

MORTON COUNTY SOIL CONSERVATION DISTRICT

MINUTES OF MEETING

9:30 a.m. Thursday, January 14th, 2016

9:30 a.m. CDT - USDA Service Center – 2450 Overlook Lane Mandan, ND 58554

I. **CALL TO ORDER-** The meeting was called to order by Ted Becker at 9:34am.

II. **ROLL CALL**

Beth McCleary	Jim Hopfauf	Aaron Steckler
Brandon Schafer	Rocky Bateman	Lynnell Rude Ussatis
Adam Pachi	Duane Olsen	Greg Sandness
Melissa McCann	Don Tanaka	Jamie Wetch
Justin Edwards	Ted Becker	Paul Olson

Absent

Jackie Buckley	Richard Tokach
Travis Wolf	Michele Doyle

III. **REORGANIZATION OF MCSCD BOARD OF DIRECTORS**

a. **Appointed Supervisors**

Rocky made a motion, seconded by Aaron, to appoint Travis Wolf and Jim Hopfauf as Appointed Supervisors.

Motion Carried

Voting Aye (3)

Ted Becker
Rocky Bateman

Voting No (0)

Aaron Steckler

Jim Hopfauf took control of the meeting for election.

b. **Chair**

Ted Becker was nominated for chair of the Board. Rocky made a motion, seconded by Aaron, to appoint Ted Becker as the Chair of the Board.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

Ted Becker took control of the meeting as Chairman.

c. **Vice-Chair**

Jim Hopfauf and Aaron Steckler were nominated for Vice-Chair of the Board. The board voted via secret ballot for the position of Vice President. The secret ballot confirmed that Jim Hopfauf was voted in as Vice President in an anonymous 2 to 1 vote.

d. **Official Secretary**

Jim made a motion, seconded by Rocky, to appoint Jackie Buckley as the Official Secretary.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

e. **Recording Secretary & Treasurer**

Rocky made a motion, seconded by Aaron, to appoint Beth McCleary as the Recording Secretary and Treasurer.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

f. **Advisory Supervisors**

Rocky made a motion, seconded by Jim, to appoint Don Tanaka, Duane Olsen and Richard Tokach as Advisory Supervisors.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

g. **RC&D Representative**

Jim made a motion, seconded by Rocky, to appoint Duane Olsen as the RC&D Representative.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

h. **RDC Representative**

Aaron made a motion, seconded by Jim, to appoint Rocky Bateman as the RDC Representative.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

i. **Area IV Representative**

Rocky made a motion, seconded by Aaron, to appoint Duane Olsen as Area IV Representative.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

j. **Personnel Committee**

Rocky made a motion, seconded by Aaron, to have Jim Hopfauf and Travis Wolf be on the Personnel Committee.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

k. Jim made a motion, seconded by Aaron, to elect Travis Wolf as the lead board member on the financial and equipment committee.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

IV. MINUTES OF PREVIOUS MEETING - Rocky made a motion, seconded by Aaron, to approve December 10th, 2015 minutes and January 7th, 2016 minutes.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

V. TREASURER'S REPORT - Rocky made a motion, seconded Aaron, to approve both the District and 319 Financial Reports submitted by Beth McCleary.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

VI. OLD BUSINESS

- a. Newsletter – Due January 8th 2016 – Annual Report – Beth presented a copy of the Newsletter to the Board. Beth sent the Newsletter to Image Printing on 01/12/2016. The next newsletter articles are due April 8th, 2016.
- b. Website – Beth updated the website with the Personnel Committee meeting notice as well as the January Board meeting notice and agenda. Adam updated the trees portion of the website.
- c. MCSCD Handbook – Beth is working with Wendy Bent from the Morton County Court House. Beth and Wendy will complete a rough draft and discuss any issues with Rocky. Once rough draft is completed Rocky and Beth will present it to the board for approval.
- d. Water Spicket – Nothing to report
- e. 2016 Winter Workshop January 19th, 2016 @ Baymont Inn- Beth, Melissa, and Paula will be handling the registration table. The board would like to contact Clayton and invite him to have supper on Monday January 18th.
- f. RC&D Grant – Beth presented the Board with a report on the RC&D Grant. The Morton County SCD spent \$760.60 total. Beth is still awaiting to receive the grazing sticks from NDSU.

VII. REVIEW WORK PLAN/CALENDAR – Beth will update the Committee section of the Annual Work plan and present each board member with a copy once completed. Beth past around a temporary calendar to review.

VIII. NEW BUSINESS

- a. Brian Grosinger – Report – Nothing to report
- b. Lynnell Rude Ussatis, CPA Mahlum Goodhart – Lynnell discussed the issues that Beth and her worked through in QuickBooks. Lynnell stated that Beth worked very hard on fixing QuickBooks. Lynnell stated a few examples of checks and balances in her report.

Rocky made a motion, seconded by Aaron, to have Beth no longer sign the District or 319 checks unless there is an emergency, the members of the personnel Committee will take over responsibility of primary signers of the District and 319 checks.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

Jim made a motion, seconded by Aaron, to work with Mahlum Goodhart in implementing an agreed upon procedures and review in 6 months with the board.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

- c. Greg Sandness – 319 Schedule – Paul Olson presented a report on Big Muddy Creek Watershed and Hailstone Creek/Danzig Dam Watershed Project. The district will need to acquire the use of a boat for lake sampling.
- d. Employee Review Recommendations – Personnel Committee- The personnel Committee visited with all the employees and were happy with the work that they were doing. Jim presented the Personnel Committee recommendations.
Jim made a motion, seconded by Rocky, to give Brandon Schafer a \$1.10 raise, Beth McCleary \$1.00 raise, Adam Pachl \$1.00 raise.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

- e. Outdoor Heritage Fund Grant
 - 1. Wildlife Cover Crops- Justin presented a proposal for the district to apply for an Outdoor Heritage Fund Grant. Justin, Rocky, and Ted will talk to the public and see if there is an interest in a grant request and to see if it would be successful.
 - 2. Tri-County Application – Brandon presented an idea to the board about applying for an Outdoor Heritage Fund Grant that would consist of Morton, Oliver and Grant counties. The Grant would mainly focus on rangeland improvements by providing financial assistance to producers for water developments and cross fencing. A proposed requirement for financial assistance would be a 3 year prescribed grazing plan. Cropland practices proposed would be establishing perennial vegetation, cover crops, and nutrient management. Jim was appointed to be the lead board member on assisting Brandon with applying for the grant.

The meeting broke out for lunch at 12:30 and reconvened at 1:03pm.

- f. Soil Probe – Brandon is requesting to purchase a soil probe for soil sampling. The cost of the probe is around \$500.00 total.
Rocky made a motion, seconded by Aaron, to purchase a soil probe for soil sampling.

Motion Carried

Voting Aye (4)

Ted Becker
Jim Hopfauf

Voting No (0)

Rocky Bateman
Aaron Steckler

- g. Grafted Trees – The board members were sent another letter concerning the Conservation Districts selling non conservation grade stock. Beth contacted Brian Johnston, the CEO of the NDASCD, and discussed the possibility of allowing Morton County SCD to continue large fruit tree sales for 2016 tree season and ceasing sales for 2017. Brian reached out to Mary Holm, Executive Director of the ND Nursery and Greenhouse Association, and presented the proposal. Mary accepted the proposal and Brian sent an email confirmation to Adam. The board decided to completely comply with the NDASCD agreement effective in the 2017 tree season.
- h. Shop Talks- Brandon provided a list of producers that were willing to host a shop talk. The staff will reach out to those producers and set up dates for future shop talks.

IX. REPORT OF DISTRICT EMPLOYEES

a. District Technician

1. Update on Trees and Fabric – Adam stopped taking new tree planting requests for the 2016 season. He currently has around 115,000 feet of trees planned and about 70,000 feet of fabric planned for the 2016 season. Adam has been processing hand plant and replacement order forms and states that we are currently on track from where we were last year. Bailey Nursery was sold out of most of the large fruit trees that we placed on our order form by the time Adam sent in the first order. Beth and Adam went through Bailey's remaining stock list and chose a few apple tree replacements. Adam contacted Jim and presented the possible replacements. All replacement apple trees are suitable for Morton County. Adam updated the website to remove the unavailable apple trees and has been contacting customers who have ordered the unavailable apple trees, and is asking if they would like to switch or be put on a wait list.

Adam has a producer that is on the Oliver and Morton County border line and was wondering if the Morton County SCD board would allow Adam to plant his trees. The house of the producer is in Morton County and some of the land is in Oliver County. The board stated as long as Oliver County SCD has no issue with Morton County SCD planting then Adam may plant the trees for this producer.

b. District Secretary

1. Admin Update- Beth completed year end forms and presented the dates that she completed them. W-2's were sent on December 31st, State Sales Tax was sent on January 4th, ND Withholding was sent on December 23rd, 4th Quarter Federal Returns were sent on December 23rd, ND Job Service was completed online on December 31st, and the 1099's on January 12th, 2016.

c. 319 Watershed Coordinator

1. Update on Watershed Program – Water Festival – Brandon needs agreements to be signed and the date for Water Festival is on April 12th 2016 at the Nazarene Church.
2. Update on Soil Health Mentor Program – Russell Hoovestol brought in his receipts for reimbursement. Kevin Fishbeck sold his land and is no longer in the program.

X. REPORT OF COOPERATING AGENCIES

a. District Conservationist

1. NRCS Programs Update

- a. EQIP- NRCS has been working on ranking EQIP applications.
- b. CSP- Currently have one CSP application.
- c. CRP- Nothing to report

b. County Extension Agent – Nothing to report

- c. Farm Bill Biologist - Justin has been spending a lot of time in Oliver County. Justin is having a CRP Workshop at the New Salem Fair Grounds on January 28th, 2016. Oliver County Winter Workshop is at the Center Civic Center on February 9th.

- ## **XI. CORRESPONDENCE**
- Beth presented the following correspondence: NDASCD Board of Directors Meeting Minutes draft, NACD Holiday Card, Participator Newsletter, Gateway to Science Newsletter, Chamber Connection Magazine, ND Insurance State Bonding Declaration, Capital Credit Union Statement, and NDSCD Supervisor accreditation course training information.

XII. APPROVE APPLICATIONS AND AGREEMENTS

Review and Approve – Russell Hoovestol - Aaron made a motion, seconded by Rocky, to approve the application of payment for Russell Hoovestol.

Motion Carried

Voting Aye (4)

Ted Becker

Jim Hopfauf

Voting No (0)

Rocky Bateman

Aaron Steckler

XIII. PLANS FOR NEXT MEETING

MOVED - 9:30 AM Thursday, February 18th, 2016 at Mandan USDA Service Center

XIV. Sign Expense Voucher, Payroll, and Credit Card Statements

XV. ADJOURN – The meeting was adjourned at 2:01pm

Respectfully Submitted,

Beth McCleary
Recording Secretary

Approved:

Chairman