Hughes County Conservation District

1717 N. Lincoln Ave. Suite 103

Pierre, SD 57501

January 12th, 2017

*Minutes*

**Call Meeting to Order:** The meeting was called to order by Lyle Stewart at 2:05 pm. The following board members were in attendance: Darrell Metzinger, Brent Pries, Terry Ness, Jerry Webb and Lyle Stewart. Office Personnel included: Doug Boes, Dillon Blaha and Rosemarie Kuipers.

**Minutes of the December 7th Meeting:** were reviewed. Webb made a motion to approve the minutes as read and Metzinger seconded, all voted aye and the motion carried.

**Treasurer’s Report and Reconciliation:** Kuipers reported on the financial report, Webb motioned to table the Treasurer’s report until next meeting, Ness seconded the motion. All present voted aye and the motion carried.

\*The accounts payable were presented, Webb motioned to approve and pay the bills, Metzinger seconded, all present voted aye and the motion carried.

**Old Business:**

\* Year end was discussed with continuing to have Susan help where needed with financials.

\* Heater bids for the shop was discussed.

\* 4’ fabric machine, 7’ Mower and Rototiller are in need of repairs. We are currently waiting on estimate cost to have these repairs done.

\* Equipment inventory was recently started. Need to add a few items yet to be complete. Suggested to get pictures of inventory to put with the list.

**New Business:**

 \* The tree plantings that have come in so far for 2017 were reviewed, discussion followed on how to get the word out more to the public for the trees and HCCD services. Was discussed of possibly using the Green Sheet, setting up at a booth at the Builder Show in Stanley County, and using social media.

 \*Webb motioned to reappoint Lyle Stewart as an H.C.C.D. board member, Metzinger seconded the motion. All present voted aye and the motion carried.

\*The Election of Officers was addressed, Pries motioned for all seats to remain the same as 2016 and that all nomination of officers cease, Metzinger 2nd the motion. All present voted aye and the motion carried.

 \*Kuipers will travel to Huron on Tuesday Feb. 17th for her link-pass card certification, Motion to approve Kuipers using company vehicle for this trip made by Webb and seconded by Metzinger, all present voted aye and the motion carried.

 \*New group insurance that is available to all district employees and supervisors was brought up to see if there is yet a count on how many are interested in taking the insurance. There is not an exact head count at this time.

 \*Weed/Pest conservation signs were discussed with Mike Meyers to install (County) and Cholic signs to print the signs. The next weed and pest meeting is April 4th.

 \*SCCD asked for Kuipers to ask HCCD to go in on splitting the cost of a booth at the Builder Show that will be on April 1st and 2nd. The exact cost of the booth was unknown but thought to be around $60. It was tabled to the next meeting. .

**Secretaries Report:**

\*Kuipers and Doug will be preparing documents for the 2017 “Budget Proposal”. They will be getting together with Susan for these.

\* Kuipers presented current bills that were due with total to be paid of $2,435.49 and statement balance for the 3 accounts before these bills are: Checking $61,200.72, Newsletter $2,946.33 and Money Market $186,558.82 all as of December 30, 2016 statements.

 \*Checks issued and approved, as follows:

12134 AT&T $163.20

12133 Runnings $103.85

12132 City of Pierre $163.31

11689 Kennedy Implement $1395.63

12130 Sinclair Fleet Track $516.50

12129 WW Tire $93.00

12136 Doug Boes $762.50

**District Manager Report:**

\*Boes reviewed the tree plantings for 2017 as stated in the “old business”. The tree order will be cut before February 1st.

 \*Boes also discussed the tractor rentals not being available until March 30th, it was proposed that he request a quote from Kennedy on their normal per hour renting rate if we need to rent tractors prior to that date.

**Field office Report:**

\*Dillon Blaha presented his report.

**Plans for Review:** Nothing to add at this time.

**Executive Session:**

\*Stewart declared an executive session pursuant to 1-25-2.1 at 3:05pm.

\*Executive session exited at 3:35pm.

\*Boes Christmas bonus was decided on and approved in the amount of $1,000.

\*Kuipers employment agreement was read by all and accepted and signed by Stewart and Ness.

**Next Meeting:** February 9th at 7pm.

**Adjourn:**

\* Stewart declared the Meeting adjourned at 5:15 pm.