

Minutes of the  
Gasconade County Soil and Water Conservation District  
Regular Board Meeting – USDA Service Center  
Tuesday, May 6, 2014

Vice-Chairman Mike Haeffner called the regular board meeting to order at 6:30 p.m. Those present were: Chairman Dennis Berger (arrived 6:34), Vice-Chairman Mike Haeffner, Treasurer Debra Nowack, Secretary Matt Herring, Member Matt Estes, District Conservationist Melinda Barch, District Technician II Kory Hubbard, and District Specialist II Diana Mayfield.

MDC Regional Supervisor John Knudsen, Osage County MDC Private Lands Conservationist Seth Barrioz, and Southern County Commissioner Jerry Lairmore were also present.

The minutes of the March 27th meeting were reviewed. Matt Estes made the motion to approve the minutes. Debra Nowack seconded the motion. Motion carried 4-0.

The March Treasurer's Report and time sheets were reviewed. Diana Mayfield reviewed the split of the CD with the board and the new (lower) interest rate. She also pointed out the new supplement form. Kory Hubbard explained that his overtime was for the Nutrient Management Training that he attended at the UM Bradford Farm. Mike Haeffner made a motion to approve the treasurer's reports and time sheets. Matt Estes seconded the motion. The motion carried 5-0.

#### Unfinished Business

- ❖ The Board revisited the Plat Book advertisement request. Diana Mayfield informed the Board that after speaking with Jerry Lairmore and the County Assessor there appears to be no other Plat Book in the works. Melinda Barch indicated that the Maries County SWCD publishes their own county book and it is very user friendly. The differences between the Maries, Franklin and Gasconade County Books were discussed. Mike Haeffner made the motion to place an ad in the upcoming Plat Book for \$150 and to research other possibilities. Matt Estes seconded the motion. The motion carried 5-0.

#### New Business

- ❖ John Knudsen was introduced. He had come to inform the Board of the changes that would be occurring in the county in regards to the Private Lands Conservationist position that has been vacated by Kyle Lairmore. He indicated that due to a workload analysis of Gasconade and Maries counties, it was determined not to fill the vacancy but to reorganize the position to compliment the NRCS/FSA FOSA and bring the current PLC Seth Barrioz from Osage/Cole Counties to Osage, Maries, and Gasconade Counties. Seth Barrioz gave a little background on himself and indicated that he is eager to assist the landowners in all three counties. He will not have any specific day locked down in this

county but he would like to retain the desk and files that are set up for MDC. He is available via phone or e-mail at any time. Open lines of communication are desired.

- ❖ The Board reviewed the fund status and cost-share applications with Kory Hubbard. He explained the design change that was required for the Skornia project that basically depressurized the drain tile by slowing down the flow of water into the pipe by installing a smaller orifice which required one of the risers to be increased in diameter. Melinda Barch explained that Missouri has put this change off as long as possible. The terrace designs were run using a Doss program but now they are run by Windows. This change is a National requirement and only affects new projects. It should not affect the earthwork on the terraces themselves. Matt Estes made a motion to approve all cost-share requests as presented. Mike Haeffner seconded the motion. The motion carried 5-0.

#### New Cooperators

- None

#### Contracts and Conservation Plans

- Gregory & Katherine Gerlemann, DSP-3.2, \$1,056.00, 062-14-0035, Conservation Plan
- Virgil Schmidt, DSP-3.2, \$3,213.00, 062-14-0036, Conservation Plan
- Gregory & Katherine Gerlemann, DSP-3.3, \$1,351.50, 062-14-0037
- Roy T & Lois Jane Kinman Trust, DSP-3.3, \$2,358.37, 062-14-0038, Conservation Plan

#### Change Orders

- Charles/Joyce Koelling, DWP-3, \$2,778.70, 062-14-0010<sup>3</sup> Approved by Dennis Berger, 04/17/14
- Kenneth & Bernella Mehrhoff, DSP-3.2, \$6,944.50, 062-14-0026
- Charles & Charlotte Skornia, DSL-44, \$5,693.30, 062-14-0027<sup>6</sup> Approved by Debra Nowack, 05/05/14

#### Contract Payments

- Bock Family Trust, N472, \$7,885.73, 062-14-0004<sup>1</sup> Approved by Debra Nowack, 04/01/14
- Joe & Amy Cartwright, N472, \$4,438.88, 062-14-0011<sup>2</sup> Approved by Debra Nowack, 04/15/14
- Charles/Joyce Koelling, DWP-3, \$2,742.55, 062-14-0010<sup>3</sup> Approved by Dennis Berger, 04/17/14
- Nancy Havener, DSL-1, \$1,204.94, 062-14-0033<sup>4</sup> Approved by Debra Nowack, 04/22/14
- Roy T & Lois Jane Kinman Trust, DSP-3.2, \$10,000, 062-14-0018<sup>5</sup> Approved by Debra Nowack, 04/25/14
- Charles & Charlotte Skornia, DSL-44, \$4,855.07, 062-14-0027<sup>6</sup> Approved by Debra Nowack, 05/05/14

#### Cancellations

- None
- ❖ Chairman Dennis Berger asked Vice-chairman Mike Haeffner to open the floor for nominations for Chairman. Debra Nowack nominated Mike Haeffner for Chairman. Mike Haeffner nominated Dennis Berger for Chairman. Debra Nowack moved for nominations to cease. Matt Estes seconded the motion. It was recommended that the Board Secretary, Matt Herring, take over as he is an ex

officio member. Matt Herring asked for the two nominees to leave the room and asked for written ballots. Ballots were handed to District Conservationist Melinda Barch for tally. Two votes – Dennis Berger, one vote Mike Haeffner. Chairman Dennis Berger opened the floor for nominations for Vice-Chairman. Matt Estes nominated Mike Haeffner. As there were no other nominations, Matt Herring moved that nominations cease and that Mike Haeffner be selected as Vice-chairman by acclamation. Matt Estes seconded the motion. The motion carried 5-0. Nominations for Treasurer were entertained. Debra Nowack nominated Matt Estes. Matt Estes nominated Debra Nowack. No other nominations were made. Candidates were asked to leave the room and written ballots were requested. Ballots were handed to Melinda Barch for tally. Two votes for Matt Estes and one vote for Debra Nowack. Motion was made by Mike Haeffner to update the bank signature card to designate office positions, if necessary. Debra Nowack seconded the motion. The motion carried 5-0.

- ❖ The Board reviewed the State and Local Women in Ag conferences that are being planned. The state conference is being held in Hannibal and Diana Mayfield would like to see an agenda before making the decision as to whether or not she would like to attend. Melinda Barch, Debra Nowack, and Diana Mayfield explained that, as a FOSA, we are looking to host a small evening event locally. We hope to have local vendors who are producing agricultural commodities as well as a couple of speakers. This event is to be hosted at the White Mule Winery on September 11<sup>th</sup>. John Knudsen indicated that MDC would very much like to be involved in this project. No action was taken at this time. Board members were pleased with this project.
- ❖ Staff also discussed the possibility of hosting an equipment workshop at the Steve Hobein farm later this fall. They would like to invite local equipment vendors to participate as well as demonstrate the use of the Rotowiper and No-Till Drill and to have a fencing demonstration. When asked, the timing schedule that was suggested was early September. Seth Barrioz would also like to demonstrate the Vicom seeder that is available for warm season grass seeding. Staff are to proceed with planning.
- ❖ The drill repair issues were explained. Mike Haeffner moved to reimburse Mr. Blauie \$40 for labor as well as the bill for the hydraulic rod repair. Matt Estes seconded the motion. The motion passed 5-0.
- ❖ The Board reviewed the following Memorandums.
  - Memorandum 2014-016, 2014 SWCP Summer Internship Program. Mike Haeffner felt that this was a very good offer when first presented. However, due to the extensive background search needed in order to work with files and such in the federal office, it was not deemed feasible. It was pointed out that most students line up

their internships in early January and February. There was some concern that our office would not have enough work for a person full time. It appears that a person could be shared. No action was taken at this time.

- Letter of April 21, 2014, Status Review Findings
- Memorandum 2014-017, Year End Reminders. After reviewing the dates that MoSWIMS will be locked down and cost-share funds being dispersed and allocated it was decided to post-pone the July 1<sup>st</sup> Board Meeting until July 15<sup>th</sup> at 6:30 p.m.
- ❖ The Board reviewed the upcoming Grassland Training that is being offered on May 28-29<sup>th</sup>. Kory Hubbard indicated that he felt this would be a good review for him. The Board gave their blessing for his attendance. Melinda Barch asked if he was interested in attending the additional Nutrient Management course and Kory felt that it would be too closely related to the course he just completed with the University of Missouri.
- ❖ The Board reviewed the NRCS & District reports as submitted. Melinda Barch expressed her appreciation for the work that Kory Hubbard put forth with the Skornia Project. He and Braden Schmitz, NRCS Soil Conservationist, put in several hours working with the landowner and contractor on this project.
- ❖ The personnel reviews were submitted for review by the appropriate supervisors. The Board members expressed great appreciation for all of the staff members' hard work and dedication.
- ❖ Dennis Berger briefed the board about the NRCS Technical Committee meeting being held June 17<sup>th</sup> in Columbia. He felt that he would like to attend and gave an invitation for anyone else to go with him. Melinda Barch had queried the Area Conservationist Karen Brinkman about any major issues and she had indicated that there was nothing really controversial.
- ❖ Melinda Barch indicated that she would not be at the June 3<sup>rd</sup> Board Meeting due to the Mid America Grassland Competition. She was not sure if Braden Schmitz would cover for her.
- ❖ The mail was reviewed.
- ❖ Dennis Berger entertained a motion to adjourn. Mike Haeffner so moved. Matt Estes seconded the motion. All in favor. Meeting adjourned at 8:10 p.m.
- ❖ Next Regular Board Meeting is scheduled for Tuesday, June 3, 2014, at 6:30 p.m. at the USDA Service Center.

	6-3-14
Dennis Berger, Chairman	Date
	6-3-14
Matt Herring, Secretary	Date

By: DIANA  
04/29/14 1:30pm

GASCONADE COUNTY SWCD  
Treasurers Report

Checking account #: MAIN  
Dates: From 04/01/14 To 04/30/14

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: MAIN	Beginning Checking Account Balance for: Apr	\$7,224.53
Auto bal account #: 00-00-100		

Bank ID: 081512407	Bank name: Community Bank
Acct #: 2001322	Phone: 573-437-4444

**Checks**

3144835	04/02/14	F1ST QTR UNEMPLOYMENT	UNEMPLOY	\$38.50
4836	04/02/14	JAN - MAR POSTAGE	FSA	\$104.77
4144834	04/11/14	MCHCP W/H PYMT	MCHCP	\$1,266.82
4834	04/11/14	HUBBARD-PAYROLL 04/11/14	KORY	\$938.37
4835	04/11/14	MAYFIELD-PAYROLL 04/11/14	DIANA	\$864.51
4837	04/11/14	DRILL/MTGS	PLATINUM	\$409.26
4838	04/25/14	HUBBARD-PAYROLL 04/25/14	KORY	\$951.41
4839	04/25/14	MAYFIELD-PAYROLL 04/25/14	DIANA	\$864.51
4840	04/25/14	EMPLOYEE TRVL	KORY	\$78.23
4841	04/25/14	DIANA'S AFLAC PYMT	AFLAC	\$139.62
9414839	04/25/14	941 APRIL 2014	EFTPS	\$813.12
Total Checks				\$6,469.12

By: DIANA  
04/29/14 1:30pm

GASCONADE COUNTY SWCD  
Treasurers Report

Checking account #: MAIN  
Dates: From 04/01/14 To 04/30/14

Check/Dep-#	Date	Description	Payee	Amount
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**Deposits**

CR040114	04/01/14	DRILL/BURN EQUIP		(\$558.00)	Deposit
BI033114	04/02/14	BANK INTEREST 03/31/14		(\$2.43)	Deposit
14GASC04	04/10/14	STATE ALLOTMENT		(\$16,801.90)	Deposit
DR416407	04/10/14	DRILL RECEIPT		(\$146.00)	Deposit
DR041514	04/15/14	DRILL RECEIPTS		(\$293.00)	Deposit
26908	04/16/14	MOPERM REFUND		(\$27.12)	Deposit
Total Deposits				(\$17,828.45)	

Total Deposits less Checks for the month: (\$11,359.33)

Ending Checkbook Balance: Apr **\$18,583.86**

Checking account #: 130  
Dates: From 04/01/14 To 04/30/14

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 130		Beginning Checking Account Balance for: Apr		\$0.00
Auto bal account #: 00-00-130				

Bank ID:	Bank name: Community Bank of Owensville
Acct #: 104503	Phone: 5734374444

**Checks**

Total Checks	\$0.00
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*New CD*

**Deposits**

358	04/23/14	CD RENEWAL TRANSFER		(\$10,000.00)	Deposit
		Total Deposits		(\$10,000.00)	

Total Deposits less Checks for the month: (\$10,000.00)

Ending Checkbook Balance: Apr **\$10,000.00**  
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Checking account #: 120  
Dates: From 04/01/14 To 04/30/14

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 120		Beginning Checking Account Balance for: Apr		\$13,421.71
Auto bal account #: 00-00-120				

Bank ID: 081512407	Bank name: COMMUNITY BANK-BRANCH OF MARIE
Acct #: 876660004479	Phone:

**Checks**

358	04/23/14	CD RENEWAL TRANSFER		\$13,436.60
		Total Checks		\$13,436.60

*Old CD*

**Deposits**

042314	04/23/14	CD INTEREST		(\$14.89)	Deposit
		Total Deposits		(\$14.89)	

Total Deposits less Checks for the month: \$13,421.71

Ending Checkbook Balance: Apr **\$0.00**  
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Checking account #: 110  
Dates: From 04/01/14 To 04/30/14

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Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 110      Beginning Checking Account Balance for: Apr      \$615.31  
Auto bal account #: 00-00-110

Bank ID: 081512407      Bank name: COMMUNITY BANK  
Acct #: 248584      Phone:

**Checks**

Total Checks      \$0.00

**Deposits**

358      04/23/14      CD RENEWAL TRANSFER      (\$3,436.60)      Deposit  
Total Deposits      (\$3,436.60)

Total Deposits less Checks for the month:      (\$3,436.60)

Ending Checkbook Balance: Apr      \$4,051.91

-----End of report-----

Reporting period: 04/01/14 to 04/30/14

Starting account: First Ending account: Last

Details are not shown

Print zero dollar accounts: No  
 Fund: 01 Local Funds

Account-#	Description	Beg-Bal	Tot-Debit	Tot-Credit	End-Bal
1-00-300	BEGINNING FUND BALANCE	(\$19,806.12)	\$0.00	\$0.00	(\$19,806.12)
01-00-400	INTEREST EARNED ON CHECKING	(\$22.95)	\$0.00	(\$2.43)	(\$25.38)
01-00-401	INTEREST ON CD	(\$45.41)	\$0.00	(\$14.89)	(\$60.30)
01-00-403	NEWSLETTER ADVERTIZING DONATIO	(\$75.00)	\$0.00	\$0.00	(\$75.00)
01-00-404	COUNTY COMMISSION	(\$2,250.00)	\$0.00	\$0.00	(\$2,250.00)
01-00-406	DONATIONS FIELD DAYS	(\$200.00)	\$0.00	\$0.00	(\$200.00)
01-00-408	SAVINGS DEPOSITS	(\$1.94)	\$0.00	\$0.00	(\$1.94)
01-00-415	SALE OF GOODS-PLAT BOOKS	(\$44.00)	\$0.00	\$0.00	(\$44.00)
01-00-416	SALE OF GOODS-FLAGS	(\$20.00)	\$0.00	\$0.00	(\$20.00)
01-00-430	ATV EQUIPMENT RENTAL	(\$60.00)	\$0.00	\$0.00	(\$60.00)
01-00-431	ROTOWIPER RENTAL	(\$50.00)	\$0.00	\$0.00	(\$50.00)
01-00-432	JOHN DEERE DRILL RENTAL	(\$5,008.70)	\$0.00	(\$146.00)	(\$5,154.70)
01-00-433	GREAT PLAINS DRILL RENTAL	(\$1,814.20)	\$0.00	(\$841.00)	(\$2,655.20)
01-00-435	BURN EQUIPMENT RENTAL	\$0.00	\$0.00	(\$10.00)	(\$10.00)
01-00-436	REIMBURSEMENTS	\$0.00	\$0.00	(\$27.12)	(\$27.12)
01-00-515	MANAGERS GROSS SALARY - DIANA	\$996.00	\$72.00	\$0.00	\$1,068.00
01-00-518	TECHNICIAN SALARY - KORY	\$3,668.00	\$217.56	\$0.00	\$3,885.56
01-00-526	District Portion Dental -Techn	\$133.02	\$14.22	\$0.00	\$147.24
01-00-536	DISTRICT PORTION DENTAL INS MA	\$133.02	\$14.22	\$0.00	\$147.24
01-00-540	EMPLOYEE TRAVEL-MGMT	\$183.11	\$0.00	\$0.00	\$183.11
01-00-541	EMPLOYEE TRAVEL-TECH	\$89.60	\$23.10	\$0.00	\$112.70
01-00-545	SUPERVISOR TRAVEL	\$314.67	\$0.00	\$0.00	\$314.67
01-00-547	BOARD MEETINGS	\$39.41	\$0.00	\$0.00	\$39.41
01-00-556	PLAT BOOKS	\$30.00	\$0.00	\$0.00	\$30.00
01-00-631	DRILL INSURANCE	\$562.45	\$0.00	\$0.00	\$562.45
01-00-632	JOHN DEERE DRILL REPAIR	\$962.97	\$362.06	\$0.00	\$1,325.03
01-00-633	GREAT PLAINS DRILL REPAIR	\$201.00	\$0.00	\$0.00	\$201.00
01-00-635	JOHN DEERE MAINTENANCE	\$2,090.80	\$0.00	\$0.00	\$2,090.80
01-00-638	ROTOWIPER REPAIR	\$487.34	\$0.00	\$0.00	\$487.34
01-00-640	ADVERTISING AND PROMOTION	\$121.00	\$0.00	\$0.00	\$121.00
01-00-700	MASWCD DUES	\$450.00	\$0.00	\$0.00	\$450.00
01-00-833	DEMONSTRATIONS/FIELD DAYS	\$313.10	\$0.00	\$0.00	\$313.10

Summary Page:

Beginning Balance:	(\$18,622.83)
Total Income:	(\$1,041.44)
Total Expenses:	\$703.16
Funds Remaining:	(\$18,961.11)

<b>Gasconade SWCD</b>	<b>FY-14</b>
	<b>Allocation</b>
Personnel Grant	\$52,417
"Other" Personnel Expenses	\$6,290
Administrative Grant	\$5,500
Info/Ed Grant	\$1,000
AgNPS SALT (nonpersonnel)	\$0
Rent and Utilities	\$0
Retirement	\$2,621
Health Insurance	\$12,897
<b>Total Allocation</b>	<b>\$80,725</b>

				<b>FY-14 Allocation</b>
		<b>Hourly</b>	<b>FY-14 Stipend</b>	<b>for "Other"</b>
<b>**Positions Funded</b>		<b>Wage</b>	<b>for Salary</b>	<b>Personnel Expenses</b>
District Program Specialist II	full-time(July-Dec)	\$13.60	\$14,144	\$1,697
District Program Specialist II	full-time(Jan-June)	\$13.85	\$14,404	\$1,728
Technician I	full-time(July-Dec)	\$10.81	\$11,242	\$1,349
Technician I	full-time(Jan-June)	\$11.06	\$7,078	\$849
Technician II		\$13.87	\$5,548	\$666
			\$52,417	\$6,290

The amount shown in the "Hourly Wage" column is the maximum that will be allowed from state funds for the positions listed. If your district board decides to pay more than the amount shown, funds other than state funds must be used for this additional salary expense. If your district board decides to pay less than the amount shown, your district's allocation will be adjusted to reflect this change in salary.

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 03/31/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	17	18	19	20	21	22	23	24	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	02:00 PM			12:00 PM	
ANNUAL LEAVE	0:00	0:00	1:15	8:00	2:30	0:00	0:00	0:00	11:45
COMP TIME	0:00	7:00	7:45	0:00	0:00	0:00	0:00	0:00	14:45
WORK - ACCOUNTING	0:00	0:00	0:00	0:00	2:00	0:00	0:00	4:30	6:30
WORK - BOARD MEETING	0:00	0:00	0:00	0:00	1:30	0:00	0:00	0:00	1:30
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:30
WORK - MEETINGS	0:00	2:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	0:00	0:00	1:30	0:00	0:00	0:30	2:00
Total	0:00	9:00	9:00	8:00	9:00	0:00	0:00	5:00	40:00

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 03/31/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	24	25	26	27	28	29	30	31	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	09:30 PM	04:30 PM				
SICK LEAVE	0:00	0:00	4:00	0:00	9:00	0:00	0:00	0:00	13:00
WORK - ACCOUNTING	1:00	2:00	0:00	0:30	0:00	0:00	0:00	0:00	3:30
WORK - BOARD MEETING	0:30	2:00	0:00	1:00	0:00	0:00	0:00	0:00	3:30
WORK - COST-SHARE ADMINISTRATION	1:00	1:00	0:00	1:00	0:00	0:00	0:00	0:00	3:00
WORK - EQUIPMENT RENTAL	0:00	0:30	0:00	0:30	0:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
WORK - OFFICE ADMINISTRATION	0:00	1:30	0:00	0:30	0:00	0:00	0:00	0:00	2:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	1:30	1:00	0:00	8:30	0:00	0:00	0:00	0:00	11:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	1:00	0:00	1:00	0:00	0:00	0:00	0:00	2:00
Total	4:00	9:00	4:00	14:00	9:00	0:00	0:00	0:00	40:00

WORK - ACCOUNTING Payroll, quarterly reports  
 WORK - BOARD MEETING Prep, Mtg 03/27/14  
 WORK - COST-SHARE ADMINISTRATION Havener, Erling  
 WORK - MEETINGS WIA planning  
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES Annual Mtg Prep, 03/27/14 Meeting 4:30-9:00

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 03/31/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00  
Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00  
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 111:30  
Sick Leave Balance: 481:30

Compensation Time Balance: 14:47  
Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature: Diana Mayfield Date: 4-1-14  
 Board Member Signature: [Signature] Date: 4-1-14

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/14/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	31	1	2	3	4	5	6	7	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
WORK - ACCOUNTING	0:00	3:00	0:30	0:00	3:30	0:00	0:00	0:00	7:00
WORK - BOARD MEETING	0:00	1:00	0:30	1:30	0:00	0:00	0:00	0:00	3:00
WORK - COST-SHARE ADMINISTRATION	0:00	1:00	0:30	0:00	0:30	0:00	0:00	0:00	2:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:15	0:00	0:30	0:00	0:00	0:00	0:45
WORK - GENERAL LANDOWNER CONTACT	0:00	0:45	0:30	0:30	1:00	0:00	0:00	0:30	3:15
WORK - OFFICE ADMINISTRATION	0:00	1:00	0:30	2:00	1:30	0:00	0:00	1:00	6:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	1:30	6:00	5:00	0:30	0:00	0:00	0:00	13:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:45	0:15	0:00	0:30	0:00	0:00	3:30	5:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/14/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	7	8	9	10	11	12	13	14	Total
Start Time	12:30 PM	07:00 AM	06:30 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	12:00 PM	03:30 PM	04:30 PM	04:30 PM				
WORK - ACCOUNTING	1:00	0:00	0:00	1:30	1:00	0:00	0:00	0:00	3:30
WORK - COST-SHARE ADMINISTRATION	0:00	0:30	0:00	1:00	2:15	0:00	0:00	0:00	3:45
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	1:00	0:30	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:30	0:00	1:00	0:45	0:00	0:00	0:00	2:15
WORK - MEETINGS	0:00	3:00	0:00	0:00	0:00	0:00	0:00	0:00	3:00
WORK - OFFICE ADMINISTRATION	3:00	4:30	0:00	4:00	4:30	0:00	0:00	0:00	16:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00	9:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:30	0:00	0:30	0:00	0:00	0:00	0:00	1:00
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

WORK - ACCOUNTING Payroll, Qtry Report Review  
 WORK - BOARD MEETING Upload, minutes 04/03/14  
 WORK - COST-SHARE ADMINISTRATION Havener, Bock  
 WORK - MEETINGS viewed commission videos  
 WORK - OFFICE ADMINISTRATION ITSD, File Purge  
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES Wrap up, news releases, web updates, Envirothon  
 WORK - USDA ADMINISTRATIVE ASSISTANCE Filing

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/14/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00  
Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00  
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 105:45  
Sick Leave Balance: 472:30

Compensation Time Balance: 0:02  
Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature: *Diana Mayfield* Date: 4/15/14

Board Member Signature: *Diana Mayfield* Date: 4/15/14

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/28/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	14	15	16	17	18	19	20	21	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	01:00 PM			11:30 AM	
SICK LEAVE	0:00	0:00	0:00	0:00	2:30	0:00	0:00	0:00	2:30
WORK - ACCOUNTING	0:00	1:30	1:00	0:00	1:00	0:00	0:00	0:00	3:30
WORK - COST-SHARE ADMINISTRATION	0:00	2:00	1:00	2:00	0:00	0:00	0:00	1:30	6:30
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:15	0:45
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:30
WORK - LANDOWNER PROGRAM AWARENESS	0:00	1:00	0:30	0:00	0:00	0:00	0:00	0:30	2:00
WORK - MEETINGS	0:00	2:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	0:00	2:00	3:00	4:00	3:00	0:00	0:00	2:45	14:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	3:00	2:30	0:00	0:00	0:00	0:00	5:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:30	0:30	0:30	0:30	0:00	0:00	0:00	2:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/28/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	21	22	23	24	25	26	27	28	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
ANNUAL LEAVE	0:00	0:00	0:00	0:00	4:00	0:00	0:00	0:00	4:00
WORK - ACCOUNTING	0:00	0:00	1:00	1:00	0:00	0:00	0:00	0:00	2:00
WORK - BOARD MEETING	0:00	1:00	0:30	0:00	0:00	0:00	0:00	0:00	1:30
WORK - COST-SHARE ADMINISTRATION	0:30	2:30	1:00	1:30	2:00	0:00	0:00	0:00	7:30
WORK - EQUIPMENT RENTAL	0:00	0:30	0:30	0:30	0:30	0:00	0:00	0:00	2:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - LANDOWNER PROGRAM AWARENESS	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
WORK - OFFICE ADMINISTRATION	3:00	1:45	4:00	2:00	2:00	0:00	0:00	0:00	12:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	2:00	0:30	0:00	0:00	0:00	0:00	2:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:30	3:15	0:00	0:30	0:30	0:00	0:00	0:00	4:45
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

- WORK - ACCOUNTING Payroll
- WORK - BOARD MEETING PREP
- WORK - COST-SHARE ADMINISTRATION Cartwright, Koelling, Kinman, Decker
- WORK - OFFICE ADMINISTRATION End of the Year reports, personnel reviews
- WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES WIA, PreSchool demonstration
- WORK - USDA ADMINISTRATIVE ASSISTANCE Eikermann EQIP, Howard EQIP, LincPass Pickup

# MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/28/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00  
Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00  
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 11:45  
Sick Leave Balance: 476:30

Compensation Time Balance: 0:02  
Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature: *Diana Mayfield* Date: 04/29/14

Board Member Signature: *Debra Monreck* Date: 4/29/14

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 03/31/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	17	18	19	20	21	22	23	24	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
SICK LEAVE	0:00	0:00	4:00	0:00	0:00	0:00	0:00	0:00	4:00
DSP 3.2 - TECHNICAL	0:00	1:30	2:30	2:00	0:00	0:00	0:00	0:00	6:00
DSL-01 - TECHNICAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
DSL-44 - TECHNICAL	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30
DWP-01 - TECHNICAL	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00
WORK - EQUIPMENT RENTAL	0:30	0:30	0:00	0:30	1:00	0:00	0:00	0:00	2:30
WORK - GENERAL LANDOWNER CONTACT	0:30	1:30	1:00	1:30	0:30	0:00	0:00	0:00	5:00
WORK - OFFICE ADMINISTRATION	2:30	3:00	1:30	4:30	1:30	0:00	0:00	0:00	13:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	1:00	0:00	0:30	6:00	0:00	0:00	0:00	7:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 03/31/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	24	25	26	27	28	29	30	31	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	09:30 PM	03:00 PM			12:00 PM	
DSP 3.2 - TECHNICAL	0:00	1:30	0:00	2:00	1:00	0:00	0:00	0:00	4:30
DSP 3.3 - TECHNICAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
DWP-01 - TECHNICAL	0:00	1:00	0:15	0:00	0:00	0:00	0:00	0:00	1:15
N472 - TECHNICAL	0:00	2:30	0:15	0:00	0:00	0:00	0:00	0:00	2:45
WORK - BOARD MEETING	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:30
WORK - COST-SHARE ADMINISTRATION	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:30	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:30	0:45	0:00	1:30	0:00	0:00	1:00	3:45
WORK - OFFICE ADMINISTRATION	0:00	1:30	3:00	2:30	5:00	0:00	0:00	3:30	15:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:45	8:00	0:00	0:00	0:00	0:00	8:45
Total	0:00	9:00	5:00	13:30	7:30	0:00	0:00	5:00	40:00

DSP 3.2 - TECHNICAL Horstmann  
DSL-01 - TECHNICAL Havener  
DWP-01 - TECHNICAL Koelling  
N472 - TECHNICAL Bock  
WORK - COST-SHARE ADMINISTRATION Status Review

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 03/31/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 89:45

Compensation Time Balance: 12:46

Pay Rate: \$13.65

Sick Leave Balance: 85:00

Military Leave Balance: 0:00

Employee Signature: Kory Hubbard

Date: 4-1-14

Board Member Signature: Debra Nowack

Date: 4-1-14

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/14/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	31	1	2	3	4	5	6	7	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM			10:00 AM	
Stop Time	04:30 PM	04:30 PM	04:30 PM	02:30 PM	04:30 PM			12:00 PM	
DSP 3.2 - TECHNICAL	0:30	0:30	1:30	2:00	2:30	0:00	0:00	0:00	7:00
DSP 3.3 - TECHNICAL	0:00	0:00	0:45	0:30	0:30	0:00	0:00	0:00	1:45
DWP-01 - TECHNICAL	0:00	0:00	0:30	0:30	0:00	0:00	0:00	2:00	3:00
N472 - TECHNICAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - COST-SHARE ADMINISTRATION	0:00	4:30	0:00	0:00	0:00	0:00	0:00	0:00	4:30
WORK - EQUIPMENT RENTAL	0:30	0:30	1:00	1:00	0:00	0:00	0:00	0:00	3:00
WORK - GENERAL LANDOWNER CONTACT	0:45	0:00	0:45	1:00	3:30	0:00	0:00	0:00	6:00
WORK - OFFICE ADMINISTRATION	1:30	2:00	1:00	1:30	2:30	0:00	0:00	0:00	8:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:45	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:45
WORK - TRAINING	0:00	0:00	1:00	0:30	0:00	0:00	0:00	0:00	1:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	1:00	2:30	0:00	0:00	0:00	0:00	0:00	3:30
Total	4:00	9:00	9:00	7:00	9:00	0:00	0:00	2:00	40:00

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/14/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	7	8	9	10	11	12	13	14	
Start Time		07:00 AM	06:30 AM	09:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	03:30 PM	04:30 PM	12:00 PM			12:00 PM	
COMP TIME	0:00	0:00	0:00	1:30	3:30	0:00	0:00	0:00	5:00
DSP 3.2 - TECHNICAL	0:00	4:30	0:00	3:00	0:30	0:00	0:00	0:30	8:30
DSP 3.3 - TECHNICAL	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00
DSL-44 - TECHNICAL	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00	2:00
DWP-01 - TECHNICAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
N472 - TECHNICAL	0:00	0:00	0:00	2:00	1:30	0:00	0:00	0:30	4:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	1:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:30	0:00	0:00	0:00	0:00	0:00	1:00	1:30
WORK - OFFICE ADMINISTRATION	0:00	1:30	0:00	1:00	1:30	0:00	0:00	2:00	6:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00	9:00
WORK - USDA TECHNICAL ASSISTANCE	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

- DSP 3.2 - TECHNICAL Diebal, Gerlemann, Horstmann, Schmidt
- DSP 3.3 - TECHNICAL Gerlemann
- DSL-44 - TECHNICAL Skornia
- DWP-01 - TECHNICAL Koelling
- N472 - TECHNICAL Cartright
- WORK - GENERAL LANDOWNER CONTACT Woemmel, Roethmeyer
- WORK - TRAINING New GPS

# HUBBARD, KORY D

Time Period Ending: 04/14/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00

Compensation Time Accrued: 0:00  
Hours Exceeding Work Schedule: 0:00

Sick Leave Accrued: 4:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 93:45

Compensation Time Balance: 12:46  
Military Leave Balance: 0:00

Sick Leave Balance: 85:00

Pay Rate: \$13.85

Employee Signature: *Kory Hubbard*

Date: 4-14-14

Board Member Signature: *Debra Brown*

Date: 4/15/14

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/28/2014 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	14	15	16	17	18	19	20	21	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
DSP 3.2 - TECHNICAL	0:00	4:00	3:00	2:00	3:30	0:00	0:00	0:00	12:30
DSL-44 - TECHNICAL	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
DWP-01 - TECHNICAL	0:00	3:00	0:30	0:00	0:00	0:00	0:00	0:00	3:30
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	2:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - EQUIPMENT RENTAL	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - GENERAL LANDOWNER CONTACT	1:00	0:45	0:30	4:30	1:00	0:00	0:00	0:00	7:45
WORK - OFFICE ADMINISTRATION	2:30	1:15	2:00	1:30	4:30	0:00	0:00	0:00	11:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:00
<b>Total</b>	<b>4:00</b>	<b>9:00</b>	<b>9:00</b>	<b>9:00</b>	<b>9:00</b>	<b>0:00</b>	<b>0:00</b>	<b>0:00</b>	<b>40:00</b>

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/28/2014 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	21	22	23	24	25	26	27	28	
Start Time		07:00 AM	07:00 AM	07:00 AM	06:30 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	03:30 PM	04:30 PM			12:00 PM	
DSP 3.2 - TECHNICAL	0:00	1:30	0:30	2:30	0:00	0:00	0:00	3:00	7:30
DSP 3.3 - TECHNICAL	0:00	0:00	2:00	0:00	0:00	0:00	0:00	1:00	3:00
DSL-01 - TECHNICAL	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
DSL-44 - TECHNICAL	0:00	1:00	1:00	3:30	0:00	0:00	0:00	0:30	6:00
N472 - TECHNICAL	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:00
WORK - EQUIPMENT RENTAL	0:00	1:30	0:00	0:30	0:00	0:00	0:00	0:00	2:00
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	0:45	0:00	0:00	0:00	0:00	0:00	1:45
WORK - OFFICE ADMINISTRATION	0:00	2:00	2:15	1:30	0:00	0:00	0:00	0:30	6:15
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:30	1:30	0:00	0:00	0:00	0:00	0:00	2:00
WORK - TRAINING	0:00	0:00	0:00	0:00	10:00	0:00	0:00	0:00	10:00
<b>Total</b>	<b>0:00</b>	<b>9:00</b>	<b>9:00</b>	<b>8:00</b>	<b>10:00</b>	<b>0:00</b>	<b>0:00</b>	<b>5:00</b>	<b>41:00</b>

DSP 3.2 - TECHNICAL Schmidt, Gerlemann, Kinman  
 DSL-01 - TECHNICAL Havner  
 DSL-44 - TECHNICAL Skornia  
 DWP-01 - TECHNICAL Koelling  
 N472 - TECHNICAL Kinman  
 WORK - COST-SHARE ADMINISTRATION Status Review

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 04/28/2014 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00  
Sick Leave Accrued: 4:00

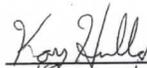
Compensation Time Accrued: 1:30  
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

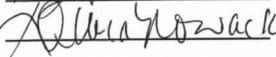
Annual Leave Balance: 97:45  
Sick Leave Balance: 89:00

Compensation Time Balance: 7:46  
Military Leave Balance: 0:00

Pay Rate: \$13.85

Employee Signature: 

Date: 4-28-14

Board Member Signature: 

Date: 4-29-14

# Fund Status (2014)

62 - GASCONADE SWCD  
 314 SOUTH OLIVE  
 OWENSVILLE, MO 65066  
 (573)437-3478 EXT: 3

<b>GM GRAZING MANAGEMENT</b>							
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>		<u>Pending</u>
GRAZING MANAGEMENT 2014	\$62,952.00	\$57,172.48	\$5,779.52	\$28,866.23	\$34,085.77		\$5,620.50
<b>Project Sub Total</b>	<b>\$62,952.00</b>	<b>\$57,172.48</b>	<b>\$5,779.52</b>	<b>\$28,866.23</b>	<b>\$34,085.77</b>		<b>\$5,620.50</b>
<b>NP NUTRIENT &amp; PEST MANAGEMENT</b>							
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>		<u>Pending</u>
NUTRIENT & PEST MANAGEME 2014	\$3,000.00	\$1,404.00	\$1,596.00	\$1,404.00	\$1,596.00		\$0.00
<b>Project Sub Total</b>	<b>\$3,000.00</b>	<b>\$1,404.00</b>	<b>\$1,596.00</b>	<b>\$1,404.00</b>	<b>\$1,596.00</b>		<b>\$0.00</b>
<b>SA SENSITIVE AREAS</b>							
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>		<u>Pending</u>
SENSITIVE AREAS 2014	\$15,000.00	\$13,718.00	\$1,282.00	\$0.00	\$15,000.00		\$0.00
<b>Project Sub Total</b>	<b>\$15,000.00</b>	<b>\$13,718.00</b>	<b>\$1,282.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>		<b>\$0.00</b>
<b>SGE SHEET AND RILL / GULLY EROSION</b>							
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>		<u>Pending</u>
SHEET AND RILL / GULLY E 2014	\$40,456.00	\$17,962.15	\$22,493.85	\$9,982.13	\$30,473.87		\$0.00
<b>Project Sub Total</b>	<b>\$40,456.00</b>	<b>\$17,962.15</b>	<b>\$22,493.85</b>	<b>\$9,982.13</b>	<b>\$30,473.87</b>		<b>\$0.00</b>
<b>WE WOODLAND EROSION</b>							
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>		<u>Pending</u>
WOODLAND EROSION 2014	\$33,000.00	\$13,812.39	\$19,187.61	\$13,812.39	\$19,187.61		\$0.00
<b>Project Sub Total</b>	<b>\$33,000.00</b>	<b>\$13,812.39</b>	<b>\$19,187.61</b>	<b>\$13,812.39</b>	<b>\$19,187.61</b>		<b>\$0.00</b>
<b>Grand Totals</b>	<b>154,408.00</b>	<b>\$104,069.02</b>	<b>\$50,338.98</b>	<b>\$54,064.75</b>	<b>\$100,343.25</b>		<b>\$5,620.50</b>

67% 52%  
 71% After approval

# Fund Status (2015)

62 - GASCONADE SWCD  
 314 SOUTH OLIVE  
 OWENSVILLE, MO 65066  
 (573)437-3478 EXT: 3

<b>GM</b>		<b>GRAZING MANAGEMENT</b>					
<u>Resource Concern</u>	<b>Total Allocation</b>	<b>Obligated</b>	<b>Unobligated</b>	<b>Contract Payments</b>	<b>Remaining Payments</b>	<b>Pending</b>	
GRAZING MANAGEMENT 2015	\$13,452.00	\$3,184.49	\$10,267.51	\$0.00	\$13,452.00	\$0.00	
<b>Project Sub Total</b>	<b>\$13,452.00</b>	<b>\$3,184.49</b>	<b>\$10,267.51</b>	<b>\$0.00</b>	<b>\$13,452.00</b>	<b>\$0.00</b>	
<b>Grand Totals</b>	<b>13,452.00</b>	<b>\$3,184.49</b>	<b>\$10,267.51</b>	<b>\$0.00</b>	<b>\$13,452.00</b>	<b>\$0.00</b>	

*Northeast Missouri Women in Ag  
Shelby County SWCD  
210 East Main  
PO Box 158  
Shelbyville, MO 63469*

*Missouri Women in Agriculture  
Celebrating 20 Years*

*"River Style"*



*Hannibal 2014*

April 3, 2014

Dear Soil & Water Conservation District Board:

The 20<sup>th</sup> Annual Missouri Women In Agriculture Conference will be held September 15<sup>th</sup> – 17<sup>th</sup>, 2014 in Hannibal, Missouri. The theme of this year's conference is "Missouri Women in Agriculture – River Style". The 2014 Women in Agriculture Conference will include workshops, vendor/exhibitor booths, and a banquet with guest speaker Dr. Jerry Crownover on Monday, tours of the area on Tuesday, and guest speaker Chris Chinn and closing ceremony on Wednesday. The conference planning committee is currently working on the agenda and activities for the conference. Approximately 160 women are expected to attend the conference this year.

A suggested contribution of \$100 from each SWCD is being requested to assist with the many conference expenses. We need and are requesting the support of each Board this year to help keep the registration costs low for those who will be attending.

We understand the budget constraints and the increased costs for the SWCD's, but hope we can count on your support for this important time of learning and sharing with women from across the State of Missouri. If you cannot send the suggested amount above, please know that any contribution from your District would be sincerely appreciated.

Checks should be made payable to: **Shelby Co SWCD - WIA**

Please mail check by July 15, 2014 to: Shelby Co SWCD  
P O Box 158  
Shelbyville, MO 63469

We truly appreciate your support of the Women In Ag Conference and it's continuing growth and strength throughout the state. As always, we look forward to showcasing Northeast Missouri and the region's resources. We are confident that the attendees will enjoy and learn from what the conference will have to offer. Thank you for your consideration and assistance in making this year's conference a success! If you have any questions, please contact us at 573-633-2211 ext 2 for Beth Stiefel or ext 3 for Nena Myers & Carol Hubbard. You may also contact us at the following emails: [beth.stiefel@mo.usda.gov](mailto:beth.stiefel@mo.usda.gov), [nena.myers@swcd.mo.gov](mailto:nena.myers@swcd.mo.gov), or [carol.hubbard@swcd.mo.gov](mailto:carol.hubbard@swcd.mo.gov)

Sincerely,

Beth Stiefel  
WIA Chairman

Nena Myers  
WIA Committee Member

Carol Hubbard  
WIA Committee Member



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

[www.dnr.mo.gov](http://www.dnr.mo.gov)

### MEMORANDUM

**2014-016**

DATE: April 3, 2014  
TO: All Soil and Water Conservation Districts  
FROM:  Colleen Meredith, Program Director, Soil and Water Conservation Program  
SUBJECT: 2014 SWCP Summer Internship Program

The Soil and Water Conservation Program is excited to announce a new internship program available to each soil and water conservation district (SWCD) this summer. This internship program is based upon a recommendation from the Plan for the Future Program Delivery and Operations Subcommittee (subcommittee). The Soil and Water Districts Commission, at their March 21, 2014 meeting, concurred with providing each district a \$3,500 maximum stipend to hire a college student intern(s). The intern program will be available from May 1, 2014 to September 1, 2014 with benefit to all parties involved, and promote personal and professional growth for an aspiring young professional. Students will gain work experience in a hands on learning environment to help make career decisions while mentoring with SWCD boards, staff and conservation partners. The program will strengthen public relations with younger generations as well as identify potential future employees. An intern can help to fill gaps in the district workload during the busy summer season. District participation and feedback will assist the subcommittee in determining the value of an internship program.

Districts boards and staff will direct their own internship program by administering the following:

1. Advertising for the position.
2. Identifying professional qualifications desired for the position.
3. Interviewing and selecting a candidate.
4. Designating a start and end date within the May 1, 2014 to September 1, 2014 time period.
5. Establishing rate of pay (intern expenditures above \$3,500 must come from local funds).
6. Determining daily and weekly schedule.
7. Establishing duties and responsibilities for the intern.
8. Working with college and intern to meet any specifications to receive college credit hours.

All Soil and Water Conservation Districts

April 3, 2014

Page Two

Applicants must be a higher education (college, university, technical school, etc.) student within any degree major or focus area. Placement offices and career services for colleges in your area are useful resources to identify and advertise for potential candidates. Students are actively searching for summer internship positions. Please keep in mind the time it will take to select and train an intern and be mindful of a potential conflict of interest or nepotism during the selection process.

District boards hiring interns for the summer will need to follow standard protocol for new employees which will work within our federal partner's facilities. Interns which are hired by the district boards to solely perform district work will only be required to complete Information Security Training per NRCS policy. Please realize if an intern will be required to access an NRCS computer or files, a background check and additional permissions will be required. (Note- Background checks and other permission accesses typically take over 30 days to process. Each District Board should work with the appropriate NRCS District Conservationist to seek required training materials and procedures.)

Coordinators will be glad to provide any guidance needed regarding the internship program including advertisement, interview questions, etc. This internship program will hopefully be a positive learning experience for all who choose to become involved.

If your district decides to take advantage of the intern program, expenses associated with the intern program will be tracked in fund 10 (reimbursement fund). Eligible expenses include gross salary, district portion of social security and Medicare, workers compensation and travel expenses. If your district needs assistance with developing account numbers, please contact your district coordinator. The program office will reimburse the district once the expenses have been incurred.

Attached is the SWCP Internship Program Form to be completed by the board upon selection of an intern. If you have any questions, please contact your district coordinator. Thank you.

CM:mm

Attachment

*Celebrating 40 years of taking care of Missouri's natural resources. To learn more about the Missouri Department of Natural Resources visit [dnr.mo.gov](http://dnr.mo.gov).*

# SWCP INTERNSHIP PROGRAM FORM

SUMMER 2014

SWCD: \_\_\_\_\_

## Individual Information

*Intern Name:* \_\_\_\_\_

*School (college, university, tech school, etc.):* \_\_\_\_\_

*Major/Focus Area:* \_\_\_\_\_

*Year/Semester:* \_\_\_\_\_

## Internship Information

*Timeframe (start and end dates):* \_\_\_\_\_

*Work Schedule:* \_\_\_\_\_

*Assigned Work:* \_\_\_\_\_

## Policies

\_\_\_\_\_ I have read the DNR Internet Acceptable Use Policy.

\_\_\_\_\_ I have read the SWCD Personnel Policy.

## Signature Approval

\_\_\_\_\_  
*Intern Signature*

\_\_\_\_\_  
*Board Member Signature*

## Hubbard, Kory

---

**From:** Soil & Water Conservation Program  
**Sent:** Thursday, April 10, 2014 3:17 PM  
**To:** DNR.Soil and Water Conservation Districts staff  
**Cc:** DNR.SWC Staff  
**Subject:** Common questions for Summer Intern Program

The following include some common questions being asked concerning the SWCP 2014 Summer Intern Program. If you have any further questions or need clarification from the information given below please contact your district coordinator.

**Q: Can a graduating high school student that has been accepted to a program at an institution of higher education be hired for the intern program?**

A: High school students, even those that have completed college credits through dual enrollment programs or Advanced Placement (AP) testing are not eligible for the internship program.

**Q: Can a college student be hired by more than one soil and water conservation district and receive the benefit of both stipends i.e. up to \$7,000 (\$3,500 from each district)?**

A: Yes. A college student can work for more than one soil and water conservation district. The student will have to fill out a timesheet for each district and not spend more than 40 hours a week between them. The soil and water district boards will have to work together to determine the travel costs associated with each district etc. if this situation occurs. It is recommended the intern receive pay relatively close to minimum wage (\$7.50/hour) as the intent of the program is to provide knowledge of the program and career availability as well as possible college credit not solely providing a summer employment opportunity for income purposes.

**Q: Can the college student be hired as contract labor?**

A: No. A contract situation is one in which there is little or no supervision required and this would not be the case with an intern that is at the district in a mentoring situation. The student is an employee of the district and is supervised by the district board of supervisors, although day-to-day supervision may be delegated to district employees and/or agency partners.

**Q: Is the district responsible for developing college credit for the student?**

A: No. The student is responsible for working with the college/university for determination of credit(s) received if any. The district can assist the student for reporting work that the student carries out or to help the

student with documenting their responsibilities/ accomplishments during the internship.

**Q: Are interviews required before an intern can be hired?**

A: Interviews are not required but are highly recommended. Interviewing the student(s) will give them experience with the interview process and allow the district to determine the most qualified student for the position.

**Q: Where is the funding coming from to fund the Intern Program?**

A: The funding for the Intern Program is coming out of the Grants to Districts Appropriation. The appropriation is not fully allocated to districts each fiscal year as funds are held in order to fund unknown expenses such as health care costs, raises provided for staff passing Tech II certification or raises provided to district staff that were provided to state employees.

**Q: How was the figure of \$3,500 arrived at to support an intern?**

A: The \$3,500 would cover payroll for a student at minimum wage (\$7.50/hour) for 40 hours per week over a ten week period ( $7.50 \times 40 \times 10$ ) which equals a total of \$3,000. Additional funds were required to be provided as the intern position also requires payment of social security, Medicare, workers compensation and ability to reimburse for travel incurred from the district office.

Thank you.

*Marisa Mitchell*

*Senior Office Support Assistant*

*DNR/Soil & Water Conservation Program*

*Phone: 573-751-4932*

*Fax: 573-526-3508*

*[marisa.mitchell@dnr.mo.gov](mailto:marisa.mitchell@dnr.mo.gov)*

*Celebrating 40 years of taking care of Missouri's natural resources. To learn more about the Missouri Department of Natural Resources visit [dnr.mo.gov](http://dnr.mo.gov).*



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

April 21, 2014

Board of Supervisors  
Gasconade County Soil and Water  
Conservation District  
314 South Olive  
Owensville, MO 65066

Dear Supervisors,

On November 26, 2013 and February 12, 2014, Kory Hubbard and I performed a review of randomly selected practices implemented in your district during fiscal year 2013. Performing this review provides training opportunities to ensure that practices are being implemented according to the Soil and Water Districts Commission policies. Districts that demonstrate competency in properly implementing practices, in compliance with commission policy, will merit a lower level of review during the contract process. The following contracts were reviewed at the district office with your staff:

<u>Contract Number</u>	<u>Practice*</u>	<u>Landowner</u>
WE 062-13-0002	DFR-05	GANT FARM LLC
WE 062-13-0075	DFR-05	NICKS, VERA M
WE 062-13-0078	DFR-05	GREUNKE, RICHARD P & PAMELA R. ETAL
SGE 062-12-0036	DSL-01	ROLUFS, MARK AND PAT
SGE 062-13-0006	DSL-02	SCHMIDT, VIRGIL W
SGE 062-13-0010	DSL-02	MYERS, GERARD & JANET

*\*A copy of practice codes and names can be found in the Cost-Share Handbook*

Documentation was nearly complete on all contracts reviewed. Some of the documentation reviewed included items such as the conservation plan approval, practice certification and cost-share forms. On the above mentioned practices, site visits confirmed the practices were installed according to contract documentation and commission policy.

The only item found to need clarification was the fertilizer invoice for the Gerald and Janet Myers contract. The invoice stated the correct pounds of fertilizer were purchased, however the mathematical calculations showed that potassium (potash) was under applied. NRCS provided a variance on March 11, 2014 for the file, approving the fertilizer application.

Gasconade SWCD  
April 21, 2014  
Page Two

Based on the positive results of this practice review and current district staff experience, there will be reduced oversight of the contract review process for the following practices:

N472	USE EXCLUSION
DSL-11	PERMANENT VEGETATIVE COVER – CRITICAL AREAS
DSL-01	PERMANENT VEGETATIVE COVER ESTABLISHMENT
DSL-02	PERMANENT VEGETATIVE COVER IMPROVEMENT
DSP-02	PERMANENT VEGETATIVE COVER ENHANCEMENT

If the district has any questions regarding this review, please contact me at the Soil and Water Conservation Program, PO Box 176, Jefferson City, MO 65102-0176 or by phone at 573-522-3323. Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM



Patty Chapman  
District Operations Section

PC:mm

c: Melinda Barch, NRCS  
Karen Brinkman, NRCS



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

[www.dnr.mo.gov](http://www.dnr.mo.gov)

### MEMORANDUM

2014-017

DATE: May 6, 2014  
TO: All Soil and Water Conservation Districts  
FROM:  Colleen Meredith, Director  
Soil and Water Conservation Program

**SUBJECT: Year-End Reminders**

Fiscal year 2014 (FY14) will close on June 30, 2014. As this date rapidly approaches, the program wants to remind districts of important dates concerning FY14 year-end procedures.

District Administrative Expenses and Reports

June 30, 2014	All FY14 expenses must be paid on or before. All payroll tax liabilities must be paid on or before.
July 20, 2014	FY14 Fourth Quarter Reports must be submitted to the program office (submit electronically to <a href="mailto:lori.bax@dnr.mo.gov">lori.bax@dnr.mo.gov</a> ).
August 1, 2014	Equipment Inventory Form must be submitted to the program office (submit electronically to <a href="mailto:lori.bax@dnr.mo.gov">lori.bax@dnr.mo.gov</a> ). District Year End Financial Report must be submitted to the program office - a detailed and a summary Year End Financial Report (submit to <a href="mailto:lori.bax@dnr.mo.gov">lori.bax@dnr.mo.gov</a> ).

**Do not start the Accounting New Year process until the FY14 Fourth Quarter report has been approved. The district will be notified via email when the report is approved.**

Regular and AgNPS SALT Cost-Share

No deadline, unlike previous fiscal years, will be established for board approval of new contracts in FY14.

**All contract payments to be paid in FY14 must be at the status of PEND PO FIN on the MoSWIMS Contract Event Lookup screen by midnight Sunday June 15, 2014.** Board approved contracts for practices not started prior to the established termination date or by June 15, 2014 must be cancelled in accordance with cost-share policy contained in Section IV, page 3 of the Cost-Share Handbook.

MoSWIMS will be locked on May 27, 2014 to load FY15 allocations for Regular and AgNPS SALT cost-share. Availability of FY15 funding will allow districts to complete termination date extensions for contracts that have been started, but will not be complete by the June 15, 2014 deadline. If a district has insufficient funds to complete change orders for time extensions with the FY15 initial allocation, notify April Brandt at [april.brandt@dnr.mo.gov](mailto:april.brandt@dnr.mo.gov).

The FY15 allocations (loaded on May 27, 2014) are not allowed to be used for approval of new contracts until July 1, 2014. Districts that requested FY15 Advanced Allocation funds will be able to proceed with entry of FY15 contracts until 5:00 p.m. on June 30, 2014. MoSWIMS will be locked at that time to complete statewide rollover. It is estimated that MoSWIMS will be unlocked on July 8, 2014. Notification emails will be issued informing district staff of these events.

During rollover, all pending contracts will be issued a new contract number as numbering is based on the fiscal year of board approval. A MoSWIMS note will be generated by the system to indicate the old and new contract numbers. Component costs will be updated based upon the June 2014 State Component Average Cost List.

Here are some important dates to remember:

May 27, 2014 (7:00 a.m.)	MoSWIMS locked to load FY15 cost-share allocations.
June 11, 2014 (5:00 p.m.)	All Vendor Input ACH/EFT Application Forms for FY14 contracts must be submitted to the Office of Administration.
June 15, 2014 (midnight)	Contract payments to be paid in FY14 must be at the status of PEND PO FIN on the Contract Event Lookup screen.

All SWCD's  
May 6, 2014  
Page Three

June 30, 2014 (5:00 p.m.)	MoSWIMS locked for statewide rollover.
July 8, 2014	Approximate date MoSWIMS will be unlocked.
August 15, 2014	Semi-Annual Progress Report and Semi-Annual Activity Log due for AgNPS SALT projects.

For AgNPS SALT projects ending this fiscal year, during MoSWIMS rollover, an allocation amount will be entered to cover practices that were started but not completed during FY14.

If you have any questions on the information contained in this memorandum, please contact your district coordinator. Thank you.

CM:mm

District Manager Report  
Diana Mayfield  
March 2014

Well, the annual meeting is over with 172 people in attendance. I spent several hours preparing PDF's for publication to the website showcasing the pictures taken during the meeting. This included the poster contest, the 2013 state and national awards, and the annual meeting itself. I then spent several more hours working up news articles for the local newspapers and county news live. I sent a mass e-mail out to everyone I have listed about the webpage articles.

We hosted a WIA planning meeting on April 15<sup>th</sup> at 9 a.m. It was a very productive meeting. I met with Glen Ely for a possible Community Grant through Walmart to assist with the program.

I loaded all of the contracts that we have so far into the Actual Cost-Data Base for NRCS tracking. Most of our cost-share practices are being wrapped up.

Kory and I attended the Regional Envirothon on April 9<sup>th</sup>. There were 18 teams, 5 members each. It was a beautiful day. We presented a program to the UCC Preschool class on March 23<sup>rd</sup> (soil babies and "Where does your Hamburger come from?"). It was great fun.

I worked on purging files – keeping the most pertinent materials necessary and getting rid of the rest. I also began working on the "End of the Year Reports."

I prepared Kory's personnel review as well as wrote my self-evaluation.



Natural Resources Conservation Service  
1315 E Main  
Linn, Missouri 65051

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### **March 2014 NRCS Board Report**

I attended the regular SWCD monthly board meeting in Gasconade and Osage County. I attended the Maries County Annual Meeting followed by a short board meeting. I attended the Gasconade County Annual Meeting followed by a short board meeting. JR Flores, State Conservationist, and Karen Brinkman, Area Conservationist, attended the Gasconade County Annual Meeting. I attended the Osage County Open House.

NRCS and SWCD staff from Osage, Maries and Gasconade attended the Soil Health Workshop in High Hill.

Amy and I attended the Pond Workshop in Vienna. Amy gave a presentation on pond construction.

I listened in on a conference call on Adjusted Gross Income, AGI, for participants that were in noncompliance with AGI.

Megan and I listened in on a conference call on Highly Erodible Land Compliance Reviews.

I performed Mid-Year Performance Reviews for Megan, Amy and Braden.

NRCS, SWCD and FSA staff from Osage, Maries and Gasconade County held a planning meeting for a Women in Agriculture meeting. Some very interesting ideas were brought up and a tentative date of September 25<sup>th</sup> is planned for our first meeting.

Amy, Kory, Colby & I helped with the Soil Judging Contest at Ben Branch. There were approximately 140 students from across the state participating in the soils contest. Grant Butler, retired NRCS Soil Scientist, judged the three pits the day before.

I attended a Missouri Forage and Grassland Council meeting in Jefferson City at LU Carver Farm. We began planning for the 2014 conference in November.

NRCS staff has been working on EQIP application eligibility and planning along with certification of completed conservation practices.

Melinda L. Barch  
District Conservationist



Missouri Public Entity Risk Management Fund  
P.O. Box 7110  
Jefferson City, Missouri 65102-7110  
Main Line: 888-566-7376 Fax Line: 573-751-8276  
Web Site: www.moperm.com

April 14, 2014

DIANA MAYFIELD  
GASCONADE CO SWCD  
314 S OLIVE  
OWENSVILLE, MO 65066

On behalf of the Board of Trustees of the Missouri Public Entity Risk Management Fund (MOPERM), I am pleased to present the enclosed refund check. This check is a portion of the total \$1.1 million refund to more than 870 public entities that renewed their participation with MOPERM in 2014.

The Board of Trustees will only authorize a refund of past years' contributions after completion of the annual actuarial analysis that assures the refund will have no significant impact on MOPERM's ability to pay pending or anticipated claims. MOPERM's strong financial position is reflective of its commitment to prudent management decisions combined with our focus on comprehensive risk management programs that help members lower the cost of losses.

MOPERM is celebrating over 26 years of service to Missouri public entities as the stable and affordable alternative for liability and property coverages. The Board of Trustees and MOPERM staff appreciate the trust you have placed in us.

Respectfully,

David Kormann  
Executive Director

\$27.<sup>12</sup>

E-mail Addresses:

Accounting@moperm.com • Administration@moperm.com • Claims@moperm.com  
LossControl@moperm.com • MemberServices@moperm.com • Property@moperm.com • Underwriting@moperm.com



To advocate the protection, enhancement, and wise use  
of soil, water, and related natural resources

## Soil & Water Conservation Society

### Missouri Show-Me Chapter

<http://www.swcs.missouri.edu>

April 3, 2014

Gasconade County SWCD  
314 South Olive St.  
Owensville, MO 65066

Dear Board Chairman,

This is an invitation to the District, district supervisors and your employees to become members of the **Missouri Show-Me Chapter, Soil and Water Conservation Society**. We are a non-profit organization serving professional conservationists, businesses, organizations, landowners and others. With your help, together we can do great things helping others better manage the soil, water and related resources in Missouri for future generations.

Our Executive Council strives to maintain an organization that provides valuable information and needed services. Your annual membership dues are vital to our success and accomplishments. We assure you this donation will be used wisely to achieve the Mission and Vision of the Soil and Water Conservation Society.

By providing us with an email address, we will send occasional messages to help keep you informed about the Society's national meeting, the Missouri Natural Resources Conference, Chapter Fall Forum, business meetings, training events, workshops and our progress through online newsletters. You are encouraged to review the "SWCS Membership Benefits" inside the brochure to learn more about how your dues will be put to good use through national representation on key issues, professional and informative publications, networking plus numerous discounts.

We are very proud of our Chapter history, our accomplishments, and our affiliation with the Soil and Water Conservation Society. We are now extending an invitation to you in becoming a member of the Society and the Chapter. With your help we can do even more! Enclosed is a membership brochure that includes a "join now" form you can mail with your donation. Be sure to select the Missouri "Show Me" Chapter! Or, you can visit us at: <http://www.swcs.missouri.edu/>, click on the "Join SWCS" link and apply online.

We look forward to the opportunity of assisting you now and in the future. If you have any questions about the Missouri Show-Me Chapter, SWCS or the Soil and Water Conservation Society please contact our Membership Committee Chair, Scott Jacob, for assistance. You can reach Scott by calling (573) 581-5927 Ext 3.

Sincerely,

*Introduce a board member or district employee to SWCS – Show You Care!*

*Kim*

Kim Worth, Show-Me Chapter President

To foster the science and the art of soil, water, and related  
natural resource management to achieve sustainability

# Showing you care is simple

Introduce a friend to the benefits of an SWCS Membership with a discounted rate of \$45 for a first time member. Your gift will not only support local, national and international soil and water conservation, but will allow the recipient to receive professional education, networking opportunities and all the other great member benefits you enjoy! Plus, they'll receive an introductory welcome packet, too!



**\$45\***  
Special Value to  
New Members

**Give the gift that makes a difference in your community, your world.**

## APPLICATION

Recipient's Name \_\_\_\_\_

Recipient's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Checks** \_\_\_\_\_ Please make payable in US funds to: Soil and Water Conservation Society

**Credit** \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

SWCS is a 501(C)3 organization. Your membership fees and donations may be tax deductible.  
Fill out one application per gift membership.

**Thank you for your support this year!**

*We would like to take this opportunity to show our gratitude for your generous support of the Soil and Water Conservation Society and wish you and yours a wonderful holiday season. We look forward to partnering with you for another great year!*

\*Offer for new members only.

**Don't Delay! Mail or fax in your gift membership or contribution today!**

\$ \_\_\_\_\_ Gift Membership (\$45 each)

\_\_\_\_\_ (gift recipient)

\$ \_\_\_\_\_ I want to donate and continue to support SWCS.

\$ \_\_\_\_\_ **Total**



**SOIL  
AND WATER  
CONSERVATION  
SOCIETY**

Return this form with payment to:  
**Soil and Water Conservation Society**  
945 SW Ankeny Road  
Ankeny, Iowa 50023-9723  
1-800-THE-SOIL, Ext 118  
Fax 515-289-1227  
[www.swcs.org](http://www.swcs.org)



# MISSOURI STATE TECHNICAL COMMITTEE

UMC Bradford Farm  
Columbia, MO  
June 17, 2014



## Agenda

8:00-8:45AM	Registration	
8:45AM	Welcome/Introductions	J.R. Flores, NRCS State Conservationist Mark Cadle, State Executive Director
9:00AM	Farm Bill Activities – EQIP, WHIP, CSP FY 2013 Summary	Katura Wright, NRCS Assistant State Conservationist-Programs
	Update of Initiatives-MRBI, CCPI, NWQI	Katura Wright, NRCS Assistant State Conservationist-Programs
9:15AM	Feedback on FY2015 Program	Open to Meeting Participants
9:45AM	WRP, GRP, FRPP FY 2013 Summary	Harold Deckerd, NRCS Assistant State Conservationist-Water Resources
	Update on FY2015 ACEP Program	Harold Deckerd, NRCS Assistant State Conservationist-Water Resources
10:10AM	Conservation Innovation Grants	Dwaine Gelnar, NRCS State Resource Conservationist
10:25AM	Soil Health Update	Doug Peterson, State Soil Health Conservationist
10:40AM	FSA Report -CRP -ECP	Allen Powell, FSA Conservation Program Specialist
11:00 AM	MDC Update	Bill White, Private Land Services Chief, MO Department of Conservation
11:10AM	MO DNR SWCP Update	Colleen Meredith, Director, MO DNR, Soil and Water Conservation Program
11:20AM	Open Discussion	Open to Meeting Participants
11:45PM	Closing Comments/Adjourn	J.R. Flores, NRCS State Conservationist

*Please address comments/remarks by July 1, 2014, to:*

USDA/Natural Resources Conservation Service  
J. R. Flores, State Conservationist  
601 Business Loop 70 West  
Parkade Center Suite 250  
Columbia, MO 65203  
Phone: (573) 876-0901  
Fax: (573) 876-9438  
Email: [jr.flores@mo.usda.gov](mailto:jr.flores@mo.usda.gov)  
Website: <http://www.mo.nrcs.usda.gov/>

USDA/Farm Service Agency  
Mark Cadle, State Executive Director  
601 Business Loop 70 West  
Parkade Center Suite 225  
Columbia, MO 65203  
Phone: (573) 876-0925  
Fax: (573) 876-0935  
Email: [mark.cadle@mo.usda.gov](mailto:mark.cadle@mo.usda.gov)  
Website: <http://www.fsa.usda.gov/mo>

MO State Technical Committee: [http://www.mo.nrcs.usda.gov/technical/stc\\_index.html](http://www.mo.nrcs.usda.gov/technical/stc_index.html)  
NRCS MO Programs: <http://www.mo.nrcs.usda.gov/programs/>

## Mayfield, Diana

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**From:** Mitchell, Marisa  
**Sent:** Thursday, May 01, 2014 8:15 AM  
**To:** DNR.Soil and Water Conservation Districts staff  
**Cc:** DNR.SWC Staff  
**Subject:** Grassland Training  
**Attachments:** Grassland Training.pdf

The Soil and Water Conservation Program, through Lincoln University, will offer training in grassland planning and application for SWCD employees (this is not limited to Technician II level staff). Several regional sessions are planned to minimize travel time and expense. The training will be presented by retired NRCS State Grassland Conservationists Mark Kennedy and John Turner.

The training will include classroom instruction in Plant Growth and Forage Quality, Fertility, Animal Nutrition, Economics, Evaluating Farm Resources, Grazing System Layout and Design, Fencing and Water Systems. Hands-on training will be provided on Livestock-Forage Balance (GRAZE4) and pipeline design (MOPipeline). A field exercise will be held to inventory a farm and prepare a grazing system plan.

The first grassland planning and application training session is May 28<sup>th</sup> and 29<sup>th</sup> at Lincoln University's Carver Farm, 3804 Bald Hill Rd, Jefferson City. It will begin at 10:00 a.m. on Wednesday, May 28 and adjourn at 5:00 p.m. Hours for the second day, Thursday, will be 8:00 a.m. to 5:00 p.m.

This training is not designed as a preparatory exercise to the Grazing Management Certification exam, although much of the training will benefit Tech IIs to prepare for the Grazing Management Certification. Many technicians who are already certified at the Tech II level will benefit.

Please complete the attached form and e-mail to [lori.bax@dnr.mo.gov](mailto:lori.bax@dnr.mo.gov). Space is limited, spots will only be reserved upon receiving the completed enrollment form. Confirmation will be issued via e-mail upon receipt of the completed form.

If you have any questions please let your district coordinator know.

*Marisa Mitchell*

*Senior Office Support Assistant  
DNR/Soil & Water Conservation Program  
Phone: 573-751-4932  
Fax: 573-526-3508  
[marisa.mitchell@dnr.mo.gov](mailto:marisa.mitchell@dnr.mo.gov)*



Natural Resources Conservation Service  
1315 E Main  
Linn, Missouri 65051

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**April 2014  
NRCS Board Report**

During the month of April I attended the regular monthly meeting of SWCD in Osage and Maries County. Gasconade County did not have a meeting.

I assisted one day at the Rolla Grazing School giving a presentation on Watering Systems. There were landowners from Maries and Osage County in attendance.

NRCS staff has been working on ranking EQIP applications and determining estimated costs.

I gathered cropping history for the tracts of land that have been selected for Compliance Reviews. Reviews will begin in May.

I have been selected to be a Mentor to another NRCS employee that is participating in the Leadership Development Program. I spent a few hours mentoring her during the month.

Kate Gerlemann and I gave presentations at the Fatima Adult Farmers Group. I provided information on EQIP, CSP and the State Cost Share Program. There were 17 farmers in attendance.

We held our second Women in Agriculture planning meeting for the OMG Agri-Pride group. We are planning to have our first meeting September 11<sup>th</sup> at the White Mule.

Amy and I helped with the Safety Day in Vienna.

I attended a planning meeting for the Mid Missouri Grazing Conference that will be held January 29, 2015.

Melinda L. Barch  
District Conservationist

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted April 30, 2014, 3:00 p.m.

**AGENDA**

USDA Service Center, 314 S. Olive, Owensville

**Tuesday, May 6, 2014**

- Open Meeting –Chairman
- Review April Minutes of the Board Meeting – Secretary
- April Financial Review
  - Treasurer’s Report
    - New Allocation Sheet
  - Time Sheets

**Unfinished Business**

- Plat Book Advertisement

**New Business**

- John Knudson – Area MDC Supervisor
- Cost-Share –
  - Fund Status
  - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Bock Family Trust <sup>1</sup>		N472	Payment	062-14-0004
Joe/Amy Cartwright <sup>2</sup>		N472	Payment	062-14-0011
Charles/Joyce Koelling <sup>3</sup>		DWP-1	Change Order	062-14-0010
Charles/Joyce Koelling <sup>3</sup>		DWP-1	Payment	062-14-0010
Nancy Havener <sup>4</sup>		DSL-1	Payment	062-14-0033
Roy T/Lois Jane Kinman <sup>5</sup>		DSP-3.2	Payment	062-14-0018
Gregory/Katherine Gerlemann	C/S	DSP-3.3	Contract	062-14-0035
Gregory/Katherine Gerlemann		DSP-3.2	Contract	062-14-0037
Virgil Schmidt	C/S	DSP-3.2	Contract	062-14-0036
Kenneth/Bernella Mehrhoff		DSP-3.2	Change Order	062-14-0026
Charles/Charlotte Skornia <sup>6</sup>		DSL-44	Change Order	062-14-0027
Charles/Charlotte Skornia <sup>6</sup>		DSL-44	Payment	062-14-0027
Roy T/Lois Jane Kinman	C/S	DSP-3.3	Contract FY15	062-14-0038

<sup>1</sup>Approved by Debra Nowack, 04/01/2014

<sup>2</sup>Approved by Debra Nowack, 04/15/2014

<sup>3</sup>Approved by Dennis Berger, 04/17/2014

<sup>4</sup>Approved by Debra Nowack, 04/22/2014

<sup>5</sup>Approved by Debra Nowack, 04/25/2014

<sup>6</sup>Approved by Debra Nowack, 05/05/2014

- Annual Plan of Action
  - Re-Organization of the Board
  - State & Local Women in Ag Event
  - Equipment Workshop
- Drill Bill for Robert Blaue and Jane Parres
- DNR Memorandums and Letters
  - Memorandum 2014-016, 2014 SWCP Summer Internship Program
  - Letter April 21, 2014, Status Review Findings
  - Memorandum 2014-017, Year End
- Additional New Business
  - Tech Training

- NRCS and District Reports
- Personnel Reviews – the Board may go into closed session to discuss legal, confidential, or privileged matters under personnel actions under §610.021(3); and/or personnel records or applications under §610.021 (13)
- Mail
  - MOPERM 04/14/14
  - Soil & Water Conservation Society MO Show-Me Chapter
- Calendar of Events –
  - May 15 – 19 Kory off
  - May 26 – Memorial Day Holiday, Office Closed
- Adjourn. Next meeting scheduled for Tuesday, **June 3, 2014, at** the USDA Service Center, **6:30 p.m.**

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.