**Hughes County Conservation District**

**171 N. Lincoln Ave. Suite 103**

**Pierre, SD 57501**

**September 3rd, 2019**

**Call Meeting to Order:**The meeting was called to order by Ness at 7:05pm. The following board members were in attendance: Darrell Metzinger, Lyle Stewart, Brent Pries, Jesse Foster, and Terry Ness. Office Personnel included: Douglas Boes, Dillion Blaha. Guests were Susan Mawald with A2D.

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

**Minutes of the last Meeting:**
Metzinger motioned to approve the minutes as presented. Pries seconded the motion. All present voted Aye and the motioned carried.

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

**Old Business:**

* Secretarial Position was discussed, Dillion presented a standardized list of requirements that he would like to have within any secretarial contract going forward. Pries motioned to attach these requirements to the next secretarial contract. Metzinger seconded the motion. All present voted Aye and the motion passed. It was then decided to go over applications in an executive session later during the meeting.
* Ness reported on the bus tour that was held on August 15th-20th everyone had a good time and lots of information and experience was gained by all who attended.
* The board was presented an overview of where the existing Claims are standing.
* Doug informed the board that their main tree supplier is raising their prices by 5% and that he will be doing a review of the existing prices on trees to determine if any price changes need to be accommodated for next year.
* Customer DO3400 was discussed and the board directed Doug to continue with filing a small claim.
* Doug gave the board a report on the discussions that were held during the Annual NMA meeting that he had attended.
* Doug reminded supervisors to sign and return their oath of office contracts.

 **New Business:**

* A presentation from the Avitus Group was presented via online utilizing the overhead projector, the Avitus Group would like to contract with the district to handle all office payroll and bookkeeping. No action was taken on this.
* After reading a request letter from Ruth Beck asking the district if Ag. Day could be held at our shop on March 25 of 2020, Pries made a motion to allow Ag. Day to be held at the HCCD Shop on the day requested. Stewart seconded the motion. All present voted Aye and the motion passed.
* Doug presented the letter that he sent to the Dept. of Ag. Requesting funds from one action in the 2018 tree iniative grant be divided equally and then reapplied to the other actions. Foster made a motion to approve the letter’s request. Stewart seconded the motion. All present voted Aye and the motion passed.
* A request for support of a request to the Conservation commission to increase rates on the existing docket prices. Pries made a motion to support the request. Foster seconded the motion. All present voted Aye and the motion passed.
* Stewart motioned to offer the Secretarial Position to candidate TB98 at $15/hr. plus $300 insurance allotment along with $500 delta dental. Metzinger seconded the motion. All present voted Aye and the motion passed.
* The board directed Doug to purchase a White Board to install inside of the office.

**Executive Session:**

* Pursuant to Executive Session 1-25-2.4.
* Ness declared executive session at 10:01 pm and then declared out of executive session at 10:35 pm.

**Secretaries Report:**

**District Manager Report:**

* Doug gave the board a fall work load update.

**Field Office Report:**

Dillon gave the Field report and suggested a white board in the office would assist all in knowing when individuals are in/out of the office.

**Plans for Review:**

**New Meeting:**

* October 10th at 3pm

**Adjourn:**

* Ness declared the meeting adjourned at 11:15pm.