

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:

Mona Henkels-Vice Chairman
Karen Hurd-Treasurer
Gary Brinks-P.R.&I.

Member Absent:

Shannon Cohrs- Chairman
Paul Posthuma-Secretary

Others Present:

Shelly Lewis-District Administrator
Craig Christensen-Program Manager
Brian Christiansen-DC

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. No items were added.

Minutes of June 8, 2017: A motion was made by Hurd seconded by Brinks to approve the June 8, 2017 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 Brinks to approve Supervisor's vouchers and Murray SWCD salaries for June 2017.

Affirmative-Unanimous
Opposed-None
Motion carried.

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DC Report: DC REPORT 7/11/2017

ENGINEERING: 2 basin project through EQIP this fall.

EQIP: 2018 EQIP sign-up deadline is 8/18/17.

1026/spot-checks:

CRP: CRP is over as we know it. CRP contract need to be written by July 12, 2017 for applications accepted before 5/3/17. No CREP applications yet. CRP rental rates are going down October 1.

Conservation Stewardship Program (CSP): 2017 CSP ranking needs to be completed by 7/14/17. We have 42 ranked. 9 either cancelled or where ineligible. Pre-approval hopefully next week. Will need to do field verifications and then contracts will be developed. 2018 CSP renewal will be worked on after the 2017 general sign-up is completed. We have 19 renewal applications.

Soil Health programs: On 7/13/17 I'm meeting with extension to plan a soil health tour. Chris Schmidt is planning a soil health workshop in August. Bryan Biegler is planning a workshop for August also. NRCS had Soil Health training on 6/23/17.

Mission area: Farm Production and Conservation mission area. This includes FSA, NRCS and RMA.
Office/staffing:

Civil Rights: All Culture Appreciation Month.

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

EEO/CIVIL RIGHTS:

Cooperative Working Agreement: A motion was made by Hurd seconded by Brinks to approve signing the Cooperative Working Agreement between NRCS and Murray SWCD.

Affirmative-Unanimous

Opposed-None

Motion carried.

Operational Agreement: The Board reviewed the Operational Agreement between the NRCS and Murray SWCD. A motion was made by Brinks seconded by Hurd to approve signing the Operational Agreement between the NRCS and Murray SWCD.

Affirmative-Unanimous

Opposed-None

Motion carried.

County Commissioner Meeting: Lewis & Christensen attended the County Commissioner meeting on June 20, 2017 to request the Murray SWCD appropriation.

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BWSR \$18,000 match for 2018: The Board discussed asking the County Commissioners to add \$18,000.00 to the Murray SWCD Budget. The Board of Water and Soil resources will match the \$18,000.00. The total amount of \$36,000.00 can be used for projects. Lewis has contacted the Environmental Service office to see if they have any projects. Lewis will be meeting with the Environmental Service office to discuss the projects. A motion was made by Hurd seconded by Brinks to request the \$18,000.00 from the County.

District Capacity Funding: The Board discussed the 2018 workplan for the Capacity Grant from BWSR. Some suggestions for the funds were: TSA shared technician, survey equipment, cost-share. The final decision will be discussed at the August 10, 2017 SWCD board meeting.

Murray SWCD 2018 Budget: The Board reviewed the Murray SWCD 2018 Budget as presented by Lewis. A motion was made by Hurd seconded by Brinks to approve the Murray SWCD 2018 Budget.
Affirmative-Unanimous
Opposed-None
Motion carried.

Soil Health Day: A request was received from Chris Schmidt for a donation of \$100.00 to be used to pay for the presenter's mileage at the Soil Health Field Day on August 24, 2017. A motion was made by Brinks seconded by Hurd to donate \$100.00 for the Soil Health Field Day.
Affirmative-Unanimous
Opposed-None
Motion carried.

Buffer Cost-Share: A motion was made by Brinks seconded by Henkels to approve signing the FY2018 Riparian Buffer Cost-Share Program Grant Agreement for \$60,000.00.
Affirmative-Unanimous
Opposed-None
Motion carried.

PRAP Grant: The Murray SWCD PRAP Grant expires on September 30, 2017. A discussion followed regarding having another meeting with the consultant. Lewis will contact BWSR to ask for an extension of the grant until December 31, 2017.

Outstanding Conservationist: A motion was made by Hurd seconded by Brinks to nominate Mark Timmerman to be the Murray SWCD Outstanding Conservationist with Allen Peltola as the backup choice.
Affirmative-Unanimous
Opposed-None
Motion carried.

Ag Certification Program: Lewis handed out an update on the Ag Certification Program.

Flood Recovery Cost-Share: A motion was made by Brinks seconded by Henkels to approve the following Flood Recover Cost-Share application:

Harvey Larson	DR-05	FY15/16	Sediment Basins	\$40,738.62	SWPTSA (Technical)
FY15	\$16,560.99	FY16 Phase2	\$24,177.63		

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Affirmative-Unanimous
Opposed-None
Motion carried.

A motion was made by Hurd seconded by Brinks to approve payment to following:
Roger Steinman DR-03 FY16 Waterway \$5,930.01 SWPTSA (Technical)
Affirmative-Unanimous
Opposed-None
Motion carried.

District Capacity Cost-Share: A motion was made by Brinks seconded by Hurd to approve the following:
Harold Deal #16-03 Waterway \$8,116.00 SWPTSA-Techncial
Affirmative-Unanimous
Opposed-None
Motion carried.

Murray SWCD Rock Intake Account:A motion was made by Hurd seconded by Brinks to approve payment to Roger Steinman for 3 rock intakes in the amount 479.44.
Affirmative-Unanimous
Opposed-None
Motion carried.

A motion was made by Hurd seconded by Henkels to approve the following Murray SWCD Rock Intake Application:
Darrell Berglund 1-Rock Intake \$200.00

BWSR Academy: A motion was made by Brinks seconded by Hurd to approve Employees attending the BWSR Academy on November 1-3, 2017 in Brainerd and staying the night before the academy starts.
Affirmative-Unanimous
Opposed-None
Motion carried.

Murray County Fair: A signup sheet for working at the Murray County Fair was given to the Supervisors. A motion was made by Brinks seconded by Hurd to approve purchasing 4-\$25.00 gift certificates from Jims Market for the drawings at the fair.
Affirmative-Unanimous
Opposed-None
Motion carried.

Bills: A motion by Hurd seconded by Brinks to pay 13 Murray SWCD bills for \$24,328.96 for July and 20 Murray SWCD bills for \$8,053.38 from June.
Affirmative-Unanimous
Opposed-None

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Motion carried.

The Chairman adjourned the meeting at 3:20 p.m.

Next Meeting: August 10, 2017.

Paul Posthuma

Approved by Paul Posthuma, Secretary of District Supervisors

8/10/17

Date

Jul-17

Murray SWCD
Treasurer Report

Operations Account

Beginning Balance	\$ 63,456.21
Deposits	\$ 64,405.25
Expense	\$ 42,512.39
Ending Balance	\$ 85,349.07
Petty Cash	\$ 25.00
District Savings Account	\$ 52,344.13
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	\$ 1,720.56
Grants:	
Easement Implementation Grant	\$ 12,000.00
Easement Delivery Grant FY17	\$ 6,243.00
FY2016 Capacity Grant	\$ 36,084.00
FY2017 Capacity Grant	\$ 29,094.89
Conservation Delivery Grant FY17	\$ 18,235.00
Buffer Account	\$ 30,000.00
Ending Balance-Operations Account	\$ 353,641.71

Cash Available for General Operations	\$ 137,718.20
Cash Restricted, Committed or Assigned	\$ 215,923.51
Total	\$ 353,641.71

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

Buffer Cost-Share \$ 60,000.00

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

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

TOTAL

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

Total-All accounts \$ 602,629.00

Murray SWCD
Disbursements Journal
07/01/17 to 07/31/17

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
125	07/13/17	1000		Chk 125-Federal Tax		1,682.90
		2002		Chk 125-Federal Tax	649.64	
		2003		Chk 125-Federal Tax	418.70	
		2004		Chk 125-Federal Tax	97.93	
		2003		Chk 125-Federal Tax	418.70	
		2004		Chk 125-Federal Tax	97.93	
126	07/13/17	1000		Chk 126-State Tax		273.38
		2006		Chk 126-State Tax	273.38	
127	07/13/17	1000		Chk 127-MSRS-HCSP		60.00
		2008		Chk 127-MSRS-HCSP	60.00	
128	07/13/17	1000		Chk 128-MSRC-Def Comp		100.00
		2008		Chk 128-MSRC-Def Comp	100.00	
130	07/13/17	1000		Chk 130-PERA-SWCD		971.92
		2005		Chk 130-PERA-SWCD	971.92	
131	07/27/17	1000		Chk 131-Federal Tax		1,244.60
		2002		Chk 131-Federal Tax	440.68	
		2003		Chk 131-Federal Tax	325.77	
		2004		Chk 131-Federal Tax	76.19	
		2003		Chk 131-Federal Tax	325.77	
		2004		Chk 131-Federal Tax	76.19	
132	07/27/17	1000		Chk 132-State Tax		187.21
		2006		Chk 132-State Tax	187.21	
133	07/27/17	1000		Chk 133-MSRS-HCSP		60.00
		2008		Chk 133-MSRS-HCSP	60.00	
134	07/27/17	1000		Chk 134-MSRC-Def Comp		100.00
		2008		Chk 134-MSRC-Def Comp	100.00	
135	07/27/17	1000		Chk 135-PERA-SWCD		744.02
		2005		Chk 135-PERA-SWCD	744.02	
136	07/31/17	1000		Chk 136-Federal Tax		59.58
		2003		Chk 136-Federal Tax	23.25	
		2004		Chk 136-Federal Tax	6.54	
		2003		Chk 136-Federal Tax	23.25	
		2004		Chk 136-Federal Tax	6.54	
137	07/31/17	1000		Chk 137-PERA		22.50
		2005		Chk 137-PERA	22.50	
8094	07/11/17	1000		Radke, Travis		92.11
		6120		Reimb-meals-WCA traing	49.57	
		6120		Reimb-gas-WCA training	42.54	
8095	07/11/17	1000		Harold Deal		8,116.00
		6440		Harold Deal-16-03	8,116.00	
8096	07/11/17	1000		Marco		64.51
		6150		Marco-copier	64.51	
8098	07/11/17	1000		Darrell Hungerford		1,151.04
		6050		Darrell Hungerford-July	1,151.04	
8099	07/11/17	1000		Midwest Supply Stores		24.57
		6220		pliers, 12" groove lock	24.57	
8100	07/11/17	1000		Pheasants Forever, Inc.		6,500.00
		6011		Farm Bill Assis-match	6,500.00	
1	07/11/17	1000		Vast Broadband		67.43
		6170		Vast Broadband-dsl	67.43	
8102	07/11/17	1000		Roger Steinman		5,930.01
		6411		Steinman-DR-03	5,930.01	

<u>Document</u>	<u>Date</u>	<u>Acct</u>	<u>Job</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>
8103	07/11/17	1000 6621		Roger Steinman Roger Steinman-blind inta	479.44	479.44
8104	07/11/17	1000 6220		Bomgaars Supply Inc drill, hammer, socket, pi	234.65	234.65
5	07/11/17	1000 6610		Prairie Pride Trailer Tire	137.60	137.60
8106	07/11/17	1000 6120 6610		Chandler Co-op Chandler Co-op-gas Chandler Co-op-tractor	70.76 57.75	128.51
8107	07/11/17	1000 6130		MASWCD MASWCD-Leadership	2,850.00	2,850.00
8108	07/25/17	1000 6002 2009		Sun Life Financial Sun Life Financial Sun Life Financial	11.68 23.36	35.04
07/01/17	07/01/17	1000 6002		PreferredOne Insurance Co PreferredOne Insurance Co	1,403.09	1,403.09
1000	District Checking					32,720.11
2002	Federal Withholding				1,090.32	
2003	FICA				1,535.44	
2004	Medicare				361.32	
2005	PERA				1,738.44	
2006	State Withholding				460.59	
2008	MSRS-HCSP/Def Comp				320.00	
2009	Life Ins, LTD, STD				23.36	
6002	Employee Health Ins Benefit				1,414.77	
6011	Farm Bill Assistance Position				6,500.00	
6050	Building & Facility Rentals				1,151.04	
6120	Other Serv-mileage,hotel,meals				162.87	
6130	Other Serv-Promotion,Education				2,850.00	
6150	Other Serv-Repairs				64.51	
0	Other Serv-dues,dsl,misc				67.43	
0	Supplies-Field				259.22	
6411	Flood Recovery C-S phase 1				5,930.01	
6440	Capacity Grant				8,116.00	
6610	District Proj Exp-Trees				195.35	
6621	District Proj Exp-Blind Intake				479.44	
					32,720.11	32,720.11

Murray Soil and Water Conservation District Budget	2018
Income/Revenue	
State Grants	
FY18 Conservation Delivery	18,235.00
FY18 State Cost-Share (Used only for Conservation Projects)	10,884.00
FY18 Easement Delivery	6,314.00
FY18 DNR Wells	960.00
FY18 Capacity Grant	100,000.00
FY18- Capacity Grant Match	18,000.00
FY18-Buffer Grant	30,000.00
Murray County	
Murray County (salaries, health ins, rent, MCIT insurance)	186,279.00
Murray County Match for Capacity Grant	18,000.00
Reimbursements	
Reimb-Shelly's Salaries (SWPTSA)	11,831.00
Reimb-Rent (SWPTSA)	5,000.00
Charges for Services (trees, drill, packer)	30,000.00
Miscellaneous	600.00
1) Interest	\$ 600.00
2) Other	\$ -
Fund Balance Withdrawal	0.00
1)	\$ -
	TOTAL 436,103.00
Expenditures	
Personnel Services	213,478.53
Employees Salaries	\$ 142,515.44
FICA/Medicare (Employer Share)6.2/1.45%	\$ 10,902.43
Medical Insurance Employers share	\$ 39,372.00
PERA (Employer Share) 7.5%	\$ 10,688.66
Supervisors Per Diems	\$ 10,000.00
Capital Outlay	7,000.00
Equipment Purchases	\$ 7,000.00
Other Services and Charges	223,424.00
Building Rent (County Budget)	\$ 13,812.00
Cold Storage Rent	\$ 1,500.00
MCIT Insurance (County Budget)	\$ 6,500.00
Other Services (Gas, Mileage, Meals)	\$ 4,000.00
Other Services (Postage, repairs, phone)	\$ 2,000.00
Other Services (Training, Promotion, Education)	\$ 6,500.00
Other Services (Dues, DSL, Rock Intakes, Audit, Misc.)	\$ 13,000.00
Supplies Office, field	\$ 2,000.00
Project Expense- State Cost-Share	\$ 10,884.00
Trees and Mats	\$ 20,000.00
Farm Bill Assistant	\$ 3,250.00
SWPTSA Dues	\$ 3,978.00
FY18 Capacity Grant	\$ 100,000.00
FY18 Capacity Grant Project	\$ 36,000.00
	Total Expenses= 443,902.53
	Income - Expenses= -7,799.53