

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – USDA Service Center
314 S. Olive Street, Owensville, MO
Tuesday, June 6, 2015, 6:30 p.m.

Chairman Dennis Berger called the regular board meeting to order at 6:30 p.m. Those present were: Chairman Dennis Berger, Treasurer Matthew Estes (arrived 6:38), Member Debra Nowack, Secretary Matt Herring, Lead Resource Conservationist Mark Brandt, District Technician II Kory Hubbard, and District Specialist II Diana Mayfield. Vice-Chairman Mike Haeffner and District Conservationist Melinda Barch were absent.

DNR Monitoring Representative Ed Schneider was in attendance.

The May 5, 2015, minutes were reviewed. Debra Nowack made the motion to approve the minutes. Matt Herring seconded the motion. The motion carried 3-0.

The May Treasurer's Report was reviewed. There was some discussion about putting election notices in just one paper due to the expense at the Hermann Advertiser. Decision was postponed until Mike Haeffner could give his opinion since he is from the northern part of the county. Matt Herring made a motion to approve the treasurer's report as presented. Debra Nowack seconded the motion. The motion carried 4-0.

The timesheets were reviewed. Debra Nowack moved to approve the submitted timesheets. Matt Herring seconded the motion. The motion carried 4-0.

Mr. Ed Schneider introduced himself, stating that he was hired to preform a "Monitoring Function" for the districts on a more timely basis. The "Audits" are not being performed on a timely basis (every three years) so Ms. Meredith wished to have a downsized monitoring system put into place. He felt that his job would provide a few more checks and balances. They would like to review more of the cost-share practices as they progress, rather than just upon completion. He felt that everything is as it should be here in the district after spending the day with staff. (We were his Ginny-pigs.) Mr. Schneider then queried the Board on what they felt their duties were and how they are fulfilled. He asked if there was anything the program office could do for the district. Dennis Berger indicated that he felt it was important to keep the lines of communication open and flowing. Debra Nowack was glad to hear that everything was running smoothly and that there were no "findings." Mr. Schneider indicated that he would be watching for the minutes to be sure they match.

Unfinished Business

- ❖ There was no action taken on additional funds for the National Envirothon due to lack of 04 funds.
- ❖ There was no action taken on the cultipacker that Mark Lenauer offered for sale. Matt Estes did some

pricing and couldn't come up with the same item but he still felt that the price was too high. There was some question as to why they did not rent it through their business at the Pioneer Rental Center.

- ❖ It was noted that the outstanding drill bill for Darren Light has been turned over to the Gasconade County Prosecuting Attorney.

New Business

- ❖ Kory Hubbard reviewed the fund status with the Board. He then proceeded to brief the Board on the Killian Violation. The Woodland Exclusion Fence, which was up for a 7 year spot check, was found to be in disrepair. There were several years of growth under the fence as well as down posts and lines. The charger was not functioning in this area. The landowners still have horses but they indicated that they had not been in this area for quite some time. Mr. Schneider thought that the district should develop policy for a more timely, efficient spot check. Diana Mayfield indicated that DNR has been coming on a yearly basis to preform spot checks as well on several practices. Matthew Estes moved to approve the Killian Violation Letter as presented. Matt Herring seconded the motion. The motion carried 4-0.

Kory Hubbard reviewed the cost-share change orders and payments with the Board. The change orders which passed contracts into the new fiscal year were discuss in depth. The staff were concerned that the grazing system management roll-overs took all of the 2016 Initial Allocation plus an extra \$206. The one contract for Kleine Himmel Vineyards had been approved in October and already had one extension. Kory indicated that they were trying to do the work on their own and just have not gotten it done. Their initial contract also had received a special variance to exceed the \$10,000 limit so that it could be completed at one time. The staff asked the board to establish some kind of policy to maybe eliminated this problem in the future. Current policy states that time extensions will be given as long as the practice has been started within the initial 90 day time frame. After lengthy discussion, Debra Nowack made the motion to approved policy that states:

Effective July 1, 2015, all times extensions which exceed the 90 termination date, must be requested in writing or in person at the Board Meeting scheduled prior to the termination date.

Matthew Estes seconded the motion. Motion carried 4-0.

Debra Nowack made a motion and seconded by Matthew Estes to request a letter from Kleine Himmel Vineyard as to the reasons why the work is not done, how much is completed and if they feel that they can finish the project by the new termination date of August 14, 2015. The Board will then be polled, via e-mail, for a vote to approve/disapprove the extension once the letter is

received. It was noted that the letter should be received by June 11, 2015, as this is the current termination date. Dennis Berger stressed that the landowners need to be aware that there will be no more extensions for this project. Motion carried 4-0. Matthew Estes made a motion to approve the cost-share applications listed. Matt Herring seconded the motion. The motion carried 4-0.

New Cooperators

- o None

Contracts and Conservation Plans

- o Kevin/Diane Hollander, CRP Conservation Plan Approved by Dennis Berger, 05/12/15
- o Betty Ann Yoder RT, HEL Conservation Plan
- o David Micke, HEL Conservation Plan
- o Idel Family Trust, HEL Conservation Plan
- o John McClane, HEL Conservation Plan

Change Orders

- o EDK Farms LLC, DSP-3.2, \$4,695.00, 062-15-0024
- o EDK Farms LLC, DSP-3.3, \$1,302.00, 062-15-0025
- o Brinkman/Ley, DWP-1, \$6,957.13, 062-15-0031
- o Dale/Amy Aubuhon, C650, \$5,000.00, 062-15-0033

Contract Payments

- o Bear Valley Farm Inc., DBA, DSP-3.1, \$1,770.00, 062-15-0027 Approved by Matthew Estes 05/28/15
- o Janice Spurgeon, N472, \$2,267.58, 062-15-0015
- o John C/Rayelene McClane, DSP-3.2, \$1,470.50, 062-15-0017 Approved by Debra Nowack, 06/04/15
- o John C/Rayelene McClane, DSP-3.3, \$1,986.52, 062-15-00180017 Approved by Debra Nowack, 06/04/15
- o Dennis/Bernadine Brune, DSP-3.1, \$5,220.60, 062-15-0032 Approved by Debra Nowack, 06/04/15
- o Paul A Mundwiller, N574, \$2,236.57, 062-15-0011
- o Wm J Boettcher Farm Inc., N472, \$2,807.83 Approved by Debra Nowack, 06/04/15
- o Kenneth/Bernella Mehrhoff, N472, \$2,421.93, 062-15-0021
- o Kenneth/Bernella Mehrhoff, DSP-3.2, \$1,314.07

Cancellations

- o Bear Valley Farm Inc., DSP-3.1, \$0.00, 062-15-0028
- o Kattlemann Family Trust, DSP-3.2, \$0.00, 062-15-0029

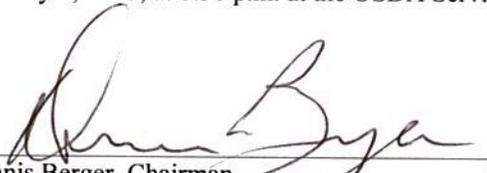
- ❖ The Board reviewed the NRCS & District reports as submitted. Mark Brandt filled in for Melinda Barch. He briefed the Board that EQIP plans are out to participants and indicated that the CSP pre-approvals are in. He indicated that there are 9 applications within the FOSA and Gasconade County has about 6 or 7 of them.

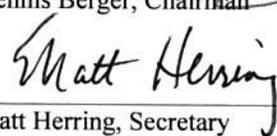
- ❖ Debra Nowack moved to go into closed session to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); and personnel records or applications under §610.021(13). Matthew Estes seconded the motion and a roll call vote was taken. Dennis Berger-yea, Matt Herring-yea, Debra Nowack-yea, and Matthew Estes-yea. 8:30 p.m.

The Board voted to come out of closed session. A roll call vote was taken to return to open session: Dennis Berger-yea, Matt Herring-yea, Debra Nowack-yea, and Matthew Estes-yea.

Debra Nowack moved to approve and accept the personnel performance reviews as submitted. Matthew Estes seconded the motion. The motion carried 4-0.

- ❖ The Budget Review was passed over to the July meeting so that all members could be present for discussion.
- ❖ The Strategic Plan of Action and the Annual Plan of Action were presented for Board review at a later date.
- ❖ The Board approved the vacation request for Kory Hubbard.
- ❖ The Board reviewed the memorandums that were presented.
 - o Memorandum 2015-015, Year End Reminders
 - o E-Mail – FY16 Cost-share Obligations
- ❖ Diana Mayfield provided every Board member with a copy of the Sunshine Law Booklet.
- ❖ No one wished to attend the State Technical Review Meeting being held in Columbia.
- ❖ Dennis Berger entertained a motion to adjourn. Matt Herring so moved. Matthew Estes seconded the motion. All in favor. Meeting adjourned at 9:15 p.m.
- ❖ Next Regular Board Meeting is scheduled for Tuesday, July 7, 2015, at 6:30 p.m. at the USDA Service Center.

 7-7-15
 Dennis Berger, Chairman Date

 7-7-15
 Matt Herring, Secretary Date

Checking account #: MAIN
 Dates: From 05/01/15 To 05/31/15

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: MAIN Beginning Checking Account Balance for: May \$17,800.47
 Auto bal account #: 00-00-100

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

Checks

5041	05/05/15	ELECTION NOTICES	WARDEN	\$143.70
5042	05/05/15	TRANSFER OF DONATIONS	maries	\$50.00
5043	05/05/15	JD/ROTOWIPER REPAIR	MILLER	\$1,124.00
5155039	05/05/15	MCHCP W/H PYMT	MCHCP	\$1,390.20
5044	05/06/15	HERMANN ELECTION NOTICE	HERMANN	\$180.40
5045	05/06/15	STATE WIA DONATION	WIA	\$50.00
5039	05/08/15	HUBBARD_PAYROLL 05/08/15	kory	\$941.60
5040	05/08/15	MAYFIELD-PAYROLL 05/08/15	DIANA	\$864.59
5048	05/21/15	ROTOWIPER STRAP	PLATINUM	\$25.23
5049	05/21/15	10 PLAT BOOKS	DOPUCH	\$210.00
5050	05/21/15	DIANA'S AFLAC W/H PYMT	AFLAC	\$80.82
5051	05/21/15	SOIL BABIES	WALMARTS	\$25.04
5046	05/22/15	HUBBARD-PAYROLL 05/22/15	KORY	\$941.60
5047	05/22/15	MAYFIELD-PAYROLL 05/22/15	DIANA	\$864.59
9415047	05/22/15	941 MAY 2015	EFTPS	\$943.40
Total Checks				\$7,835.17

Deposits

DR050515	05/08/15	DRILL RECEIPTS	(\$100.00)	Deposit
EQIP5045	05/08/15	EQUIPMENT RENTALS	(\$303.00)	Deposit
OMG 050515	05/08/15	OMG-WIA DONATIONS	(\$50.00)	Deposit
Total Deposits			(\$453.00)	

Total Deposits less Checks for the month: \$7,382.17

Ending Checkbook Balance: May **\$10,418.30**

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

By: DIANA
06/01/15 9:40am

GASCONADE COUNTY SWCD
Treasurers Report

Checking account #: 130
Dates: From 05/01/15 To 05/31/15

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 130		Beginning Checking Account Balance for: May		\$10,035.05
Auto bal account #: 00-00-130				

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

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: May **\$10,035.05**
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By: DIANA
06/01/15 9:40am

GASCONADE COUNTY SWCD
Treasurers Report

Checking account #: 110
Dates: From 05/01/15 To 05/31/15

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 110		Beginning Checking Account Balance for: May		\$4,057.02
Auto bal account #: 00-00-110				

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

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: May **\$4,057.02**
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-----End of report-----

Reporting period: 05/01/15 to 05/31/15

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	(\$20,840.11)	\$0.00	\$0.00	(\$20,840.11)
01-00-400	INTEREST EARNED ON CHECKING	(\$24.52)	\$0.00	\$0.00	(\$24.52)
01-00-401	INTEREST ON CD	(\$35.05)	\$0.00	\$0.00	(\$35.05)
01-00-402	DONATIONS AND CONTRIBUTIONS	(\$50.00)	\$50.00	\$0.00	\$0.00
01-00-403	NEWSLETTER ADVERTIZING DONATIO	(\$37.50)	\$0.00	\$0.00	(\$37.50)
01-00-404	COUNTY COMMISSION	(\$2,250.00)	\$0.00	\$0.00	(\$2,250.00)
01-00-406	DONATIONS FIELD DAYS	(\$400.00)	\$0.00	\$0.00	(\$400.00)
01-00-408	SAVINGS DEPOSITS	(\$4.06)	\$0.00	\$0.00	(\$4.06)
01-00-409	OMG-WIA Donations	\$0.00	\$50.00	(\$50.00)	\$0.00
01-00-410	FUND RAISER	(\$648.50)	\$0.00	(\$50.00)	(\$698.50)
01-00-415	SALE OF GOODS-PLAT BOOKS	(\$2,227.45)	\$0.00	\$0.00	(\$2,227.45)
01-00-430	ATV EQUIPMENT RENTAL	(\$60.00)	\$0.00	\$0.00	(\$60.00)
01-00-431	ROTOWIPER RENTAL	(\$75.00)	\$0.00	\$0.00	(\$75.00)
01-00-432	JOHN DEERE DRILL RENTAL	(\$2,673.00)	\$0.00	\$0.00	(\$2,673.00)
01-00-433	GREAT PLAINS DRILL RENTAL	(\$1,638.50)	\$0.00	(\$403.00)	(\$2,041.50)
01-00-435	BURN EQUIPMENT RENTAL	(\$10.00)	\$0.00	\$0.00	(\$10.00)
01-00-436	REIMBURSEMENTS	(\$139.02)	\$0.00	\$0.00	(\$139.02)
01-00-504	DISTRICT MANAGER RETIREMENT	\$35.52	\$0.00	\$0.00	\$35.52
01-00-515	MANAGERS GROSS SALARY - DIANA	\$1,155.20	\$96.00	\$0.00	\$1,251.20
01-00-518	TECHNICIAN SALARY - KORY	\$347.20	\$22.40	\$0.00	\$369.60
01-00-526	District Portion Health -Techn	\$222.20	\$34.22	\$0.00	\$256.42
01-00-527	TECHNICIAN RETIREMENT	\$13.44	\$0.00	\$0.00	\$13.44
01-00-536	DISTRICT PORTION HEALTH INS MA	\$222.20	\$34.22	\$0.00	\$256.42
01-00-540	EMPLOYEE TRAVEL-MGMT	\$212.93	\$0.00	\$0.00	\$212.93
01-00-541	EMPLOYEE TRAVEL-TECH	\$85.56	\$0.00	\$0.00	\$85.56
01-00-545	SUPERVISOR TRAVEL	\$427.96	\$0.00	\$0.00	\$427.96
01-00-547	BOARD MEETINGS	\$86.37	\$0.00	\$0.00	\$86.37
01-00-550	EQUIPMENT MAINTENANCE	\$24.46	\$0.00	\$0.00	\$24.46
01-00-556	PLAT BOOKS	\$2,040.00	\$210.00	\$0.00	\$2,250.00
01-00-631	DRILL INSURANCE	\$593.38	\$0.00	\$0.00	\$593.38
01-00-632	JOHN DEERE DRILL REPAIR	\$1,595.27	\$0.00	\$0.00	\$1,595.27
01-00-633	GREAT PLAINS DRILL REPAIR	\$2,974.47	\$0.00	\$0.00	\$2,974.47
01-00-635	JOHN DEERE MAINTENANCE	\$600.00	\$575.00	\$0.00	\$1,175.00
01-00-638	ROTOWIPER REPAIR	\$37.22	\$574.23	\$0.00	\$611.45
01-00-639	ATV REPAIR/EXPENSE	\$137.52	\$0.00	\$0.00	\$137.52
01-00-640	ADVERTISING AND PROMOTION	\$37.00	\$0.00	\$0.00	\$37.00
01-00-650	1099 MISC	\$8.30	\$0.00	\$0.00	\$8.30
01-00-770	INFORMATION/EDUCATION EXPENSES	\$149.97	\$25.04	\$0.00	\$175.01
01-00-830	ANNUAL MEETING	\$669.15	\$891.68	\$0.00	\$1,560.83
01-00-833	DEMONSTRATIONS/FIELD DAYS	\$369.93	\$0.00	\$0.00	\$369.93
01-00-834	NEWSLETTER EXPENSE	\$99.43	\$0.00	\$0.00	\$99.43

Summary Page:

Beginning Balance: (\$18,968.03)
 Total Income: (\$403.00)
 Total Expenses: \$2,462.79
 Funds Remaining: (\$16,908.24)

MAYFIELD, DIANA M

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

Time Period Ending: 04/27/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	13	14	15	16	17	18	19	20	
Start Time		07:00 AM	08:30 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	12:00 PM	04:30 PM	03:30 PM			12:00 PM	
COMP TIME	0:00	0:00	5:30	0:00	0:00	0:00	0:00	0:00	5:30
WORK - ACCOUNTING	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - COST-SHARE ADMINISTRATION	0:00	2:00	0:00	1:00	0:30	0:00	0:00	2:00	5:30
WORK - EQUIPMENT RENTAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:30	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	0:00	3:30	0:00	0:00	0:00	0:00	0:00	3:30
WORK - OFFICE ADMINISTRATION	0:00	1:00	0:00	1:30	0:30	0:00	0:00	0:00	3:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	1:30	5:00	0:00	0:00	0:15	6:45
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	4:00	0:00	5:00	1:30	0:00	0:00	2:15	12:45
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

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

Time Period Ending: 04/27/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	20	21	22	23	24	25	26	27	
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	7:00	9:00	0:00	0:00	0:00	16:00
COMP TIME	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - ACCOUNTING	0:30	3:30	1:00	0:00	0:00	0:00	0:00	0:00	5:00
WORK - BOARD MEETING	0:00	2:30	0:00	0:00	0:00	0:00	0:00	0:00	2:30
WORK - COST-SHARE ADMINISTRATION	1:45	1:30	0:30	0:00	0:00	0:00	0:00	0:00	3:45
WORK - EQUIPMENT RENTAL	0:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:15
WORK - MEETINGS	0:00	0:00	2:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	0:00	0:30	0:30	0:00	0:00	0:00	0:00	0:00	1:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:15	3:30	0:00	0:00	0:00	0:00	0:00	3:45
WORK - USDA ADMINISTRATIVE ASSISTANCE	1:30	0:45	1:30	0:00	0:00	0:00	0:00	0:00	3:45
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

WORK - ACCOUNTING payroll, AP
 WORK - COST-SHARE ADMINISTRATION Bock receipts
 WORK - GENERAL LANDOWNER CONTACT Rapp
 WORK - MEETINGS Envirothon Mtg, Comission Mtg
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES news articles, Pre-school Soil class, Thank you, OMG
 WORK - USDA ADMINISTRATIVE ASSISTANCE DMS uploads, Earth Team, ACD

MAYFIELD, DIANA M

62 - GASCONADE SWCD
314 SOUTH OLIVE
OWENSVILLE, MO 65066
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Time Period Ending: 04/27/2015 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 8:00

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: 107:15

Compensation Time Balance: 7:32

Sick Leave Balance: 475:45

Military Leave Balance: 0:00

Pay Rate: \$14.59

Employee Signature: *Diana Mayfield*

Date: 4/29/15

Board Member Signature: *W. Allen*

Date: 5-5-15

MAYFIELD, DIANA M

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

Time Period Ending: 05/11/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	27	28	29	30	1	2	3	4	
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	
ANNUAL LEAVE	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	9:00
WORK - ACCOUNTING	0:00	0:00	2:00	0:30	0:00	0:00	0:00	1:00	3:30
WORK - BOARD MEETING	0:00	0:00	2:30	0:00	0:00	0:00	0:00	0:00	2:30
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:30	0:30	0:00	0:00	0:00	0:00	1:00
WORK - EQUIPMENT RENTAL	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	2:00	1:00	1:00	0:00	0:00	1:45	5:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	6:00	6:00	0:00	0:00	2:00	14:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:00	1:00	1:00	1:00	0:00	0:00	0:15	3:15
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

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OWENSVILLE, MO 65066
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Time Period Ending: 05/11/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	4	5	6	7	8	9	10	11	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:30 AM				
Stop Time	04:30 PM	08:00 PM	04:30 PM	03:00 PM	04:30 PM				
WORK - ACCOUNTING	1:30	0:30	0:30	0:00	1:00	0:00	0:00	0:00	3:30
WORK - BOARD MEETING	0:00	3:00	0:30	0:00	3:00	0:00	0:00	0:00	6:30
WORK - COST-SHARE ADMINISTRATION	0:00	1:00	0:45	1:00	0:00	0:00	0:00	0:00	2:45
WORK - EQUIPMENT RENTAL	0:00	0:30	0:30	0:00	0:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	0:00	0:15	0:00	0:00	0:00	0:15
WORK - MEETINGS	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	2:15	5:45	3:00	1:30	0:15	0:00	0:00	0:00	12:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:15	2:45	2:00	0:15	0:00	0:00	0:00	5:15
WORK - TRAINING	0:00	0:00	0:00	0:00	3:15	0:00	0:00	0:00	3:15
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:15	0:00	1:00	1:00	0:30	0:00	0:00	0:00	2:45
Total	4:00	11:00	9:00	7:30	8:30	0:00	0:00	0:00	40:00

WORK - ACCOUNTING Payroll
 WORK - BOARD MEETING Prep, Mtg 05/05/15 - 6 - 8 pm
 WORK - COST-SHARE ADMINISTRATION Aubuchon, status reviews
 WORK - MEETINGS OMG-WIA Mtg
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES powerpoints for web, Poster/Annuu MTGI/Pre-School,Envirothon
 WORK - TRAINING Prep Tech Test
 WORK - USDA ADMINISTRATIVE ASSISTANCE Yoder, filing

MAYFIELD, DIANA M

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

Time Period Ending: 05/11/2015 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 8:00

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: 99:15

Compensation Time Balance: 0:02

Pay Rate: \$14.59

Sick Leave Balance: 479:45

Military Leave Balance: 0:00

Employee Signature:

Diana Mayfield

Date: 5/12/15

Board Member Signature:

Walter Z...

Date: 5-15-15

MAYFIELD, DIANA M

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

Time Period Ending: 05/25/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	11	12	13	14	15	16	17	18	
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			11:30 AM	
SICK LEAVE	0:00	0:00	5:30	0:00	0:00	0:00	0:00	0:00	5:30
WORK - ACCOUNTING	0:00	2:30	1:30	0:00	1:30	0:00	0:00	0:00	5:30
WORK - COST-SHARE ADMINISTRATION	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	0:30	0:00	0:00	0:00	0:00	0:30
WORK - OFFICE ADMINISTRATION	0:00	1:15	1:30	5:30	2:15	0:00	0:00	1:00	11:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	0:00	0:45	0:00	0:00	0:00	0:45
WORK - TRAINING	0:00	4:00	0:00	2:00	2:00	0:00	0:00	4:00	12:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:45	0:30	0:30	1:30	0:00	0:00	0:00	3:15
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: 05/25/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	18	19	20	21	22	23	24	25	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00
SICK LEAVE	0:00	0:45	1:00	0:00	0:00	0:00	0:00	0:00	1:45
WORK - ACCOUNTING	0:00	1:00	0:45	1:00	0:00	0:00	0:00	0:00	2:45
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	0:00	0:45	0:00	0:00	0:00	0:45
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:30	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	2:00	1:00	0:00	0:00	0:00	0:00	0:00	3:00
WORK - OFFICE ADMINISTRATION	0:30	3:30	3:15	5:00	2:45	0:00	0:00	0:00	15:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	1:30	0:00	0:00	0:00	0:00	1:30
WORK - TRAINING	3:30	0:00	1:30	0:00	3:00	0:00	0:00	0:00	8:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	1:45	1:30	1:00	0:00	0:00	0:00	0:00	4:15
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

- ADMINISTRATIVE LEAVE (PAID) Memorial Day Early out
- WORK - ACCOUNTING Payroll
- WORK - COST-SHARE ADMINISTRATION Killian
- WORK - GENERAL LANDOWNER CONTACT Maddox
- WORK - OFFICE ADMINISTRATION personnel review
- WORK - TRAINING Survey, Soils, Toolkit, studying
- WORK - USDA ADMINISTRATIVE ASSISTANCE HEL, TOOLKIT

MAYFIELD, DIANA M

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

Time Period Ending: 05/25/2015 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 8:00
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: 98:15
Sick Leave Balance: 483:45

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

Pay Rate: \$14.59

Employee Signature: *Diana Mayfield* Date: 5/27/15

Board Member Signature: *[Signature]* Date: 5-28-15

HUBBARD, KORY D

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

Time Period Ending: 04/27/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	13	14	15	16	17	18	19	20	
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	03:00 PM	04:30 PM				
COMP TIME	0:00	0:00	0:00	1:30	0:00	0:00	0:00	0:00	1:30
DWC-01 - TECHNICAL	0:00	0:00	0:00	4:00	1:15	0:00	0:00	0:00	5:15
DSL-01 - TECHNICAL	0:00	2:30	2:00	1:30	0:00	0:00	0:00	0:00	6:00
WORK - EQUIPMENT RENTAL	0:45	0:00	0:00	0:00	0:45	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	1:15	3:00	3:00	0:00	1:30	0:00	0:00	0:00	8:45
WORK - MEETINGS	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - OFFICE ADMINISTRATION	2:00	2:00	3:15	1:15	2:00	0:00	0:00	0:00	10:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	0:45	3:30	0:00	0:00	0:00	4:15
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:00	0:45	0:00	0:00	0:00	0:00	0:00	0:45
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

Board Member Initials: MLK Date: 5-5-15
Page 1 of 2

HUBBARD, KORY D

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

Time Period Ending: 04/27/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	20	21	22	23	24	25	26	27	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	03:30 PM	04:30 PM	04:30 PM			12:00 PM	
SICK LEAVE	0:00	0:00	0:00	9:00	1:30	0:00	0:00	0:00	10:30
DWC-01 - TECHNICAL	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
DWP-01 - TECHNICAL	0:00	3:00	0:00	0:00	0:00	0:00	0:00	0:00	3:00
WORK - COST-SHARE ADMINISTRATION	0:00	0:30	5:30	0:00	0:00	0:00	0:00	0:00	6:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:30	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:30	0:00	1:30	0:00	0:00	1:30	3:30
WORK - OFFICE ADMINISTRATION	0:00	3:00	2:00	0:00	4:30	0:00	0:00	3:00	12:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	1:45	0:00	0:00	0:00	0:00	0:00	0:00	1:45
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:45	0:00	0:00	0:00	0:00	0:00	0:00	0:45
Total	0:00	9:00	8:00	9:00	9:00	0:00	0:00	5:00	40:00

DSL-01 - TECHNICAL Meyer
DWP-01 - TECHNICAL Brinkman
WORK - MEETINGS Commission Meeting

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: 101:15 Compensation Time Balance: 4:38
Sick Leave Balance: 111:30 Military Leave Balance: 0:00

Pay Rate: \$14.15

Employee Signature: Kory Hubbard

Date: 4-28-15

Board Member Signature: Mark E. Est

Date: 5-5-15

HUBBARD, KORY D

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

Time Period Ending: 05/11/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	27	28	29	30	1	2	3	4	
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	12:00 PM	04:30 PM				
ANNUAL LEAVE	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
COMP TIME	0:00	0:00	0:00	3:00	0:00	0:00	0:00	0:00	3:00
DWC-01 - TECHNICAL	0:00	0:00	0:00	2:30	1:00	0:00	0:00	0:00	3:30
C650 - TECHNICAL	0:30	0:00	3:00	0:00	1:00	0:00	0:00	0:00	4:30
WORK - EQUIPMENT RENTAL	0:00	1:00	0:30	0:00	0:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:30	1:30	2:30	1:00	1:30	0:00	0:00	0:00	7:00
WORK - OFFICE ADMINISTRATION	1:30	5:30	2:00	1:30	5:00	0:00	0:00	0:00	15:30
WORK - USDA TECHNICAL ASSISTANCE	1:30	1:00	1:00	0:00	0:30	0:00	0:00	0:00	4:00
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

Board Member Initials: NLE Date: 5-15-15
Page 1 of 2

HUBBARD, KORY D

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

Time Period Ending: 05/11/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	4	5	6	7	8	9	10	11	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		08:00 PM	04:30 PM	04:30 PM	12:30 PM			12:00 PM	
ANNUAL LEAVE	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:30
DWC-01 - TECHNICAL	0:00	1:00	3:00	0:00	0:00	0:00	0:00	0:00	4:00
WORK - BOARD MEETING	0:00	1:30	0:00	0:00	0:00	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	1:30	2:30
WORK - EQUIPMENT RENTAL	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:00	1:30	2:00	1:30	1:00	0:00	0:00	1:30	7:30
WORK - OFFICE ADMINISTRATION	0:00	3:30	3:00	2:30	2:00	0:00	0:00	2:00	13:00
WORK - TRAINING	0:00	1:00	0:30	4:30	1:30	0:00	0:00	0:00	7:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:30	0:30	1:00	0:00	0:00	0:00	0:00	2:00
Total	0:00	10:30	9:00	9:30	6:00	0:00	0:00	5:00	40:00

DWC-01 - TECHNICAL Schlottach
C650 - TECHNICAL Aubuchon
WORK - TRAINING NM

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: 105:15

Compensation Time Balance: 3:08

Sick Leave Balance: 105:00

Military Leave Balance: 0:00

Pay Rate: \$14.15

Employee Signature: Kory Hubbard

Date: 05-12-15

Board Member Signature: [Signature]

Date: 5-15-15

HUBBARD, KORY D

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

Time Period Ending: 05/25/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	11	12	13	14	15	16	17	18	
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	05:00 PM	03:30 PM	04:30 PM				
ANNUAL LEAVE	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
C650 - TECHNICAL	0:00	0:00	3:00	0:00	0:00	0:00	0:00	0:00	3:00
WORK - COST-SHARE ADMINISTRATION	2:30	0:00	0:00	2:30	3:00	0:00	0:00	0:00	8:00
WORK - EQUIPMENT RENTAL	0:00	0:30	0:30	0:00	0:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:30	1:30	1:30	0:30	2:00	0:00	0:00	0:00	6:00
WORK - OFFICE ADMINISTRATION	1:00	2:30	3:00	2:30	2:00	0:00	0:00	0:00	11:00
WORK - TRAINING	0:00	4:00	1:00	2:00	1:30	0:00	0:00	0:00	8:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:00	0:30	0:30	0:30	0:00	0:00	0:00	1:30
Total	4:00	8:30	9:30	9:00	9:00	0:00	0:00	0:00	40:00

Board Member Initials: MLK Date: 5-28-15

Page 1 of 2

HUBBARD, KORY D

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

Time Period Ending: 05/25/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	18	19	20	21	22	23	24	25	
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	01:30 PM			12:00 PM	
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00
HOLIDAY	0:00	0:00	0:00	0:00	0:00	0:00	0:00	5:00	5:00
DSP 3.2 - TECHNICAL	0:00	0:00	1:30	3:00	0:30	0:00	0:00	0:00	5:00
DSP 3.1 - TECHNICAL	0:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00
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	0:30	0:00	0:00	0:00	0:00	0:00	0:30
WORK - GENERAL LANDOWNER CONTACT	0:00	1:30	1:00	0:30	0:30	0:00	0:00	0:00	3:30
WORK - OFFICE ADMINISTRATION	0:00	3:30	2:00	3:00	2:00	0:00	0:00	0:00	10:30
WORK - TRAINING	0:00	1:00	3:30	2:00	1:00	0:00	0:00	0:00	7:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	1:30	0:30	0:30	0:00	0:00	0:00	0:00	2:30
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

HOLIDAY
C650 - TECHNICAL
DSP 3.2 - TECHNICAL
DSP 3.1 - TECHNICAL

Memorial Day
aubuchon
Winters, winter, Horstman
Uthlaut

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: 107:45

Compensation Time Balance: 0:08

Sick Leave Balance: 109:00

Military Leave Balance: 0:00

Pay Rate: \$14.15

Employee Signature: Kory Hubbard

Date: 5-26-15

Board Member Signature: MLK

Date: 5-28-15

Fund Status (2015)

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

CC	PILOT COVER CROP							Pending
<u>Resource Concern</u>	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments			
PILOT COVER CROP 2015	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00			\$0.00
Project Sub Total	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00			\$0.00
GM	GRAZING MANAGEMENT							Pending
<u>Resource Concern</u>	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments			
GRAZING MANAGEMENT 2015	\$81,722.00	\$69,632.02	\$12,089.98	\$30,862.47	\$50,859.53			-\$13,602.77
Project Sub Total	\$81,722.00	\$69,632.02	\$12,089.98	\$30,862.47	\$50,859.53			-\$13,602.77
SA	SENSITIVE AREAS							Pending
<u>Resource Concern</u>	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments			
SENSITIVE AREAS 2015	\$36,500.00	\$20,954.57	\$15,545.43	\$13,718.00	\$22,782.00			\$0.00
Project Sub Total	\$36,500.00	\$20,954.57	\$15,545.43	\$13,718.00	\$22,782.00			\$0.00
SGE	SHEET AND RILL / GULLY EROSION							Pending
<u>Resource Concern</u>	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments			
SHEET AND RILL / GULLY E 2015	\$42,277.00	\$20,019.70	\$22,257.30	\$3,062.57	\$39,214.43			\$0.00
Project Sub Total	\$42,277.00	\$20,019.70	\$22,257.30	\$3,062.57	\$39,214.43			\$0.00
WE	WOODLAND EROSION							Pending
<u>Resource Concern</u>	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments			
WOODLAND EROSION 2015	\$38,150.00	\$23,788.69	\$14,361.31	\$15,679.14	\$22,470.86			\$0.00
Project Sub Total	\$38,150.00	\$23,788.69	\$14,361.31	\$15,679.14	\$22,470.86			\$0.00
Grand Totals	203,449.00	\$134,394.98	\$69,054.02	\$63,322.18	\$140,126.82			-\$13,602.77



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

2015-015

DATE: May 18, 2015

TO: All Soil and Water Conservation Districts

FROM: *CW* Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program

SUBJECT: Year-End Reminders

Fiscal Year 2015 (FY15) will close on June 30, 2015. As this date rapidly approaches, the program wants to remind districts of important dates concerning FY15 year-end procedures.

District Administrative Expenses and Reports

June 30, 2015	All FY15 expenses must be paid on or before. All payroll tax liabilities must be paid on or before.
July 20, 2015	FY15 Fourth Quarter Reports must be submitted to the program office (submit electronically to lori.bax@dnr.mo.gov).
August 3, 2015	Equipment Inventory Form must be submitted to the program office (submit electronically to lori.bax@dnr.mo.gov). District Year End Financial Report must be submitted to the program office - a detailed and a summary Year End Financial Report (submit to lori.bax@dnr.mo.gov).

Do not start the Accounting New Year process until the FY15 Fourth Quarter report has been approved. The district will be notified via email when the report is approved.

Regular and AgNPS SALT Cost-Share

All contract payments to be paid in FY15 must be at the status of PEND PO FIN on the MoSWIMS Contract Event Lookup screen by midnight Monday, June 15, 2015. Board approved contracts for practices not started prior to the established termination date or by June 15, 2015, 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, 2015, to load FY16 allocations for Regular cost-share. Availability of FY16 funding will allow districts to complete termination date extensions for contracts that have been started, but will not be complete by the June 15, 2015, deadline. If a district has insufficient funds in a resource concern to complete change orders for time extensions with the FY16 initial allocation, notify April Brandt at april.brandt@dnr.mo.gov.

The FY16 allocations (loaded on May 27, 2015) are not allowed to be used for approval of new contracts until July 1, 2015. Districts that requested FY16 Advanced Allocation funds will be able to proceed with entry of FY16 contracts until 5:00 p.m. on June 30, 2015. MoSWIMS will be locked at that time to complete statewide rollover. It is estimated that MoSWIMS will be unlocked on July 8, 2015. 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 2015 State Component Average Cost List.

Here are some important dates to remember:

May 27, 2015 (7:00 a.m.)	MoSWIMS locked to load FY16 cost-share allocations.
June 11, 2015 (5:00 p.m.)	All Vendor Input ACH/EFT Application Forms for FY15 contracts must be submitted to the Office of Administration.
June 15, 2015 (midnight)	Contract payments to be paid in FY15 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
June 30, 2015 (5:00 p.m.)	MoSWIMS locked for statewide rollover
July 8, 2015	Approximate date MoSWIMS will be unlocked.
August 15, 2015	Final Semi-Annual Progress Report and Semi- Annual Activity Log due for AgNPS SALT projects.

MEMO TO—All Soil and Water Conservation Districts
Page 3

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 FY15.

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

CW:djs



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

May 12, 2015

All Soil and Water Conservation Districts

RE: Missouri Sunshine Law 2014 Booklet

Dear District Staff:

Please see the enclosed Missouri Sunshine Law 2014 booklet, recently published by Missouri's Attorney General Chris Koster. Our office recently received copies for distribution. This booklet contains recent changes to the Missouri statutes, case law and Attorney General Opinions by category, information regarding records requests and two sections of frequently asked questions. Please refer to this booklet for information regarding the state's open meetings and records law when conducting district business.

If you have any questions or would like additional copies, please contact your district coordinator. Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM

A handwritten signature in cursive script that reads "Colette Weckenborg".

Colette Weckenborg
Fiscal and Administrative Manager

CW:djs

Enclosure

Mayfield, Diana

From: USDA NRCS Missouri <USDA-NRCS@public.govdelivery.com>
Sent: Tuesday, May 12, 2015 8:18 AM
To: Mayfield, Diana
Subject: NRCS State Technical Committee Meeting Set For June 30



Having trouble viewing this email? [View it as a Web page.](#)

 SHARE

NRCS State Technical Committee Meeting Set For June 30

The USDA Natural Resources Conservation Service (NRCS) will host a State Technical Committee meeting from 8:30 a.m.-Noon Tuesday, June 30, at the University of Missouri Bradford Research and Extension Center. Registration will begin at 7:45 a.m. The meeting's purpose is to allow Missouri citizens and representatives of organizations and agencies an opportunity to provide input about the delivery of NRCS programs within the state.

Topics of discussions include updates on Fiscal Year 2015 Farm Bill programs and initiatives, soil health, the Agriculture Conservation Easement Program, Conservation Innovation Grants, and Farm Service Agency programs. Presentations will also be provided by the Missouri Department of Agriculture, Missouri Department of Natural Resources Soil and Water Conservation Program, and the Missouri Department of Conservation. A [complete agenda](#) is now available online.

[Bradford Farms](#) is located at 4968 Rangeline Road, Columbia, MO 65201. Please direct questions to Assistant State Conservationist for Programs Curt McDaniel at 573-876-0909 or by email at curt.mcdaniel@mo.usda.gov. Those unable to attend the State Technical Committee meeting are encouraged to send a representative in their place.

If you need an accommodation to participate in this activity or event please contact Sonja Williams at 573-876-0909 by Friday, June 5.

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Questions for USDA NRCS
Alabama? [Contact us](#)

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This email was sent to diana.mayfield@swc.usda.gov using GovDelivery, on behalf of USDA Natural Resources Conservation Service, Public Affairs Division, 1400 Independence Avenue, SW, Room 5221-S, Washington, D.C. 20250. (866) 632-9992



District Manager Report
Diana Mayfield
May 2015

I began studying for the Tech II test. Kory has been very helpful with understanding the survey information. I have been studying all the books that I can get my hands on and updated the cost-share manual and standards as I go along, so once done, we have good copies. The test is scheduled for June 24th.

I attended Toolkit training in Jefferson City as a refresher course – a lot has changed over the last several months. Unfortunately, there were internet problems so we were unable to actually view how to “digitize” a map but I have the manual and Kory can assist me as well.

I attended a planning meeting for the OMG-WIA event scheduled for August 27th.

I have been working on finalizing the end of the year reports – this is something that I update on throughout the year, especially the narrative. We are waiting patiently for landowners to complete their practices. Hopefully, we will get them all done.

I prepared my self-evaluation as well as Kory’s performance appraisal. I reviewed my evaluation with Board Chairman Dennis Berger.

I have worked on the budget for the upcoming year and last fiscal. I keep trying new ideas are how to make everything more transparent for the Board to decipher.

We worked very hard on trying to get everyone wrapped for in regards to their cost-share.

I contacted our Prosecuting Attorney, Mary Weston, in regards to the Light outstanding no-till drill bill on May 27th. I have e-mailed her all of the paperwork and she is proceeding with contacting Mr. Light.

I will be out of the office on June 11th in the AM and June 23rd, all day, for personal reasons.



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

May 2015 NRCS Board Report

During the month of May I attended the regular monthly board meeting for the Gasconade, Maries, Cole and Osage Counties.

Each year JR Flores, State Conservationist, requests us to do photos of our local Conservation Team. Office photos were taken of staff from each office.

Megan Rudroff and Amy Neier helped with Safety Day in Belle.

Deputy Director from Missouri Department of Agriculture, Darryl Chatman, contacted JR Flores asking to go on a tour of different conservation practices that our agencies are involved with. On May 6th Mr. Chatman, Karen Brinkman, Area Conservationist, Mark Brandt and I toured four different farms. We looked at a Prescribed Grazing System, Constructed Wetland, Seasonal High Tunnel, Winter Feeding Facility and Waste Storage Facility. We discussed the Soil and Water Programs as well as NRCS programs and how we function as a whole.

I attended a planning meeting for the OMG Agri Pride event scheduled for August 27, 2015.

Ed Gillmore and I attended a planning meeting for the Mid Missouri Grazing Conference that will be held February 25, 2016.

I attended a committee meeting for the Grassland Evaluation Contest. Main purpose was to finalize things for the upcoming Mid America Grassland Contest in Springfield and the District Contests for this fall.

I attended a DC meeting at the Area Office.

Met with NRCS after the DC meeting to review meeting topics.

Melinda L. Barch
District Conservationist

May 2015 Activity Report

Schlottach – Pond Pre Construction

Aubuchon – Set stakes with engineer

Maddox – Grazing system

Brune – Checkout completed well

Roseler – Woodland Fence

Mundweller – Checkout completed spring development

McClane – Checkout Completed Pipeline/Fence

Boetcher – Checkout completed Fence

Spurgen – Checkout completed Fence

I completed five spot checks in May. Three passed, but two are being looked at to decide the proper course of action to take.

Thank you

A handwritten signature in blue ink that reads "Kory Hubbard". The signature is written in a cursive style with a large initial "K".

Kory Hubbard

Gasconade County Technician

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted June 3, 2015, 3:00 p.m.

AGENDA

USDA Service Center, 314 S. Olive Street, Owensville, MO

Tuesday, June 9, 2015, 6:30 pm

- Open Meeting –Chairman
- Review Minutes of the May Board Meeting – Secretary
- May Financial Review
 - Treasurer’s Report
 - Time Sheets

DNR Monitoring Review – Ed Schneider

Unfinished Business

- National Envirothon
 - Donation Request – Drop (no funds available)
- Cultipacker – Mark Lenauer

New Business

- Cost-Share –
 - Fund Status
 - Killian Violation
 - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Kevin/Diane Hollander ¹	CRP			
Betty Ann Yoder RT	HEL			
David Micke	HEL			
Idel Family Trust	HEL			
Bear Valley Farm Inc., DBA ²		DSP-3.1	Payment	062-15-0027
Bear Valley Farm Inc., DBA		DSP-3.2	CANCELLED	062-15-0028
Kattlemann Family Trust		DSP-3.2	CANCELLED	062-15-0029
Janice Spurgeon		N472	Payment	062-15-0015
John C/Rayelene McClane ³		DSP-3.2	Payment	062-15-0017
John C/Rayelene McClane ³		DSP-3.3	Payment	062-15-0018
EDK Farms LLC		DSP-3.2	Change Order (FY16)	062-15-0024
EDK Farms LLC		DSP-3.3	Change Order (FY16)	062-15-0025
Dennis/Bernadine Brune ³		DSP-3.1	Payment	062-15-0032
Paul A Mundwiller		N574	Payment	062-15-0011
Wm J Boettcher Farm Inc. ³		N472	Payment	062-15-0030
Kenneth/Bernella Mehrhoff		N472	Payment	062-15-0021
Kenneth/Bernella Mehrhoff		DSP-3.2	Payment	062-15-0019
Kleine Himmel Vineyards		DSP-3.2	Change Order (FY16)	062-15-0013
Charles/Karen Schlottach		DWC-1	Change Order (FY16)	062-15-0026
Brinkman/Ley		DWP-1	Change Order (FY16)	062-15-0031
Dale/Amy Aubuchon		C650	Change Order (FY16)	062-15-0033
John McClane	HEL			

¹Approved by Dennis Berger, 05/12/15

²Approved by Matthew Estes, 05/28/15

³Approved by Debra Nowack, 06/04/2015

- NRCS and District Reports – Mark Brandt
- Annual Plan of Action
 - Personnel Reviews
 - Budget Review
 - Annual Plan of Action
- Kory Hubbard vacation request – June 15 – 19th.

- Additional New Business
 - None
- DNR Memorandums and Letters
 - Memorandum 2015-015, Year End Reminders
 - E-mail – FY16 Cost-share Obligations
- Mail
 - Missouri Sunshine Law 2014 Booklet
 - State Technical Committee Meeting
- Calendar of Events –
 - June 24, Diana Mayfield – Tech II Testing
 - June 30, FY15 Ends
 - July 3 – Independence Day Holiday – office closed
- Adjourn. Next meeting scheduled for Tuesday, **July 7, 2015**, 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.