**Hughes County Conservation District**

**1830 N Table ST.**

**Pierre, SD 57501**

**July 8th, 2020**

**Call Meeting to Order:**The meeting was called to order by Ness at 1:25 pm. The following board members were in attendance: Lyle Stewart, Darrell Metzinger, Jesse Foster and Terry Ness. Office Personnel included: Douglas Boes, Triniti Sowards, & Trevis Olson. Guests were Susan Mahowald with A2D via phone, & Jesse Lisburg with US Fish & Wildlife.

**Agenda:**There were no objections to the agenda therefore Ness approved.

**Minutes of the last Meeting:**

Metzinger motioned to approve the minutes as presented. Foster seconded the motion. All present voted Aye and the motioned carried.

**Treasurer’s Report and Reconciliation:**Mahowald presented the financial report utilizing the Balance Sheet, AR Summary, and Deposit Detail. Mahowald also presented a check detail of all checks written from accounts since Junes meeting, along with the current checks needing signed. Metzinger motioned to approve the financials as presented and to pay the bills, Foster seconded the motion. All present voted Aye and the motion passed.

Sowards & Mahowald asked the board if they can start looking at just monthly statements online. So, that Sowards & Mahowald can enter in federal payments on Quick Books when HCCD receives those payments. Mahowald will get with Tammy from First National Bank to get monthly online statements. Foster motioned to approve looking at monthly statements online, Stewart second the motion. All present voted Aye and the motion passed.

**Old Business:**

* HCCD Credit Card was tabled for the next meeting. Foster will bring an application to the next board meeting so that the board can look over the application. The board would like to put a $1000 limit on the card. Boes requested that the credit card gets paid every two weeks.
* Boes asked the board members if they turned in their election forms by July 1st, 2020.
* Boes let the board know that HCCD did not charge SCCD for the hours that it took to fix everything that was broken on SCCD equipment.
* Boes let the board know that HCCD has started spraying the road ditches for the county. Boes told the board that he has been told three different dates on when spraying for the county needs to be done. Boes also talked about when the guys are spraying that if the sprayer does not get all the thistle then the employees must hand spray the thistle that they miss. Boes also requested that maybe next year HCCD get another sprayer pickup, but the board would like to see how everything goes this year and that next year start spraying behind the mowers when they are starting to mow road ditches, along with better communication on when mowing and spraying can start.
* The board recommended to send customer RL018 another letter to see what they want to do about their overdue invoice and to keep documents together just in case we go to court.
* Boes let the board know that HCCD will get ahold of the conservation award winners to find out where they would like they sign to be hung up at. Make appointment for the board members to give the award winners their certificate and put into the newsletter.

**New Business:**

* Boes told the board that he would like to increase the tree/fabric price next year. The board requested that Boes brings a break down to see what HCCD has made on tree/fabric from the last 12 months. The board would feel better to see 50-60 thousand in the money market. Boes would like to have the increase done by September 1st before all 2021 tree grant contacts are filled out and sent back to HCCD.
* The board would like to see the last 3 years to how HCCD budget is going and a break down for SCCD and HCCD.
* Boes gave the board a report on all the insurance claims for this year. Boes also let the board know that HCCD bought back the blue dually from the insurance company and that everything on the 2011 Chevy pickup is all fixed. Boes asked the board if HCCD will be able to sell the grill guard from the 2011 Chevy pickup, the old mower and the two 5’ rototillers. The board agreed.
* Metzinger motioned to move W.K. to fulltime and give W.K. fulltime benefits, Lyle second the motion. All present voted Aye and the motion passed.
* Boes asked the board to give Sowards a bonus for all to the work that she has done and all the changes that she has gone through. Boes also let the board know that she has been learning new things and has been willing to work in the dirt if she is need too. Stewart motioned to give Sowards a $500 bonus, Metzinger second the motion. All present voted Aye and the motion passed.
* Boes asked the board to see if Mahowald can show Sowards how to do payroll and reports that HCCD uses off Quick Books, in case something would happen to Mahowald. Foster motioned to have Mahowald show Sowards how to do payroll and what reports to use, Metzinger second the motion. All present voted Aye and the motion passed.

**Executive Session:**

* Pursuant to Executive Session 1-25-2.4. Ness called for executive session at 5:17 pm until 5:27 pm.

**Secretaries Report:**

**District Manager Report:**

* Boes asked the board if we can add to the policy that if HCCD gives employees equipment to do their job. When they are done working for HCCD they will need to bring the equipment back otherwise HCCD will take the amount of the equipment off their last paycheck.
* Boes let the board know that he is planning on being in and out over a couple weeks during July.

**Field Office Report:**

* Trevis gave the Field report.

**Plans for Review:**

**New Meeting:**

* August 6th at 1 pm

**Adjourn:**

* Ness declared the meeting adjourned at 5:58 pm.