***Hughes County Conservation District***

***1717 N Lincoln Ave, Suite 103***

***Pierre, S.D. 57501***

***Minutes***

Wednesday, November 6th 2013

7PM

**Call Meeting to Order:** The meeting was called to order at 7:05 pm. The following board members were present: Lyle Stewart, Brent Pries, Jim Finley, Darrell Metzinger , and Terry Ness. Office personnel present: Doug Boes, Lowell Noeske, and Heather Forney. Also present was Cec Johnson (S.D. Dept. of Ag.).

***Minutes of Oct. 11th Meeting***: Finley motioned to accept the minutes as read. Metzinger seconded. Everyone voted eye and the motion carried.

***Treasurer’s Report and Reconcilliation:*** Heather Forney gave her verbal financial status report.

 \*Approximately $8000 worth of checks in drawers not deposited.

 \*Filing has not been done since approximately June 2013 on some and some even longer.

She will charge $60 per hour and try to keep her bill under $900.00 for the bookwork reconciliation, audit, and file work. She will have a financial report to share at the Dec. meeting. May be able to continue on past this date on a weekend basis at the rate of $60 per weekend, till such time as the district realizes a permanent employment solution for this position.

Finley motioned, Ness seconded to approve the following payables. Everyone voted eye and the motion passed.

* Pamela Haag Payroll $588.75
* Doug Boes Payroll $905.36
* Krystal Whitley Contract Labor $50.00
* Sharpe Rentals Equip Rental $480.00
* Runnings Supplies $2,147.22
* WeatherAll Spray On Insulation $7999.00
* City of Pierre Service $75.89
* Edmunds County Leg. Dinner $65.56
* Titan Machinery Def. $41.40
* W W tire Repairs Dually $416.45
* SDML Workers Comp. $2,157.00
* DNA Const. Liner Panel Installation $2,027.55
* AT&T Cell Phone $122.14
* Bauman Lumb. Materials $5,624.65
* Envirotech Waste Service $37.99
* Sinclair Fleet Drilling fuel ($39.00 late fee) $559.06
* 1st National Bank Credit Card $169.04
* ProBuild Materials $28.56

***Old Business:***

***Minutes of Oct.21st Meeting***: Pries motioned to accept the minutes for the emergency meeting as read with the following addition:

\*The district secretary was not available on Oct. 24th , so the meeting with her was held held on the Oct. 25th , 2013.

Metzinger seconded . Everyone voted eye and the Motion Carried.

***Minutes of Oct.30TH Meeting***: Metzinger motioned to accept the minutes for the emergency meeting as read. Pries seconded. Everyone voted eye and the motion carried.

**New Business**:

**Cec** Johnson gave comments about policy and “Open Meetings Policies “ that are new since July 1, 2013.

**Finley** Motioned, Metzinger seconded to enter into Executive Session. Everyone voted eye and the motion carried . The Board went into executive session from 8:17 until 9:02.

**A**: Lyle will contact Delta Dental about termination of dental coverage concerning the released employee.

**B**: Metzinger motioned , Ness seconded for the board to have Brent Pries contact Lieghtholt about the overpayment on the released employee’s Ins. and request a reimbursement from them to both districts for the period of Nov. 8- Nov. 30. Everyone voted eye and the motion carried.

**C:** Unemployment claim paperwork will be submitted prior to Nov. 15th.

**D:** Will Pay dues to NACD in January.

**E:** Personnel Committee will meet before next meeting to discuss permanent employment requirements for open position and bring recommendations to next meeting.

**F**: Pries motioned, Finley seconded To authorize Stewart to Proceed with contacting the Hughes County States Attorney with the informational list of failures of released employee, for the purpose of attaching a letter with these failures to the worker’s compensation claim. Follow up of conversation and action to be presented at Dec. meeting. Everyone voted eye and the motion carried.

**G:** Finley motioned, Pries seconded That after the Dec. meeting a special meeting will be called to go thru the recommendations of the personnel committee, work out the details and then advertise for the position of secretary. Everyone voted eye and the motion carried.

**H:** Ness motioned, Metzinger seconded To pay Krystal Whitley a sum of $50.00 for contracted labor. Everyone voted eye and the motion carried.

**I:** An inventory of Supervisor attendance at meetings for the purpose of reimbursement shall be ready for the Dec. meeting.

**District Secretary Report:**  None

**District Manager Report**:

\*White truck is having transmission trouble, will check into more before purchasing tires and rims that had been approved at earlier meetings.

\*Blue truck had shifter problems that were repaired by WW tire.

\*Brown dually truck had brake trouble that was repaired by WW tire.

\*Presented the Board with bids for either blow in insulation above completed liner panel ceiling. Finley motioned, Metzinger seconded to hire Weatherall to blow in the insulation above the ceiling for the Bid amount of $4,940.00. Everyone voted eye and the motion carried.

\*Doug presented a rough up to date cost on the building improvement cost so far.

* Bauman Lumber Materials $11,932.00
* Weatherall Sprayon Ins. $07,999.00
* Sharp Equip. Rental $00,480.00
* Runnings paint,equip, supplies $02,000.00
* DNA Install Liner $02,000.00
* Ferding Electrical $01,500.00
* Labor Labor $03,461.00
* ProBuild Materials $00,028.00
* City Permit $00,250.00

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$29,650.00

 Blow in insulation $04,940.00

 Approximate Total: $34,590.00

**Field Office Report:**

Noeske reported on NRCS activities for the Month. And two plans were presented for district signatures.

Next Meeting will be held December, 5th at 7pm.

Stewart motioned to adjourn at 10:15pm.