

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – USDA Service Center
Monday, August 5, 2013

Chairman Dennis Berger called the regular board meeting to order at 6:30 p.m. Those present were: Chairman Dennis Berger, Vice-Chairman Mike Haeffner, Treasurer Debra Nowack, Member Matt Estes, Secretary James Thompson, District Technician I Kory Hubbard, and District Specialist II Diana Mayfield. Matthew Herring, Franklin County UME, who will be replacing James Thompson, was present. District Conservationist Melinda Barch was absent.

MDC Private Lands Conservationist Kyle Lairmore, Northern County Commissioner Larry Miskel, Southern County Commissioner Jerry Lairmore (7:04), and DNR District Coordinator Patty Chapman were present for the meeting.

Introductions were made for Matt Herring. Our deepest appreciation was extended to James Thompson for his services and best wishes in his retirement.

The minutes of the July meeting were reviewed. Mike Haeffner made the motion to approve the minutes. Matt Estes seconded the motion. Motion carried 5-0.

The minutes of the July closed session were presented. Mike Haeffner made the motion to approve the closed session minutes. Matt Estes seconded the motion. The motion carried 5-0.

The July Treasurer's Report was reviewed. Matt Estes made the motion to approve the treasurer's report. Mike Haeffner seconded the motion. The motion carried 5-0.

The July timesheets were reviewed. Matt Estes made the motion to approve the timesheets as presented. Mike Haeffner seconded the motion. The motion carried 5-0.

Unfinished Business

- ❖ Kory Hubbard briefed the board that the CCPI project is scheduled to have the area engineers meet with the landowner next Tuesday. They will review the design with him and discuss costs. Diana Mayfield indicated that at that time we hope to have some kind of idea as to how much money we might request from the commission to assist with this project. She asked Kyle if he might have additional funding and he said no.
- ❖ Diana Mayfield explained the procedure that was followed to create the proposed Resolution. A query was sent out to all of the districts and we had 42 counties respond with a majority of people concerned about the Technician II testing. A letter was also sent to the county state senators and legislatures as well as the SWC Commissioners. Diana will be adding the names of the supporting districts as they come in and then submit the resolution before the September deadline. Northern

Commissioner Larry Miskel indicated that he had contacted Program Director Colleen Meredith and got the same run-around. He thought that maybe a copy of the letter to the head of DNR would be another avenue. Mike Haeffner and staff attended the area meeting, where Ms Meredith touched on the subject with the same answer – “that they are working on an agreement with Lincoln U for testing and some possible training.” Patty Chapman sympathized with our frustrations over this matter. Dennis Berger indicated that he asked Ron Hardecke to call Ms Meredith and he pretty much got the same answer. Ms Meredith told him that they contract with Lincoln U for the testing but then they outsource the testing to retired NRCS personnel. Mike Haeffner made a motion to approve the resolution and to continue pushing to get this issue resolved. Matt Estes seconded. The motion carried 5-0.

New Business

- ❖ The Board reviewed the fund status with Kory Hubbard. Kory indicated that they are waiting to see what the CCPI project does before we start designing other sensitive area projects. Once we hit at least 80% in a resource concern, we hope to receive additional funding in October. We are around 95 – 100% in Grazing Management and Woodland Projection with the contracts on the table.

Kory Hubbard then addressed the Streambank stabilization Practice. He indicated that in 2009 the board moved to only address rock applications for streambank erosion. He stressed that rock applications are very costly, though effective; but cedar tree revetments are a practical application for the smaller stream projects. He indicated that NRCS and MDC are the technical authority, and it would be helpful for him to be able to offer the cedar tree revetments as alternatives. Kyle Lairmore explained how the cedar trees are installed and how they function. He said that he would be glad to show the board some projects that are on the ground, if desired. Mike Haeffner moved that the components for cedar tree revetments be added to the docket for streambank stabilization. James Thompson seconded the motion. The motion carried 5-0.

Pre-approval was requested for the Culp/Doyel Trust and TimberRidge LLC. These applications are not quite finished but are under a time constraint for completion and the landowners are out of town. Debra Nowack moved to approve the applications as presented and to pre-approve the Culp/Doyel and TimberRidge contracts upon receipt of signatures. James Thompson seconded the motion. The motion carried 5-0.

New Cooperators

- None

Contracts and Conservation Plans

- Sarah Illig Trust, DSP-3.2, \$1,581.00, 062-14-0008¹
- Sarah Illig Trust, DSP-3.3, \$376.87, 062-14-0009¹

- Charles & Joyce Koelling, DWP-01, \$3,254.83, 062-14-0010
- Joseph & Amy Cartwright, N472, \$4,438.88, 062-14-0011
- Lois J Kappelmann RLT, Conservation Plan only, WHIP
- David Gulick, Conservation Plan only, WHIP
- Steve Zernicke, Conservation Plan only, WHIP

1 Approved by Debra Nowack, 07/15/2013

Change Orders

- None

Contract Payments

- None

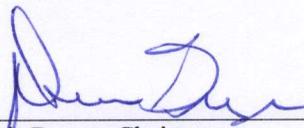
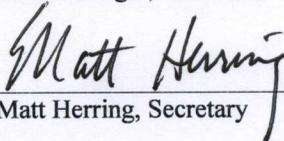
Cancellations

- None

- ❖ The Board reviewed the Annual Plan of Action. Mike Haeffner indicated that his zip code was incorrect and that the 4th Grade Field days should be moved to October instead of September. Mike Haeffner moved to approve the annual Plan of Action with changes. James Thompson seconded the motion. The motion carried 5-0.
- ❖ The Board reviewed the policy for Board Meetings.
- ❖ Diana Mayfield presented a request from landowner, Brian Matlock, for consideration in a reduced drill bill. He originally used the drill for 48 acres when the hydraulic cylinder broke. Due to usage, he was unable to get the drill again to finish his acreage, which was close to 100 acres. He ended up getting a different drill from another county. Matt Estes moved that his acreage charge be reduced from \$10 to \$9. Debra Nowack seconded the motion. The motion carried 5-0.
- ❖ The Oregon Warm Season Grass request for support was reviewed. It was noted that the warm season grasses were removed from the cost-share docket when DNR combined the seeding component. Mike Haeffner moved to support this resolution for DNR to put warm season grasses back on the cost-share docket. Matt Estes seconded the motion. The motion carried 5-0.
- ❖ The Board reviewed the following letters and Memorandums.
 - Memorandum 2014-003, Cooperative Working Agreement
- ❖ The Board reviewed the NRCS & District reports as submitted. Diana Mayfield indicated that Melinda Barch was unable to attend as her husband was in the hospital.
- ❖ Dennis Berger asked if there was any new business. Diana Mayfield indicated that she and Dennis Berger had been discussing the issues facing Kory Hubbard and the Technician II position. She felt that, if the Board desired, the funding was available in the savings account and possibly the CD to go ahead and give Kory the \$13.65 salary that is commensurate with the Technician II position. She indicated that he is well deserving of this funding and he has worked hard for it. He should not have to suffer for program staff inefficiency. Dennis Berger

reiterated that Kory took this job on the pretense of being promoted as soon as he was proficient at the job. He felt like we were misleading him through no fault of our own. Diana Mayfield indicated that there were several other districts in the same situation, according to our recent survey. Dennis asked if the district could afford this endeavor and she felt the district could support this, until the testing issue is resolved one way or the other. She indicated that there is the savings account and the CD comes up for renewal in March; so hopefully, the local funding could hold out until then with no penalty. Surely, the testing issue will be resolved as quickly as possible. Mike Haeffner made the motion to increase Kory Hubbard's salary to \$13.65 effective 08/05/13 at 11:30 a.m. The additional funding should be taken from local funds, tapping into the savings account and then the CD account, if necessary, until the testing procedures have been re-instituted and DNR provides the additional funding. Debra Nowack seconded. A roll call vote was taken. Dennis Berger – yes; Mike Haeffner – yes; Debra Nowack – yes; Matt Estes – yes; James Thompson – yes.

- ❖ Jerry Lairmore and Patty Chapman praised the board for this action. Jerry asked what we are doing to address the testing issue since he came in late and the board informed him of the actions being pursued.
- ❖ Dennis Berger entertained a motion to adjourn. Debra Nowack so moved. Mike Haeffner seconded the motion. All in favor. Meeting adjourned at 8:15 p.m.
- ❖ Due to board member obligations, the next Regular Board Meeting is scheduled to be Thursday, September 12th at 6:30 p.m.

| | |
|--|---------|
|  | 9-12-13 |
| Dennis Berger, Chairman | Date |
|  | 9-12-13 |
| Matt Herring, Secretary | Date |

Checking account #: MAIN
Dates: From 07/01/13 To 07/31/13

| Check/Dep-# | Date | Description | Payee | Amount |
|-------------------------------|------|-------------|---|------------|
| Checking account: MAIN | | | Beginning Checking Account Balance for: Jul | \$5,013.77 |
| Auto bal account #: 00-00-100 | | | | |

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

Checks

| | | | | |
|--------------|----------|---------------------------|------------|-------------|
| 4712 | 07/05/13 | HUBBARD-PAYROLL 07/05/13 | KORY | \$774.67 |
| 4713 | 07/05/13 | MAYFIELD-PAYROLL 07/05/13 | DIANA | \$839.16 |
| 4715 | 07/05/13 | NEWSLETTER MAILING | POSTMASTER | \$138.36 |
| 7134713 | 07/05/13 | MCHCP W/H PYMT | MCHCP | \$1,138.76 |
| 4714 | 07/11/13 | JOHN DEERE REPAIR | MILLER | \$1,975.20 |
| 47140000 | 07/11/13 | JOHN DEERE REPAIR REISSUE | MILLER | \$1,900.00 |
| 6134714 | 07/16/13 | UNEMPLOYMENT PYMT | UNEMPLOY | \$58.10 |
| 4716 | 07/19/13 | HUBBARD-PAYROLL 07/19/13 | KORY | \$793.82 |
| 4717 | 07/19/13 | MAYFIELD-PAYROLL 07/19/13 | DIANA | \$855.32 |
| 4718 | 07/19/13 | FY14 BEGINNING MAINTENANC | MILLER | \$600.00 |
| 4719 | 07/19/13 | SAVINGS DEPOSIT | SWCD | \$50.00 |
| 9414717 | 07/19/13 | 941 TAX PYMT | EFTPS | \$724.84 |
| 4720 | 07/29/13 | JOHN DEERE REPAIR | JOHNDEERE | \$112.32 |
| 4721 | 07/29/13 | AFLAC W/H PYMT | AFLAC | \$172.26 |
| 4724 | 07/29/13 | 2ND CK 4714 | MILLER | \$75.20 |
| Total Checks | | | | \$10,208.01 |

Deposits

| | | | | | |
|----------------|----------|------------------------|--------|---------------|---------|
| 14GASC01 | 07/11/13 | STATE ALLOCATION | | (\$24,027.00) | Deposit |
| 4714 | 07/11/13 | DRILL RECEIPTS | | (\$1,117.20) | Deposit |
| 4716 | 07/11/13 | CASH RECEIPTS | | (\$135.00) | Deposit |
| 4720 | 07/11/13 | CASH RECEIPTS | | (\$450.50) | Deposit |
| 4720-1 | 07/11/13 | FUND 10 REIMBURSEMENT | | (\$216.00) | Deposit |
| 4721 | 07/11/13 | BANK INTEREST 06/30/13 | | (\$2.35) | Deposit |
| 4714 | 07/31/13 | CASHING ISSUE | MILLER | (\$1,975.20) | Deposit |
| Total Deposits | | | | (\$27,923.25) | |

Total Deposits less Checks for the month: (\$17,715.24)

Ending Checkbook Balance: Jul **\$22,729.01**

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

Checking account #: 110
Dates: From 07/01/13 To 07/31/13

| Check/Dep-# | Date | Description | Payee | Amount |
|-------------|------|-------------|-------|--------|
|-------------|------|-------------|-------|--------|

Checking account: 110 Beginning Checking Account Balance for: Jul \$2,063.37
Auto bal account #: 00-00-110

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

Checks

Total Checks \$0.00

Deposits

| | | | | |
|--------|----------|---|----------------|------------------------|
| 070913 | 07/11/13 | JULY 23, 2013 INTEREST | | (\$15.01) Deposit |
| | | | Total Deposits | (\$15.01) |
| | | Total Deposits less Checks for the month: | | (\$15.01) |

Ending Checkbook Balance: Jul \$2,078.38

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

Checking account #: 120
Dates: From 07/01/13 To 07/31/13

| Check/Dep-# | Date | Description | Payee | Amount |
|-------------|------|-------------|-------|--------|
|-------------|------|-------------|-------|--------|

Checking account: 120 Beginning Checking Account Balance for: Jul \$13,376.30
Auto bal account #: 00-00-120

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

Checks

Total Checks \$0.00

Deposits

| | | | | |
|--|--|---|----------------|--------|
| | | | Total Deposits | \$0.00 |
| | | Total Deposits less Checks for the month: | | \$0.00 |

Ending Checkbook Balance: Jul \$13,376.30

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

Reporting period: 07/01/13 to 07/31/13

Starting account: First Ending account: Last

Details are not shown

Print zero dollar accounts:

No

Fund: 01 Local Funds

| Account-# | Description | Beg-Bal | Tot-Debit | Tot-Credit | End-Bal |
|-----------|--------------------------------|---------------|------------|--------------|---------------|
| 1-00-300 | BEGINNING FUND BALANCE | (\$19,806.12) | \$0.00 | \$0.00 | (\$19,806.12) |
| 1-00-400 | INTEREST EARNED ON CHECKING | \$0.00 | \$0.00 | (\$2.35) | (\$2.35) |
| 1-00-401 | INTEREST ON CD | \$0.00 | \$0.00 | (\$15.01) | (\$15.01) |
| 1-00-403 | NEWSLETTER ADVERTIZING DONATIO | \$0.00 | \$0.00 | (\$62.50) | (\$62.50) |
| 1-00-408 | SAVINGS DEPOSITS | \$0.00 | \$50.00 | \$0.00 | \$50.00 |
| 1-00-416 | SALE OF GOODS-FLAGS | \$0.00 | \$0.00 | (\$10.00) | (\$10.00) |
| 1-00-431 | ROTOWIPER RENTAL | \$0.00 | \$0.00 | (\$25.00) | (\$25.00) |
| 1-00-432 | JOHN DEERE DRILL RENTAL | \$0.00 | \$0.00 | (\$1,092.20) | (\$1,092.20) |
| 1-00-433 | GREAT PLAINS DRILL RENTAL | \$0.00 | \$0.00 | (\$513.00) | (\$513.00) |
| 1-00-515 | MANAGERS GROSS SALARY - DIANA | \$0.00 | \$88.00 | \$0.00 | \$88.00 |
| 1-00-518 | TECHNICIAN SALARY - KORY | \$0.00 | \$54.40 | \$0.00 | \$54.40 |
| 1-00-632 | JOHN DEERE DRILL REPAIR | \$0.00 | \$2,571.92 | (\$1,975.20) | \$596.72 |
| 1-00-635 | JOHN DEERE MAINTENANCE | \$0.00 | \$2,090.80 | \$0.00 | \$2,090.80 |

Summary Page:

| | |
|--------------------|---------------|
| Beginning Balance: | (\$19,806.12) |
| Total Income: | (\$1,670.06) |
| Total Expenses: | \$2,829.92 |
| Funds Remaining: | (\$18,646.26) |

HUBBARD, KORY D

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

Time Period Ending: 07/08/2013 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Total |
|----------------------------------|----------|----------|----------|----------|----------|------|------|------|-------|
| Line Item | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| Start Time | 12:30 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | | |
| Stop Time | 04:30 PM | | | | |
| DWP-03 - TECHNICAL | 0:00 | 1:00 | 0:45 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:45 |
| WORK - EQUIPMENT RENTAL | 0:30 | 0:00 | 0:30 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - GENERAL LANDOWNER CONTACT | 0:00 | 2:30 | 1:30 | 2:30 | 1:30 | 0:00 | 0:00 | 0:00 | 8:00 |
| WORK - OFFICE ADMINISTRATION | 2:00 | 4:30 | 5:00 | 4:30 | 7:00 | 0:00 | 0:00 | 0:00 | 23:00 |
| WORK - TRAINING | 1:30 | 1:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 4:30 |
| WORK - USDA TECHNICAL ASSISTANCE | 0:00 | 0:00 | 1:15 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:15 |
| Total | 4:00 | 9:00 | 9:00 | 9:00 | 9:00 | 0:00 | 0:00 | 0:00 | 40:00 |

Board Member Initials: 

Date: 7/16/13

Page 1 of 2

HUBBARD, KORY D

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

Time Period Ending: 07/08/2013 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Total |
|----------------------------------|------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 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 | 03:30 PM | 04:30 PM | | | 12:00 PM | |
| ANNUAL LEAVE | 0:00 | 9:00 | 9:00 | 0:00 | 9:00 | 0:00 | 0:00 | 0:00 | 27:00 |
| HOLIDAY | 0:00 | 0:00 | 0:00 | 8:00 | 0:00 | 0:00 | 0:00 | 0:00 | 8:00 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 | 0:30 |
| WORK - GENERAL LANDOWNER CONTACT | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 | 0:30 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 4:00 | 4:00 |
| Total | 0:00 | 9:00 | 9:00 | 8:00 | 9:00 | 0:00 | 0:00 | 5:00 | 40:00 |

HOLIDAY
DWP-03 - TECHNICAL
WORK - GENERAL
LANDOWNER CONTACT

4th of July
Bossaller
nicks, Halsted

Earned This Pay Period:

Annual Leave Accrued: 4:00
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: 71:30
Sick Leave Balance: 49:30

Compensation Time Balance: 0:08
Military Leave Balance: 0:00

Pay Rate: \$11.00

Employee Signature: Kory Hubbard

Date: 7-8-13

Board Member Signature: Alma Nowack

Date: 7/16/13

HUBBARD, KORY D

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

Time Period Ending: 07/22/2013 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|--|----------|----------|----------|----------|----------|------|------|------|-------|
| Line Item | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Total |
| 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 | 08:30 PM | 04:30 PM | | | | |
| SICK LEAVE | 0:00 | 0:00 | 0:00 | 3:30 | 0:00 | 0:00 | 0:00 | 0:00 | 3:30 |
| DSP 3.2 - TECHNICAL | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 |
| DSP 3.4 - TECHNICAL | 0:00 | 1:00 | 0:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| DSP 3.3 - TECHNICAL | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 |
| WORK - BOARD MEETING | 0:00 | 0:00 | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:30 | 0:00 | 0:30 | 1:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| WORK - GENERAL LANDOWNER CONTACT | 0:00 | 2:30 | 3:30 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 6:30 |
| WORK - OFFICE ADMINISTRATION | 4:00 | 3:30 | 2:30 | 1:15 | 4:30 | 0:00 | 0:00 | 0:00 | 15:45 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 0:00 | 0:00 | 3:00 | 0:45 | 0:00 | 0:00 | 0:00 | 0:00 | 3:45 |
| WORK - USDA TECHNICAL ASSISTANCE | 0:00 | 0:00 | 0:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| Total | 4:00 | 9:00 | 9:00 | 9:00 | 9:00 | 0:00 | 0:00 | 0:00 | 40:00 |

HUBBARD, KORY D

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

Time Period Ending: 07/22/2013 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|--|------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Total |
| Start Time | | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 07:00 AM | |
| Stop Time | | 04:30 PM | 04:30 PM | 04:30 PM | 12:00 PM | | | 12:00 PM | |
| ANNUAL LEAVE | 0:00 | 0:00 | 0:00 | 0:00 | 3:00 | 0:00 | 0:00 | 0:00 | 3:00 |
| DSP 3.5 - TECHNICAL | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:30 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:00 | 2:00 |
| WORK - GENERAL LANDOWNER CONTACT | 0:00 | 1:30 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:30 | 3:30 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 5:00 | 2:00 | 3:00 | 0:00 | 0:00 | 0:00 | 2:00 | 12:00 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - USDA TECHNICAL ASSISTANCE | 0:00 | 1:30 | 7:00 | 4:00 | 3:30 | 0:00 | 0:00 | 1:30 | 17:30 |
| Total | 0:00 | 9:00 | 9:00 | 9:00 | 8:00 | 0:00 | 0:00 | 5:00 | 40:00 |

DSP 3.2 - TECHNICAL Illig
 DSP 3.4 - TECHNICAL Hollender
 DSP 3.3 - TECHNICAL Illig
 DSP 3.5 - TECHNICAL Jost
 WORK - BOARD MEETING July
 WORK - GENERAL LANDOWNER CONTACT Horstmann, Bock, Hobin
 LANDOWNER CONTACT
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES newsletter
 WORK - USDA TECHNICAL ASSISTANCE CSP Field Visits

HUBBARD, KORY D

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

Time Period Ending: 07/22/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 48:30

Compensation Time Balance: 0:08

Sick Leave Balance: 53:30

Military Leave Balance: 0:00

Pay Rate: \$11.00

Employee Signature: *Kory Hubbard*

Date: 7-23-13

Board Member Signature: *Chris Nowack*

Date: 7-29-13

MAYFIELD, DIANA M

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

Time Period Ending: 07/08/2013 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Total |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Line Item | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| 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 | 04:30 PM | | | | 11:30 AM | |
| COMP TIME | 0:00 | 0:00 | 0:00 | 0:00 | 4:00 | 0:00 | 0:00 | 0:00 | 4:00 |
| WORK - ACCOUNTING | 0:00 | 1:00 | 1:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 3:30 |
| WORK - COST-SHARE ADMINISTRATION | 0:00 | 1:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:30 |
| WORK - GENERAL LANDOWNER CONTACT | 1:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - LANDOWNER PROGRAM AWARENESS | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:00 | 1:00 |
| 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 | 2:30 | 2:30 | 5:00 | 0:00 | 0:00 | 0:00 | 0:30 | 10:30 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 0:30 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 | 4:00 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 2:30 | 1:00 | 1:30 | 2:00 | 0:00 | 0:00 | 0:00 | 2:00 | 9:00 |
| Total | 4:00 | 9:00 | 9:00 | 9:00 | 4:00 | 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: 07/08/2013 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Total |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Line Item | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 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 | 2:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:00 |
| HOLIDAY | 0:00 | 0:00 | 0:00 | 9:00 | 0:00 | 0:00 | 0:00 | 0:00 | 9:00 |
| WORK - ACCOUNTING | 0:00 | 2:00 | 0:00 | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 3:30 |
| WORK - BOARD MEETING | 0:00 | 1:00 | 2:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 5:00 |
| WORK - COST-SHARE ADMINISTRATION | 0:00 | 1:15 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:15 |
| WORK - EQUIPMENT RENTAL | 0:00 | 1:00 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 1:00 | 2:00 | 0:00 | 3:15 | 0:00 | 0:00 | 0:00 | 6:15 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 4:00 | 1:00 | 3:00 | 0:00 | 1:00 | 0:00 | 0:00 | 0:00 | 9:00 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:00 | 1:45 | 0:00 | 0:00 | 0:45 | 0:00 | 0:00 | 0:00 | 2:30 |
| 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 holiday
 HOLIDAY 4th of July
 WORK - ACCOUNTING payroll, end year pymts
 WORK - BOARD MEETING Prep
 WORK - COST-SHARE ADMINISTRATION end year maintenance
 WORK - GENERAL LANDOWNER CONTACT McIntyre
 WORK - MEETINGS Soil Health
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES newsletter, soil health mtg
 WORK - USDA ADMINISTRATIVE ASSISTANCE Quality Review

MAYFIELD, DIANA M

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

Time Period Ending: 07/08/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

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

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

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 101:30
Sick Leave Balance: 438:15

Compensation Time Balance: 5:39
Military Leave Balance: 0:00

Pay Rate: \$14.00

Employee Signature: Diana Mayfield
Board Member Signature: Debra Hoback

Date: 7/15/13
Date: 7/10/13

MAYFIELD, DIANA M

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

Time Period Ending: 07/22/2013 11:30:00 AM

Status: Pending Board Approval

| Week 1 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|--|------|----------|----------|----------|----------|------|------|----------|-------|
| Line Item | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Total |
| Start Time | | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | 07:00 AM | |
| Stop Time | | 04:30 PM | 04:45 PM | 08:30 PM | 12:00 PM | | | 12:00 PM | |
| DSL-01 - ADMINISTRATION | 0:00 | 0:30 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:00 |
| DSP 3.2 - ADMINISTRATION | 0:00 | 1:30 | 0:00 | 0:00 | 0:15 | 0:00 | 0:00 | 0:00 | 1:45 |
| DSP 3.4 - ADMINISTRATION | 0:00 | 0:30 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:00 |
| N472 - ADMINISTRATION | 0:00 | 0:30 | 0:00 | 0:00 | 0:30 | 0:00 | 0:00 | 0:00 | 1:00 |
| DSP 3.3 - ADMINISTRATION | 0:00 | 1:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:30 |
| WORK - ACCOUNTING | 0:00 | 1:00 | 0:00 | 1:30 | 0:30 | 0:00 | 0:00 | 1:30 | 4:30 |
| WORK - BOARD MEETING | 0:00 | 0:00 | 0:00 | 5:00 | 1:00 | 0:00 | 0:00 | 0:00 | 6:00 |
| WORK - COST-SHARE ADMINISTRATION | 0:00 | 1:30 | 0:30 | 1:00 | 0:00 | 0:00 | 0:00 | 1:30 | 4:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 0:30 | 0:00 | 0:15 | 0:00 | 0:00 | 0:00 | 0:00 | 0:45 |
| WORK - OFFICE ADMINISTRATION | 0:00 | 1:00 | 0:00 | 0:30 | 1:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 0:00 | 0:30 | 8:45 | 2:30 | 0:00 | 0:00 | 0:00 | 1:00 | 12:45 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:00 | 0:00 | 0:00 | 1:45 | 0:45 | 0:00 | 0:00 | 1:00 | 3:30 |
| Total | 0:00 | 9:00 | 9:15 | 12:30 | 5:00 | 0:00 | 0:00 | 5:00 | 40:45 |

MAYFIELD, DIANA M

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

Time Period Ending: 07/22/2013 11:30:00 AM

Status: Pending Board Approval

| Week 2 | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | |
|--|----------|----------|----------|----------|----------|------|------|------|-------|
| Line Item | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Total |
| Start Time | 12:30 PM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | | | | |
| Stop Time | 04:30 PM | | | | |
| WORK - ACCOUNTING | 0:30 | 3:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 3:30 |
| WORK - BOARD MEETING | 2:00 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - COST-SHARE ADMINISTRATION | 0:30 | 1:00 | 0:30 | 0:30 | 0:00 | 0:00 | 0:00 | 0:00 | 2:30 |
| WORK - EQUIPMENT RENTAL | 0:00 | 1:00 | 0:15 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 1:15 |
| WORK - OFFICE ADMINISTRATION | 0:30 | 1:30 | 7:15 | 7:30 | 6:00 | 0:00 | 0:00 | 0:00 | 22:45 |
| WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES | 0:30 | 1:00 | 0:00 | 0:00 | 2:00 | 0:00 | 0:00 | 0:00 | 3:30 |
| WORK - USDA ADMINISTRATIVE ASSISTANCE | 0:00 | 1:00 | 1:00 | 1:00 | 1:00 | 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 |

DSL-01 - ADMINISTRATION BOCK
 DSP 3.2 - ADMINISTRATION WINTERS, ILLIG
 DSP 3.4 - ADMINISTRATION HOLLANDER, ILLIG
 N472 - ADMINISTRATION WINTERS, BOCK
 DSP 3.3 - ADMINISTRATION ILLIG
 WORK - ACCOUNTING Payroll
 WORK - BOARD MEETING 07/11/13 05:00-08:30
 WORK - OFFICE ADMINISTRATION Resolution
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES NEWSLETTER

MAYFIELD, DIANA M

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

Time Period Ending: 07/22/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00

Compensation Time Accrued: 0:00 1:05

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 107:30

Compensation Time Balance: 1:39

Sick Leave Balance: 442:15

Military Leave Balance: 0:00

Pay Rate: \$14.00

Employee Signature: *Diana Mayfield*

Date: 7/29/13

Board Member Signature: *Diana Mayfield*

Date: 7/30/13

Fund Status (2014)

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 2014 | \$17,952.00 | \$16,979.36 | \$972.64 | \$0.00 | \$17,952.00 | | \$352.99 |
| Project Sub Total | \$17,952.00 | \$16,979.36 | \$972.64 | \$0.00 | \$17,952.00 | | \$352.99 |
| NP NUTRIENT & PEST 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> |
| NUTRIENT & PEST MANAGEME 2014 | \$3,000.00 | \$1,404.00 | \$1,596.00 | \$0.00 | \$3,000.00 | | \$0.00 |
| Project Sub Total | \$3,000.00 | \$1,404.00 | \$1,596.00 | \$0.00 | \$3,000.00 | | \$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 2014 | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$15,000.00 | | \$0.00 |
| Project Sub Total | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$15,000.00 | | \$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 2014 | \$40,456.00 | \$6,034.64 | \$34,421.36 | \$0.00 | \$40,456.00 | | \$3,254.83 |
| Project Sub Total | \$40,456.00 | \$6,034.64 | \$34,421.36 | \$0.00 | \$40,456.00 | | \$3,254.83 |
| 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 2014 | \$15,000.00 | \$10,561.12 | \$4,438.88 | \$0.00 | \$15,000.00 | | \$4,438.88 |
| Project Sub Total | \$15,000.00 | \$10,561.12 | \$4,438.88 | \$0.00 | \$15,000.00 | | \$4,438.88 |
| Grand Totals | 91,408.00 | \$34,979.12 | \$56,428.88 | \$0.00 | \$91,408.00 | | \$8,046.70 |

Fiscal Year = 2014, Sort By Project

C650 *Streambank Stabilization*

Purpose

1. Protect streambanks from accelerated erosion.
2. Provide adequate streambank vegetation.
3. Improve water quality.

Applicability

1. Applies to agricultural land along streams where significant streambank erosion problems exist.
2. A district must work with MDC and NRCS staff to determine eligibility and whether technical assistance can be provided. NRCS is able to offer technical assistance in federally funded partnership projects. MDC is able to offer technical assistance within priority watersheds.

Erosion Requirements

Practice has no erosion requirements.

Specifications

The completed practice must meet MDC Policies and Procedures for MDC 650 Streambank restoration if MDC staff is the technical authority; and NRCS Standards and Specifications for Fence (382), livestock exclusion under Access Control (472), Tree/Shrub Site Preparation (490), Streambank and Shoreline Protection (580), and Tree/Shrub Establishment (612) contained in the Field Office Technical Guide.

Policies

1. Plantings will be protected from fire and livestock throughout the life of the practice.
2. Stabilization structures will remain in place until sufficient vegetation is present to sustain bank stability. This will be determined by MDC or NRCS technical staff. Cost-share for reconstruction will not be available.
3. ***Cost-share is authorized for:***
 - a. Components necessary for cedar tree revetments, rock riprap, and bioengineering materials.
 - b. Seedling or other plantings needed to stabilize the constructed area.
 - c. Exclusion fence. Corridor width must be a minimum distance of 50 feet from the top of the streambank.
4. ***Cost-share is not authorized for:***
 - a. Any stream with substantial watershed or in-channel problems, such as channelization or excessive streambank erosion.
 - b. Planting of trees for commercial production.

- c. Fence that does not serve the purpose of excluding livestock, such as property lines, rights-of-way, or farm road boundaries.
- d. Clearing of rocks or other obstructions from the areas to be treated.
- e. Labor, material, and equipment supplied at no charge by any agency or organization.

Maximum State Cost-Share

- 1. Not to exceed \$5,000.00 per landowner and/or farm.
- 2. Utilize the Practice Limits Detail Report in MoSWIMS to ensure compliance with applicable maximums.

Map Requirements

A map that displays the completed practice must be scanned and attached as a document type "Map" in MoSWIMS prior to contract payment submission.

Technical Responsibilities

MDC or NRCS technical staff has the responsibility for determining the need for the practice, for design of the practice based upon the minimum extent necessary, and to certify that the completed practice meets NRCS standards and specifications within commission policy.

Acres Served

Acreage is equal to zero.

Extent Installed

Linear Feet excluded on each side of the stream.

Maintenance Life

10 years.

RESOLUTION PROPOSAL

GASCONADE COUNTY SOIL AND WATER CONSERVATION DISTRICT

Whereas, on January 1, 2009, the Soil and Water Conservation Districts Commission established the Administrative Policies and Procedures for the District Technician II as requiring a Baseline Technician II verification process for assessing the individual skills in certifying conservation practices required by the Natural Resources Conservation Service (NRCS)

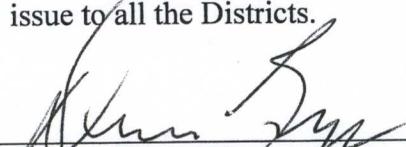
Whereas, on January 1, 2012, technicians that pass the Baseline Technician II testing must also complete the NRCS Certified Conservation Planner training and submit conservation plans according to NRCS requirements to become fully certified as a District Technician II

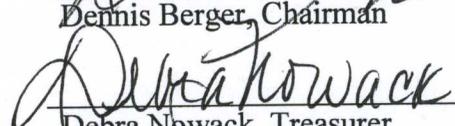
Whereas, the Baseline Technician II Certification and the NRCS Certified Conservation Planner must be established in order to receive the Technician II status and financial allocation that is associated with the position, and

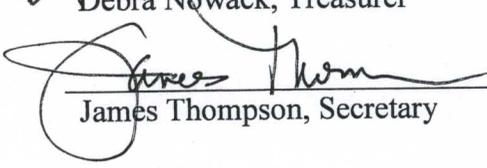
Whereas, according to Memorandum 2012-019, any District employee with board approval may take the Baseline Technician II test.

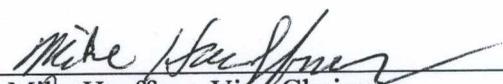
Therefore, be it resolved: that the Soil and Water Program Commission and the DNR Program Director establish precedence in establishing a more structured schedule committed to offering the required testing and allow adequate time to achieve the Certified Conservation Planner course as provided by NRCS.

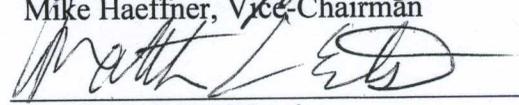
Be it also resolved: that if the Program Director is unable to establish an instantaneous agreement with the current developer of the baseline testing, that other alternatives be sought out immediately to remedy the situation. Also, that the Soil and Water Conservation Program Director and staff be forthcoming on the progress related to this issue to all the Districts.


Dennis Berger, Chairman


Debra Nowack, Treasurer


James Thompson, Secretary


Mike Haeffner, Vice-Chairman


Matthew Estes, Member

Supporting Counties: Lawrence, Warren, Madison, Oregon, Camden, Miller, Putnam, Cole, Dunklin, Dent, Butler, St. Genevieve, Cedar, DeKalb, Pettis, Osage, McDonald, Howell, Moniteau

RESOLUTION PROPOSAL

GASCONADE COUNTY SOIL AND WATER CONSERVATION DISTRICT

Whereas, on January 1, 2009, the Soil and Water Conservation Districts Commission established the Administrative Policies and Procedures for the District Technician II as requiring a Baseline Technician II verification process for assessing the individual skills in certifying conservation practices required by the Natural Resources Conservation Service (NRCS)

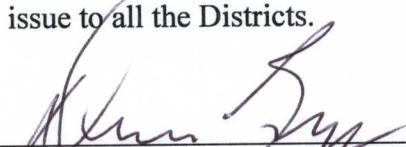
Whereas, on January 1, 2012, technicians that pass the Baseline Technician II testing must also complete the NRCS Certified Conservation Planner training and submit conservation plans according to NRCS requirements to become fully certified as a District Technician II

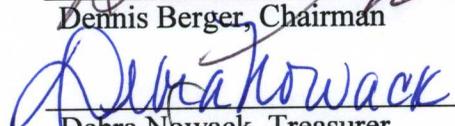
Whereas, the Baseline Technician II Certification and the NRCS Certified Conservation Planner must be established in order to receive the Technician II status and financial allocation that is associated with the position, and

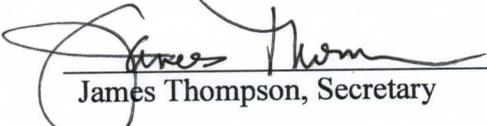
Whereas, according to Memorandum 2012-019, any District employee with board approval may take the Baseline Technician II test.

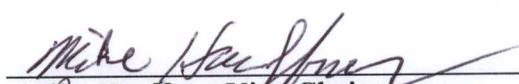
Therefore, be it resolved: that the Soil and Water Program Commission and the DNR Program Director establish precedence in establishing a more structured schedule committed to offering the required testing and allow adequate time to achieve the Certified Conservation Planner course as provided by NRCS.

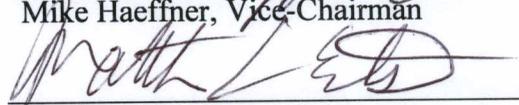
Be it also resolved: that if the Program Director is unable to establish an instantaneous agreement with the current developer of the baseline testing, that other alternatives be sought out immediately to remedy the situation. Also, that the Soil and Water Conservation Program Director and staff be forthcoming on the progress related to this issue to all the Districts.


Dennis Berger, Chairman


Debra Nowack, Treasurer


James Thompson, Secretary


Mike Haeffner, Vice-Chairman


Matthew Estes, Member

Supporting Counties: Lawrence, Warren, Madison, Oregon, Camden, Miller, Putnam, Cole, Dunklin, Dent, Butler, St. Genevieve, Cedar, DeKalb, Pettis, McDonald, Howell, Moniteau, Lafayette

Oregon County Soil & Water Conservation District

Rt 2 Box 2924 Alton, MO 65606 (417-778-7561 Ext 3)

Missouri Soil and Water District Commission
PO Box 176
Jefferson City, MO 65102

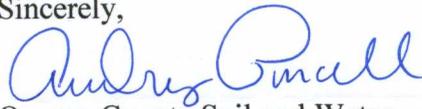
July 24, 2013

Dear Commission,

The Oregon County Soil and Water Conservation District Board of Supervisors is submitting this letter requesting a “more structured schedule” for the Baseline Technician II testing and “adequate time to achieve the NRCS Certified Conservation Planner training”. Therefore, we are supporting the Gasconade County SWCD with their resolution proposal.

Thank you in advance for considering this matter and we look forward to hearing a positive outcome. If you have any questions feel free to contact our office at 417-778-7561 Ext. 101.

Sincerely,



Oregon County Soil and Water
Conservation District
Board of Supervisors

Laclede County Soil and Water Conservation District

1242 Deadra Drive, Lebanon, MO 65536

417.532.6305 ext. 101

The Laclede County SWCD Board of Supervisors voted at the regular meeting on Thursday, August 15, 2013 to support the Resolution Proposal submitted by Gasconade County requiring a Baseline Technician II verification process for assessing the individual skills in certifying conservation practices required by the Natural Resources Conservation Service. - *Timeline* -



Steve Stratton, Chairman

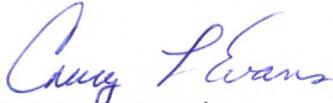


Bill Shields, Vice Chairman

Adam Hoffman, Treasurer



James Thompson, Secretary



Craig Evans, Member

MONITEAU COUNTY Soil & Water Conservation District

410 W. Buchanan St.
California MO 65081
573-796-2010 x3

August 20, 2013

Soil and Water Conservation Districts Commission
%Department of Natural Resources
PO Box 176
Jefferson City MO 65102

RE: Gasconade Co SWCD Resolution Proposal

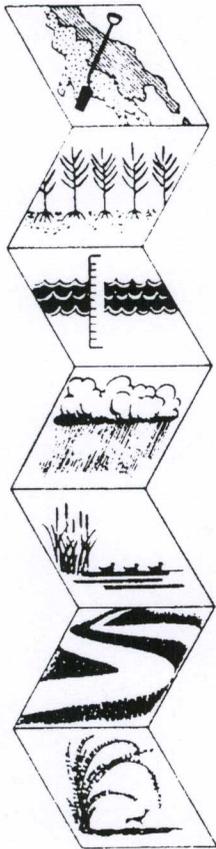
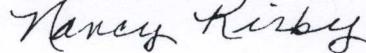
Dear Commissioners:

The Moniteau County Soil and Water Conservation District Board would to state that they agree with the above referenced Resolution Proposal and will back this up at Tan-Tar-A by casting a vote in favor.

We Thank You for listening to our concerns and appreciate your time and assistance.

Sincerely,

Moniteau Co SWCD Board
By Nancy Kirby, Program Specialist II



DISTRICT BOARD
Carl Allee
Chairman

Darrell Hoellering
Member

Harold Haldiman
Treasurer

Will Dietzel
Vice Chairman

Joni Ross
Extension Member
Secretary



Gasconade County Soil and Water Conservation District

314 South Olive - Owensville, MO 65066 - Phone (573) 437-3478 - Fax (573) 437-4771

July 18, 2013

Representative Craig Redmon
Chairman, Agriculture and Natural Resources Appropriations
201 W. Capital Avenue
Rm 111
Jefferson City, MO 65101

Dear Representative Redmon,

The Gasconade County Soil & Water Conservation District (GCSWCD) is one of one hundred and fourteen Districts that are bringing conservation to the land through the 1/10 of 1% Parks and Soil Sales Tax, which was established by the voters in 1983. The GCSWCD staff works closely with the Natural Resources Conservation Service (NRCS) and the Department of Natural Resources (DNR) Soil & Water Conservation Program (SWCP).

The DNR SWCP office provides our District direction in following Commission policy and program statutes and they also administer the funding for personnel/administrative expenses as well as the State Cost-Share Program. Most districts rely heavily, if not wholly, on the Parks and Soil Tax stipend that is provided to employ staff. DNR, along with the Soil & Water Commission, has established certain steps in order to obtain the personnel funding needed for District Specialists and Technicians in each office. It is one of these steps that we are writing to you about today.

We are concerned over the matter of the availability of the Tech II Certification process. When hiring a district technician, one would usually begin at the level of Technician I; and after on-the-job training and time in the field, the technician is given the opportunity to advance to the Technician II position through a Certification process, which includes an examination and completion of the NRCS Conservation Planning Course.

When this process was first implemented in 2009, the testing was offered 2 – 4 times a year based on district staffing needs. Sadly, the test has not been offered since February of 2012. NRCS has been working diligently on developing a webinar for the Conservation Planning Course, which will allow for easier access to that required training. However, it seems that the examination part is at a standstill, due to the lack of a Memorandum of Understanding between DNR and Lincoln University. Lincoln University was initially contracted to create the training/testing and to administer it.

Helping People Help the Land

An Equal Opportunity Provider and Employer

Conservation - Development - Self-Government

There are several technicians throughout the state, who are currently waiting to take the examination to prove their worth and to gain the financial compensation for the position. Many Districts inform potential candidates for the position of Technician of the advancement opportunity process during the interview phase. It is very difficult to find and maintain quality staff. The GCSWCD has invested a great deal of time and money training our current technician, and we would hate to lose this exceptional young man because of a lack of program availability on the part of the Soil & Water Conservation Program Office.

We have brought our concerns to the Program Director Colleen Meredith, the Soil and Water Commissioners, and the Missouri Association of Soil & Water Conservation Districts to no avail. That is why we are seeking your assistance in encouraging the Program Office to rectify this issue immediately.

We thank you, in advance, for your attention to this matter.

Sincerely,

Dennis Berger
Chairman, Board of Supervisors

CC: Colleen Meredith, SWCP Director
Northern Commissioner Larry Miskel
Southern Commissioner Jerry Lairmore
Presiding Commissioner Nick Baxter

BOARD OF SUPERVISORS
Dennis Berger, Chairman
Michael Haeffner, Vice-Chairman
Debra Nowack, Treasurer
Matthew Estes, Member
James Thompson, Secretary

This Letter was sent to the following:

Representative Dave Schatz
Representative Tom Hurst
Senator Mike Kehoe
Congressman Blaine Luetkemeyer
Commissioner Richard Fordyce
Commissioner Gary Vandiver
Commissioner Charlie Ausfahl
Commissioner Thomas Bradley
Commissioner H. Ralph Gaw

ANNUAL PLAN OF ACTION

July 1, 2013 through June 30, 2014

GASCONADE COUNTY SOIL AND WATER CONSERVATION DISTRICT

I. Purpose of the District's Annual Plan of Action

The purpose of the Gasconade County Annual Plan of Action is to set forth priorities in accomplishing soil and water conservation. This plan, along with the Long-Range Program, is to be used to guide the supervisors and other individuals and organizations that are associated with the District.

II. Information on the Soil and Water Conservation District Board of Supervisors

A. Board of Supervisors

| | | Area | Township |
|---------------|--|-------------|-----------------------------------|
| Vice-Chairman | Mike Haeffner 1320 Hwy 100 Morrison, MO 65061 | I | Richland, Boulware |
| Chairman | Dennis Berger 809 Hillcrest Owensville, MO 65066 | II | Roark, Boeuf |
| Treasurer | Debra Nowack 1515 Mint Springs Road Owensville, MO 65066 | III | Bourbois, Clay, Third Creek |
| Member | Matthew Estes 2162 Hwy 50 Rosebud, MO 63091 | IV | Canaan, Brush Creek |
| Secretary | James Thompson 1106 Hwy 28 W Owensville, MO 65066 | | |

B. Board Meetings

The regular monthly Board Meeting is held on the first Tuesday of each month at 6:30 p.m, at the Natural Resources Conservation Service Field Office in Owensville, MO.

C. Funds are received from the State of Missouri Department of Natural Resources (DNR) for management, technical, and administrative services.

D. Funds are received from the State of Missouri (DNR) for the Cost-Share Program on erosion control and water quality.

E. The County Commission also provides extra funds upon request and review of the budget.

III. This Year's Objective and Activities

A. Objective:

The District will increase its efforts to encourage landowners to use adequate conservation practices.

Activities:

- 1) Supervisors will contact landowners in their areas to explain district programs.
- 2) The news media will be used to the utmost in order to keep the public informed of the district programs and district meetings.
- 3) The Board will maintain an up-to-date webpage.
- 4) The Board will hold an Annual Meeting in the Spring.
- 5) The Board will publish and distribute the Annual Report with a narrative.
- 6) The Board, along with the technical assistance of Natural Resources Conservation Service (NRCS), will maintain good working relations with the county contractors.
- 7) The Board will cooperate with other agencies, groups, and individuals and solicit their assistance for better conservation.
- 8) The Board will give resource information to any individual and resource development group that request it.
- 9) The Board will decide on priority of assistance based on:
 - a) Soil erosion and water quality
 - b) Forage and crop management
- 10) The District will participate in the Missouri Soil and Water Conservation Cost-share Program, making state funds available for erosion control and water quality.
- 11) The District will have available for rent by landowners:
 - Two (2) no-till drills
 - Burn equipment
 - Rotowiper
 - ATV Sprayer, cool season grass seeder, warm season grass seeder, and disk
 - Soil probe
- 12) The Board will offer 12 spaces for advertisement in the semi-annual newsletter to help offset the cost of postage.
- 13) The Board will nominate a family to receive the Family Conservation Award
- 14) The Board will nominate a volunteer for their Volunteer Award
- 15) The Board will present a Conservation Partnership Award

B. Objective:

The District will step up its information and education efforts to promote conservation.

Activities:

- 1) The Board will display conservation literature at all times in the office and at special activities.
- 2) The Board will sponsor the annual Soil and Water Conservation Poster contest.
- 3) The Board will offer educational services to each school in the district.
- 4) The Board will make available information on soil conservation to youth groups (Girl Scouts, Boy Scouts, Vo-Ag., etc.) as requested.
- 5) The Board will publish and distribute a District Newsletter on a semi-yearly basis. It will be mailed and posted on the district web site.
- 6) The Board will co-sponsor along with other districts, a Grassland Contest. The Contest is for FFA Chapters in this region of the state.
- 7) The Board will sponsor the FOSA's Grazing School, which will satisfy requirements for DSP-3, Planned Grazing Systems.
- 8) The Board will co-sponsor, along with other districts, a Forage and Beef Conference.
- 9) The Board will co-sponsor, along with Warren and Montgomery Counties, a Soil Health Seminar
- 10) The Board will hold two 4th Grade Field Days for county schools in October.
- 11) The Board will host a field day for Families in Agriculture or similar program in the fall.
- 12) The Board will sponsor the Central Region Envirothon by sending staff to assist with event.
- 13) Upon acceptance of the Cooperative Conservation Partnership Initiative (CCPI), "Stabilizing Streambank Erosion Issues within the Bourbeuse Watershed in Gasconade County," the Board will host a series of landowner workshops over the course of 5 years to educate and sign-up landowners for the projects. The SWCD will work with NRCS in the implementation of the projects.
- 14) The District will assist with the River Relief Project.
- 15) The Board will host a pond/timber management workshop during the winter months.

C. Objective:

The Board will cultivate positive relationships with local, state, and federal government in order to strengthen support for conservation programs.

Activities:

- 1) The Board of Supervisors will invite the County Commission to all Board Meetings and Special Meetings. The Board will also ensure that the Commissioners receive a copy of all meeting minutes.
- 2) The Board will make contact with state and federal elected representatives when conservation-oriented legislation is being considered.
- 3) A copy of the Annual Report w/ Narrative and other important documents will be posted on the district web site.

D. Objective:

The Board will perform the administrative obligations of the Soil and Water Conservation District.

Activities:

- 1) The board will hold monthly business meetings.
- 2) The board will submit, on time, the reports required by law or by the State Commission.
- 3) The Board will annually discuss the various memorandums of understanding that the district has with other agencies and each year review at least one with an appropriate agency.
- 4) The Board will review the Civil Rights Procedure with NRCS.
- 5) The Board will pay the MASWCD state dues.
- 6) The Board will pay the MOPERM liability insurance as required.
- 7) The Board will present a budget proposal to the County Commission.
- 8) The Board will perform an annual performance evaluation of District Employees.

E. Objective:

The Board will seek to solve some of the problems and needs of the District.

Activities:

- 1) The Board will work to improve the education program.
- 2) The District will participate in the Volunteer Program.
- 3) The Board will continue to seek improvements in the District Technician testing procedures.

F. Objective:

The Supervisors will seek training for themselves in order to develop individual leadership capabilities and to strengthen the Board as a whole.

Activities:

- 1) Each Supervisor will attend the Area Meetings, if possible.
- 2) The Board will review District Programs periodically.
- 3) The Supervisors will attend, if possible, all Board Meetings, Special Meetings, and the Missouri Soil and Water Conservation District's Annual Training Conference.
- 4) The Board will hold elections to re-organize its structure annually.
- 5) The Board will review the Annual Plan of Action on a monthly basis.

IV. Calendar of Soil and Water Conservation District Activities

| Month | Activity | APA Objective Addressed |
|----------------|-----------------------------|--------------------------------|
| Throughout the | Hold Regular Board Meetings | III.D.1 |

| | | |
|-----------------|---|----------|
| year | Review Annual Plan of Action | III.F.5 |
| | Promote the use of the no-till drills, Rotowiper, burn equipment, ATV equipment, and soil probe. | III.A.11 |
| | Publish and distribute a semi-annual newsletter. | III.B.5 |
| | Offer advertisement in quarterly newsletter | III.A.12 |
| | Administer Missouri Cost-Share Program | III.A.10 |
| | Publish and maintain a Website for landowner information | III.A. 3 |
| July, 2013 | Review the: Annual Report, Financial Report, Auditor's Statement, Inventory List of District Equipment, Annual Plan of Action, and District Budget. | III.D.2 |
| August, 2013 | Plan to attend Area Meeting | III.F.1 |
| | Co-Host a Soil Health Workshop | III.B.9 |
| September, 2013 | Host a Families in Ag Tour | III.B.11 |
| | Co-Sponsor River Relief Activities | III.B.14 |
| October, 2013 | Begin Poster Contest | III.B.2 |
| | Host 4 th Grade Field Days | III.B.10 |
| November, 2013 | Review budget proposal for the County Commission and present proposal. | III.D.7 |
| December, 2013 | Attend Training Conference | III.F.3 |
| January, 2014 | Nominate a family for the Family Conservation Award | III.A.13 |
| | Nominate a volunteer for the Volunteer Award | III.A.14 |
| | Nominate Partner for the Partnership Award | III.A.15 |
| February, 2014 | Co-Host Forage and Beef Conference | III.B.8 |
| | Host a Pond/Timber Management Workshop Judge Posters | III.B.2 |
| | Attend Education Seminar at Capital | III.C.2 |

| | | |
|--------------|---|----------|
| March, 2014 | Hold Annual Meeting – 50 Years Celebration | III.A.4 |
| | Co-Sponsor Grassland Contest | III.B.6 |
| | Sponsor Central Region Envirothon | III.B.12 |
| April, 2014 | Re-organize Board | III.F.4 |
| | Review Memorandums of Understanding | III.D.3 |
| | Civil Rights and Equal Opportunity Training | III.D. 4 |
| May, 2014 | Compose Annual Plan of Action | III.D.2 |
| | Encourage Participation in the Volunteer Program | III.E.2 |
| | Performance Appraisal on District Staff | III.D.8 |
| | Sponsor Tri-County Grazing School | III.B.7 |
| June, 2014 | Closeout Fiscal Year | III.D.2 |
| Upon Request | Presentation to Schools | III.B.3 |
| | Presentation to Youth Groups | III.B.4 |
| | Assistance to Watershed and Resource Development Groups | III.A.7 |

V. Closing Statement and Approval

The Board of Supervisors plan to review applicable portions of this plan at each regular meeting and to coordinate the efforts of concerned parties to most effectively carry out this plan.

The Board of Supervisors, at a meeting held **August 5, 2013**, formally approved this Plan of Action.

Dennis Berger, Chairman

Mike Haeffner, Vice-Chairman

Debra Nowack, Treasurer

Matthew Herring, Secretary

Matthew Estes, Member

IV. Board Meetings

Training modules are available on the SWCD Intranet to help board members learn about their responsibilities and provide general information about Soil and Water Conservation Districts.

A. Board Meeting Requirements

1. Board Member Voting Eligibility

All board members are eligible to vote on all matters of the district except in certain instances. In general, board members are required to abstain from voting on any issues where they may have a conflict of interest. For example, board members are required to abstain from issues involving cost-share contracts, change orders and contract payments for their own farm or any other farm where they are the operator. A board member must also abstain from cost-share issues where they are the contractor or provide materials through their personal business. In addition, a board member cannot vote on any issues that could provide a monetary benefit to them or to their immediate family members.

2. Nepotism

- a. Nepotism is defined as patronage or favoritism that is based on family relationships in business. According to the Missouri Constitution, nepotism occurs when any public officer or employee in this state, who by virtue of his office or employment, names or appoints to public office or employment, any relative within the fourth degree of consanguinity of affinity. The employee/office holder must forfeit the office or employment. It forbids appointments of relatives within the fourth degree. Fourth degree relations include first cousins, great aunts/uncles, grand nieces/nephews, great-great grandchildren and great-great grandparents.
- b. An official who abstains from voting when a relative is under consideration for employment is not in violation. However, if the relative is hired, the board member must resign. If a board member who is a relative is elected, and a relative within the fourth degree is already working for the district, the board member must abstain from any personnel decisions regarding that individual.

3. Quorum

- a. RSMo. 278.110 states that "(a) majority of the board of the soil and water supervisors shall constitute a quorum but the concurrence of a majority of the whole board shall be required for the determination of any matter within their duties."
- b. A majority of the supervisors (three) constitute a quorum. No action can be taken on an issue unless there is a minimum of three votes cast in favor of passing the issue. The presiding officer must vote on all motions except those issues where a conflict of interest may exist. No official action can be taken in the absence of a quorum.

4. The Missouri Sunshine Law – Open Meeting Requirements

- a. The State's most current open meetings and records law booklet, containing the actual law, can be obtained from the Office of the Attorney General, P.O. Box 899, Jefferson City, Missouri, 65102. The following information has been referenced from The Missouri Sunshine Law booklet, published in 2009.

- 1) Missouri's commitment to openness in government is clearly stated in Section 610.011 of the Sunshine Law: "It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.200 shall be liberally construed and their exceptions strictly construed to promote this public policy."
- 2) The law sets out the specific instances when a meeting, record, or vote may be closed, while stressing these exceptions are to be strictly interpreted to promote the public policy of openness.
- 3) Public meetings, including meetings conducted by telephone, Internet or other electronic means, are to be held at reasonably convenient times and must be accessible to the public. Meetings must be held in facilities that are large enough to accommodate anticipated attendance by the public and accessible to persons with disabilities.

b. **Public Governmental Bodies**

- 1) The Sunshine Law governs the actions of public governmental bodies, which are defined as legislative, administrative or other governmental entities created by the constitution or statutes of this state, or by order or ordinance of any political subdivision or districts as well as judicial entities when operating in an administrative capacity.
- 2) This includes not just state agencies and officials, but also governing bodies of institutions of higher education; and any department of any political subdivision of the state, county or municipal government, school district or special-purpose district, such as fire, ambulance, road, sewer, and water districts.
- 3) The term "governmental body" is defined to include "quasi-public governmental bodies," which are defined in Section 610.010 (4) (f). Those entities that regularly enter into contracts with public governmental bodies or perform certain types of public functions (such as issuing tax credits) must review this definition to determine whether they must comply with the Sunshine Law.
- 4) The Missouri Sunshine Law governs only state, local and quasi-public governmental bodies. Federal officers and agencies are covered by the federal Freedom of Information Act.

c. **Sunshine Policy**

Each public governmental body shall provide a reasonable written policy consistent with the Sunshine Law and open to the public regarding access to public records and meetings.

d. **Meeting Notices**

- 1) At least 24 hours (excluding weekends and holidays) before a public meeting, the public body must prominently post a notice of the meeting in its principal office (Refer to the "Notice of Open Meeting," "Notice of Closed Meeting," and "Notice of Open Meeting and Vote to Close" forms in the Appendix). If there is no such office, the public body shall post the notice at the meeting place. The notice must include:
 - a) Date of meeting.
 - b) Time of meeting.
 - c) Place of meeting.
 - d) Tentative agenda of an open meeting (refer to the "Tentative Agenda" in the Appendix).
 - e) Whether the meeting is open or closed.
- 2) If the public body intends to hold a meeting by conference call or other electronic means, the notice must specify the location where the public may observe and attend that meeting. If the public body meets via Internet or other computer link, it shall post a notice on its Web site in addition to posting the notice at its principal office.
- 3) If exceptional circumstances prevent the public body from posting notice 24 hours in advance or prevent the meeting from being held at a convenient time or in a place reasonably accessible to the public, the reasons must be stated in the meeting's minutes.
- 4) It is recommended that the meeting notice be posted as far in advance as possible.
- 5) A notice must be posted even if a meeting is closed. It must include the date, time, place and reason for closing the meeting and must refer to the specific provision of the law allowing the meeting to be closed.

e. **Public Records**

- 1) Unless otherwise provided by law, records of a public governmental body are to be open and available to the public for inspection and copying. The governmental body may charge a fee, up to the maximum amount established in the current Sunshine Law, for standard copies and the actual cost of the copy for larger or specialized documents (such as maps, photos and graphics). The body also may charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. Copying time shall not exceed the average hourly rate of pay for clerical staff of the public body. A public body may reduce or waive costs when it determines the request is made in the public interest and is not made for commercial purposes.
- 2) The term "public record" includes records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body.

- 3) Each public governmental body must appoint a custodian of records. The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial.
- 4) If only part of a record may be closed, the rest of the record must be made available. The law also requires that if a request is made in a particular format, the custodian shall provide the records in that format if it is available.

f. **Email Among Members of Public Bodies**

If a member of a public body transmits an e-mail relating to public business to at least two other members of the body so that, when counting the sender, a majority of members are copied, a copy of the e-mail shall be sent to either the custodian of records, or the member's public office computer. Any such message, subject to the exceptions of Section 610.021, shall be considered a public record upon receipt by the custodian or at the public member's computer.

g. **Closed Meetings and Records (Executive Session)**

- 1) A public governmental body is permitted, but not required, to close its meetings, records and votes when they relate to certain issues listed in Section 610.021. When a public body relies on one of these exceptions to close a meeting or record, it must bear in mind that the exceptions are to be read narrowly under Section 610.011. Matters that may be closed include:
 - a) Legal actions, causes of action or litigation (except that votes, minutes and settlement agreements must be opened to the public on final disposition, unless ordered closed by a court).
 - b) Leasing, purchase or sale of real estate where public knowledge might adversely affect the amount paid in the transaction.
 - c) Hiring, firing, disciplining or promoting a particular employee.
 - d) Welfare cases of identifiable individuals.
 - e) Software codes for electronic data processing.
 - f) Individually identifiable personnel records.
 - g) Records that are protected from disclosure by other laws.
- 2) When a public governmental body votes to meet in a closed session, members must cite in open session the specific statute and subsection allowing closure. Once in closed session, the public body may not discuss any matter beyond the scope of the stated reason for the closed session. The public governmental body must close only that portion of the facility necessary for its members to conduct the closed meeting, allowing space for the public to remain and attend any later open session.

h. **Who Can Bring Legal Action**

Any Missouri taxpayer, citizen or aggrieved person, the Attorney General, or the county prosecutor may bring a court action to enforce the Sunshine Law. The lawsuit must be filed in the circuit court in the county where the public governmental body has its principal place of business. A lawsuit must be filed within one year from when the violation is ascertainable, and in no event shall it be brought later than two years after the violation occurred.

i. **Penalties**

- 1) If the court finds a public governmental body has violated the Sunshine Law, it may declare void any action taken in violation of the law. If the court finds, by a preponderance of evidence, that the public body or a member of the public body has knowingly violated the Sunshine Law, the court:
 - a) Shall subject the member or body to a civil fine of up to \$1,000, and
 - b) May order the member or body to pay all costs and reasonable attorney fees to any party successfully establishing a violation.
- 2) If the court finds, by a preponderance of evidence, that the public body or member has purposely violated the Sunshine Law, the court shall:
 - a) Subject the member or body to a civil fine of up to \$5,000, and
 - b) Order the member or body to pay all court costs and reasonable attorney fees.
 - c) In addition, the court shall void an action taken in closed session if it determines that the public interest in enforcing openness outweighs the interest in sustaining the action. If a public governmental body has any doubt about the legality of closing a particular meeting, record or vote, it may bring suit in the circuit court to determine whether the action is proper or it may seek a formal opinion from its own attorney or from the Attorney General.

5. **Liability in a Lawsuit**

RSMo Section 278.120 states that the district "...shall be capable of suing and being sued." Because board supervisors are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of the board when the board is officially in session, the members of the board and its employees act as agents of the board. In order to protect the individual members of the board, its agents, and the interests of the district, the board may purchase, with state grants, liability insurance necessary to indemnify board members and agents of the board for their official actions in the service of the soil and water conservation districts. Some soil and water conservation districts use the Missouri Public Entity Risk Management program (MoPERM). MoPERM offers low cost liability insurance coverage to Missouri public entities. There are also other companies that sell liability insurance. A district should select an insurance company that meets its individual needs.

6. The Decision to Sue

The district may sue an individual for a loss, which the district sustains. It is up to the district supervisors to make the determination whether a suit must be brought to recover losses of district property. RSMo Section 278.120 grants them this authority.

B. Running the Board Meeting

Although the district law is not specific as to the number of meetings each board must conduct, regular monthly meetings are recommended to resolve district issues in a timely manner.

1. Meeting Agendas

A good meeting agenda is necessary for a successful board meeting (refer to the "Tentative Agenda" in the Appendix). If supervisors do not receive an agenda prior to the meeting, they will arrive unprepared for the items of discussion. Agendas mailed out prior to the board meetings also serve as meeting reminders. Besides supervisors, the district should send agendas to district coordinators and NRCS personnel. Items not listed on the agenda may be discussed under new business, then brought up for vote at a future meeting when listed on the agenda. This allows any interested party to be present to voice their support or opposition on the issue.

2. Order of Business

- a. Call meeting to order.
- b. Introduce visitors.
- c. Approve minutes of the previous board meeting.
- d. Approve Treasurer's Report from the previous month(s).
- e. Make committee appointments, as necessary.
- f. Discussion of old or unfinished business.
- g. Discussion of new business.
- h. Approval of uncommon expenditures of the district for future purchases.
- i. Approval/denial of cost-share contracts, change orders and contract payments.
- j. Approval of new cooperators.
- k. Approval of Conservation Plans.
- l. Correspondence.
- m. District employee reports.
- n. Other reports.
- o. Closed session, if necessary and only if intent to go into closed session was cited on publicly posted meeting notice, including specific subsection from Missouri Revised statutes, RsMO 610.021.
- p. Plans for next meeting.

q. Adjournment, stating time adjourned.

3. **Minutes**

- a. Board meeting minutes serve as the official record of the transactions and proceedings of the board of supervisors and are a permanent record; thus, they must be complete and accurate.
- b. Copies of the draft minutes must be sent to the supervisors as soon as possible after the board meeting so the supervisors will have an opportunity to read them at home and correct any errors while the material is still fresh in their minds. This will also save time at the next board meeting.
- c. References to people in the minutes must be complete. A statement in the minutes, "John made a motion..." or "Bill gave a report..." is not sufficient for identification of the individual referred to in the minutes. The appropriate statement would be "vice-chair John Doe made a motion..." or "NRCS technician Bill Smith reported on..."
- d. Minutes must have enough information about the items discussed to enable readers to fully understand the issues and what actions were taken. If an item is discussed but no action is taken, report in the minutes that no action was taken. If action is taken, make sure that it is properly recorded in the minutes by stating if it was a unanimous vote or by listing the individuals voting in favor or in opposition.
- e. When a motion is made include the full motion in writing, the names of the supervisors entering the motions, seconding, discussing and amending the motions, and whether the motion passed or was defeated. Record votes cast, both yea and nay, by listing individuals voting in favor and in opposition.
- f. Copies of the approved minutes and attachments must be sent to the following:
 - 1) All supervisors.
 - 2) Soil and Water Districts Commission/ Program Office monthly (scanned copy).
 - 3) Anyone else interested in district activities upon request (as defined by the Sunshine Law – Open Meetings).

4. **Content of Board Meeting Minutes**

- a. Official district minutes must contain the following items:
 - 1) Date of meeting.
 - 2) Meeting location.
 - 3) Type of meeting (regular or special).
 - 4) Time meeting called to order..
 - 5) Name of supervisors present.
 - 6) Name of supervisors absent.
 - 7) Name of others present and what organizations they represent.
 - 8) Name of presiding officer.

- 9) Approval of minutes of previous meeting.
- 10) Treasurer's report (must be an attachment from the DNR provided software program):
 - a) Time period covered.
 - b) Balances.
 - c) Listing of income received.
 - d) Listing of disbursements.
 - e) Approval of the treasurer's report.
- 11) Appointments to committees, delegates, etc.
- 12) Motions, including:
 - a) The name of the maker, seconded, discussion, amendments to motion (name of maker, seconded, outcome of vote), motion passed or defeated.
 - b) The motion written in full.
 - c) The votes cast both yea and nay.
- 13) Verbal or written reports provided to the board (written reports must be attached as presented):
 - a) Committee reports.
 - b) District employees' reports.
 - c) NRCS report.
 - d) Cooperative Extension Service report.
- 14) Discussion of old business.
- 15) Discussion of new business.
- 16) Approval of new, uncommon expenditures
- 17) Approval/denial of cost-share (includes landowner, practice, amount approved/denied and contract number). These reports should be run in MoSWIMS and attached as contracts approved, change orders approved and contract payments approved.
- 18) Acceptance of new cooperators.
- 19) Approval of conservation plans.
- 20) Correspondence (program office correspondence must be noted in the minutes but does not have to be scanned and e-mailed).
- 21) Closed session, only if intent to go into closed session was cited on publicly posted meeting notice, including specific subsection from Missouri Revised statutes, RsMO 610.021.
- 22) Plans for next meeting.

23) Adjournment (list time of adjournment).

24) Minutes must be signed by the board secretary (must be a board member) and presiding officer of the meeting to validate that minutes accurately represent the proceedings of the meeting.

5. **Policy Handbook**

- a. All cost-share and personnel policy issues approved by a district board need to be placed in the proper policy books for future reference.
- b. For assistance in development of district policies, a sample personnel handbook, with sample policies from the Missouri Office of Administration, is available on the SWCD Intranet for all districts to utilize.

Brian Matlock request charge For 750
Drill be 9 per acre, Drill broke down
and was not able to get it back,
Acre planted 46 or 48.

573-263-0656

Mayfield, Diana

From: Lemons, Peggy
Sent: Wednesday, July 24, 2013 1:17 PM
To: DNR.Soil and Water Conservation Districts staff
Subject: FW: Warm Season Grasses

From: Stubbs, Sarah
Sent: Wednesday, July 24, 2013 11:05 AM
To: Lemons, Peggy
Subject: Warm Season Grasses

Peggy,

Please forward to the district staff. Thanks!

The Oregon County Soil and Water Conservation District Board of Supervisors and staff are requesting your help. We would like to attempt to have the Warm Season Grass seeding component placed on the cost-share component list once again. A few years ago the component was taken off the list due to lack of the Warm Season Grass component being utilized. Oregon County SWCD processes several cost-share payments each year for Warm Season Grass seedings with the landowners only receiving the Cool Season Grass rate. Please ask your SWCD board to submit a letter addressed to the Commission asking for the Warm Season Grass seeding component to be added to the cost-share docket. In the letter, please indicate how many Warm Season Grass seedings your district does on average per year or the requests your office has had for these seedings per year. The letters should be forwarded to our office so they can be compiled for the request. If you have any questions please feel free to contact our office.

Thank you!

Sarah Stubbs, Program Specialist II
Oregon County Soil & Water
Conservation District
Rt 2 Box 2924
Alton, MO 65606
417-778-7561 Ext. 101



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

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM

2014-003

DATE: July 15, 2013

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Cooperative Working Agreement

The Soil and Water Districts Commission held a conference call this morning to review the status of the Cooperative Working Agreement's that have been signed and submitted by soil and water conservation districts. The Commission had previously determined that the Cooperative Working Agreements are to be signed and submitted to the Program Office by 5 p.m. on July 15, 2013.

During their meeting, a letter from the Attorney General's Office to the Soil and Water Districts Commission was read by Commission Chair Richard Fordyce. This letter is included with the memo. Based upon the guidance provided in the letter, the Commission decided to maintain the deadline and that all funding for soil and water conservation districts that do not meet the deadline will be withheld until the Cooperative Working Agreement has been signed and returned.

We appreciate the work that everyone has done to update and finalize the Cooperative Working Agreement to benefit the Partnership. Should you have any questions please contact me at colleen.meredith@dnr.mo.gov or 573-751-7143. Thank you.

Attachment



ATTORNEY GENERAL OF MISSOURI

CHRIS KOSTER
ATTORNEY GENERAL

JEFFERSON CITY

65102

P.O. Box 899
(573) 751-3321

July 12, 2013

Richard Fordyce, Chairman
And the Members of the Soil and Water Conservation Districts Commission
P.O. Box 176
Jefferson City, MO 65102

Dear Mr. Fordyce:

RE: Cooperative Working Agreement (CWA) Issues

This letter responds to questions regarding the legal effect of the CWA and the consequences for a District that refuses to sign it.

The current CWA replaces any previous document that had been referred to as such, or called a "memorandum of understanding." The CWA is designed to facilitate an understanding among the signing Partners of their roles and responsibilities in providing the Commission's programs to landowners.

Questions have arisen because the Agreement includes a sentence asserting that it is not a "legally binding document." I read that to mean that the obligations are not intended to be enforced in a court of law as terms of a contract. To regard the CWA as an enforceable contract would be inconsistent with its stated purpose to be a "pledge of cooperation in providing leadership and assistance in natural resource conservation." The document is an assurance of mutual respect for what each Partner contributes to the success of the conservation programs. Including the disclaimer makes sense from the practical standpoint that using the CWA for litigation would result in a diversion and waste of resources that are dedicated to providing funds and services to the Partners' customers.

Even though the terms of the document, once it is signed, are not intended to be legally enforceable through a lawsuit on a contract, executing the agreement is still a lawful condition for a District to administer the

conservation programs. The Commission's rules require a District to execute a Memorandum of Understanding to administer funds allocated for various programs.¹ Furthermore, under the Commission's rules, termination of the agreement by either the Commission or the District has the immediate consequence that the District must release any unused funds.² Therefore, the Commission may refuse to award funds to any District that refuses to sign a memorandum of understanding or its equivalent, such as the CWA, as an eligibility requirement for participating in these programs. Indeed, the legislature has granted the Commission that authority. Section 278.080.5(7) RSMo empowers the Commission to

... determine the withholding of state aid of any amount or kind from any soil and water conservation district that has failed to follow the policies of the state soil and water districts commission in any matter under the provisions of sections 278.060 to 278.300.

I understand that at least one District has indicated a reluctance to sign the CWA because the District does not want to work with the Department of Natural Resources as one of the Partners. I have previously offered my legal opinion, in a letter I sent to Colleen Meredith on July 9, 2012, that the CWA correctly describes the legal roles and responsibilities of the Department and the Commission. That letter is enclosed.

The Department manages and must account for the use of soil and water conservation funds. The Commission has set July 15, 2013, as the deadline for each District to return an executed CWA, presumably to allow the Department to properly budget and disperse the allocated funds. The Commission has the authority to establish the contents of the agreement and this deadline as matters of policy.

You may regard this letter as a privileged communication from your attorney and consider it a closed record, but I have no objection if you decide to share it with the public.

¹ See, e.g., 10 CSR 70-5.010(1) and -5.050(1) – cost share; 10 CSR 70-8.010(1) and -8.050(1) – SALT.

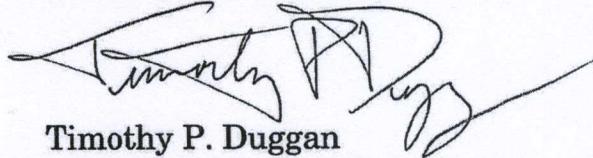
² 10 CSR 70-5.020(2)(C) – relating to the cost share program. See also 10 CSR 70-8.010(2)(C), which is the same provision under the SALT rules.

Richard Fordyce and Members of the Soil and Water Conservation Districts Commission
July 12, 2013

Please let me know if you need any further assistance.

Sincerely,

CHRIS KOSTER
Attorney General of Missouri

A handwritten signature in black ink, appearing to read "Timothy P. Duggan", with a long horizontal flourish extending to the right.

Timothy P. Duggan
Assistant Attorney General
Phone: (573) 751-9802
Fax: (573) 751-8796
tim.duggan@ago.mo.gov

TPD:cg
enclosure

District Manager Report
Diana Mayfield
August 5, 2013

We assisted FSA with their filing by providing our volunteer Kelsey Helmig. She was a big help while I was tied by with Technician II issues. She also came in and covered the phones while Kory Hubbard was in the field and I was on vacation.

I spoke with Commissioner Larry Miskel after he spoke with Colleen Meredith. She told him the same thing as she told Dennis Berger – waiting on an agreement with Lincoln University. She also said that very soon the conservation planning modules will be available – this is an NRCS opportunity for staff training. Larry Miskel indicated that he would wait about 5 or 6 weeks to see if there is any progress. If not, he will try a different approach!

I sent out a survey to all of the SWCD districts asking for input to the Technician II Issue. We had overwhelming response. I spent several hours drafting the resolution and a letter to the State Representatives and Commissioners at the request of Dennis Berger.

I began preparations for our upcoming 4th Grade Field Days and the initial planning of a pond/timber management workshop in February.

I took a week's vacation at the end of July. Thanks for the "me-time"!

Melinda Barch and I did an hour show with Charles Schlottach on radio station 1560 AM and on television channel 95. It went very well and I'm sure we will be going back from time to time!

July 2013 Activity Report

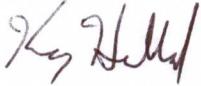
Here are the Landowners I assisted in July:

- Hibdon – Erosion on a hillside(Technical advice)
- Horstmann – Pond was leaking
- Kohlbush – Gully erosion
- Segelhorst – Gully erosion
- Cartwright – Wood land fence

I

Three days I helped NRCS with CSP Field visits.

Thank you



Kory Hubbard

Gasconade County Technician



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

**July 2013
NRCS Board Report**

During the month of July I attended the monthly SWCD board meetings in Gasconade, Maries and Osage County.

Braden Schmitz, Pathways Student, attended the Area 2 Civil Rights training.

NRCS staff has been working on CSP ranking applications and then planning on preapproved contracts.

NRCS staff has also been working on EQIP planning on preapproved contracts. The FOSA has had a total of 28 contracts approved for over \$670,000.

NRCS staff, along with the MDC Private Lands Conservationist, Kyle Lairmore, and Farm Bill Biologist, Ryan Diener, have been working on WHIP applications, rankings and planning. Gasconade County was one of twenty nine counties in the state that had a WHIP sign up.

The Soil Conservationist position in Owensville has been advertised with a closing date of August 5th. I have been spending more time in Owensville along with Grant Phillips to cover the NRCS workload in the county.

As a committee member of the Missouri Forage and Grassland Council, MFGC, I participated in a teleconference to finalize plans for this November's conference.

NRCS staff attended CRP training in Mexico and Soil Health Training in Shelbyville.

I attended the Area MASWCD meeting in Hermann.

Melinda L. Barch
District Conservationist

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted July 31, 2013, 3:00 p.m.

AGENDA

USDA Service Center, 316 S. Olive Street, Owensville

Monday, August 5, 2013, 6:30 p.m.

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

Unfinished Business

- CCPI Update
- Resolution
 - Legislature letters

New Business

- Cost-Share –
 - Fund Status
 - Change request for Streambank Stabilization
 - 07/13/2009 policy providing cost-share for rip-rap only
 - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

| Name | Cons Plan | Cost-Share Practice | Contract, Change Order or Payment | Application Number |
|--------------------------------|------------|---------------------|-----------------------------------|--------------------|
| Sarah Illig Trust ¹ | C/S | DSP-3.2 | Contract | 062-14-0008 |
| Sarah Illig Trust ¹ | | DSP-3.3 | Contract | 062-14-0009 |
| Joseph/Amy Cartwright | C/S | N472 | Contract | 062-14-0011 |
| Culp/Doyel Trust | C/S | DSP-3.5 | Contract | 062-14-0012PA |
| Charles/Joyce Koelling | | DWP-01 | Contract | 062-14-0010 |
| Lois J Kappelmann RLT | C/S (WHIP) | | | |
| David Gulick | C/S (WHIP) | | | |
| Steve Zernicke | C/S (WHIP) | | | |
| TimberRidge Farms | C/S | DSL-1 | Contract | 062-14-0013PA |

¹Approved by Debra Nowack, 07/15/13
PA – Pre-approval Requested

- Annual Plan of Action
 - ❖ Approve FY 14 Annual Plan of Action
- Review of Board Meeting Requirements
- Drill Request – Brian Matlock
- Oregon County Warm Season Request
- DNR Memorandums and Letters
 - Memorandum 2014-003, Cooperative Working Agreement
- NRCS and District Reports
- Mail
- Calendar of Events –
 - August 6, 2013, Soil Health Meeting
 - September 2, 2013, Labor Day – Office Closed
- Adjourn. Next meeting Scheduled for **September 3, 2013, 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.