

# 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

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

Vice Chair

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

Secretary

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

Treasurer

**Karen Hurd**  
District V

PR & I

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

### 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  
Kelly Pfarr- District 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 January 11, 2017: A motion was made by Cohrs seconded by Posthuma to approve the Murray SWCD January 11, 2018 minutes.

Affirmative-Unanimous  
Opposed-None  
Motion carried.

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

## Murray SWCD Minutes February 8 | 2018

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

Affirmative-Unanimous

Opposed-None

Motion carried.

**DC Report:** There are 27 EQIP applications in Murray County. The NRCS is still making payments for CSP. The signup application deadline is March 2, 2018 for new CSP Applications.

**2018 Murray SWCD Annual Plan:** The Board reviewed the 2018 Murray SWCD Annual Plan. A motion was made by Hurd seconded by Brinks to approve the 2018 Murray SWCD Annual Plan with corrections.

Affirmative-Unanimous

Opposed-None

Motion carried.

**MASWCD Legislative Briefing & Day at the Capitol:** A motion was made by Cohrs seconded by Hurd to approve Supervisors and Employees attending the MASWCD Legislative Briefing and Day at the Capitol on March 12-13, 2018.

Affirmative-Unanimous

Opposed-None

Motion carried.

**SWMASWCD Area V Meeting:** A motion was made by Brinks seconded by Cohrs to approve attendance at the SWMASWCD Area V meeting in Marshall on February 15, 2018.

Affirmative-Unanimous

Opposed-None

Motion carried.

**State Wide SWCD Managers Meeting:** A motion was made by Posthuma seconded by Hurd to approve the District Administrator attending the SWCD managers meeting in St. Cloud on February 28- March 1, 2018 with an overnight stay on February 28.

Affirmative-Unanimous

Opposed-None

Motion carried.

**Quote for updating computers:** A motion was made by Brinks seconded by Hurd to approve purchasing 4 computers in the amount of \$5,844.53.

Affirmative-Unanimous

Opposed-None

Motion carried.

# Murray SWCD Minutes February 8 | 2018

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**Flood Recovery Cost-Share update:** There are 3 Flood Recovery Cost-Share applications waiting for technical cost estimate from the Southwest Prairie Technical Service Area.

**Buffer Cost-Share:** A motion was made by Hurd seconded by Brinks to approve sending back \$42,862.00 unencumbered Buffer Cost-Share Grant Funds.

Affirmative-Brinks, Cohrs, Hurd

Opposed-Posthuma

Motion carried.

**Murray SWCD Rock Intakes:** A motion was made by Posthuma seconded by Cohrs to approve payment to the following:

Darrell Berglund	2 Rock Intakes	\$381.62
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Lorraine Halbur	3 Rock Intakes	\$321.23
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Affirmative-Unanimous

Opposed-None

Motion carried.

**Update from Personnel Committee on employee evaluations:** Brinks updated the Board on the evaluations for the Murray SWCD District Administrator and Program Manager. The comments were meets or exceeds for both employees. A motion was made by Cohrs seconded by Hurd to accept the personnel committee employee evaluations.

Affirmative-Unanimous

Opposed-None

Motion carried.

**March 8, 2018 SWCD Meeting:** The SWCD program manager & district technician will be attending training on March 8, 2018. The SWCD Board meeting will stay the same.

**Other Business:** The District Administrator has finished reporting on 26 grants for eLink. The Program Manager handed out the draft letter for the people that have not replied regarding their buffer.

**Bills:** A motion by Posthuma seconded by Brinks to pay Murray SWCD bills for February in the amount of \$49,029.14 (see attachment).

Affirmative-Unanimous

Opposed-None

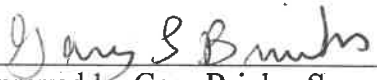
Motion carried

The Chairman adjourned the meeting at 2:30 p.m.

# Murray SWCD Minutes February 8 | 2018

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**Next Meeting:** March 8, 2018.

  
Approved by Gary Brinks, Secretary of District Supervisors

  
Date

**Murray Soil and Water Conservation District  
Expenses by Vendor Detail  
January 12 through February 8, 2018**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Car Wash	01/29/2018		car wash	Dues, DSL, Misc		District Checking	6.00	6.00
Check								
Total Car Wash							6.00	6.00
Craig Christensen-reimb	02/05/2018		Farm Bill Trai...	Promotion, Education		Accounts Paya...	30.00	30.00
Bill								
Total Craig Christensen-reimb							30.00	30.00
Darrell Berglund	02/05/2018		Blind Intakes	Blind Intake		Accounts Paya...	381.62	381.62
Bill								
Total Darrell Berglund							381.62	381.62
Darrell Hungerford	01/16/2018		January Rent	Building & Facility R...		Accounts Paya...	1,151.04	1,151.04
Bill								
Bill	01/16/2018		2018 Storage ...	Building & Facility R...		Accounts Paya...	1,500.00	2,651.04
Bill	02/08/2018		Feb Rent	Building & Facility R...		Accounts Paya...	1,151.04	3,802.08
Total Darrell Hungerford							3,802.08	3,802.08
Intuit Quickbooks	01/23/2018	DC	payroll	Supplies-Office		District Checking	272.58	272.58
Check								
Total Intuit Quickbooks							272.58	272.58
Leroy's Alinement & Glass, Inc.	02/05/2018		2017 Ford Wl...	Dues, DSL, Misc		Accounts Paya...	907.35	907.35
Bill								
Total Leroy's Alinement & Glass, Inc.							907.35	907.35
Lorraine Halbur	02/05/2018		Blind Intake	District Proj Exp		Accounts Paya...	321.23	321.23
Bill								
Total Lorraine Halbur							321.23	321.23
Marco	02/05/2018		Copier	Repairs		Accounts Paya...	43.50	43.50
Bill								
Total Marco							43.50	43.50
McDonalds	01/18/2018	DC	meal	Mileage, Hotel, Meals		District Checking	5.62	5.62
Check								
Total McDonalds							5.62	5.62
MN Board of Soil & Water Resources	02/07/2018		Sent Back to ...	District Proj Exp		Accounts Paya...	42,862.00	42,862.00
Bill								
Total MN Board of Soil & Water Resources							42,862.00	42,862.00

**Murray Soil and Water Conservation District  
Expenses by Vendor Detail  
January 12 through February 8, 2018**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Murray County Recorder</b>								
Bill	02/05/2018		Record 4 Eas...	RIM Reimbursable		Accounts Paya...	184.00	184.00
Total Murray County Recorder							184.00	184.00
<b>Sun Life Financial</b>								
Bill	02/05/2018		Vision Ins	Employee Health In...		Accounts Paya...	35.04	35.04
Total Sun Life Financial							35.04	35.04
<b>SWMACDE</b>								
Bill	02/05/2018		2018 Employ...	Dues, DSL, Misc		Accounts Paya...	15.00	15.00
Total SWMACDE							15.00	15.00
<b>US Post Office</b>								
Bill	02/08/2018		2-rolls stamps	Postage		Accounts Paya...	100.00	100.00
Total US Post Office							100.00	100.00
<b>Vast Broadband</b>								
Bill	02/05/2018		DSL	Dues, DSL, Misc		Accounts Paya...	67.43	67.43
Total Vast Broadband							67.43	67.43
<b>TOTAL</b>							<b>49,033.45</b>	<b>49,033.45</b>