MORTON COUNTY SOIL CONSERVATION DISTRICT MINUTES OF MEETING

1:00 pm. Thursday, December 14, 2023

Baymont Inn & Suites, 2611 Old Red Trail, Mandan, ND 58554

I. CALL TO ORDER – George called the meeting to order at approximately 1:05 pm

II. ROLL CALL

Staff: Ethan Gress, Chance Porsborg, Malissa McKee

Board Members: Richard Tokach, Rocky Bateman, Thomas Osterbauer, George Ferderer, Steve Tomac, Kent

Belland

Others: Landon Weiser (NRCS)

Absent: Aaron Steckler

III. MINUTES OF PREVIOUS MEETING

Richard mentioned a correction to the November minutes regarding a vote; section VIII New Business c. Unable to have a 2-0 vote as no quorum, there was an abstaining vote from Richard. Malissa asked clarification on correction, quorum was present. Consensus to re do voting.

Steve motioned to return half of deposit of manure spreader rental (November 9, 2023 minutes, New Business section C). Rocky seconded.

Role call vote:

Aye – George, Steve, Rocky No – (0)

Richard abstained.

Richard motioned to approve November minutes with the acception. Steve seconded.

Aye -(3) No -(0)

IV. TREASURER'S REPORT

Malissa presented August, September, October, November financials along with financial reports. Financial reports were also presented for date of 12/14/23 to clarify current information.

Malissa shared that she met with Lynnell from Haga Kommer CPAs, reviewed questions presented from the board.

Rocky made a motion to correct the entries that were made:

6/5/2020 \$6.45 cash transaction

3/10/2020 \$15.00 cash transaction

4/25/2022 \$250.00 bill/cash for handplant sale

6/25/2022 \$822.64 payroll check (error of entry – corrected payroll, 6/27/22 \$932.41)

8/16/2023 supervisor payroll – need to deduct tax from next paycheck, Aaron \$1.06, Richard \$2.12 Steve seconded the motion.

Role call vote:

Aye- George, Rocky, Steve (3) No- (0)

Richard abstained.

Steve motioned to move to 30 day terms starting 1/1/24. Richard seconded the motion.

Aye- (3) No- (0)

Rocky motioned to have Lynnell come to board meeting as soon as she is able. Richard seconded.

Aye- (3) No- (0)

Suggestion to have previous board member Travis Wolf at meeting as well, if he is available.

Thomas asked Richard if financials are to be approved or tabled at this time. Richard indicated that he has questions on accuracy of the financial reports, do not have questions on the bank statements.

Rocky moved to accept financial reports. No second. Motion fails.

V. REPORT OF COOPERATING AGENCIES

District Conservationist – Landon Weiser
 EQIP – 10 that are ranking, due late February.

EQIP act now -2 currently, due late March. If get more funding, then will be due April. Field work completed due to nice weather.

Checking out pipelines and tanks in last few weeks, some fences were not completely done. Working with Sharon to modify contracts to get anything planned in 2023 moved to 2024 through contract. Working through EQIP paperwork. Helping staff member from state office earn their level 3 planner certification. Bismarck State College went to two classes to speak about careers in NRCS and SCD intern opportunities. CDU face to face meeting last Friday, CSP training. Ecological Sciences spot check completed. Danelle Dahlke CDU supervisor, out on maternity leave. Chet Zapzalka will be acting for 1st month, followed by Landon Weiser, and Ryan Foster.

b. County Extension Agent – Renae Gress (maternity leave)
 No report received.

VI. OLD BUSINESS

a. Area IV Research Farm Fundraising – Malissa

Seth Archer, ARS will be helping to create fundraising documents, federal employee unable to fundraise. District Clerk of Morton Co SCD/Area IV would be forward facing to send out fundraising emails, follow up calls, face to face follow up on fundraising.

Discussion regarding Morton Co SCD need to add an additional employee for strategic planning, District Manager suggested. Discussion regarding on site supervisor (DC) limited as is a federal employee.

b. District Cell Replacement

Ethan presented options for replacement in mid-level range offerings from Verizon.

Steve motioned to give Ethan authority to replace the district cell phone up to \$700. Richard seconded.

Aye
$$-(3)$$
 No $-(0)$

c. Equipment Leases, tree planting agreement, hand plants updates

Ethan noted the need to update agreements as there has been some confusion (from producers) in recent months and they have not been updated in some time. Malissa also noted some legality items possibility to add to agreements, producer wanted to know value to insure Manure Spreader. Question to add value of equipment onto agreements. Thomas indicated per insurance liability carries from truck/tractor to the trailer so no need to add to your insurance. Chance indicated that producer did want to add to their policy. Replacement cost discussed regarding equipment values. Discussion regarding handplant policy, 40% downpayment is non-refundable. Discussion regarding having all of these agreements clarified and posted on website so all policies are accessible to public. Richard recommended equipment committee come back to the board with a recommendation.

d. Plantskydd – update on pricing

Malissa presented the updated pricing from the vendor. Malissa indicated that it was her understanding that cannot sell below MSRP. Richard noted this is why we have committees to update pricing.

VII. REVIEW WORK PLAN/CALENDAR

a. 12/14 – Investing in the Future

Chance reported regarding the event. RSVPs at 65, room reserved for 70. Speaker reimbursement rate at \$250/each same as Grazing Show.

Steve recommended a sign in sheet to obtain email addresses. Richard recommended to use constant contact.

- b. 12/25 Christmas, office closed
- c. 12/31 final date accepting tree orders
 Ethan reported currently sitting at 67-68 orders.
- d. 1/1 New Years, office closed
- e. Jan start planning Waterfest for April (Chance)
- f. 1/15 deadline for newsletter to Image Printing
- g. 1/15 DART and NRCS TA agreement due 4th Quarter 2023
- h. 1/30 Leadership Academy, level 1 Heritage Center, SCD staff attending Kent asked that Malissa register him for both level 1&2

i. 2/21 – 22 – Bottom Line Ag Conference, BSC

VIII. NEW BUSINESS

a. Community Garden Shed sign

Chance presented two design options for the Community Garden shed sign Graphic design team at Mandan Parks & Rec created two options, \$125 for either, 36" x 24" Board consensus – option 2

IX. REPORT OF DISTRICT EMPLOYEES

- a. District Clerk
 - i. Malissa shared her monthly report. Majority already gone over, a lot of updates and work dedicated to bookkeeping. Went to Lewis & Clark elementary school in Mandan as well as Flasher elementary school to introduce herself to Tom Gibson and teachers, principal during the TREEs program in Morton County.
- b. District Technician
 - i. Producer inquiring on a 25% discount. Board opted to postpone determination, asking for replacement tree numbers.
 - ii. Deadline next Friday for OHF agreements for next spring. More than half are signed. Proposal of OHF fund processing, changing down payment to 25% to avoid refunds. Rocky inquired on why full balance is not requested up front Thomas, 40% covers the trees.
 - iii. Manure spreader would like to store for winter. Discussed with George for storage at his farmstead.
 - iv. Posted seasonal help ad on BisMan, 7 people have ad saved, 152 watching ad
 - v. Currently have 100,000 ft of trees planned for next year
- c. 319 Watershed Coordinator
 - Chance shared his monthly report. One project will be done by the end of the year, another should also be done by the end of the year. These will be signed off on and submitted for payment.

X. PERSONNEL COMMITTEE

a. Nothing at this time

XI. CORRESPONDENCE -

- **a.** Project No 1-094 (197) 917 PCN 22005, Memorial Hwy from Main St 46th Ave SE Construction project notification
- **b.** Natural Resource Trust Grant due 2/1/24

Richard suggested that staff should work together or individually and come up with idea, bring to January meeting.

Richard motioned for staff to put together ideas for the ND Natural Resource Conservation Trust Grant, present at next meeting. Rocky seconded.

Aye
$$-(3)$$
 No $-(0)$

c. NACD membership dues

Rocky noted that NACD represent us by lobbying nationally. Last two years, Gold. Richard motioned for \$775 membership fee for gold level. Rocky seconded.

Aye -(3) No -(0)

- XII. APPROVE APPLICATIONS AND AGREEMENTS None at this time
- XIII. PLANS FOR NEXT MEETING January 9 @ 8:30 am
- XIV. SIGN EXPENSE VOUCHERS, PAYROLL, AND CREDIT CARD STATEMENTS
- **XV. ADJOURN** 3:27 pm

Respectfully Submitted,

Malissa McKee
Recording Secretary
Approved: