

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – USDA Service Center
314 S. Olive Street, Owensville, MO
Tuesday, August 4, 2015, 6:30 p.m.

Chairman Dennis Berger called the regular board meeting to order at 6:32 p.m. Those present were: Chairman Dennis Berger, Vice-Chairman Mike Haeffner, Treasurer Matthew Estes, Member Debra Nowack, District Conservationist Melinda Barch, and District Specialist II Diana Mayfield. Secretary Matt Herring was unable to attend. The District Technician position is vacant.

Southern County Commissioner Jerry Lairmore arrived at 8:30 p.m. and stayed until adjournment.

The July 7th minutes were reviewed. Mike Haeffner noted that he was left off of the roll call vote for the closed session (both in and out). Debra Nowack made the motion to approve the minutes with noted corrections. Matthew Estes seconded the motion. The motion carried 4-0.

The July Treasurer's Report was reviewed. Dennis Berger queried about the Drill Maintenance that is paid out at the beginning of the Fiscal Year. He felt that there should be some safe guards in place in the event the contract is terminated early. After in-depth discussion, Mike Haeffner made the motion for the following statement to be added to the Drill Maintenance Contract and be presented at the next board meeting for approval.

In regards to the annual maintenance payment for the John Deere, if the sub-contractor terminates the contract before the end of the Fiscal Year, they shall be required to return to the District a prorated amount of \$50 per month for the unexpired term.

Matthew Estes seconded the motion. The motion carried 4-0. Diana Mayfield noted that she will be acting as Treasurer for the Central Regional Envirothon and that the money will be flowing through the District accounts in its own fund account, similar to the Grazing School funds. Mike Haeffner 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. Mike Haeffner moved to approve the submitted timesheets. Debra Nowack seconded the motion. The motion carried 4-0.

Unfinished Business

- ❖ Wendy and Dennis Killian were in the office on August 3rd indicating that the fence has been repaired. Melinda indicated that she will have someone check it out as soon as possible.
- ❖ Diana Mayfield informed the Board that the Prosecuting Attorney's office is proceeding with filing charges against Darren Light (Timberline) for the outstanding drill bill. Diana Mayfield asked about establishing policy to deny use of any district rental equipment if legal recourse for collection is

required. The Board wished to think on the matter and readdress in September.

- ❖ The SmartProcure Sunshine Law Request was discussed and Mike Haeffner made the motion to provide them a sample of the 04 Fund and to send an invoice for 2 hours at the manager's current salary rate. The funds are to be paid in advance. Debra Nowack seconded the motion. The motion carried 4-0.
- ❖ The Board was presented with the request for Resolutions for the upcoming training conference. No action was taken.

New Business

- ❖ Diana Mayfield reviewed the fund status with the Board, pointing out that Sheet/Rill/Gully and Grazing Management are or will be obligated above 90% as of this board meeting. These resource concerns should receive the additional \$50,000 after August 6th. She then reviewed the N340 Cover Crop Variance allowing landowners to perform some corrective measures in fields that have had weather or flood damage. Melinda Barch told the board about the soil health tests and what information could be received from them. She also indicated that the landowners would be able to self-certify the completion of this practice. A certain number would be spot-checked and the Board has the authority to increase the number of spot-checks, if desired. It was mentioned that the Rohlfings might have a good location to have a farm tour as they are doing cover crops and washcobs on a farm that they rent.

Melinda Barch then briefed the Board on the changes to the EDK Farm DSP-3.3 fencing project by Operator Dean Winters. He was contracted for 1700' of fence and a solar energizer. He put in 4270' in the planned fields and then ran another 1085' dividing another field (not in the plan) and called it an offset wire. He did not contact the board prior to making these changes. Melinda indicated that the fence that he did was probably an improvement for land usage. At the current time, there are no additional funds available to do a change order for the additional footage. Mike Haeffner moved to approve the additional footage on the fence for fields 5 & 25 only, when the supplemental allocation is received. Matthew Estes seconded the motion. Dennis Berger indicated that Mr. Winters should be aware that this kind of activity should not happen again. Motion passed 4-0.

The Board reviewed the conservation plans and cost-share payments. Dennis Berger liked the information that was provided for the pre-approvals and would like to see it incorporated for all applications in the future.

Mike Haeffner made a motion to approve the cost-share applications listed as well as the pre-approvals. Matthew Estes seconded the motion. The motion carried 4-0.

New Cooperators

- None

Contracts and Conservation Plans

- Charles Rademacher, HEL Conservation Plan

- Eugene Willimann, HEL Conservation Plan
- David & Ellen Lottmann, DSL-2, \$4,941.83, 062-16-0001 and Conservation Plan Approved by Debra Nowack, 07/21/15
- Ralph Ross/Ruth Ann Roesler RLT, N472, \$2,740.50, 062-16-0002 and Conservation Plan Approved by Dennis Berger, 06/11/2015
- Sassmann Properties LLC, N340, \$4,993.50, 062-16-0003 and Conservation Plan
- Koelling Farms, N340, \$1,336.50, 062-16-0004 and Conservation Plan
- Koelling Farms (Schneck), N340, \$301.50, 062-16-0005 and Conservation Plan
- Koelling Farms (Kottwitz), N340, \$1,237.50, 062-16-0006 and Conservation Plan
- Kevin Rohlfing (W Rohlfing), N340, \$888.00, 062-16-0020 and Conservation Plan
- Kevin Rohlfing (Kleiber), N340, \$984.00, 062-16-0008 and Conservation Plan
- Rohlfing Joint RLT, N340, \$2010.00, 062-16-0009 and Conservation Plan
- Rohlfing Joint RLT, N340, \$420.00, 062-16-0010 and Conservation Plan
- Rohlfing Joint RLT (Brinkmann), N340, \$1,272.00, 062-16-0011 and Conservation Plan
- Preapprovals
 - ✓ Aaron Bossaller(Vollmer), N340
 - ✓ Aaron Bossaller, N340
 - ✓ Luke Henneke(Schneider/Brehe), N340
 - ✓ David Broeker, N340
 - ✓ David Broeker (Richard Broeker), N340
 - ✓ David Broeker (Kuschel), N340
 - ✓ David Broeker (Meramec Concrete), N340
 - ✓ David Broeker (M Walter), N340
 - ✓ Virgil Schmidt, DSP-3.4
 - ✓ Kattlemann Family Trust, DSP-3.2
 - ✓ Bear Valley Farms, DSP-3.2
 - ✓ Larry Klekamp, DSP-3.4
 - ✓ Donald Klekamp, DSP-3.4
 - ✓ Richard Greunke, DSP-3.4
 - ✓ James Schafer, DSP-3.2
 - ✓ Todd Nicks, DSP-3.4
 - ✓ Dennis Brune, DSP-3.2

Change Orders

- Pre-Approval
 - ✓ EDK Farm, DSP-3.3

Contract Payments

- None

Cancellations

- None

- ❖ Melinda Barch reviewed her monthly report with the Board. She indicated that she had hosted a full FOSA meeting here in Owensville for all four counties, she attended the OMG-WIA planning meeting, and that staff attended a “listening session”

with JR Flores. She indicated that the MO Forage and Grassland Conference would be held on November 2nd – 3rd. Diana Mayfield interjected that Kleine Himmel is finished with their pipeline and tanks and the Schlottach pond earthwork is complete. Melinda Barch indicated that it was still up in the air as to when Braden Schmitz would be transferred to Paris, MO.

- ❖ The Board reviewed the memorandums that were presented.
 - Letter – July 6, 2015, Tech II Test Results. The Board congratulated Diana Mayfield on passing the tests.
 - Letter – July 7, 2015, 2016 District Assistance Allocation
 - Letter – July 10, 2015, Tech Position Approval
 - Memorandum 2016-001 – District Operations Manual Updates
 - Memorandum 2016-002 – FY2016 Cost-share Handbook Updates Including N340 Cover Crop Practice and Water Meters and Connection to Public Water Supply Policy Changes
 - Memorandum 2016-003, State Average Cost List
 - Memorandum 2016-004, Fiscal Year 2016 Supplemental Allocations
 - Memorandum 2016-005, Area Meetings. Everyone except Debra Nowack will be in attendance at the Area Meeting on August 26th at 9 a.m.
- ❖ The Board reviewed the calendar of events.
- ❖ There was no mail to review.
- ❖ The Board reviewed the 10 applications that were received for the Technician Position. The Board selected the following five candidates for interviews: Beth Engemann, Tony Brune, Jordan Zerr, Craig Doerr, and Michael Miller. *Miller, Mey* Diana Mayfield was instructed to call at least one personal reference and to e-mail the Board with the comments. The Board wished for the interviewees to be aware of the starting salary and that there would be a possible pay increase at the beginning of the year with a performance review every 60 days for the duration of the 6 month probation period. This information is to be provided with the time for interviews, in case the applicants do not wish to pursue the position further. The interview date was set for August 24, 2015, beginning at 5:15 with a pizza dinner being provided for board and staff. Interviews will commence at 6 p.m.
- ❖ Dennis Berger entertained a motion to adjourn. Mike Haeffner so moved. Debra Nowack seconded the motion. All in favor. Meeting adjourned at 9:08 p.m.
- ❖ Next Regular Board Meeting is scheduled for Tuesday, September 1, 2015, at 6:30 p.m. at the USDA Service Center.


 Dennis Berger, Chairman 9-1-15
Date


 Mike Haeffner, Vice Chairman 9-1-15
Date

Checking account #: MAIN

Dates: From 07/01/15 To 07/31/15

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: MAIN		Beginning Checking Account Balance for: Jul		\$10,126.38
Auto bal account #: 00-00-100				

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

Checks

5073	07/02/15	HUBBARD-PAYROLL 07/02/15	KORY	\$941.60
5074	07/02/15	MAYFIELD-PAYROLL 07/02/15	DIANA	\$926.59
5076	07/07/15	JOHN DEERE MAINTENANCE	MILLER	\$600.00
5077	07/07/15	OMG-WIA DONATION	MARIES	\$200.00
5078	07/07/15	BOARD MTG	JNL2	\$142.80
5079	07/07/15	STATE WIA REGISTRATION	CALDWELL	\$160.00
7155076	07/07/15	MCHCP W/H PYMT	MCHCP	\$1,390.20
5080	07/17/15	HUBBARD-PAYROLL 07/17/15	KORY	\$941.60
5081	07/17/15	MAYFIELD-PAYROLL 07/17/15	DIANA	\$894.59
5082	07/17/15	HUBBARD-VOID CHECK	KORY	\$1,042.42
5083	07/17/15	TERMINATION-FINAL 07/08/1	KORY	\$1,271.16
5084	07/17/15	NEWSLETTER MAILING	POSTMASTER	\$121.74
5086	07/27/15	AFLAC PYMT ADJUSTED	AFLAC	\$77.46
5085	07/31/15	MAYFIELD-PAYROLL 07/31/15	DIANA	\$894.59
9415085	07/31/15	941 JULY	EFTPS	\$1,431.42
			Total Checks	\$11,036.17

Deposits

CR072215	07/22/15	CASH RECEIPTS		(\$1,574.40)	Deposit
16GASC01	07/24/15	STATE ALLOCATION		(\$20,382.52)	Deposit
16GASC1A	07/24/15	STATE REIMBURSEMENT		(\$405.00)	Deposit
5082	07/24/15	VOID CHECK	KORY	(\$1,042.42)	Deposit
CR073015	07/30/15	PLAT/GRAZE		(\$420.00)	Deposit
			Total Deposits	(\$23,824.34)	

Total Deposits less Checks for the month: (\$12,788.17)

Ending Checkbook Balance: Jul **\$22,914.55**

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

Checking account #: 130
Dates: From 07/01/15 To 07/31/15

Check/Dep-# Date Description Payee Amount

Checking account: 130 Beginning Checking Account Balance for: Jul \$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

CD072315 07/22/15 CD INTEREST (\$8.76) Deposit

Total Deposits (\$8.76)

Total Deposits less Checks for the month: (\$8.76)

Ending Checkbook Balance: Jul **\$10,043.81**
=====

Checking account #: 110
Dates: From 07/01/15 To 07/31/15

Check/Dep-# Date Description Payee Amount

Checking account: 110 Beginning Checking Account Balance for: Jul \$4,061.07
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: Jul **\$4,061.07**
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Reporting period: 07/01/15 to 07/31/15

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	(\$17,235.91)	\$0.00	\$0.00	(\$17,235.91)
01-00-401	INTEREST ON CD	\$0.00	\$0.00	(\$8.76)	(\$8.76)
01-00-415	SALE OF GOODS-PLAT BOOKS	\$0.00	\$0.00	(\$50.00)	(\$50.00)
01-00-432	JOHN DEERE DRILL RENTAL	\$0.00	\$0.00	(\$545.40)	(\$545.40)
01-00-433	GREAT PLAINS DRILL RENTAL	\$0.00	\$0.00	(\$234.00)	(\$234.00)
01-00-515	MANAGERS GROSS SALARY - DIANA	\$0.00	\$139.20	\$0.00	\$139.20
01-00-518	TECHNICIAN SALARY - KORY	\$0.00	\$37.24	\$0.00	\$37.24
01-00-526	District Portion Health -Techn	\$0.00	\$34.22	\$0.00	\$34.22
01-00-536	DISTRICT PORTION HEALTH INS MA	\$0.00	\$34.22	\$0.00	\$34.22
01-00-635	JOHN DEERE MAINTENANCE	\$0.00	\$600.00	\$0.00	\$600.00

Summary Page:

Beginning Balance: (\$17,235.91)
Total Income: (\$838.16)
Total Expenses: \$844.88
Funds Remaining: (\$17,229.19)

MAYFIELD, DIANA M

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

Time Period Ending: 07/06/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	22	23	24	25	26	27	28	29	
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	
ANNUAL LEAVE	0:00	9:00	0:00	9:00	8:00	0:00	0:00	0:00	26:00
WORK - ACCOUNTING	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:30	2:30
WORK - OFFICE ADMINISTRATION	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:30	2:30
WORK - TRAINING	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00	9:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

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Time Period Ending: 07/06/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	29	30	1	2	3	4	5	6	
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	02:30 PM	04:30 PM				
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
HOLIDAY	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	9:00
WORK - ACCOUNTING	0:15	1:00	2:00	0:00	0:00	0:00	0:00	0:00	3:15
WORK - BOARD MEETING	0:00	5:00	2:00	0:00	0:00	0:00	0:00	0:00	7:00
WORK - COST-SHARE ADMINISTRATION	1:30	0:00	2:00	0:00	0:00	0:00	0:00	0:00	3:30
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	0:45	0:00	0:00	0:00	0:00	0:00	0:45
WORK - OFFICE ADMINISTRATION	1:00	1:15	1:00	1:30	0:00	0:00	0:00	0:00	4:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:30	0:00	0:00	4:30	0:00	0:00	0:00	0:00	5:00
WORK - TRAINING	0:00	0:45	0:45	0:00	0:00	0:00	0:00	0:00	1:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:45	0:30	0:30	0:30	0:00	0:00	0:00	0:00	2:15
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

ADMINISTRATIVE LEAVE (PAID) Early Out for 4th of July
 HOLIDAY 4th of July Holiday
 WORK - BOARD MEETING Post June mtg, Prep July mtg
 WORK - GENERAL LANDOWNER CONTACT Lougridge
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES Grazing School, Newsletter
 WORK - TRAINING Test review with Kory, Mentoring Cole Co.
 WORK - USDA ADMINISTRATIVE ASSISTANCE DMS Load

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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: 118:15

Compensation Time Balance: 0:02

Sick Leave Balance: 466:30

Military Leave Balance: 0:00

Pay Rate: \$14.59

Employee Signature: *Diana Mayfield*

Date: 7-7-15

Board Member Signature: *[Signature]*

Date: 7-15-15

MAYFIELD, DIANA M

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314 SOUTH OLIVE
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Time Period Ending: 07/20/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	6	7	8	9	10	11	12	13	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		09:45 PM	04:30 PM	04:30 PM	03:30 PM			11:30 AM	
DSL-02 - TECHNICAL	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
WORK - ACCOUNTING	0:00	0:00	0:00	1:15	0:00	0:00	0:00	0:00	1:15
WORK - BOARD MEETING	0:00	8:15	3:00	0:00	5:00	0:00	0:00	0:00	16:15
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	1:45	1:00	0:00	0:00	0:30	3:15
WORK - EQUIPMENT RENTAL	0:00	0:00	1:00	0:30	0:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:15	0:00	1:00	0:30	0:00	0:00	0:00	1:45
WORK - MEETINGS	0:00	0:00	4:45	0:00	0:00	0:00	0:00	0:00	4:45
WORK - OFFICE ADMINISTRATION	0:00	2:15	0:00	3:00	1:00	0:00	0:00	0:15	6:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	2:00	0:00	1:00	0:00	0:00	0:00	0:00	3:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	2:45	0:15	0:30	0:30	0:00	0:00	4:15	8:15
Total	0:00	15:30	9:00	9:00	9:00	0:00	0:00	5:00	47:30

MAYFIELD, DIANA M

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Week 2	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								
DSL-02 - TECHNICAL	2:00	3:00	0:00	0:00	0:00	0:00	0:00	0:00	5:00
WORK - ACCOUNTING	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:30
WORK - COST-SHARE ADMINISTRATION	0:00	3:00	2:00	0:15	2:30	0:00	0:00	0:00	7:45
WORK - EQUIPMENT RENTAL	0:00	0:30	0:30	0:00	0:30	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:30	0:30	0:30	0:00	0:00	0:00	0:00	0:00	1:30
WORK - OFFICE ADMINISTRATION	0:00	1:00	1:30	0:00	1:15	0:00	0:00	0:00	3:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:30	1:30	5:45	2:30	0:00	0:00	0:00	10:15
WORK - USDA ADMINISTRATIVE ASSISTANCE	1:30	0:30	2:30	3:00	0:00	0:00	0:00	0:00	7:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:00	0:00	0:00	2:15	0:00	0:00	0:00	2:15
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

DSL-02 - TECHNICAL Lottmann
 WORK - BOARD MEETING Prep, Mtg 5:30-9:45
 WORK - COST-SHARE ADMINISTRATION Lottman, Roesler, manual updates, Toolkit uploads
 WORK - GENERAL LANDOWNER CONTACT Daryl Nicks, Rohlfing, Homeyer, Phyllis Nicks, Aubuchon
 WORK - MEETINGS FOSA MTG
 WORK - OFFICE ADMINISTRATION Monitoring with Ed Schneider 4:30-5:15, New Hire, Assessor
 WORK - USDA ADMINISTRATIVE ASSISTANCE Daniels CSP, Filing, Supply Orders, DMS, FOSA Minutes
 WORK - USDA TECHNICAL ASSISTANCE Toolkit folder creation

MAYFIELD, DIANA M

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Time Period Ending: 07/20/2015 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: 11:15
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 100:15
Sick Leave Balance: 470:30

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

Pay Rate: \$14.59

Employee Signature: Diana Mayfield

Date: 7/21/15

Board Member Signature: [Signature]

Date: 7-27-15

HUBBARD, KORY D

Time Period Ending: 07/06/2015 11:30:00 AM

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Line Item	22	23	24	25	26	27	28	29	
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	02:00 PM	04:30 PM				
ANNUAL LEAVE	0:00	0:00	0:00	2:30	0:00	0:00	0:00	0:00	2:30
N472 - TECHNICAL	0:00	3:30	0:00	1:30	0:00	0:00	0:00	0:00	5:00
DWC-01 - TECHNICAL	0:00	0:00	2:00	0:00	0:45	0:00	0:00	0:00	2:45
WQ10 - TECHNICAL	0:00	2:30	0:30	0:00	0:00	0:00	0:00	0:00	3:00
DSP 3.4 - TECHNICAL	0:00	0:00	0:00	1:00	2:00	0:00	0:00	0:00	3:00
WORK - EQUIPMENT RENTAL	0:30	0:00	0:30	0:00	0:45	0:00	0:00	0:00	1:45
WORK - GENERAL LANDOWNER CONTACT	1:00	0:30	1:30	1:00	2:30	0:00	0:00	0:00	6:30
WORK - OFFICE ADMINISTRATION	2:30	2:30	4:30	3:00	3:00	0:00	0:00	0:00	15:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

Board Member Initials: *AK*

Date: *7-8-15*

Page 1 of 2

HUBBARD, KORY D

Time Period Ending: 07/06/2015 11:30:00 AM

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

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	29	30	1	2	3	4	5	6	
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	
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
HOLIDAY	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00
N472 - TECHNICAL	0:00	0:00	1:00	2:30	0:00	0:00	0:00	0:00	3:30
DWC-01 - TECHNICAL	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00	1:00
WQ10 - TECHNICAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
DSP 3.4 - TECHNICAL	0:00	3:30	5:00	1:30	0:00	0:00	0:00	0:00	10:00
DWP-01 - TECHNICAL	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:30	1:30
WORK - EQUIPMENT RENTAL	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	1:00	1:30	0:00	0:00	0:00	1:00	4:30
WORK - OFFICE ADMINISTRATION	0:00	3:00	1:30	1:00	0:00	0:00	0:00	1:30	7:00
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:30	0:30	0:30	0:00	0:00	0:00	0:00	1:30
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

WQ10 - TECHNICAL schulte

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: 79:00

Compensation Time Balance: 0:08

Sick Leave Balance: 121:00

Military Leave Balance: 0:00

Pay Rate: \$14.15

Employee Signature: *Kory Hubbard*

Date: *7-7-15*

Board Member Signature: *Debra Howack*

Date: *7-8-15*

HUBBARD, KORY D

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

Time Period Ending: 07/20/2015 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	6	7	8	9	10	11	12	13	
Start Time	12:30 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	09:00 PM	04:30 PM	04:30 PM	04:30 PM				
N472 - TECHNICAL	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:30
WQ10 - TECHNICAL	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30
DSP 3.4 - TECHNICAL	1:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00
DSL-02 - TECHNICAL	1:30	1:00	0:00	0:00	0:00	0:00	0:00	0:00	2:30
DSP 3.2 - TECHNICAL	0:00	4:30	1:30	0:00	0:00	0:00	0:00	0:00	6:00
WORK - GENERAL LANDOWNER CONTACT	0:30	1:00	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - MEETINGS	0:00	3:30	4:30	0:00	0:00	0:00	0:00	0:00	8:00
WORK - OFFICE ADMINISTRATION	0:30	2:00	2:00	0:00	0:00	0:00	0:00	0:00	4:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:30	0:30	0:00	0:00	0:00	0:00	0:00	1:00
Total	4:00	12:30	9:00	0:00	0:00	0:00	0:00	0:00	25:30

Board Member Initials: MLE Date: 7-15-15
Page 1 of 2

HUBBARD, KORY D

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

Time Period Ending: 07/20/2015 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	13	14	15	16	17	18	19	20	
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	

DSL-02 - TECHNICAL Lottman
DSP 3.2 - TECHNICAL Schaffer
WORK - MEETINGS FOSA

Earned This Pay Period:

Annual Leave Accrued: 0:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 80:30

Compensation Time Balance: 0:08

Sick Leave Balance: 125:00

Military Leave Balance: 0:00

Pay Rate: \$14.15

Employee Signature: Kory Hubbard

Date: 7-8-15

Board Member Signature: [Signature]

Date: 7-15-15

Mayfield, Diana

From: Vanessa Tirado <vtirado@smartprocure.us>
Sent: Friday, July 31, 2015 11:58 AM
To: Mayfield, Diana
Subject: Re: SmartProcure Sunshine Law Records Request - No response from Gasconade County Soil And Water Conservation District

Good afternoon Ms. Mayfield,
Thank you for your response. I would like to ask for a total quote for your records. May you also provide a sample of what we will be receiving along with your quote? Again, thanks.

Vanessa Tirado
Data Acquisition Specialist

SmartProcure
Direct: [954-866-5153](tel:954-866-5153)
vtirado@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

On Jul 30, 2015, at 08:32 AM, Mayfield, Diana <diana.mayfield@swcd.mo.gov> wrote:

Vanessa,

Thank you for your submission of the Sunshine Law records request. I am attaching a copy of the Sunshine Law Policy for our District. You will note that we charge a fee for copies as well as for research of the information that you request.

We would like to inform you that we do not use purchase orders in this office. However, if you would like electronic files of our quarterly reports for local funds and administrative expenses for years 2010 - 2015, we would be glad to provide them at the expense of the time that is needed to gather the documentation. The current hourly rate is \$14.59. If you wish us to proceed with your request, please let me know as soon as possible.

The original response to your earlier message was sent to you on June 30, 2015 (see attached.)

Diana Mayfield

District Specialist II

Gasconade County SWCD

314 S. Olive Street

Owensville, MO 65066

573-437-3478 ext 3

FAX 855-842-7890

From: Vanessa Tirado [<mailto:vtirado@smartprocure.us>]

Sent: Tuesday, July 28, 2015 1:51 PM

To: Mayfield, Diana

Subject: SmartProcure Sunshine Law Records Request - No response from Gasconade County Soil And Water Conservation District

Dear Diana or Custodian of Public Records,

SmartProcure submitted a Sunshine Law records request on 2015-06-22 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located please disregard this request.

SmartProcure is submitting a public records request to the Gasconade County Soil And Water Conservation District for an existing, already maintained electronic record (without copying, scanning or printing) of purchase orders dated 2010-01-01 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase order date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

The attached document may be used as a reference to fulfill this request if the Gasconade County Soil And Water Conservation District uses any of the listed pre-programmed software reports.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=MO&org=GasconadeCountySoilAndWaterConservationDistrict>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-866-5153.

Regards,

Vanessa Tirado
Data Acquisition Specialist

SmartProcure
Direct: [954-866-5153](tel:954-866-5153)
vtirado@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

<sunshine law Policy.pdf>
<Original Response.pdf>

Mayfield, Diana

To: Vanessa Tirado
Subject: RE: SmartProcure Sunshine Law Records Request - No response from Gasconade County Soil And Water Conservation District
Attachments: sunshine law Policy.pdf; Original Response.pdf

Vanessa,

Thank you for your submission of the Sunshine Law records request. I am attaching a copy of the Sunshine Law Policy for our District. You will note that we charge a fee for copies as well as for research of the information that you request.

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The original response to your earlier message was sent to you on June 30, 2015 (see attached.)

Diana Mayfield

District Specialist II
Gasconade County SWCD
314 S. Olive Street
Owensville, MO 65066
573-437-3478 ext 3
FAX 855-842-7890

From: Vanessa Tirado [<mailto:vtirado@smartprocure.us>]

Sent: Tuesday, July 28, 2015 1:51 PM

To: Mayfield, Diana

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<http://upload.smartprocure.us/?st=MO&org=GasconadeCountySoilAndWaterConservationDistrict>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-866-5153.

Regards,

Vanessa Tirado
Data Acquisition Specialist

SmartProcure
Direct: [954-866-5153](tel:954-866-5153)
vtirado@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

Fund Status (2016)

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

GM GRAZING MANAGEMENT							
<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 2016	\$20,940.00	\$20,940.00	\$0.00	\$0.00	\$20,940.00	\$0.00	
Project Sub Total	\$20,940.00	\$20,940.00	\$0.00	\$0.00	\$20,940.00	\$0.00	\$0.00
SA SENSITIVE AREAS							
<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 2016	\$14,250.00	\$5,000.00	\$9,250.00	\$0.00	\$14,250.00	\$0.00	
Project Sub Total	\$14,250.00	\$5,000.00	\$9,250.00	\$0.00	\$14,250.00	\$0.00	\$0.00
SGE SHEET AND RILL / GULLY EROSION							
<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 2016	\$36,511.00	\$21,898.96	\$14,612.04	\$0.00	\$36,511.00	\$25,390.50	
Project Sub Total	\$36,511.00	\$21,898.96	\$14,612.04	\$0.00	\$36,511.00	\$25,390.50	\$0.00
WE WOODLAND EROSION							
<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 2016	\$17,325.00	\$2,740.50	\$14,584.50	\$0.00	\$17,325.00	\$0.00	
Project Sub Total	\$17,325.00	\$2,740.50	\$14,584.50	\$0.00	\$17,325.00	\$0.00	\$0.00
Grand Totals	89,026.00	\$50,579.46	\$38,446.54	\$0.00	\$89,026.00	\$25,390.50	\$0.00

Mayfield, Diana

To: Melinda - Barch (Melinda.Barch@mo.usda.gov)
Subject: FW: Soil and Water Districts Commission Variance to N340 Cover Crop Policy

Variance issue resolved.

Diana Mayfield

District Specialist II
Gasconade County SWCD
314 S. Olive Street
Owensville, MO 65066
573-437-3478 ext 3
FAX 855-842-7890

From: Soil & Water Conservation Program
Sent: Monday, August 03, 2015 11:13 AM
To: DNR.Soil and Water Conservation Districts staff
Cc: DNR.SWC Staff
Subject: Soil and Water Districts Commission Variance to N340 Cover Crop Policy

Good morning. The Soil and Water Districts Commission held a conference call this morning at 9:00 a.m. regarding the N340 Cover Crop practice. The following is the motion that was approved by the commission.

Allow a variance to the no-till and broadcast requirements within the N340 Cover Crop Practice policy for 2015 summer/fall plantings due to weather conditions. The following guidelines were developed to implement the variance and are based on the Natural Resources Conservation Service's conservation practice standard 345 for Residue and Tillage Management, Reduced Till:

- *Mowing/spraying should be used when possible to avoid tillage.*
- *Residues must be uniformly distributed over the entire field.*
- *Residues must not be burned.*
- *No primary inversion tillage implements (e.g. moldboard plow) shall be used.*
- *Shallow soil disturbance with light tillage is allowed.*
- *Planting with a single-disk opener no-till drill must be utilized instead planting with a wide point-point hoe/chisel opener air seed drill, due to releasing less CO2.*

This variance from the N340 Cover Crop Practice policy will be effective beginning August 3, 2015 and expire at the end of the fall cover crop seeding dates.

Also, many districts have received bulk density rings to loan to landowners for soil health testing. Additional soil health test rings are on back order but should be available within 2 weeks. If your district is in immediate need of a bulk density ring for testing please contact your coordinator or check with surrounding districts for availability. The soil health tests are based upon the amount of soil within the ring; therefore, the dimensions are very important for proper results.

A question and answer sheet is being developed for the N340 Cover Crop Practice to assist you with this new practice and will be out soon.

The next regularly scheduled Soil and Water Districts Commission meeting is August 19th at the Missouri State Fair; the Commission welcomes everyone to join them at all their meetings.

Thank you.

Soil and Water Conservation Program

Promoting, Protecting and Enjoying our Natural Resources. Learn more at dnr.mo.gov.



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

**July 2015
NRCS Board Report**

I attended the Gasconade, Cole and Osage monthly board meetings. Mark Brandt attended the Maries County monthly meeting.

A full FOSA meeting was held in Owensville at the Farm Bureau meeting room. Discussed expectations of the new FOSA and stressed the importance of communication in order to get conservation on the ground.

Lauren Stamp, Pathways Intern, Jacob Rowell, 1890's Scholar intern, and myself attended a DC meeting. We met as a group and then the interns met with Area Office staff to discuss different conservation topics.

I attended the OMG Women in Agriculture planning meeting.

NRCS staff attended the Listening session with JR and key state office staff.

I attended the MFGC planning meeting to finalize the November 2nd & 3rd conference.

NRCS staff have been finalizing CSP contracts and preparing for the fall documentation requests.

DJ Schroeder has been coming to the Gasconade Office 2-3 days a week to assist during the absence of the District Technician.

Melinda L. Barch
District Conservationist



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

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

July 6, 2015

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

Dear Supervisors:

The Soil and Water Conservation Program (SWCP) thanks the board for encouraging Diana Mayfield of your staff, to take the baseline technician test for the Technician II Certification. This endeavor is important to the continued soil and water conservation efforts in Missouri. Lincoln University has worked closely with the Natural Resources Conservation Service, the University of Missouri and the SWCP to develop tests with which to certify district employees. Certifying district employees is a progressive effort that is being implemented in a number of states.

On June 24, 2015, Diana took the baseline tests to become certified as a Technician II. The exam results indicate that the employee scored the following on the test:

Test Results

Test Area	Score
Soils	73
Conservation Planning	87
Survey and Design	95
Practice Policies	86

A score of 70% or above in all four tests certifies your employee as a Technician II. If the employee did not receive a score of at least 70% on a particular test listed above, the employee must take that portion of the test again to become certified. An employee may take the test as many times as the board approves to reach a passing score.

When an employee is certified as a Technician II they become eligible for the Technician II state stipend. The current state stipend for a Technician II is \$14.01 per hour. The district board has the option of maintaining current salary, providing a Technician II a partial increase or providing

the full \$14.01 per hour. Should the district start the employee at less than the \$14.01, the salary can be increased anytime the board sees fit. Funds will be forwarded to the district to support the actual rate determined by the board for this position. Once the board has determined the pay rate for the recently certified Technician II, the program office will need to be notified of the approved hourly rate. An updated allocation sheet, reflecting the hourly rate determined by the board, will be sent to the district after the information is received from the district. The increased rate for the Technician II position is effective July 1, 2015.

For all technicians that have become certified through this test, they are now qualified to certify the following State Soil and Water Conservation practices offered by your county:

DSL-01	Permanent Vegetative Cover Establishment
DSL-02	Permanent Vegetative Cover Improvement
DSP-02	Permanent Vegetative Cover Enhancement
DFR-04	Forest Plantation
N430	Cover Crop
N472	Woodland Protection through Livestock Exclusion
N386	Field Border
N393	Filter Strip
N391	Riparian Forest Buffer
N380	Windbreak/Shelterbelt Establishment
N725	Sinkhole Treatment
N574	Spring Development
N351	Well Decommissioning
WQ10	Stream Protection

If you have any questions, please contact your district coordinator at the Soil and Water Conservation Program, P. O. Box 176, Jefferson City, MO 65102-0176. Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM



Bill Wilson
Deputy Program Director

BW:lb



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

July 7, 2015

Board of Supervisors
Gasconade County SWCD
316 South Olive
Owensville, MO 65066

Dear Board Supervisors:

Enclosed is the district's fiscal year 2016 (FY16) District Assistance Allocation. The allocation includes all state funding for the operation of the district. Please refer to the District Operations Manual, Section VII Financial for state grant policies and eligible expenses. Please ensure all expenses from state funds comply with these guidelines.

The Commission approved the Plan for the Future subcommittee's recommendation to combine the Administrative Grant (fund 04) and Information/Education Grant (fund 19) at their meeting on June 17, 2015, which is reflected on the enclosed allocation sheet. The combined grant funds will continue to be referred to as the Administrative Grant (fund 04). Each district will receive \$6,500 for the Administrative Grant (fund 04).

Effective July 1, 2015, payroll hours worked in FY16 may include the 2% retirement increase (up to 7% of state provided salary) upon board decision to provide the increase to district staff. The Commission concurred with the Program Delivery and Operations Subcommittee's recommendation at their February 11, 2015, meeting.

District coordinators will be available to attend board meetings and answer questions regarding the district's allocation. If you have any questions, please contact your district coordinator. Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM

A handwritten signature in blue ink that reads "Colette Weckenborg".

Colette Weckenborg
Fiscal and Administrative Manager

CW:djs

Enclosure



Recycled Paper

Gasconade SWCD		FY16	
	Allocation		
Personnel Grant	\$ 58,282		
"Other" Personnel Expenses	\$ 6,994		
Administrative Grant	\$ 6,500		
Rent and Utilities	\$ -		
Retirement	\$ 4,080		
Health Insurance (July-December)	\$ 6,920		
Total Allocation	\$ 82,775		
**Positions Funded			
Technician II	full-time	Hourly Wage	FY16 Stipend for Salary
Technician II	full-time	\$14.01	\$29,141
		\$14.01	\$29,141
			\$58,282
			FY16 Allocation for "Other"
			Personnel Expenses
			\$3,497
			<u>\$3,497</u>
			\$6,994

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.

7/2/2015



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

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

July 10, 2015

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

Dear Supervisors:

Thank you for the board's letter transmitted by email from Diana Mayfield, received by the Soil and Water Conservation Program on July 8, 2015, regarding the vacancy in the district. Staff has reviewed the district's conservation activities, as well as the current staffing level in the district. Based on this information, the Gasconade County Soil and Water Conservation District (SWCD) will receive a stipend for a full time Technician I position.

As vacancies occur in the districts, we encourage boards to consider cross training staff in both technical and administrative duties. By cross training staff, there is limited down time when turnover occurs in the district and provides the additional benefit of professional development to district employees.

The district board has the responsibility of determining an employee's compensation. The program office recommends the board consider paying below the state stipend when initially filling the vacancy to allow the district the ability to offer pay increases to the employee for meeting job expectations as experience is gained in the position. If the district chooses to provide an increase in pay, the allocation will be adjusted up to the full state stipend. Funds will be provided to the district to support the actual rate of pay not to exceed the core stipend of \$11.17 per hour.

Once the district has filled the position, please notify the program office in writing indicating the rate of pay determined by the board. Please include the start date of the new employee, and if they will be participating in the health insurance (what plan they have chosen) and retirement option offered by the state. Once this information is received, the district will receive an updated allocation sheet.



Recycled Paper

Board of Supervisors
Gasconade County Soil and Water Conservation District
Page 2

If you have any questions, please contact me at the Department of Natural Resources, Soil and Water Conservation Program, P.O. Box 176 Jefferson City, MO 65102-0176, or by phone at (573) 751-2742. Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM

A handwritten signature in cursive script that reads "Bill Wilson".

Bill Wilson
Deputy Program Director

BW:djs



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

2016-001

DATE: July 9, 2015

TO: All Soil and Water Conservation Districts

FROM:  Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program
Department of Natural Resources

SUBJECT: District Operations Manual Updates

The Soil and Water Conservation Program has updated the District Operations Manual. An electronic version of the updated manual is available on the district intranet website at: <http://swcd.mo.gov/internal/operations-manual.htm>. If the district maintains a hard copy of the manual, the district is responsible for printing the updated sections.

The District Operations Manual updates are effective July 1, 2015. The updates of Section V and VII include formatting changes and the following policy updates which are summarized below:

- Combination of Administrative (fund 04) and Information/Education (fund 19) Grants Funding
- Eligible Expenses (grouping/formatting and removal of information technology equipment)
- Increase in Retirement Percentage to 7%
- Reimbursement of Lodging, Mileage and Meals (provided links to website locations of established per diem rates)
- Election Clarification (added language previously omitted mistakenly covering the nominating committee's responsibility to have nominees 60 days prior to an election)

If you have any questions, 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

MEMORANDUM

2016-002

DATE: July 13, 2015

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: FY 2016 Cost-Share Handbook Updates Including N340 Cover Crop Practice and Water Meters and Connection to Public Water Supply Policy Changes

The Soil and Water Conservation Program has updated the Cost-Share Handbook. An electronic version of the updated handbook is available on the district intranet homepage at: <http://swcd.mo.gov/internal/manuals.htm>

The updates to the Cost-Share Handbook are summarized below:

Formatting and grammar edits were completed throughout the handbook and Soil and Water Districts Commission policies have been updated.

Contents:

- The N340 Cover Crop practice was added under the resource concern of Sheet and Rill/Gully Erosion.

III. Cooperator Responsibilities:

- Clarified that cost-share can be provided to the operator for the N340 Cover Crop practice.

IV. Cost-Share Forms:

- Included policy regarding administrative change orders and clarified change order signature requirements.
- Clarified that digital or electronic signatures have the same legal status as handwritten signatures.



Recycled Paper

- Clarified that a primary owner or legal representative [legal power of attorney (POA) for primary owner, trustees of a trust] must sign the “Landowner Authorization for State Cost-Share form.” The United States Department of Agriculture, Farm Service Agency power of attorney is not acceptable.

V. Eligible Practices:

- References to Natural Resources Conservation Service (NRCS) Standards and Specifications were updated.
- References to map requirements for practices have been revised since the CMT mapping tool is no longer available. Where appropriate, reference has been made to saving shapefiles from NRCS’s Toolkit program. Qualifying Criteria questions for practices have been updated as well.
- Clarified that for reseeding, acres served should be reported as 0 for all practices except the DSP 3.5. Extent installed should be reported as the actual acres reseeded. Erosion should be reported as 0 since it was reported on a previous contract. Similar clarifications were made for reconstruction, failed spillway pipe, and berm removal.
- Included policy approved by the commission at their April 8, 2015 meeting to provide an additional incentive to extend the maintenance life of buffer practices. The new policy can be found in Section V. Eligible Practices under item G. Buffer Extension Incentive. An out-of-production incentive payment per acre is available to maintain established buffers for the N386 Field Border, N391 Riparian Forest Buffer, N393 Filter Strips and WQ10 Stream Protection practices not under a current maintenance agreement. Practices must be re-enrolled during the fiscal year following the end of the maintenance life. Component 9052 BEI-Buffer Extension Incentive with a \$500 per acre incentive has been added to the four above mentioned practices. The Buffer Extension must be a new and separate contract. Contracts that expired during FY2014 will be eligible in FY 2016. Please refer to the Cost-Share Handbook for complete policy.
- Included the N340 Cover Crop practice and policy that was approved by the commission at their June 17, 2015, meeting. The practice is available in the Sheet and Rill/Gully Erosion resource concern. Please review the practice policies in their entirety. A summary of practice policies is as follows:
 - Applies to cropland acres where row crops are grown.
 - Production crop following cover must be planted using a no-till system on the contracted acres.
 - Must be in compliance with Cover Crop (340) standard and Conservation Crop Rotation (328) standard.

- All cover crop seedings must be planned with a minimum of 25% cool-season annual grass, small grain component or warm season annual.
 - Spring planted cover crops must have been planted at least 60 days prior to being terminated.
 - Cover crops will not be harvested for grain, seed or hayed.
 - Cover crops may be grazed once the forages have reached a minimum height of 6–8 inches.
 - Grazing will need to stop once the forages have been grazed down to 4 inches.
 - A soil sample for the Initial Standard Soil Health Package Test through the Missouri Soil Health Assessment Center (SHAC) must be taken on each field prior to seeding cover crops. Cost-share is available for the test, and component 9054 Initial Standard Soil Health Package Test has been added to the practice with a commission maximum cost of \$85.00 at 75% per sample.
 - Cost-share for a soil sample for the Follow Up Standard Soil Test through the Missouri Soil Health Assessment Center is available if a landowner receives cost-share again on a field four to five years after implementation. Component 9055 Follow Up Standard Soil Health Package Test has been added to the practice with a commission maximum cost of \$65.00 at 75% per sample.
 - Eligible for incentive payment of \$30/acre/year for a 1 or 2 species cover crop mix.
 - Eligible for incentive payment of \$40/acre/year for a 3 or more species cover crop mix.
 - Lifetime maximum of \$20,000 per operator.
- Included policy on water meters and connection to Public Water Supply approved by the commission at their August 14, 2014, meeting. This policy applies to DSP 3.1 Grazing System Water Development, N391 Riparian Forest Buffer, and WQ10 Stream Protection practices. Please review the practice policies in their entirety. A summary of the policy is as follows:
 - A Technician II is required to sign cost-share forms regarding installation of the water meter and service lines. The NRCS does not have a technical specification for water meters; however, Public Water Supply Districts (PWSD) must meet certain state requirements. Therefore, a Technician II must certify that the practice is completed by visual inspection, that the meter is in place and functional, and reference the landowner invoices for pipeline extents installed.
 - Districts must follow established practice limits for water development, i.e., N391 and WQ10 practices have a \$3,500 maximum, and the DSP 3.1 practice has a \$95 per acre maximum. The maximum applies to the water meter, backflow preventer valve, as well as labor and installation costs.

- Component 9056 Public Water Supply System (PWSS) Water Meter and Setup has been added to the N391 and WQ10 practices with a commission maximum cost of \$4,666.66 at 75% cost-share. Component 9057 DSP 3.1 PWSS Water Meter and Setup has been added to the DSP 3.1 practice with a commission maximum cost of \$99,999.99 at 75% cost-share. Districts that provide cost-share on water meters must utilize these components and contact the PWSD to obtain cost data for meter installation for that specific PWSD. The cost from the PWSD must be entered for the PWSS Water Meter and Setup component in MoSWIMS. The component cost will need to be updated prior to a contract being developed if the meter installation is in a different PWSD than the previous contract. The cost entered cannot exceed the established commission maximum cost.
 - Written documentation of the PWSD cost data must be scanned into MoSWIMS as supporting documentation prior to submitting the contract for contract approval.
 - The state average cost will continue to be used for pipeline, trenching and backfill, and boring costs for the service lines.
- Updated policy approved by the commission at their June 17, 2015, meeting that increased the cooperator lifetime maximum on the N312 Beef Waste Management and N312 Poultry Waste Management practices to \$50,000. Clarifications were made to the feeding area for the N312 Beef Waste Management practice.
 - Clarification for retention of documents for the N590 Nutrient Management practice; what to keep on file in the district office and what needs to be scanned and attached as supporting documentation at contract payment submission.
 - Acres served for the N725 Sinkhole Treatment practice has been updated to reflect the acres on which the incentive is paid.

VI. Appendix:

- The Operator Authorization form has been updated to include the N340 Cover Crop practice.

If you have any questions regarding this memo, please contact your district coordinator.
Thank you.

CM:bwd



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

2016-003

DATE: July 14, 2015

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: State Average Cost List

The new June 2015 Standardized State Average Component Cost List has been finalized and is attached for your reference. The list is also posted on the Natural Resources Conservation Service webpage (http://efotg.sc.egov.usda.gov/efotg_locator.aspx?map=US) in eFOTG>Section 1 >Economic Data.

There are two additional components for the State Average Cost List for Fiscal Year 2015. Water-Tight Flap Gate 16" and Water-Tight Flap Gate 20" have been added and are available for use on the N410 Drop Pipe practice.

As a reminder, the Soil and Water Districts Commission requires a cap on the county average cost for earthmoving components that is no more than ten percent above the state average cost. For example, if the state average cost for an earthmoving component is \$1.00, the maximum amount that can be entered for that component is \$1.10. For earthmoving components, the **maximums** have been entered into MoSWIMS during rollover. Rather than default to the maximums, districts are encouraged to enter a county average cost for these components that accurately reflects local costs or use the state average cost for earthmoving components.

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

CM:abd

Attachment

**MEMORANDUM
2016-004**

DATE: July 28, 2015

TO: All Soil and Water-Conservation Districts

FROM: Bill Wilson, ^{SW}Deputy Program Director
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2016 Supplemental Allocations

The Soil and Water Districts Commission concurred with a new supplemental allocation process at their December 18, 2014, meeting and further reviewed this process at their June 17, 2015, meeting. The supplemental allocation process will provide funds using a rolling system in the following resource concerns: Animal Waste, Grazing Management, Irrigation Management, Sensitive Areas, Sheet/Rill and Gully Erosion and Woodland Erosion.

Fiscal Year 2016 (FY16) Supplemental Allocation Process

Scheduled supplemental allocations will be based on the following:

- To be eligible for supplemental allocation(s), districts must have obligated at least 90 percent of their total FY16 allocation in a resource concern.
- An allocation amount of \$50,000 will be provided in each qualifying resource concern and an email will be sent to the districts that receive supplemental allocation(s).
- Districts may qualify multiple times in a resource concern if they meet the 90 percent obligation eligibility threshold on each of the scheduled dates.
- The Master Fund Status Report from the Missouri Soil and Water Information Management System (MoSWIMS) will be pulled at the end of the day as listed below:
 - August 6
 - September 3
 - October 1
 - November 5
 - December 3
 - January 7
 - February 4

MEMO TO--All Soil and Water Conservation Districts
Page 2

- MoSWIMS will be locked at 4 p.m. on the dates above and will remain locked until the supplemental allocations have been loaded. An email will be sent to let the districts know when MoSWIMS is unlocked.
- Districts are limited to a \$500,000 maximum of Supplemental Allocations.

The program will evaluate the process and report the status of the FY16 allocations regularly to the Commission. The next Commission meeting is scheduled for August 19, 2015, in Sedalia at the Missouri State Fair.

If you have any questions, please contact your district coordinator. Thank you.

BW:djs

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

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM
2016-005

DATE: July 28, 2015

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Area Meetings

It is time for the 2015 Soil and Water Area Meetings so please mark your calendars for an upcoming meeting. Please see attached the schedule of dates, times and locations of the meetings. Districts may choose to attend any meeting(s) that best fits their schedule.

The Area Meetings this year will present the background and resulting recommendations from the subcommittees that have been working on the Plan for the Future. The subcommittees include: Program Delivery and Operations; Current Conservation Practices; Information and Education; and Emerging Issues. This information will be included in the Plan for the Future document which will be submitted for public comment this fall.

The Soil and Water Districts Commissioners will attend as many meetings as possible to directly interact with district board members and staff. The agency partners will also attend and provide an update on programs that interface with the Soil and Water Conservation Program.

The program will be providing a light meal at each meeting. Please contact Theresa Mueller at theresa.mueller@dnr.mo.gov and provide how many will be attending from your district by 5 p.m. on August 10, 2015. If you have any questions, please contact your district coordinator. Thank you.

CM:djs

Attachment

2015 Area Meetings

Date	MASWCD Area	Time	Location	Facility
August 24	1	9:30 a.m.	St. Joseph	Remington Center 1502 McArthur Drive St. Joseph, MO 64505
August 24	2	5:30 p.m.	Chillicothe	Litton Agriculture Campus Mildred Building 1200 Fair Street Chillicothe, MO 64601
August 25	3	9:30 a.m.	Shelbina	American Legion 520 E. Maple Street Shelbina, MO 63468
August 26	5	9:30 a.m.	Union	East Central College Training Center 1964 Prairie Dell Road Union, MO 63084
August 26	7	5:30 p.m.	Licking	Intercounty Electric Co-op 102 Maple Avenue Licking, MO 65542
August 27	6	9:30 a.m.	Springfield	Missouri Department of Conservation Nature Center Auditorium 4601 S. Nature Center Way Springfield, MO 65804
August 27	4	5:00 p.m.	Sedalia	FCS Financial 2600 S. Limit Avenue Sedalia, MO 65301
August 28	8	10:30 a.m.	Dexter	Keller Public Library 402 West Grant Dexter, MO 63841

REGULAR OPEN MEETING GASCONADE COUNTY SWCD
Posted July 30, 2015, 3:00 p.m.

AGENDA

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

Tuesday, August 4, 2015, 6:30 pm

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

Unfinished Business

- Killian Violation Update
- Light Drill Bill
- SmartProcure Sunshine Law Request (again) Quote Request
- Resolution request

New Business

- Cost-Share –
 - Fund Status
 - N340 Cover Crop Variance
 - EDK Changes
 - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Charles Rademacher	HEL			
Eugene Willimann	HEL			
Lottmann, David & Ellen ¹	C/S	DSL-02	Contract	062-16-0001
Ralph Ross/Ruth Ann Roesler RLT ¹	C/S	N472	Contract	062-16-0002
Sassmann Properties LLC	C/S	N340	Contract	062-16-0003
Koelling Farms	C/S	N340	Contract	062-16-0004
Koelling Farms (Douglas Schenck)	C/S	N340	Contract	062-16-0005
Koelling Farms (Robert Kottwitz)	C/S	N340	Contract	062-16-0006
Kevin Rohlfig	C/S	N340	Contract	062-16-0020
Kevin Rohlfig	C/S	N340	Contract	062-16-0008
Rohlfig Joint RLT	C/S	N340	Contract	062-16-0009
Rohlfig Joint RLT	C/S	N340	Contract	062-16-0010
Rohlfig Joint RLT	C/S	N340	Contract	062-16-0011
PRE-APPROVALS				
Aaron Bossaller (Vollmer)	C/S	N340	(24.7 Acres 2 Species)	062-16-0012
Aaron Bossaller	C/S	N340	(52 Acres 2 Species)	062-16-0013
Luke Henneke (Schneider/Brehe)	C/S	N340	(77.8 Acres 3 Species)	062-16-0014
David Broeker (Richard Broeker)	C/S	N340	(49.3 Acres 3 Species)	062-16-0015
David Broeker	C/S	N340	(24.6 Acres 3 Species)	062-16-0016
David Broeker (Daniel Kuschel)	C/S	N340	(8 Acres 3 Species)	062-16-0017
David Broeker (Meramec Concrete)	C/S	N340	(24.4 Acres 3 Species)	062-16-0018
David Broeker (Marvin Walter)	C/S	N340	(30.4 Acres 3 Species)	062-16-0018
Virgil Schmidt	C/S	DSP-3.4	(25.9 Acres)	
Kattlemann Family Trust		DSP-3.2	(650’ pipe – 1 tank)	Re-Application
Bear Valley		DSP-3.2	(1750’ pipe – 2 tanks)	Re-Application
Larry Klekamp	C/S	DSP-3.4	(40.4 acres)	
Donald Klekamp	C/S	DSP-3.4	(61.5 Acres)	
Richard Greunke	C/S	DSP-3.4	(24.8 Acres)	
James Schafer	C/S	DSP-3.2	(1600’ pipe – 3)	
Todd Nicks	C/S	DSP-3.4	(90 Acres – approximate)	
Dennis Brune	C/S	DSP-3.2	(2,920’ pipe – 3 tanks)	

¹Approved by Debra Nowack, 07/21/15

²Approved by Dennis Berger, 06/11/2015

- NRCS and District Reports – Melinda Barch
- Annual Plan of Action
 - Review of Applications
- Additional New Business
 - None
- DNR Memorandums and Letters
 - Letter - July 6, 2015, Tech II Test Results
 - Letter - July 7, 2015, 2016 District Assistance Allocation
 - Letter – July 10, 2015, Tech Position Approval
 - Memorandum 2016-001 – District Operations Manual Updates
 - Memorandum 2016-002 – FY2016 Cost-share Handbook Updates Including N340 Cover Crop Practice and Water Meters and Connection to Public Water Supply Policy Changes
 - Memorandum 2016-003, State Average Cost List
 - Memorandum 2016-004, Fiscal Year 2016 Supplemental Allocations
 - Memorandum 2016-005, Area Meetings
 -
- Mail
 - None
- Calendar of Events –
 - August 26, Area Meeting, Union, MO
 - August 27, OMG WIA Event
- Adjourn. Next meeting scheduled for Tuesday, **September 1, 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.