

# 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

### Supervisors

Chair

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

Vice Chair

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

Secretary

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

Treasurer

**Karen Hurd**  
District V

PR & I

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

### Staff

District Administrator

**Shelly Lewis**

Program Manager

**Craig Christensen**

District Technician

**Travis Radke**

### Members Present:

Paul Posthuma-Chairman  
Gary Brinks-Vice Chairman  
Shannon Cohrs-Secretary  
Karen Hurd-Treasurer  
Mona Henkels-PR&I

### Others Present:

Shelly Lewis-District Administrator  
Craig Christensen-Program Manager  
Travis Radke-District Technician  
Cheryl Heard- NRCS

The meeting was called to order at 1:30 p.m.

**Additions to Agenda:** The chairman asked if there were any additions to the agenda. The addition of discussing the day before a holiday following NRCS policy.

**Minutes of December 13, 2018:** A motion was made by Brinks seconded by Cohrs to approve the Murray SWCD December 13, 2018 minutes.

Affirmative-Unanimous

Opposed-None

Motion carried

The monthly Statement of Treasurer was read and filed for audit.

**Salaries:** A motion by Hurd seconded by Cohrs to approve Supervisor's vouchers and Murray SWCD salaries for December 2018.

Affirmative-Unanimous

Opposed-None

Motion carried.

**District Conservationist Report:** No Report

**Oath of Office:** The Oath of office was signed by Paul Posthuma and Gary Brinks.

**Election of Officers for 2019:** A motion was made Brinks by seconded by Cohrs to approve the following officers for 2019:

Paul Posthuma- Chairman

Gary Brinks-Vice Chairman

Shannon Cohrs-Secretary

Karen Hurd-Treasurer

Mona Henkels-PR&I

Affirmative-Unanimous

Opposed-None

Motion carried.

**Employee Evaluations:** The Personnel Committee updated the Board on the Employee Evaluations. All Employees had favorable evaluations.

**COLA & Step for 2019:** Murray County is giving a 2.5% COLA & Step to non-union employees for 2019. A motion was made by Cohrs seconded by Posthuma to give the Murray SWCD employees a 2.5% COLA & Step for 2019.

Affirmative-Unanimous

Opposed-None

Motion carried.

**2019 IRS Mileage Rate:** A motion was made by Cohrs seconded by Brinks to approve following the 2019 mileage rate at .58/mile.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Committee Assignments for 2019:** A motion was made by Hurd seconded by Brinks to approve the following Committee Assignments for 2019:

Local Comprehensive Water Plan- Paul, Gary (alternate)

Heron Lake Watershed-Mona, Shelly (alternate)

SW Prairie Joint Powers Organization-Paul, Shannon (alternate)

State Revolving Fund-Gary, Shelly (alternate)  
Personnel Committee-Gary and Mona (alternates: Karen, Shannon, Paul)  
RCRCA-Paul, Shannon (alternate)  
Buffer Committee-Brinks and Christensen  
Budget Committee-Henkels, Hurd (Alternate)  
1W1P-Hurd, Brinks (Alternate)

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Capitalization & Depreciation:** A motion was made by Brinks seconded by Cohrs to set the Murray SWCD capitalization at \$5,000.00 and use straight line depreciation.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Contract for Services with TSA:** A motion was made by Posthuma seconded by Cohrs to approve the Contract for Services for being Financial Coordinator/Administrative Assistant for the Southwest Prairie Technical Service Area.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**2019 Dues:** A motion was made by Cohrs seconded by Hurd to approve the following 2019 dues:

MASWCD-\$2,930.01  
SWPTSA-\$3,400.00  
Affirmative-Unanimous  
Opposed-None  
Motion carried.

**2019 Farm Bills Assistance Partnership Meeting:** A motion was made by Brinks seconded by Cohrs to approve Christensen attending the 2019 Farm Bill Assistance Partnership Meeting on January 8, 2019 in Alexandria, MN.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**State Cost-Share:** A motion was made by Hurd seconded by Posthuma to ratify payment to:

Paula Meendering #16-02 Waterway \$5,480.00 TSA Technical  
Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Conserving Use Acres:** A motion was made by Brinks seconded by Hurd to approve paying Paula Meendering for 6 Conserving Use Acres in the amount \$720.00.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Flood Recovery Cost-Share Phase 3B:** A motion was made by Posthuma seconded by Hurd to approve amending the following contracts to extend the install date to 12/01/2019.

Donald Dreesen DR3-01 Sediment Basins TSA Technical

Kevin Vickerman DR3-02 Sediment Basins TSA Technical

Affirmative-Unanimous

Opposed-None

Motion carried.

**NACD Annual Meeting:** The Board was given information on the NACD Annual Meeting in San Antonio on February 2-6, 2019.

**MASWCD Public Administrator Training:** A motion was made by Cohrs seconded by Brinks to approve the District Administrator attending the MASWCD Public Administrator Training.

Affirmative-Unanimous

Opposed-None

Motion carried.

**MN Ag Water Quality Certification Program:** The Board reviewed the December update on the MN Ag Water Quality Certification Program.

**MASWCD Legislative Briefing & Day at the Capitol:** A motion was made by Hurd seconded by Posthuma to approve Supervisors and Staff attending at the MASWCD Legislative Briefing & Day at the Capitol on March 5-6, 2019.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Murray SWCD Operational Handbook:** The Board reviewed the Murray SWCD Operational Handbook. A motion was made by Brinks seconded by Cohrs to approve the Murray SWCD Operational Handbook with the addition of adding safety equipment to it.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Data Practices Policy & Resolution:** A motion was made by Hurd seconded by Brinks to approve the Murray SWCD Data Practices Policy and Resolution.

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Affirmative-Unanimous  
Opposed-None  
Motion carried.

**2019 Environmental Fair:** A motion was made by Cohrs seconded by Brinks to donate \$750.00 to the 2019 Environmental Fair.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Day before Holiday:** The Murray SWCD follows the NRCS/FSA for office closing since they are in the same building. The NRCS/FSA sometimes get off early the day before a Holiday. A motion was made by Hurd seconded by Brinks to pay employees up to 2 hours off for the day before a holiday and follow closings of the NRCS/FSA office as in the Murray SWCD Personnel Policy.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

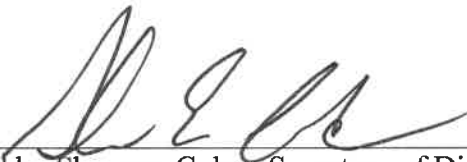
**Other Business:** The Board discussed the Long Lake Conservation Camp. The Murray SWCD has not had anyone attend the camp for the last couple of years. The Murray SWCD will continue to support the camp and keep advertising for students to attend the camp. The Board discussed giving a \$500.00 scholarship to a student who is attending college or tech school for an environmental or ag related degree. The staff will contact the schools give them an application for students to apply for the scholarship.

**Bills:** A motion by Cohrs seconded by Posthuma to pay Murray SWCD bills from December 14, 2018-January 10, 2019 in the amount of \$23,454.24. (see attachment).

Affirmative-Unanimous  
Opposed-None  
Motion carried

The Chairman adjourned the meeting at 3:10 p.m.

**Next Meeting:** Thursday, February 14, 2019.



Approved by Shannon Cohrs, Secretary of District Supervisors

2-15-19  
Date

## Expenses - Vendor Detail

December 14, 2018 through January 10, 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Darrell Hungerford Bill	01/01/2019		Rent	Building & Facility R...		Accounts Paya...	1,151.04	1,151.04
Total Darrell Hungerford							1,151.04	1,151.04
Hitching Post of Marshall Check	01/09/2019	DC	TSA Meeting ...	Mileage and Meals		District Checking	33.27	33.27
Total Hitching Post of Marshall							33.27	33.27
Intuit Quickbooks Check	12/27/2018	auto	payroll fee-2019	Supplies-Office		District Checking	334.99	334.99
Check	12/27/2018	auto	payroll fee-2019	Supplies-Office		District Checking	159.15	494.14
Total Intuit Quickbooks							494.14	494.14
Jims Market Check	12/14/2018	8421	Gift Cert-Rain...	Promotion, Education		District Checking	325.00	325.00
Total Jims Market							325.00	325.00
Kerry Ruppert Check	12/18/2018	8422	buffer cost-sh...	State Proj Exp-C-C ...		District Checking	690.00	690.00
Total Kerry Ruppert							690.00	690.00
Khimaira Check	01/09/2019	8436	website hosting	Dues, DSL, Misc		District Checking	165.00	165.00
Total Khimaira							165.00	165.00
Livewire Printing Company Check	01/10/2019	8428	2018 Newslett...	Promotion, Education		District Checking	493.94	493.94
Total Livewire Printing Company							493.94	493.94
Marco Check	12/18/2018	8423	copier	Repairs		District Checking	88.02	88.02
Total Marco							88.02	88.02
MASWCD Check	01/09/2019	8435	2019 MASW...	Dues, DSL, Misc		District Checking	2,930.01	2,930.01
Total MASWCD							2,930.01	2,930.01
MCIT Deposit	12/14/2018		Check from M...	Other		District Checking	-14,196.66	-14,196.66
Check	01/10/2019	8429	Property Cov...	Insurance & Surety ...		District Checking	3,771.00	-10,425.66
Check	01/10/2019	8429	Worker Comp...	Insurance & Surety ...		District Checking	2,078.00	-8,347.66
Total MCIT							-8,347.66	-8,347.66
Minwest Bank Deposit	12/31/2018		Interest	Interest on Savings		District Savings	-881.84	-881.84
Total Minwest Bank							-881.84	-881.84
Murray County Auditor/Treasurer Check	12/26/2018	8425	IT Services J...	Supplies-Office	X	District Checking	0.00	0.00

# Expenses Vendor Detail

December 14, 2018 through January 10, 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Check	12/26/2018	8426	IT Service Ja...	Supplies-Office		District Checking	672.80	672.80
Total Murray County Auditor/Treasurer								
<b>Paula Meendering</b>								
Check	12/28/2018	8427	Capacity Cost...	State Proj Exp-C-C ...		District Checking	5,480.00	5,480.00
Check	01/10/2019	8439	Paula Meend...	State Proj Exp-C-C ...		District Checking	720.00	6,200.00
Total Paula Meendering								
<b>Sun Life Financial</b>								
Check	12/18/2018	8424	vision ins	Life Ins, STD, LTD ...		District Checking	35.04	35.04
Check	01/07/2019		std,ltq,life ins	Life Ins, STD, LTD ...		District Checking	225.61	260.65
Total Sun Life Financial								
<b>SWMACDE</b>								
Check	01/08/2019	8434	2019 Environ...	Promotion, Education		District Checking	750.00	750.00
Total SWMACDE								
<b>SWPTSA-V</b>								
Check	12/31/2018	8430	Harvey Larso...	State Proj Exp-C-C ...		District Checking	220.11	220.11
Check	12/31/2018	8430	Paula Meend...	State Proj Exp-C-C ...		District Checking	94.33	314.44
Check	12/31/2018	8430	Leon Gunnink...	State Proj Exp-C-C ...		District Checking	157.22	471.66
Check	12/31/2018	8430	Don Dreesen ...	State Proj Exp-C-C ...		District Checking	283.00	754.66
Check	01/02/2019	auto	MCIT Check ...	Misc Revenue		District Checking	14,196.66	14,951.32
Check	01/09/2019	8437	2019 SWPTS...	Dues, DSL, Misc		District Checking	3,400.00	18,351.32
Total SWPTSA-V								
<b>US Post Office</b>								
Check	01/07/2019	8432	certified mail	Postage		District Checking	11.12	11.12
Total US Post Office								
<b>Vast Broadband</b>								
Check	01/10/2019	8431	DSL	Dues, DSL, Misc		District Checking	67.43	67.43
Total Vast Broadband								
<b>TOTAL</b>							<b>23,454.24</b>	<b>23,454.24</b>