

**BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS**  
**MINUTES OF MEETING**  
**WEDNESDAY, JANUARY 6, 2021 – 1:15 PM**  
**BCCD DISTRICT BUILDING**

**MEMBERS PRESENT:** Darrell DeBoer, John Heylens, Rick Kerr, Jerry Oines, Kirk Steege, Stephne Miller - Advisor

**ABSENT:** Joel Koch – Advisor; Mark Stime – Advisor

**OTHERS PRESENT:** Joan Crooks, Jon Finnegan, Larry Jensen, Brookings Co. Commissioner, Jeremy Sova, NRCS District Conservationist, attended via phone call.

Chairman Kerr called the meeting to order at 1:15 pm.

**APPROVAL OF AGENDA:** Oines moved to approve the agenda, second by DeBoer. Motion carried.

**APPROVAL OF MINUTES:** The minutes of the December 2, 2020 meeting were sent to the supervisors prior to this meeting. DeBoer moved to approve the minutes, second by Heylens. Motion carried.

**NRCS OFFICE REPORT** – Jeremy Sova, District Conservationist, reported on NRCS activities (see attached). Also discussed: 1) Continuing to work on CIS Proposal – Oakwood Lakes. 2) Jenna Clark, Ultima employee, has accepted another job. NRCS will be meeting to discuss hiring a replacement. 3) Jeremy and Joan discussed and reviewed the Unfunded Cooperative Agreement items. Joan and Jon will complete the list of NRCS storage items. The board approved to submit the reviewed agreement and submit by the 1/31/2021 deadline.

**CONSERVATION PLANS** – NONE

**TREASURER’S REPORT:**

General Fund Balance (12/31/2020)	\$ 26,163.87
Money Market II	\$ 50,737.41
Big Sioux Water Festival ( <i>non-conservation district funds</i> )	\$ 2,901.00
Accounts Receivable (as of 1/6/2021)	\$ 6,614.56.
Accounts Payable:	
<b>BankStar</b> – JD 1590 No-till drill loan - Principal	\$ 29,000.00
<i>Paid on acct – contributions rec’d.</i>	<u>6,000.00</u>
<i>(5 pmts. Of \$6,432.03 – 1<sup>st</sup> pmt. due 3/23/21)</i>	
<i>Balance</i>	\$ 23,000.00
<b>Agassiz</b> – 2021 tree fabric	\$ 48,000.00

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

**RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT**

DeBoer moved, second by Oines, to approve the receipts and disbursements and the bills presented for payment including presented bills for payment: Agassiz - \$112.50 (seed) and 50% payment for 2021 fabric due now - \$24,000 (balance due Motion carried.

**REPORT ON DISTRICT SERVICES & CORRESPONDENCE**

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

- **Vehicles/Equipment:**
- Lease Tractors – Kerr talked with Farmer’s Implement regarding the 2 lease tractors for this spring and they indicated we do not have any. Oines will follow up with the guy he visited with about the lease tractors. (*Follow-up: BCCD will have 2 lease tractors from Farmer’s Implement for this spring*).
- **Building/landscape** – None
- **2020 Grass Seeding** –Great Plains Drill – 1119.3 ac; JD full service – 1355.8 acres; JD producer rentals – 418.9 acres  
Total acres seeded to date – 2894.0 acres.
- **2021 District Services** – To date: Grass Seeding – 288 acres, Trees – 25.4 acres, Fabric – 69,794 LF

Finnegan discussed a large wildlife habitat tree planting project for a producer which includes 18.1 acres (5,121 trees) machine planted trees and 42,760 LF tree fabric – total estimated cost - \$40,000.00. The understanding is the project does not qualify for a USDA program. The producer is asking if the BCCD offers any discounts for large tree projects. Oines moved to offer a 5% discount, with a maximum of \$2000 and to encourage the BCCD staff to reach out to other wildlife organizations requesting matching funds. Heylens seconded the motion. Motion carried.

- **T & C Shopper Hand Plant Order Form** is scheduled to be printed on the front page/color on 1/22/21 - \$820. Oines moved to approve payment of \$820.00, second by Steege. Motion carried.
- **Big Sioux Water Festival Update** - The 29<sup>th</sup> annual BSWF will be held virtually this year and available for teachers to access April 15<sup>th</sup> through the end of the school year. The event will move from 4<sup>th</sup> grade level to 5<sup>th</sup> grade level to align with the shift in science standards in the elementary grades.
- **FY 2021 Brookings County Budget Request** – The required paperwork has been sent to the county requesting the approved FY2021 budget funding of \$25,000.

**PUBLIC RELATIONS** – Jenna Clark has taken a different job, effective 12/31/2020.

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

- 12/22/20 – DeBoer reported on the Big Sioux River Project Steering Committee meeting.
- 1/5/2020 – Sova and Crooks participated in the conference call regarding the Unfunded Cooperative Agreement.
- 1/5/2020 – Crooks gave a brief update regarding Governor Noem's conference call – Protecting and Preserving SD Ag and Natural Resources and the SD Dept. of Ag and DENR merger.

**PEST CONTROL CONTRACT** – Finnegan reported on the on-site visit made by a supervisor from Plunkett's.

**FY2020 FINANCIAL REVIEW** – The 2020 financial records have been dropped off at Robb Rykhus Financial Services.

**ELECTION OF OFFICERS** – DeBoer moved to keep the same slate of officers, second by Heylens. Motion carried. Chairman – Rick Kerr; Vice-Chairman – John Heylens; Treasurer – Jerry Oines.

**COMMITTEE APPOINTMENTS** – Tabled to the February meeting.

**SUPERVISOR APPOINTMENT** to fill Kirk Steege's term (12/31/22) – A few names were discussed as potential candidates to fill vacancy on the board. These persons will be contacted to see if they are interested and invited to attend the February meeting.

**REVIEW ANNUAL PLAN OF WORK** – Copies of the 2020 Annual Plan of Work were distributed to the board for review. Tabled to the February meeting.

**SDACD/LOCALLY LED PROJECT SURVEY** – Blaine Brakke sent out a locally led survey to be completed by board members and employees. The purpose of this survey is to collect feedback on project development, funding programs and communications. This will help develop appropriate training sessions, as well as better define areas to focus on for assistance. Crooks included a hard copy, as well as a link for each supervisor to complete.

**EMPLOYEE REVIEWS**

**EXECUTIVE SESSION:** Kerr moved to enter into executive session at 3:52 pm, second by DeBoer, for the purpose of discussing employee reviews. Motion carried. Second by Oines. Motion carried. The board came out of executive session at 4:05 pm. Heylens moved to increase wages for Finnegan and Crooks a \$0.50/hour pay raise. Motion carried.

**UPCOMING MEETINGS/EVENTS:**

- Feb. 1-10, 2021 – NACD's 75<sup>th</sup> Annual Meeting – Virtual Format
- March 1-3, 2021 – SDACDE Leadership Conference – Pierre, SD

**OTHER BUSINESS/COMMENTS:** Larry Jensen, Brookings County Commissioner gave a brief county report.

**NEXT SCHEDULED BOARD MEETING:** **Wednesday, February 3, 2021 at 1:15 pm - BCCD Building at 130 42<sup>nd</sup> Street.**

Being no further business to come before the meeting, Chairman Kerr declared the meeting adjourned.

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Joan Crooks, Recording Secretary