

MORTON COUNTY SOIL CONSERVATION DISTRICT MINUTES OF MEETING

8 a.m. Tuesday, August 2, 2022

2540 Overlook Lane, Mandan, ND 58554

I. **CALL TO ORDER** – Aaron called the meeting to order at 8:05 am

II. **ROLL CALL**

Staff: Ryan Kobilansky, Landon Weiser, Malissa Mckee

Board Members: Aaron Steckler, George Ferderer, Steve Tomac, Richard Tokach

Others: Ethan Gress, intern

III. **MINUTES OF PREVIOUS MEETING**

Richard motioned to accept the minutes of the previous meeting, George seconded.

Aye – (3) Richard, George, Steve

No – (0)

IV. **TREASURER’S REPORT**

a. Malissa shared update regarding reconciliation of accounts. There was a discrepancy from May payroll regarding IRS and Nationwide payments not being submitted but being processed in QuickBooks.

-Research was done for any special adjustment for payment submission, none needed per Nationwide as well as contact for QuickBooks assistance; payments were submitted.

b. QuickBooks crashed on 7/20, was unable to connect to company file on district laptop. Worked with QuickBooks tech support and was able to recover the file last backed up on 6/30 but lost data entered from 7/1-7/20. Data was re entered with printed information. Based on initial reconciliation prior to crash, all information appears to be back up to date

- entered 0.01 adjustment for May and 1.26 for June in QuickBooks for reconciliation

-prior to QuickBooks crash, May adjustment was 0.01 and June was 46.98

Richard motioned to accept the treasurer’s report. George seconded

Aye – (3) Richard, George, Steve

No – (0)

V. **REPORT OF COOPERATING AGENCIES**

a. District Conservationist – Landon Weiser

-Contract reviews this month, touching base with producers and seeing if any technical assistance is needed. Receiving some documentation for grazing rotations. Reminders have been sent out for documentation needed for CSP.

-Making contacts and meeting producers on planning list; several interested in trees, grass seeding, cover crops, water developments, and fencing. Sign up deadline late September

-Salinity management training, soil mapping training, and WRE training has occurred since last meeting

-many of staff attending online training for week to two weeks for conservation planning in August and some in September

b. County Extension Agent – Renae Gress

(Not present)

VI. **OLD BUSINESS**

a. May financials were previously tabled – financials have been reviewed and reconciled at this time

Richard motioned to approve the May financials. George seconded.

Aye – (3) Richard, George, Steve

No – (0)

b. Pricing review for services

Pricing committee met on Thursday, 7/28 at the office.

c. Trees and associated supplies

Ryan shared that all nurseries are expecting pricing increase on trees, only Towner was able to give pricing increase rate, other nurseries are TBD. Towner increasing \$0.10/tree and plugs at \$1.20.

- tree cost is \$0.30/ft rate and currently selling at \$0.40/ft
- fabric cost is \$0.37/ft rate and currently selling at \$0.60/ft
- estimated at \$0.01/ft fuel cost based on this years vehicle usage for planting

*pricing committee recommended to go from \$1.00/ft to \$1.50/ft

Richard motioned to update to \$1.50/ft, Steve seconded the motion with a recommendation of bringing the data in writing to the board for reference

Aye – (3) Richard, George, Steve

No – (0)

d. fabric staples

-currently at \$0.15/each which is fairly close to cost, recommended to go to \$0.25 or \$0.30/each

*\$0.30/each would bring a box (500 count) to rate of \$150, discussed a box discounted rate

Richard motioned to update staple pricing to \$0.30/each, George seconded.

Amendment added to the motion for a discounted box rate of \$125

Richard motioned on the amendment, George seconded.

Aye – (3) Richard, George, Steve

No – (0)

e. Truax drill, customer hiring SCD to complete work

- currently at \$17/acre with a minimum of 10 acres

-pricing committee suggested moving to \$20/acre, minimum of 15 acres and \$2/mile

*tabling for now in order to get more data. such as repair costs

f. Tiller, customer hiring SCD to complete work

-currently at \$75 delivery one way, plus mileage

-recommended moving to \$100 one way for delivery, plus \$2/mile

Steve motioned to update tiller rate to \$100 delivery rate and \$2/mile, George seconded.

Aye – (3) Richard, George, Steve

No – (0)

g. Manure spreader, customer renting from us

-currently at \$300 deposit and \$300/day, \$50 delivery fee

-recommended updating to \$350 deposit, \$350/day with \$100 one way delivery fee

- Steve suggested \$50 delivery fee, \$2/mile with minimum of \$50

*discussed that a flat rate is helpful for when moving manure spreader from customer to customer sites

- \$350 deposit, \$350/day and \$2/mile with \$75 minimum

George motioned to update manure spreader rate to \$350 deposit, \$350/day and \$2/mile with \$75 minimum. Steve seconded.

Aye – (3) Richard, George, Steve

No – (0)

h. Tiller, customer renting from us

-currently \$100/day rental

-recommended updating to \$150/day rental

Richard motioned to update tiller rate to \$150/day rental. Steve seconded.

Aye – (3) Richard, George, Steve

No – (0)

VII. REVIEW WORK PLAN/CALENDAR

- a. August 2-3 Watershed coordinators meeting
- b. August 10 – Crops, Covers, Cows

- c. August 23-24 – UCOW (Urban Conservation and Outreach Workshop)
 - George asked that Malissa email this out to the board as unfamiliar with this event
 - 2nd annual, Burleigh county SCD sponsored at Menoken farms

VIII. NEW BUSINESS

- a. Mill Levy Budget
 - went through budgeted numbers on spreadsheet prepared by District Secretary and made adjustments as needed
 - schedule A & B had been filled out, will need to be adjusted with new numbers as discussed in meeting

Steve motioned to accept the budget as discussed, Richard seconded.

Steve motioned to add \$40,000 for equipment and tree shed replacement to schedule A as a dedicated cash reserve.

Richard asked to email updated numbers to full board, subject to review.

Steve motioned to prepare mill levy and email to board for review. Richard seconded.

Aye – (3) Richard, George, Steve **No – (0)**

IX. REPORT OF DISTRICT PROGRAMS

- a. No district programs to report on at this time

X. REPORT OF DISTRICT EMPLOYEES

- a. District Secretary
 - total of 5 applications received at this time for District Technician position
 - *will email resumes to personnel committee
 - *discussed interviews in afternoon the next week to two weeks
 - board pay discrepancy in June, all members were paid 2 meetings in advance
 - *will notate on meeting sheets for two meetings after June of the check date they were paid, continue pay as normal following
 - new district laptop
 - *discussed quotes, processor requirements for QuickBooks and looking for comparable of federal laptop for longevity
 - *discussed an external hard drive vs offsite back up service at ComputerOne.

George motioned up to \$1200 to purchase a laptop and offsite back up service at ComputerOne. Steve seconded.

Aye – (3) Richard, George, Steve **No – (0)**

- credit card offerings from Dakota Community Bank
- move from Chase to Visa from Dakota Community

Richard motioned to move to Dakota Community credit card, George seconded.

- b. District Technician (open position)
- c. 319 Watershed Coordinator
 - recommend purchasing high quality first aid kit(s) with tourniquet and form of quick clot and fire extinguisher(s) to either have in each vehicle or one to transfer in vehicles for tree crew
 - *discussed issues of forgetting to grab kit, moving from one vehicle to another issues
 - *confirmed that federal vehicles each have their own kits and fire extinguishers, should follow suit
 - first aid training proposed as a possibility
 - *Malissa indicated that she had looked at this and Red Cross offers online courses for \$35
 - measuring wheel is needed to be replaced

-attended plot tour with Renae from extension, shared on Watershed, had a couple individuals interested

-2 current contracts, received reimbursement and payments were just sent out to producers

d. Ethan (intern)

- getting estimates on modification work of trailer for tiller

*Center Machine estimated 20 hours of labor at \$80/hr, more of an engineered design

**discussed sounded like estimating high, more thorough design for longevity

*RMG estimated \$500-\$800 total, flat platform design

**discussed possibly may be design that may need to be re worked in a year or so

-getting survival counts on trees currently

*finding that Dogwoods are the species with lower rates this year

XI. PERSONELL COMMITTEE

a. Meeting broke at 12:30 for an executive session to discuss staff wages.

-staff rejoined the session at approximately 1:00

George motioned to increase Ryan's wage to \$24/hr effective August 1, Richard seconded.

Aye – (3) Richard, George, Steve

No – (0)

XII. CORRESPONDENCE

b. Renewal of BCBS policies

c. Dakota Community bank credit card offerings

d. Available tax credit funds – offering by a company that we would have to pay

XIII. APPROVE APPLICATIONS AND AGREEMENTS

a. NRCS contracts

-one to sign

XIV. PLANS FOR NEXT MEETING

a. September 8 at 8:00

XV. SIGN EXPENSE VOUCHERS, PAYROLL, AND CREDIT CARD STATEMENTS

XVI. ADJOURN – meeting was adjourned at 1:05 pm

Respectfully Submitted,

Malissa McKee

Recording Secretary

Approved:

Aaron Steckler - Chairman