

**BROOKINGS COUNTY CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
WEDNESDAY, JANUARY 6, 2016 – 1:00 PM  
CONFERENCE ROOM – 205 6<sup>TH</sup> STREET – BROOKINGS, SD 57006**

**PROPOSED AGENDA**

Approval of Agenda

Approval of December Minutes

Financial Report

**UNFINISHED BUSINESS**

- Report on District Services and Correspondence  
Joan Kreitlow, Office Manager and Jon Finnegan, District Resource Specialist
  - Equipment
  - Building
  - Brookings HS Pollinator Seeding
- Employee/Supervisor Report on Meetings/Events Attended
- Erosion Complaint update – NRCS survey was done on Tuesday, October 13, 2015 – meeting tentatively scheduled for some time in February 2016
- NRCS Office Report – Lynsee Planting, Acting DC

**NEW BUSINESS**

- Election of Officers
- Review Annual Plan of Work
- Conservation Plans
- SDACDE Learning Conference(sponsored by the SDACD Employees), March 9-10, 2016, Ramkota Hotel & Conference Center – Pierre
- FY 2016 Financial Review
- Employee Reviews

**UPCOMING MEETINGS/EVENTS:**

JANUARY 20, 2016 –Research Farm Customer Focus Group – USDA ARS NCARL meeting room

JANUARY 22, 2016 – 36<sup>th</sup> Annual Brookings Area Crop Clinic – 1-4 pm – 1<sup>st</sup> Lutheran Church Activity Center

March 9-10, 2016 – SDACDE Learning Conference – Pierre Ramkota

**EXECUTIVE SESSION**

**OTHER BUSINESS**

**NEXT MEETING – WEDNESDAY, FEBRUARY 3, 2015, 1:00 PM**

***This is a tentative agenda. The agenda may be amended up to 24 hours prior to actual meeting. Items added after 24 hours may be discussed by the Board, but not acted upon. Please notify the office manager, if you have items to add to the agenda.***

**BROOKINGS CONSERVATION DISTRICT BOARD OF SUPERVISORS**  
**MINUTES OF MEETING**  
**WEDNESDAY, DECEMBER 9, 2015 AT 1:30 PM**      **CONFERENCE ROOM**

**MEMBERS PRESENT:** Darrell DeBoer, Joel Koch, Jerry Oines,; Rick Kerr, John Heylens, Kirk Steege, Advisor, Chuck Zink, Advisor

**ABSENT:** Mark Stime, Advisor

**OTHERS PRESENT:** Joan Kreitlow, Jon Finnegan, Lynsee Planting, acting DC, NRCS; Larry Jensen, Brookings Co. Commissioner  
Chairman, Joel Koch called the meeting to order at 1:30 PM.

John Heylens moved to approve the agenda, second by Rick Kerr. Motion carried.

Minutes of the November 4, 2015 meeting were sent to the supervisors prior to the meeting. Darrell DeBoer moved to approve the minutes, second by Rick Kerr. Motion carried.

**TREASURER'S REPORT:**

General Fund Balance (11/30/15)	\$ 51,989.21
Money Market II	\$ 15,313.45
Big Sioux Water Festival	\$ 6,722.36
Accounts Receivable (as of 12/9/15)	\$ 9,416.60

Accounts Payable

Big Sioux River WS RAM contract payment (\$576/yr. thru 12/31/2019)	\$ 2,304.00
Schuneman's – JD 1590 No-Till Drill Purchase (5 pmts - \$4,772.62/yr. beginning 7/10/15)	\$19,090.48
Pfeifer's – Great Plains Drill	\$32,500.00

Rick Kerr moved to accept the treasurer's report, second by Darrell DeBoer. Motion carried.

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

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

Rick Kerr moved so approve and pay the added Martin Oil bill for \$25.79, second by Jerry Oines. Motion carried.

**REPORT ON DISTRICT SERVICES & CORRESPONDENCE**

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

• **Building -**

- The new window has been installed by Midwest Glass. Kay Medinger has been notified and will plan to clean the office portion of the BCCD building next week.

• **Equipment –**

Tiller - Seth Moret has been working on repairing the tiller chain.

Tree Spade: Discussion was held on purchasing a tree spade to offer a new service to customers. Jon located a tree spade for sale for \$5,500 in Huron at SD Federal Property Agency. Rick Kerr moved, second by Jerry Oines to have Jon Finnegan go look at the tree spade and authorize him to purchase if the machine is in good shape. Motion carried.

Great Plains Drill – The following quotes for loan interest rates were received:

Dacotah Bank – 4.75%  
First Bank and Trust – 4.5%  
Bankstar – 3.5%

Jerry Oines moved, second by Darrell DeBoer to obtain a loan for purchase of the Great Plains Drill from Bankstar at the interest rate of 3.5%. All in favor Oines, DeBoer, Koch, Kerr. Heylens abstained. Motion carried.

- **Equipment Storage** – Reviewed agreement for Oines Farms and NRCS storing equipment at the BCCD building.

- **Erosion Complaint** – Ryan Forbes was available to give a brief update on the engineering survey. NRCS is working on alternatives/plans to address the issue. A meeting will be scheduled sometime in February to discuss these alternatives with the BCCD and parties involved in the complaint.

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

Nov 30-Dec 2, 2015 – SDACD /Ag Horizons Conference in Pierre – DeBoer, Oines, Kerr and Kreitlow attended the conference and reported on meeting attended at the conference.

Ag Appreciation Banquet – Due to weather, the banquet was held on Wednesday, December 2 at the Swiftel Center. Finnegan reported neither of the award recipients were able to attend. Layne Mostad – Conservation Award and Chuck Miller Tree Care Award.

12/9/15 - Big Sioux Project meeting – Sioux Falls – Darrell DeBoer gave an update on the project.

**NRCS OFFICE REPORT** – Lynsee Planting, acting District Conservationist, gave an update on NRCS activities (see attached). The board discussed drafting a letter to Ducks Unlimited Regional Office regarding CRP workload and potential technical assistance from their agency to assist with the heavy workload with this program.

**CONSERVATION PLANS**– No plans presented.

**FY 2015 FINANCIAL REVIEW** – Rick Kerr moved, second by Jerry Oines to hire Rykhus Financial Services, Inc. to perform the fiscal year 2015 financial review. Motion carried.

**36<sup>TH</sup> ANNUAL BROOKINGS AREA CROP CLINIC** – January 22, 2016 – 1:00 pm to 4:00 pm at the 1<sup>st</sup> Lutheran Church Activity Center in Brookings. Rick Kerr moved, second by Jerry Oines to sponsor the meal at \$75 but to not set up a booth. Motion carried.

**CHRISTMAS BONUSES/RAISES**

**EXECUTIVE SESSION** – Darrell DeBoer moved, second by Rick Kerr to enter into executive session at 3:35 pm for the purpose of discussing personnel bonuses/raises. Motion carried. The board came out of executive session at 4:37 pm.

Rick Kerr moved, second by Darrell DeBoer to give Finnegan and Kreitlow a \$1500 bonus. Motion carried. Employee raises will be discussed at the January meeting.

**UPCOMING MEETINGS/EVENTS:**

- ❖ 1/20/16 – Research Farm Customer Focus Group – ARS NCARL
- ❖ 1/22/16 – 36<sup>th</sup> Annual Brookings Area Crop Clinic – 1-4pm – 1<sup>st</sup> Lutheran Church Activity Center - Brookings

**NEXT SCHEDULED BOARD MEETING: Wednesday, January 6, 2016 at 1:00 PM**

Being no further business to come before the meeting, John Heylens moved to adjourn the meeting, second by Joel Koch. Motion carried.

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Joan Kreitlow, Recording Secretary