Hughes County Conservation District

1717 N. Lincoln Ave. Suite 103

Pierre, SD 57501

January 22, 2017

*Minutes*

**Call Meeting to Order:** The meeting was called to order by Lyle Stewart at 1:13 pm. The following board members were in attendance: Darrell Metzinger, Brent Pries, Terry Ness, Jerry Webb and Lyle Stewart. Office Personnel included: Douglas Boes and Rosemarie Shoop. Guests were Susan with A2D bookkeeping.

**Agenda:** Motion was made by Webb to approve the agenda, Ness second. All voted Aye, motion carried.

**Minutes of the December 15th Meeting:** were reviewed. Metzinger made a motion to approve the minutes as read and Pries seconded, all voted aye and the motion carried.

**Treasurer’s Report and Reconciliation:** Shoop reported on the financial report and presented Balance Sheet, AR Summary, Check Detail and Deposit Detail, Pries motioned to approve the Treasurer’s report and pay bills. Metzinger seconded the motion. All present voted aye and the motion carried.

The Election of Officers was addressed, Pries motioned for Chairman, Lyle Stewart and Vice Chairman, Terry Ness to change positions and all other positions to remain the same. Webb second the motion. All present voted aye and the motion carried.

**Old Business:**

\*Policy revisements were discussed and it was decided that Webb and Ness and Susan get together to go over some of the options for changes. Webb had suggestion for an addition to be made for no smoking in any of the vehicles and buildings. Other ideas and suggestions will be tabled to next meeting.

\* SDRS has been started for employees. Ness and Pries are interested in doing paperwork so that they can be set up to participate on the board side of it. Shoop will get paperwork so this can be set up.

\* Joint powers were presented on behalf of Hyde, Hand and American Creek to continue with agreements between said counties and Hughes County Conservation. Webb motioned to sign all three joint powers agreements. Metzinger second, all voted Aye and motion carried. Hyde County had already been presented and signed but it needed to be resigned with blue ink.

\*HC/SC joint powers was discussed due to the Corp bid that is coming up. At some point, Stanley County and Hughes County will need to get together and discuss how to go about the Corp work to get done. Bid needs to be turned in by March.

\*Christmas bonus’ discussion was tabled to the next meeting.

\*Point of sale for credit cards was discussed again. Susan mentioned that you can do credit cards through quick books and she will look into how that works.

\*Doug looked into internet at the shop and the least expensive route is to go through AT&T like we do for the office internet.

**New Business:**

\*New applicants were reviewed. No decision was made at this time. Discussion was tabled to next meeting.

\*M.V. billing was discussed and it was motioned by Metzinger to write a letter with 2 payment options. Motion was second by Pries. All voted Aye, motion carried.

\*Motion was made by Ness to change pay period so that it will now be from Sunday-Saturday. Next pay check will be smaller as pay period will end on the 27th in order for the week changes to take place. Motion was second by Webb. All voted Aye, motion carried.

**Secretaries Report:**

\* Shoop presented current statement balance for the 3 accounts are: Checking $64,629.73, Newsletter $5,850.02 and Money Market $212,557.01.

**District Manager Report:** Doug give report on work load update, 2018 tree update. Doug recommended we sell the White 1993 Ford pick-up as it no longer works for what we need it for. The board gave permission for Doug to set a price and sell the pick-up. Also, Doug has permission to sell the old mower. Doug will place said items on facebook to advertise for sale and if these don’t sell, he will then run an ad in the paper.

**Field office Report:**

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

**Executive Session:**  Pursuant to Executive Session 1-25-2.4. Executive was called at 2:50 and adjourned at 3:00 pm. Second executive was called at 4:24 pm and adjourned at 5:18pm. Third executive was called at 5:52 pm and adjourned at 8pm.

**Next Meeting:** February 8th at 7pm.

**Adjourn:** Stewart declared the meeting adjourned at 8 pm.