



# SOIL AND WATER CONSERVATION DISTRICTS

"Helping People Help the Land"

## Murray SWCD

2740 22<sup>nd</sup> St. Suite 3

Slayton, MN 56172

Phone: 507-836-6990 EXT 3

[murrayswcd.org](http://murrayswcd.org)

The Murray SWCD Board of Supervisors Meeting will be on Tuesday, November 14, 1:30 p.m. at the USDA Service Center, Slayton, MN

### Supervisors

#### Chair

**Shannon Cohrs**  
District III  
(507) 380-0997

#### Vice Chair

**Mona Henkels**  
District IV  
(507) 360-6348

#### Secretary

**Paul Posthuma**  
District I  
(507) 879-3102

#### Treasurer

**Karen Hurd**  
District V

#### PR & I

**Gary Brinks**  
District II  
(507) 763-3775

#### Staff

District  
Administrator  
**Shelly Lewis**

#### Program

Manager  
**Craig Christensen**

#### District

Technician  
**Travis Radke**

- I. 1:30 p.m.-Meeting called to order**
- II. Additions to the agenda**
- III. Minutes of the October 12, 2017**
- IV. Treasurer's Report**
- V. Old Business**

- 1. D.C. Report
- 2. Approve payment of Supervisors vouchers for October
- 3. Approve payment of Murray SWCD salaries for October

### **VI. 2:00 p.m. - New Business**

- 1. Discuss 2018 Lease Agreements for Office & Storage Space
- 2. Update from Staff on BWSR Academy
- 3. Tree, Drill, Packer Reports
- 4. Discuss purchasing calendars for 2017 Newsletter
- 5. Motion to adopt County Comprehensive Local Water Management Plan
- 6. Discuss charges from Consultant for \$190.00
- 7. Motion to approve revised Operational Agreement between NRCS & SWCD
- 8. Amendment to extend install date of DR-05 Harvey Larson
- 9. Amendment to extend install date of DR2-05 Bryan Richardson
- 10. Motion to approve the following Buffer Cost-Share applications:
  - Craig Jans
  - Twyla Roos
  - Lenoy Rue
  - Gary Finke
- 11. FYI-Outstanding Conservationist will be attending MASWCD Convention
- 12. Motion to approve attendance at MASWCD Area V meeting on Thursday, November 16, 2017 in Marshall

## MURRAY SWCD AGENDA-November 14 | 2017

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13. Motion to approve Final Financial Reports for Buffer Law 2017 & Conservation Delivery 2017
14. Discuss attendance at the Customer Service with Heart on December 19, 2017 in Redwood.
15. Discuss Brian's Retirement party
16. Bills
17. Adjourn

***Dates to Remember:***

***November 1-3-BWSR Academy***

***November 14-Murray SWCD Board Meeting***

***November 10-Office Closed Veteran's Day***

***November 23-Office Closed-Thanksgiving Holiday***

***November 24-SWCD & TSA Staff Holiday (Office Open-NRCS)***

Oct-17

Operations Account

Murray SWCD  
Treasurer Report

Beginning Balance	\$ 52,847.99
Deposits	\$ 227,473.42
Expense	\$ 180,511.09
<b>Ending Balance</b>	<b>\$ 99,810.32</b>
Petty Cash	\$ 25.00
District Savings Account	\$ 46,806.61
Beaver Creek CWP Account	\$ 2,000.00
Vehicle Reserve Account	\$ 16,325.34
Drill Reserve Account	\$ 5,574.45
Equipment Account	\$ 8,684.95
Tree Reserve Account	\$ 19,203.15
Building Reserve Account	\$ 4,496.89
Special Projects/Training Account	\$ 4,809.47
Conserving Use Acres Account	\$ 12,780.00
Long Lake Camp Account	\$ 2,825.00
Blind Intake Account	\$ 5,846.81
Blind Intake Encumbered	\$ 1,720.56
<b>Grants:</b>	
Easement Implementation Grant	\$ 12,000.00
Easement Delivery Grant FY17	\$ 6,243.00
Easement Delivery Grant FY18	\$ 6,800.00
FY2016 Capacity Grant	\$ 38,311.20
FY2017 Capacity Grant	\$ 25,992.09
FY2018 Capacity Grant	\$ 100,000.00
Conservation Delivery Grant FY17&18	\$ 36,470.00
Buffer Account FY17 & 18	\$ 60,000.00
<b>Ending Balance-Operations Account</b>	<b>\$ 516,724.84</b>

Cash Available for General Operations	\$ 146,641.93
Cash Restricted, Committed or Assigned	\$ 370,082.91
<b>Total</b>	<b>\$ 516,724.84</b>

<b>Cost-Share Savings Account</b>	\$ 21,768.00
Deposit	\$ 10,884.00
Expense	\$ -
<b>Ending Balance</b>	<b>\$ 32,652.00</b>
Encumbered C-S FY16	\$ 8,707.20
Encumbered T&A FY16	\$ 2,176.80
Encumbered C-S FY17	\$ 8,707.20
Encumbered T&A FY17	\$ 2,176.80
Available T&A FY17	\$ -
Available C-S FY17	\$ -
T&A FY 18	\$ 2,176.80
C-S FY18	\$ 8,707.20
<b>Ending Balance</b>	<b>\$ 32,652.00</b>

Cash Available for General Operations	\$ -
Cash Restricted, Committed or Assigned	\$ 32,652.00
<b>Total</b>	<b>\$ 32,652.00</b>

Buffer Cost-Share \$ 60,000.00

<b>2014 MN Flood Relief Grant Phase 1 (Available)</b>	\$ -
Available T&A Flood Relief Phase 1	\$ 6,275.08
Encumbered Flood Relief	\$ 16,560.99
<b>Total</b>	<b>\$ 22,836.07</b>

<b>2014 MN Flood Relief Grant Phase 2</b>	
Available T&A	\$ 13,026.64
Available Cost-Share Flood Relief Phase 2	\$ 11,386.32
Encumbered Flood Relief	\$ 40,720.26
<b>Total</b>	<b>\$ 65,133.22</b>

TOTAL

<b>2014 MN Flood Relief Grant Phase 3b</b>	
Available	\$ 63,400.00
Available T&A	\$ 15,850.00
	\$ 79,250.00

Total-All accounts \$ 776,596.13

Murray SWCD  
Disbursements Journal  
10/01/17 to 10/31/17

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
164	10/05/17	1000		Chk 164-Federal Tax		1,675.64
		2002		Chk 164-Federal Tax	638.34	
		2003		Chk 164-Federal Tax	420.34	
		2004		Chk 164-Federal Tax	98.31	
		2003		Chk 164-Federal Tax	420.34	
		2004		Chk 164-Federal Tax	98.31	
165	10/05/17	1000		Chk 165-State Tax		268.07
		2006		Chk 165-State Tax	268.07	
166	10/05/17	1000		Chk 166-MSRS-HCSP		60.00
		2008		Chk 166-MSRS-HCSP	60.00	
167	10/05/17	1000		Chk 167-MSRC-Def Comp		200.00
		2008		Chk 167-MSRC-Def Comp	200.00	
168	10/05/17	1000		Chk 168-PERA-SWCD		975.63
		2005		Chk 168-PERA-SWCD	975.63	
169	10/19/17	1000		Chk 169-Federal Tax		1,237.34
		2002		Chk 169-Federal Tax	429.38	
		2003		Chk 169-Federal Tax	327.41	
		2004		Chk 169-Federal Tax	76.57	
		2003		Chk 169-Federal Tax	327.41	
		2004		Chk 169-Federal Tax	76.57	
170	10/19/17	1000		Chk 170-State Tax		183.18
		2006		Chk 170-State Tax	183.18	
171	10/19/17	1000		Chk 171-MSRS-HCSP		60.00
		2008		Chk 171-MSRS-HCSP	60.00	
172	10/19/17	1000		Chk 172-MSRC-Def Comp		200.00
		2008		Chk 172-MSRC-Def Comp	200.00	
173	10/19/17	1000		Chk 173-PERA-SWCD		747.71
		2005		Chk 173-PERA-SWCD	747.71	
179	10/31/17	1000		Chk 179-Federal Tax		71.06
		2003		Chk 179-Federal Tax	27.90	
		2004		Chk 179-Federal Tax	7.63	
		2003		Chk 179-Federal Tax	27.90	
		2004		Chk 179-Federal Tax	7.63	
180	10/31/17	1000		Chk 180-PERA		22.50
		2005		Chk 180-PERA	22.50	
8132	10/12/17	1000		Les Miller		128.25
		4150		Reimb-Mats	128.25	
8133	10/12/17	1000		Darrell Hungerford		1,151.04
		6050		Darrell Hungerford-Oct	1,151.04	
8134	10/10/17	1000		Sun Life Financial		35.04
		6002		Sun Life Financial	35.04	
8135	10/12/17	1000		Vast Broadband		77.43
		6170		Vast Broadband	77.43	
8136	10/12/17	1000		Gary's Service		45.26
		6150		Gary's Service-oil change	45.26	
8137	10/12/17	1000		NACD		775.00
		1210		NACD -2018	775.00	
8138	10/12/17	1000		B & K Design		110.00
		6170		Logos for Pickup	110.00	
8139	10/12/17	1000		SWPTSA		1,215.47
		6440		Stoel-FY17 Capacity	296.39	
		6440		Vickerman-FY17 Capacity	297.69	
		6412		Larson-tehnical	621.39	

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
8140	10/12/17	1000 6120		Chandler Co-op Chandler Co-op	166.04	166.04
8141	10/13/17	1000 6170		The Computer Man, Inc Server-Update	110.00	110.00
8143	10/27/17	1000 2009		Sun Life Financial Sun Life Financial	35.04	35.04
1000	District Checking					9,549.70
1210	Prepaid Items				775.00	
2002	Federal Withholding				1,067.72	
2003	FICA				1,551.30	
2004	Medicare				365.02	
2005	PERA				1,745.84	
2006	State Withholding				451.25	
2008	MSRS-HCSP/Def Comp				520.00	
2009	Life Ins, LTD, STD				35.04	
4150	Chgs for Serv-Mats & Pins				128.25	
6002	Employee Health Ins Benefit				35.04	
6050	Building & Facility Rentals				1,151.04	
6120	Other Ser-mileage,hotel,meals				166.04	
6150	Other Serv-Repairs				45.26	
6170	Other Serv-dues,dsl,misc				297.43	
6412	Flood Recovery C-S phase 2				621.39	
6440	Capacity Grant				594.08	
					9,549.70	9,549.70

Murray SWCD  
Disbursements Journal  
11/01/17 to 11/30/17

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
174	11/02/17	1000		Chk 174-Federal Tax		1,675.64
		2002		Chk 174-Federal Tax	638.34	
		2003		Chk 174-Federal Tax	420.34	
		2004		Chk 174-Federal Tax	98.31	
		2003		Chk 174-Federal Tax	420.34	
		2004		Chk 174-Federal Tax	98.31	
175	11/02/17	1000		Chk 175-State Tax		268.07
		2006		Chk 175-State Tax	268.07	
176	11/02/17	1000		Chk 176-MSRS-HCSP		60.00
		2008		Chk 176-MSRS-HCSP	60.00	
177	11/02/17	1000		Chk 177-MSRC-Def Comp		200.00
		2008		Chk 177-MSRC-Def Comp	200.00	
178	11/02/17	1000		Chk 178-PERA-SWCD		975.63
		2005		Chk 178-PERA-SWCD	975.63	
181	11/16/17	1000		Chk 181-Federal Tax		1,237.34
		2002		Chk 181-Federal Tax	429.38	
		2003		Chk 181-Federal Tax	327.41	
		2004		Chk 181-Federal Tax	76.57	
		2003		Chk 181-Federal Tax	327.41	
		2004		Chk 181-Federal Tax	76.57	
182	11/16/17	1000		Chk 182-State Tax		183.18
		2006		Chk 182-State Tax	183.18	
183	11/16/17	1000		Chk 183-MSRS-HCSP		60.00
		2008		Chk 183-MSRS-HCSP	60.00	
184	11/16/17	1000		Chk 184-MSRC-Def Comp		200.00
		2008		Chk 184-MSRC-Def Comp	200.00	
185	11/16/17	1000		Chk 185-PERA-SWCD		747.71
		2005		Chk 185-PERA-SWCD	747.71	
8142	11/09/17	1000		Shelly Lewis		17.76
		6120		meal	17.76	
8144	11/09/17	1000		Darrell Hungerford		1,151.04
		6050		Nov Rent	1,151.04	
8145	11/14/17	1000		Travis Radke		35.00
		6120		Travis Radke-gas	35.00	
8146	11/14/17	1000		MASWCD		1,375.00
		6120		MASWCD-Convention Reg	1,375.00	
8147	11/14/17	1000		Vast Broadband		67.43
		6170		Vast Broadband-dsl	67.43	
8148	11/14/17	1000		C J Newberg Consulting LL		190.00
		6614		C J Newberg Consulting LL	190.00	
8149	11/14/17	1000		MACDE		60.00
		1210		MACDE-2018 dues	60.00	
8150	11/14/17	1000		Pheasants Forever, Inc.		14,627.60
		6011		Pheasants Forever, Inc.	14,627.60	
8151	11/14/17	1000		Chandler Co-op		115.43
		6120		Chandler Co-op-gas	115.43	
8152	11/14/17	1000		Frontier Precision, Inc		21,559.51
		6440		FY18-Trimble R-10	21,559.51	
1000	District Checking					44,806.34
1210	Prepaid Items				60.00	
2002	Federal Withholding				1,067.72	
2003	FICA				1,495.50	

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
2004		Medicare			349.76	
2005		PERA			1,723.34	
2006		State Withholding			451.25	
2008		MSRS-HCSP/Def Comp			520.00	
6011		Farm Bill Assistance Position			14,627.60	
6050		Building & Facility Rentals			1,151.04	
6120		Other Ser-mileage,hotel,meals			1,543.19	
6170		Other Serv-dues,dsl,misc			67.43	
6440		Capacity Grant			21,559.51	
6614		PRAP Grant Expense			190.00	
					44,806.34	
						44,806.34

Murray SWCD  
General Journal  
11/01/17 to 11/30/17

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
311386	11/01/17	6170 1000		Fleet Farm-snowbroom Fleet Farm-snowbroom	23.72	23.72
311388	11/02/17	6120 1000		Meals-BWSR Academy Meals-BWSR Academy	74.93	74.93
311390	11/03/17	6120 1000		Meals-BWSR Academy Meals-BWSR Academy	19.52	19.52
311391	11/01/17	6120 1000		Meals-BWSR Academy Meals-BWSR Academy	42.94	42.94
311392	11/03/17	6120 1000		meal-bwsr academy meal-bwsr academy	7.75	7.75
ET-11/02	11/02/17	2003 2004 6003 6004 6005 2005		Employer SS Liab 218-220 Employer Med Liab 218-220 Employer SS Exp 218-220 Employer Med Exp 218-220 PERA-SWCD 218-220 PERA-SWCD 218-220	420.34 98.31 522.66	420.34 98.31 522.66
ET-11/16	11/16/17	2003 2004 6003 6004 6005 2005		Employer SS Liab 225-227 Employer Med Liab 225-227 Employer SS Exp 225-227 Employer Med Exp 225-227 PERA-SWCD 225-227 PERA-SWCD 225-227	327.41 76.57 400.56	327.41 76.57 400.56
PR-11/02	11/02/17	1000 6000 6002 2002 2003 2004 2006 2008 2009 2008 2005		DIRECT DEPOSIT Wages 218-220 Ins Benefit 218-220 Federal 218-220 Social Security 218-220 Medicare 218-220 State w/h-MN 218-220 MSRS-HCSP 218-220 Life Ins 218-220 MSRS-Def Com 218-220 PERA-SWCD 218-220	5,340.80 1,627.91	4,701.65 638.34 420.34 98.31 268.07 60.00 129.03 200.00 452.97
PR-11/16	11/16/17	1000 6000 2002 2003 2004 2006 2008 2008 2005		DIRECT DEPOSIT Wages 225-227 Federal 225-227 Social Security 225-227 Medicare 225-227 State w/h-MN 225-227 MSRS-HCSP 225-227 MSRS-Def Com 225-227 PERA-SWCD 225-227	5,340.80	3,717.11 429.38 327.41 76.57 183.18 60.00 200.00 347.15
1000	District Checking					8,587.62
2002	Federal Withholding					1,067.72
2003	FICA					1,495.50
2004	Medicare					349.76
2005	PERA					1,723.34
2006	State Withholding					451.25
2008	MSRS-HCSP/Def Comp					520.00
2009	Life Ins, LTD, STD					129.03
6000	Salaries And Wages				10,681.60	
6002	Employee Health Ins Benefit				1,627.91	
6003	Fica exp				747.75	
6004	Medicare exp				174.88	
6005	Pera exp				923.22	
6120	Other Ser-mileage,hotel,meals				145.14	
6170	Other Serv-dues,dsl,misc				23.72	
					14,324.22	14,324.22