

BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS
MINUTES OF MEETING
WEDNESDAY, OCTOBER 5, 2022 – 8:15 AM **BCCD DISTRICT BUILDING**

MEMBERS PRESENT: Darrell DeBoer, Rick Kerr, Jerry Oines, Brad Hanson

DISTRICT ADVISORS: Larry Jensen, Mike Bjerke

ABSENT: John Heylens, Stephne Miller – Advisor, Mark Stime – Advisor

OTHERS PRESENT: Joan Crooks, Jon Finnegan, Patty Gullickson, newly hired BCCD Office Manager

Chairman Kerr called the meeting to order at 5:40 pm.

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

APPROVAL OF MINUTES: The minutes of the September 8, 2022 meeting were sent to the supervisors prior to this meeting. DeBoer moved to approve the minutes, second by Hanson. Motion carried.

NEW EMPLOYEE INTRODUCTION – Hansen moved, second by Oines, to hire Patty Gullickson to fill the office manager position at a rate of \$22/hour. Motion carried. Patty will start October 10, 2022. Crooks will work out times to train her into the position.

NRCS OFFICE REPORT – Jeremy Sova, NRCS District Conservationist was absent. Report provided (see attached).

CONSERVATION PLANS – None

TREASURER’S REPORT:

General Fund Balance (9/30/2022)	\$ 72,777.01
Money Market II	\$ 265,282.08
Big Sioux Water Festival (<i>non-conservation district funds</i>)	\$ 12,891.69
Accounts Receivable (as of 10/01/2022)	\$ 4,203.00
Accounts Payable:	
BankStar – 2021 Kubota Tractor - Principal	\$ 109,000.00
<i>(4 annual pmts. Of \$13,500.00)Maturity 5/4/2027</i>	
<i>Paid on acct</i>	<u>\$ 49,000.00</u>
<i>Loan Balance</i>	\$ 60,000.00

DeBoer moved to accept the treasurer’s report, second by Hanson. Motion carried.

RECEIPTS & DISBURSEMENTS AND BILLS PRESENTED FOR PAYMENT:

Oines moved, second by Hanson, to approve the receipts and disbursements and the bills presented for payment. Motion carried.

UNFINISHED BUSINESS:

REPORT ON DISTRICT SERVICES & CORRESPONDENCE :

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

VEHICLES/EQUIPMENT/ REPAIRS/MAINTENANCE/LEASE TRACTORS

- Fabric Machine – Finnegan will take the fabric machine and tree planter in for repairs.
- Sovema Tiller – Finnegan reported that Brookings Equipment increased their price on the purchase of a new Sovema Tiller. Finnegan talked to Pfeifer Implement and they will search to find a new tiller within the original price quote of \$12,500.
- Maxxuum Tractor – Sealed bids were opened. Oines moved, second by Hanson to accept the highest bid of \$45,650. Motion carried. Finnegan will contact the bidder.

- 2023 Fabric –650 rolls of fabric has been delivered. The bill is \$70,070.00. Agassiz will offer a two percent discount if paid by October 15, 2022. Hanson moved, second by Oines to pay the bill in full by October 15 to receive the 2 percent discount. Motion carried.
- Dormant Seeding – Approximately 100 acres of dormant seeding is scheduled to complete this fall.
- Lease tractors – No lease tractors for 2023 have been contracted yet. The board and Finnegan will continue to work on this.

OFFICE/BUILDING/LANDSCAPE

Building Storm Damage – The new siding and roof are done. Still waiting on the overhead doors. Discussion was held on whether to replace the BCCD sign in the landscape or hang on the building with a light.

BROOKINGS COUNTY 2023 BUDGET REQUEST – Brookings County has approved \$30,000 budget for 2023. Requests for funding can be made after January 1, 2023.

JOAN CROOKS RETIREMENT OFFICE POT LUCK AND OPEN HOUSE – The office is planning a pot luck lunch for Joan’s retirement followed by an open house retirement party with coffee and cake. The board will check with Marlys Heylens about making the cakes. Date to be determined.

EMPLOYEE/SUPERVISOR REPORT ON MEETINGS/EVENTS ATTENDED

Sep 19-21, 2022 – SDACD Convention, Oacoma, SD – DeBoer, Kerr and Crooks attended and gave a brief report on the meetings.

2022 Land Judging School – Finnegan reported on the land judging school held on September 13, 2022. Students attending this event has increased. Due to the increase number of students attending, it was suggested to split the groups into a morning and afternoon session. Instead of the BCCD printing and purchasing land judging cards, this will be done by each school attending so the instructors can review the cards prior to attending the school.

2023 TREE ORDER FORM – The 2023 tree order form will be published in the Town and Country Shopper front page on November 11th. Cost will be \$842.50.

BCCD WEBSITE REDESIGN – Starting in 2023, UpFrame will phase out servicing Hotmail websites. They suggest we upgrade our current website to WordPress which allows more flexibility and functionality on the website. Patty Gullickson will follow up on this.

NEW BUSINESS:

2023 PRICES FOR DISTRICT SERVICES – Prices for district services were reviewed. DeBoer moved, seconded by Oines to increase the prices for district services as discussed. Motion carried.

3RD QUARTER PER DIEM/MILEAGE – 3rd quarter per diem and mileage were distributed to the board to review and sign.

OFFICE MANAGER CELL PHONE – Discussion was held about purchasing a District cell phone/plan for the office manager to avoid work calls on her personal phone. Patty Gullickson will check in to plans and pricing for the November meeting.

UPCOMING MEETINGS/EVENTS:

- **10/13/22** – Zoom Training – Successful Boards – SDSU Extension will be covering Fundamental of Successful Boards – Board members and employees are encouraged to participate.
- **11/29/22** – 22nd Annual Ag Appreciation Banquet – Tree Care Award and Conservationist of the Year Award Nominations. DeBoer moved to purchase two tables for the banquet; second by Hanson. Motion Carried

EXECUTIVE SESSION: None

OTHER BUSINESS: None

NEXT SCHEDULED BOARD MEETING: Wednesday, November 9, 2022 at 8:15 AM. Location: BCCD Building

Being no further business to come before the meeting, Chairman Kerr declared the meeting adjourned at 7:12 pm.

Joan Crooks, Recording Secretary