.
- Tree Delivery/Pick up schedule – John is scheduled to pick up Schumacher trees on April 25 at 8:00 am.
- Arbor Day Trees – Due to the weather, no date is set to deliver Larson Manufacturing Arbor Day trees.

PUBLIC RELATIONS – Jenna Clark, Public Relations Specialist – provided a written report on the BCCD Facebook page. Items/articles posted, and number of people reached: tree planter/fabric crew application, tree order form, Dr. John Ball's Tree/Pest Updates, Web Soil Survey tool, Historical tree planting video (1930's), Arbor Day Essay Contest, Speech Contest, tree/shrub of the week, Ag Appreciation Banquet Award Winners.

EMPLOYEE/SUPERVISOR REPORT ON MEETINGS ATTENDED

3/20/19 – Customer Focus Group and E. SD Soil and Water Research Farm Annual Meeting. Crooks, Finnegan and Stime gave an overview of the meetings.

3/20/19 – Darrell DeBoer gave an update on the Big Sioux Project meeting held in Sioux Falls.

FY2018 FINANCIAL REVIEW –Robb Rykhus was unable to attend the meeting. Amanda Runia, CPA from Rykhus Financial met with the office manager on Friday, March 15, 2019 at 9:00 am to perform the formal review checklist of financial records. Rykhus Financial Services, Inc. provided a written report and copies of the financial reports, review checklist and depreciation schedule for the meeting. Joan discussed with them an issue with this year's Tree Stock Purchases expense and Tree Stock Inventory Asset. Joan was hoping to get an answer at Leadership Conference about using the inventory part of QuickBooks. The answer was "don't". Rykhus Financial Services is proposing performing a Balance Sheet analysis/reconciliation to adjust and organize some of the accounts in accordance with the State Conservation Commission.

The board pointed out a few discrepancies on the balance sheet for the amounts listed in the 1650 Machinery account. Joan will investigate this and contact Robb Rykhus for assistance.

John Heylens moved, second by Jerry Oines, to approve the "Formal Review Checklist of Financial Records". Motion carried.

SEASONAL EMPLOYEES – Applications have been posted on the BCCD website and FB page and distributed around SDSU campus. We have received about a half dozen applications. Deadline is April 15. Jon indicated two employees from last year will be coming back for this season. The board told Jon to go-ahead and schedule interviews with the applicants and gave him permission to hire whomever is best qualified for the job.

NOLO PROJECT COORDINATOR – Tami Moore, Miner CD and SDACDE President, provided a quick overview of the state-wide NOLO (non-operating landowner) outreach project – who are NOLO's, response received from the mailings sent out and what do the District's do now. Last month we discussed Jack Majeres multi-county proposal to hire a NOLO Project Coordinator. Funds are available in 2019 for NOLO pilot outreach projects. Maybe could apply to cover the Vermillion- Big Sioux area.

BCCD 75TH ANNIVERSARY – The BCCD will host a pancake breakfast in August to commemorate their 75th Anniversary. Planning will begin after tree season.

EXECUTIVE SESSION – none

UPCOMING MEETINGS/EVENTS:

May 7, 2019– Big Sioux Water Festival

June 4, 2019 – Ag Women's Day – First Lutheran Church Activity Center

June 12-14, 2019 – 2019 Northern Plains Regional Mtg. – Gothenburg, NE

June 17, 2019 – SDACD Vermillion/Big Sioux Area Meeting – 10:00 am – Crooks, SD

Dec. 9-11, 2019 – SDACD Convention with Ag Horizons - Pierre

OTHER BUSINESS – Joan reported 32 applications for the SDACDE Karst Memorial Scholarship have been received. The scholarship committee will be judging them on April 11 in Watertown.

NEXT MEETING – WEDNESDAY, MAY 1, 2019 AT 1:15 PM

Being no further business to come before the meeting, Darrell DeBoer moved to adjourn, second by Kirk Steege. Motion carried.

Joan Crooks, Recording Secretary