

SOIL AND WATER CONSERVATION DISTRICTS

"Helping People Help the Land"



Murray SWCD

2740 22nd 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

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. The following items will be added to the agenda: discuss MASWCD Leadership Institute 2017-2018, update on MCIT meeting attended by Shelly.

Minutes of April 13, 2017: A motion was made by Henkels seconded by Posthuma to approve the April 13, 2017 Minutes.

Affirmative-Unanimous

Opposed-None

Motion carried.

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

Well Records: The Board reviewed four well and boring records and 14 well and boring sealing records. The records will be filed in the District Depository book.

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

Affirmative-Unanimous

Opposed-None

Motion carried.

DC Report:

DC REPORT 5/18/2017

ENGINEERING:

EQIP: One more EQIP was pre-approved for 2017. QAR done. Need signatures for obligation. No LWG meeting for 2017. 2016 LWG information will be used for 2018 EQIP. There will be LWG meeting in 2018. 2018 EQIP sign-up is in August.

1026/spot-checks:

CRP: CRP is over as we know it. FSA will not process any more CRP requests. CREP applications will be accepted. Applications with CRP-1 and CRP-2 forms will be processed for eligibility. The last batch of CRP applications will be considered for funding soon.

Conservation Stewardship Program (CSP): We had training on the CAET tool. We are starting to run the CAET on applications we have benchmark management information on. It looks like meeting eligibility thresholds isn't an issue. I've ran some payment scenarios and it looks like \$10K to \$15K are going to be typical payment rates. CATE deadline is the end of June.

After 2017 CSP is completed we will go to working on 2018 renewals.

Field office review:

Office/staffing: Gary doesn't expect any vacancies to be filled until 2018. It also looks like the ALTIMA employee won't be back until 2018 if ever.

Civil Rights:

Client Gateway: Sign-up for Client Gateway is strongly encouraged.

EEO/CIVIL RIGHTS: Asian Pacific Islander Month.

Cost-Share Update: Lewis updated the Board on the State Cost-Share, Capacity Cost-Share, and Flood Relief Cost-Share.

Technical Services Agreement: A motion was made by Posthuma seconded Henkels to approve Chairman signing the State of Minnesota Professional and Technical Services Master Joint Powers Agreement with the Board of Water and Soil Resources for Easement Delivery.

Affirmative-Unanimous

Opposed-None

Motion carried.

Murray SWCD Minutes May 18 | 2017

Local Partners Agreement: A motion was made by Henkels seconded by Brinks to approve signing the Local Partners Agreement between Murray SWCD and Pheasants Forever.

Affirmative-Unanimous

Opposed-None

Motion carried.

RCRCA Joint Powers Agreement: A motion was made by Henkels seconded by Hurd to approve RCRCA delegate; Paul Posthuma signing the RCRCA Joint Powers Agreement.

Affirmative-Unanimous

Opposed-None

Motion carried.

Murray County Fair Booth: A motion was made by Posthuma seconded by Brinks to approve renting the booth in the Commercial Building for the Murray County Fair. The Murray SWCD will promote the Buffer and CREP program at the Murray County Fair.

Affirmative-Unanimous

Opposed-None

Motion carried.

Quickbooks Training: A motion was made by Henkels seconded by Hurd to approve Lewis attending a 2 day Quickbooks Training in Sioux Falls on September 5-6, 2017.

Affirmative-Unanimous

Opposed-None

Motion carried.

Clothing allowance policy: The Board reviewed the clothing allowance policy for the Murray SWCD. A motion was made by Henkels seconded by Brinks to approve the clothing allowance policy.

Affirmative-Unanimous

Opposed-None

Motion carried.

Flood Recovery Cost-Share Donald Van Iperen DR2-06 cancellation: A letter was received from Donald Van Iperen #DR2-06 to cancel his contract due to Minnesota DOT will be replacing the culvert that impacts the project and cannot guarantee to finish their project before the contract install date of November 1, 2017. A motion was made by Posthuma seconded Henkels to approve the following cancellation:

Donald Van Iperen	DR2-06	FY16	2014 Flood Relief Phase 2	Pond Repair	\$21,425.00
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Affirmative-Unanimous

Opposed-None

Motion carried.

State Cost-Share: A motion was made by Hurd seconded by Posthuma to approve the following State Cost-Share application:

Donald Van Iperen	#17-01	FY17	Basins	\$1,273.28	Allisa Wendland-Technical
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Affirmative-Unanimous

Opposed-None

Motion carried.

Murray SWCD Minutes May 18 | 2017

Rock Intakes: A motion was made by Brinks seconded by Hurd to approve the following Murray SWCD Rock Intake Cost-Share application:

Dennis Swan 3-Rock Intakes \$600.00

Affirmative-Unanimous

Opposed-None

Motion carried.

Other Waters-Buffer Program: The Board reviewed the draft copy of a resolution to adopt summary of watercourses for inclusion in local water management plan. A motion was made by Hurd seconded by Brinks to approve the resolution.

Affirmative-Unanimous

Opposed-None

Motion carried.

New Supervisor Training: A motion was made by Posthuma seconded by Hurd to approve attendance at the New Supervisor Training in Marshall on June 27, 2017.

Affirmative-Unanimous

Opposed-None

Motion carried.

SWMASWCD Area V meeting: A motion was made by Posthuma seconded by Brinks to approve attendance at the SWMASWCD Area V meeting in Jackson on June 23, 2017.

Affirmative-Unanimous

Opposed-None

Motion carried.

FYI CREP sign up: The CREP sign up started on May 15, 2017. The Murray SWCD has 4 people interested in the CREP sign up to date.

Leadership Institute: A motion was made by Brinks seconded by Hurd to approve Supervisors attending the MASWCD Leadership Institute 2017-2018.

Affirmative-Unanimous

Opposed-None

Motion carried.

MCIT Training-May 11, 2017: Lewis updated the Board on the MCIT training attended on May 11, 2017 in St. Paul. Some of the highlights were criteria for closing meetings and information on serial meetings.

Bills: A motion by Hurd seconded by Posthuma to pay 33 Murray SWCD bills for \$101,810.66 for May and 12 Murray SWCD bills for \$4,567.22 from April.

Affirmative-Unanimous

Opposed-None

Motion carried.

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

Next Meeting: June 8, 2017.

Paul Posthuma

Approved by Paul Posthuma, Secretary of District Supervisors

6/08/17

Date

May-17

Operations Account

Murray SWCD
Treasurer Report

Beginning Balance	\$ 60,803.03
Deposits	\$ 65,828.82
Expense	\$ 112,737.48
Ending Balance	\$ 13,894.37
Petty Cash	\$ 25.00
District Savings Account	\$ 108,930.26
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/Cost Share 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	\$ 2,200.00
Grants:	
Farm Bill Assistant Grant	\$ 3,249.60
Easement Implementation Grant	\$ 12,000.00
Easement Delivery Grant FY17	\$ 6,243.00
FY2016 Capacity Grant	\$ 44,200.00
FY2017 Capacity Grant	\$ 29,094.89
Conservation Delivery Grant FY17	\$ 18,235.00
Buffer Account	\$ 30,000.00
Ending Balance-Operations Account	\$ 350,618.18

Cash Available for General Operations	\$ 122,849.63
Cash Restricted, Committed or Assigned	\$ 227,768.55
Total	\$ 350,618.18

Cost-Share Savings Account	\$ 21,768.00
Deposit	\$ -
Expense	\$ -
Ending Balance	\$ 21,768.00
Encumbered C-S FY16	\$ 8,707.20
Encumbered T&A FY16	\$ 2,176.80
Encumbered C-S FY17	\$ 7,433.92
Encumbered T&A FY17	\$ 1,858.48
Available T&A FY17	\$ 318.32
Available C-S FY17	\$ 1,273.28
Ending Balance	\$ 21,768.00

Cash Available for General Operations	\$ -
Cash Restricted, Committed or Assigned	\$ 21,768.00
Total	\$ 21,768.00

2014 MN Flood Relief Grant Phase 1 (Available)	\$ -
Available T&A Flood Relief Phase 1	\$ 6,275.08
Encumbered Flood Relief	\$ 22,491.00
Total	\$ 28,766.08

2014 MN Flood Relief Grant Phase 2	
Available T&A	\$ 19,025.66
Available Cost-Share Flood Relief Phase 2	\$ 6,771.00
Encumbered Flood Relief	\$ 39,675.50
Total	\$ 65,472.16

TOTAL

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

Total-All accounts \$ 545,874.42

Murray SWCD
Disbursements Journal
05/01/17 to 05/31/17

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
94	05/04/17	1000		Chk 94-Federal Tax		1,801.48
		2002		Chk 94-Federal Tax	771.80	
		2003		Chk 94-Federal Tax	417.25	
		2004		Chk 94-Federal Tax	97.59	
		2003		Chk 94-Federal Tax	417.25	
		2004		Chk 94-Federal Tax	97.59	
95	05/04/17	1000		Chk 95-State Tax		310.81
		2006		Chk 95-State Tax	310.81	
96	05/04/17	1000		Chk 96-MSRS-HCSP		60.00
		2008		Chk 96-MSRS-HCSP	60.00	
97	05/04/17	1000		Chk 97-MSRC-Def Comp		100.00
		2008		Chk 97-MSRC-Def Comp	100.00	
99	05/04/17	1000		Chk 99-PERA-SWCD		971.92
		2005		Chk 99-PERA-SWCD	971.92	
100	05/18/17	1000		Chk 100-Federal Tax		1,244.59
		2002		Chk 100-Federal Tax	440.67	
		2003		Chk 100-Federal Tax	325.77	
		2004		Chk 100-Federal Tax	76.19	
		2003		Chk 100-Federal Tax	325.77	
		2004		Chk 100-Federal Tax	76.19	
101	05/18/17	1000		Chk 101-State Tax		187.21
		2006		Chk 101-State Tax	187.21	
102	05/18/17	1000		Chk 102-MSRS-HCSP		60.00
		2008		Chk 102-MSRS-HCSP	60.00	
103	05/18/17	1000		Chk 103-MSRC-Def Comp		100.00
		2008		Chk 103-MSRC-Def Comp	100.00	
104	05/18/17	1000		Chk 104-PERA-SWCD		744.02
		2005		Chk 104-PERA-SWCD	744.02	
111	05/31/17	1000		Chk 111-Federal Tax		59.58
		2003		Chk 111-Federal Tax	23.25	
		2004		Chk 111-Federal Tax	6.54	
		2003		Chk 111-Federal Tax	23.25	
		2004		Chk 111-Federal Tax	6.54	
112	05/31/17	1000		Chk 112-PERA		22.50
		2005		Chk 112-PERA	22.50	
8056	05/18/17	1000		SWPTSA		847.35
		6412		C Miersma	338.94	
		6440		FY16-H Deal	225.96	
		6440		FY16-P Schreier	254.21	
		6440		FY16-P Meendering	28.24	
8061	05/18/17	1000		MCIT		365.00
		6060		MCIT-add'l ranger	365.00	
8062	05/05/17	1000		SWMACDE		30.00
		6120		SWMACDE-meeting	30.00	
8063	05/18/17	1000		Schumacher's Nursery & Be		7,824.20
		6610		Trees	7,824.20	
8064	05/18/17	1000		Jaycox Implement, Inc		40,650.00
		6440		FY17-Great Plains Drill	35,650.00	
		6300		Great Plains Drill	5,000.00	
8065	05/18/17	1000		Vast Broadband		67.43
		6170		DSL	67.43	
8066	05/18/17	1000		Chandler Co-op		158.57
		6610		tractor diesel	37.14	
		6120		pickup-gas	121.43	

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
8067	05/18/17	1000 6130		Wheel-Herald Equipment rent ad	79.00	79.00
8068	05/18/17	1000 6130		On The Farm equipment rent ad	39.00	39.00
8069	05/18/17	1000 6150 6609		Midwest Supply Stores oil change Drill-chain bolts	49.24 57.33	106.57
8070	05/18/17	1000 6160		Miller Sellner Slayton Miller Sellner Slayton	18.00	18.00
8071	05/18/17	1000 6630		DeWitt Company, Inc DeWitt Company, Inc-mats	6,064.29	6,064.29
8072	05/18/17	1000 6140		Reserve Account Reserve Account-postage	100.00	100.00
8073	05/18/17	1000 6440		SWPTSA FY17-shared tech	24,000.00	24,000.00
8074	05/18/17	1000 6011		Pheasants Forever, Inc. Pheasants Forever, Inc.	13,502.40	13,502.40
8075	05/18/17	1000 6610		Schumacher's Nursery & Be Schumacher's Nursery & Be	351.00	351.00
8076	05/18/17	1000 6120		Shelly Lewis Shelly Lewis-meal	16.96	16.96
8077	05/18/17	1000 2009 6002		Sun Life Financial Sun Life Financial Sun Life Financial	152.39 225.00	377.39
8078	05/23/17	1000 6060		MCIT add'l insurance	56.00	56.00
8079	05/23/17	1000 6130		Murray County Fair Board Fair Booth Rental	100.00	100.00
8080	05/30/17	1000 6050		Darrell Hungerford Darrell Hungerford-may	1,151.04	1,151.04
05/08	05/08/17	1000 6170		Family Car Wash Family Car Wash	6.00	6.00
05/25	05/25/17	1000 6170		Bomgaars Supply Inc fix sign	1.91	1.91
05/31	05/31/17	1000 6170		ACH Charge ACH Charge	51.91	51.91
05/01/17	05/01/17	1000 6002		PreferredOne Insurance Co PreferredOne Insurance Co	1,403.09	1,403.09
05/04/17	05/04/17	1000 6170		Sturdevants Pickup Bed Mat	83.99	83.99
05/05/17	05/05/17	1000 6120		McDonald's McDonald's-meals	14.30	14.30
05/11/17	05/11/17	1000 6120		McDonalds meal-mcit training	5.74	5.74
05/12/17	05/11/17	1000 6120		Ebassy Suites Ebassy Suites-MCIT Mtg	126.35	126.35
05/25.1	05/25/17	1000 6150		Slayton Building Material repair swcd sign	58.05	58.05
05/25/17	05/25/17	1000 6130		Quickbooks Quickbooks training	549.95	549.95
1000	District Checking					103,867.60

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
2002				Federal Withholding	1,212.47	
2003				FICA	1,532.54	
2004				Medicare	360.64	
2005				PERA	1,738.44	
2006				State Withholding	498.02	
				MSRS-HCSP/Def Comp	320.00	
				Life Ins, LTD, STD	152.39	
6002				Employee Health Ins Benefit	1,628.09	
6011				Farm Bill Assistance Position	13,502.40	
6050				Building & Facility Rentals	1,151.04	
6060				Insurance & Surety Bonds	421.00	
6120				Other Ser-mileage,hotel,meals	314.78	
6130				Other Serv-Promotion,Education	767.95	
6140				Other Serv-Postage	100.00	
6150				Other Serv-Repairs	107.29	
6160				Other Serv-off main,phone,lic	18.00	
6170				Other Serv-dues,dsl,misc	211.24	
6300				Capital Outlay	5,000.00	
6412				Flood Recovery C-S phase 2	338.94	
6440				Capacity Grant	60,158.41	
6609				Land Roller Expense	57.33	
6610				District Proj Exp-Trees	8,212.34	
6630				District Proj Exp-Mats	6,064.29	
					103,867.60	
						103,867.60