

# 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

**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**

### Members Present:

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

### Others Present:

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

The meeting was called to order at 1:35 p.m.

**Additions to Agenda:** The chairman asked if there were any additions to the agenda. Nothing was added.

**Minutes of December 14, 2017:** A motion was made by Posthuma seconded by Henkels to approve the Murray SWCD December 14, 2017 minutes.

Affirmative-Unanimous

Opposed-None

Motion carried.

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

**Salaries:** A motion by Brinks seconded by Henkels to approve Supervisor's vouchers and Murray SWCD salaries for December 2017.

Affirmative-Unanimous

Opposed-None

Motion carried.

**DC Report:** Cheryl Heard  
(District Conservationist) Report  
January 11, 2018

Personnel

- Kelly Heather-Pfarr is Acting DC for the next 120 days

EQIP

- 25 Active Contracts
- 1 RCPP application for FY18
- 37 applications for FY18 – which is 38 total

WRP/WRE/ACEP

- 2 WRE applications to be sent to the state office

CSP

- FY2017 payments are due Friday, February 16, 2018.
- 244 contracts

CRP

- CREP sign-up underway – Contact Megan Howell with Pheasants Forever
  - Only applications being accepted by FSA are for CREP acres
- Farm Bill capped at 24 million acres
  - No new cropland applications being accepted at this time due to the CAP
  - Will accept applications on pasture grassland acres only
  - Waiting to hear from Washington on their plan for CRP and opening up acres

WETLAND N/HEL Compliance

- Backlog of tiling requests – get your requests in early
- Several reports of potential violations –
  - Wetlands – no new tile
  - Farmed Wetland (FW) – existing drainage, can replace at same size, same depth,
  - PC/NW – Prior Converted/Not Wetland

Upcoming events

- Rock County – Winter Cover Crop Workshop
  - Thursday, January 30<sup>th</sup> 10am-2pm
  - Grand Prairie Events Center – 105 S Estey St
  - RSVP by Jan 24<sup>th</sup> Rock SWCD/LMO 507-283-8862
  - LUNCH provided by sponsor on flyer

**Election of Officers for 2018:** A motion was made Posthuma by seconded by Brinks to approve the following officers for 2018:

Mona Henkels-Chairman

Paul Posthuma-Vice Chairman

Gary Brinks-Secretary

Karen Hurd-Treasurer

Shannon Cohrs-PR&I

Affirmative-Unanimous

Opposed-None

Motion carried.

**IRS Mileage Rate for 2018:**A motion was made by Hurd seconded by Henkels to approve the 2018 IRS mileage rate for Murray SWCD at 54.4 cents per mile.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Committee Assignments for 2018:** A motion was made by Henkels seconded by Hurd to approve the following committee assignments for 2018:

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)

1WIP-Hurd, Brinks (Alternate)

Affirmative-Unanimous

Opposed-None

Motion carried.

**Financial Depository for 2018:** A motion was made by Brinks seconded by Posthuma to approve Minnwest Bank as the 2018 Depository for the Murray SWCD.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Capitalization & Depreciation:** A motion was made by Henkels seconded by Brinks to set capitalization threshold at \$5,000 and use straight line depreciation.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Contract for Services for Financial /Coordinator/Administrative Assistant for TSA:** A motion was made by Brinks seconded by Henkels to approve the contract for services for being Financial Coordinator/Administrative Assistant for the TSA.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Contract with SWPTSA for housing Engineering Technician & Shared Technician:** A motion was made by Hurd seconded by Posthuma to approve the contract for services between the SWPTSA and Murray SWCD to be host district for the TSA shared technician and senior technician.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Tile Intakes:** A motion was made by Brinks seconded by Hurd to approve payment to Dennis Swan for alternative rock intakes in the amount of \$400.00.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

A motion was made by Posthuma seconded by Hurd to approve application from Dennis Swan for 2 additional alternative rock intakes.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

**Computers:** The Board discussed new computers for the employees. The Murray SWCD current computers were purchased in 2013. Lewis will get a quote and bring to the next meeting for further discussion.

**Dues:** A motion was made by Hurd seconded by Brinks to approve the following dues for 2018:

SWMASWCD-\$400.00

MASWCD-\$2,812.99

SWPTSA-\$3,400.00

Affirmative-Unanimous

Opposed-None

Motion carried.

**Mn Ag Water Quality Certification Program:** A motion was made by Posthuma seconded by Henkels to approve the Mn Ag Water Quality Certification Program contract & payment authorization for Carl Pilegaard.

Affirmative-Unanimous

Opposed-None

Motion carried.

**State Cost-Share:** A motion was made by Brinks seconded by Henkels to approve payment to:

Lais Farms, Inc #16-01 2-waterways FY16 C-S (8,707.20) & FY17 C-S(6,795.48)

Total \$15,502.68

Technical-SWPTSA

Affirmative-Unanimous

Opposed-None

Motion carried.

A motion was made by Posthuma seconded by Brinks to approve payment to:

Donald Van Iperen #17-01 Sediment Basins FY17 C-S \$1,273.28

Technical-Allisa Wendland (SCT-NRCS).

Affirmative-Unanimous

Opposed-None

Motion carried.

**Conserving Use Acres:** A motion was made by Posthuma seconded by Hurd to approve payment to Jeff Lais for 10 conserving use acres at \$12.00/acre for a total of \$1,200.00.

Affirmative-Unanimous

Opposed-None

Motion carried.

**COLA:** A motion was made by Hurd seconded by Brinks to approve a 2% cost of living raise (COLA) for the staff for 2018.

Affirmative-Unanimous

Opposed-None Motion carried.

**Bills:** A motion by Hurd seconded by Posthuma to pay Murray SWCD bills for January in the amount of \$14,990.08 (see attachment).

Affirmative-Unanimous

Opposed-None

Motion carried

The Chairman adjourned the meeting at 2:50 p.m.

Next Meeting: February 8, 2018.

*Gary Brinks*

*2-8-18*

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Approved by Gary Brinks, Secretary of District Supervisors

Date

**Murray Soil and Water Conservation District**  
**Expenses by Vendor Detail**  
 January 1 - 11, 2018

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Amazon Check	01/08/2018	DC	Surface Do...	Supplies-Office		District Chec...	152.82	152.82
Total Amazon							152.82	152.82
Applebee's Check	01/10/2018	DC	meal-TSA ...	Mileage, Hotel, M...		District Chec...	19.81	19.81
Total Applebee's							19.81	19.81
Chandler Co-op Bill	01/11/2018		gas	Mileage, Hotel, M...		Accounts Pa...	122.27	122.27
Total Chandler Co-op							122.27	122.27
DVS Check	01/11/2018	8259	Vehicle Ren...	Dues, DSL, Misc		District Chec...	48.00	48.00
Total DVS							48.00	48.00
Khimaira Check	01/11/2018	8256	2018 Websi...	Dues, DSL, Misc		District Chec...	165.00	165.00
Total Khimaira							165.00	165.00
Lais Farms, Inc. Bill	01/11/2018		Conserving ...	Dues, DSL, Misc		Accounts Pa...	1,200.00	1,200.00
Total Lais Farms, Inc.							1,200.00	1,200.00
Livewire Printing Company Check	01/11/2018	8254	newsletter	Promotion, Educ...		District Chec...	503.12	503.12
Total Livewire Printing Company							503.12	503.12
MASWCD Check	01/11/2018	8258	2018 MAS...	Dues, DSL, Misc		District Chec...	2,812.99	2,812.99
Total MASWCD							2,812.99	2,812.99
McDonalds Check	01/10/2018	DC	meal-1W1P	Mileage, Hotel, M...		District Chec...	5.55	5.55
Total McDonalds							5.55	5.55
MCIT Check	01/11/2018	8257	MCIT-WC-2...	Insurance & Sure...		District Chec...	1,866.00	1,866.00
Check	01/11/2018	8257	MCIT-2018	Insurance & Sure...		District Chec...	4,053.00	5,919.00
Total MCIT							5,919.00	5,919.00

# Murray Soil and Water Conservation District

## Expenses by Vendor Detail

January 1 - 11, 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Murray County Auditor/Treasurer Bill	01/11/2018		USB flash d...	Supplies-Office		Accounts Pa...	68.67	68.67
Total Murray County Auditor/Treasurer							68.67	68.67
Prairie Pride Cooperative Bill	01/11/2018		Diesel	Mileage, Hotel, M...		Accounts Pa...	68.69	68.69
Total Prairie Pride Cooperative							68.69	68.69
QuickBooks Payroll Service Liability Check	01/08/2018		Enrollment ...	Payroll Expenses		District Chec...	0.72	0.72
Liability Check	01/08/2018		Enrollment ...	Payroll Expenses		District Chec...	0.97	1.69
Total QuickBooks Payroll Service							1.69	1.69
Sun Life Financial Check	01/08/2018	8252	Vision	Employee Health ...		District Chec...	35.04	35.04
Total Sun Life Financial							35.04	35.04
SWMASWCD Check	01/11/2018	8251	2018 SWM...	Dues, DSL, Misc		District Chec...	400.00	400.00
Total SWMASWCD							400.00	400.00
SWPTSA Check	01/11/2018	8255	2018 Local ...	Dues, DSL, Misc		District Chec...	3,400.00	3,400.00
Total SWPTSA							3,400.00	3,400.00
Vast Broadband Check	01/11/2018	8253	DSL	Dues, DSL, Misc		District Chec...	67.43	67.43
Total Vast Broadband							67.43	67.43
<b>TOTAL</b>							<b>14,990.08</b>	<b>14,990.08</b>