

Minutes of the
Gasconade County Soil and Water Conservation District
Regular Board Meeting – Farm Bureau Meeting Room
1106 W. Hwy 28, Owensville, MO 65066
Tuesday, December 3, 2013, 6 p.m.

Chairman Dennis Berger called the regular board meeting to order at 7:55 p.m. following the Christmas Dinner and festivities. Those present were: Chairman Dennis Berger, Vice-Chairman Mike Haeffner, Member Matt Estes, Treasurer Debra Nowack, Secretary Matt Herring, District Conservationist Melinda Barch, District Technician I Kory Hubbard, and District Specialist II Diana Mayfield.

Others present for the evening were: NRCS Soil Conservationist Braden Schmitz, MDC Kyle Lairmore, Gasconade County Commissioner Jerry Lairmore and Chris Lairmore, Gilbert Nowack, FSA CED Kate Gerlemann and Greg Gerlemann, FSA PT Brenda Kurrelmeyer, Susie Haeffner, Nicole and Jayden Hubbard, and Grover Mayfield.

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

The November Treasurer's Report was reviewed. Diana Mayfield informed the Board that it would probably be wise to withdraw funds from the Savings Account at this time to cover January payroll expenses until the quarterly allotment is received. Kory Hubbard informed the Board that District Coordinator Patty Chapman had e-mailed him and indicated that the Tech II testing is being scheduled for January. Diana Mayfield recalled from when Terry DuBois took the test that the Tech II funding was effective the day the test is passed. The funds should be received by the 4th quarter, hopefully. Dennis Berger indicated that the decision to access the Savings Account Funds was previously approved. Diana Mayfield also reminded the Board that in the worst case scenario, the CD comes up for Renewal in March or April with no penalty. Mike Haeffner made the motion to immediately transfer \$1500 from the Savings Account to the checking account. Matt Estes seconded the motion. The motion carried 5-0. Matt Estes made the motion to approve the November Treasurer's Report and Time Sheets as presented. Mike Haeffner seconded the motion. The motion carried 5-0.

Unfinished Business

- ❖ Melinda Barch briefed the Board that there is approximately \$38,500 left in the CCPI Fund. She indicated that the Area Conservationist Karen Brinkman felt that the Board could possibly write a letter to State Conservationist JR Flores requesting additional funding to bring the total to \$40,000. She felt that a sign-up should be conducted and to see how much funding would be needed. Melinda Barch told the Board that NRCS is currently conducting an EQIP sign up, which ends on February 21st. She felt that it would be

advantageous to run the CCPI sign-up simultaneously. Diana Mayfield asked if Mr. Aubuchon would be able to reapply for another weir and Melinda Barch indicated that he would need to make a new application. Dennis Berger asked about the Unnerstall project. It was indicated that Mr. Unnerstall met with the State and Area Engineers at the office and that they seemed to be comfortable with him doing the project. There was concern about the State Cost-share funding if the project would not be able to be completed by the June 13th deadline. The concern is that these funds are provided through a Special Variance which exceeds the \$5,000 established limit. It was pointed out that the optimal time for construction was during the Federal Furlough and now the spring weather has to be taken into consideration. Mr. Unnerstall thought that once the projected was started it should only take a week or two to complete. Diana Mayfield indicated that she has a call into DNR in regards to a possible rollover of funds should this project not be able to be completed this spring. As of this time, an answer has not been received. Dennis Berger was pleased that staff is covering all possible questions in regards to this project.

- ❖ The Annual meeting has been set for March 27th at the Owensville Middle School beginning at 6 p.m. Diana Mayfield indicated that this is our 50th Anniversary and she would like to know if the District would okay the purchase of a large cake in celebration. They were in agreement with this and Mike Haeffner also suggested that we make a special invitation to all of the past supervisors and give them special recognition during the meeting. Melinda Barch indicated that Doug Peterson, Soil Health Conservationist, has put us on his agenda to demonstrate the rain simulator and do a 30- 45 minute talk. He felt that it might be better to try and do the demonstration indoors with a large tarp and a Shopvac available for cleanup. Diana Mayfield and Melinda Barch will go see Mrs. Ragan and show her pictures (possible video) to discuss the possibility of an indoor demonstration.
- ❖ This year's Operation Christmas program serviced three families.

New Business

- ❖ The Board reviewed the fund status with Kory Hubbard. He indicated that he is planning a few seedings and the engineers will be down next week to look at some terraces. Kory Hubbard reviewed the cost-share applications with the Board. Mike Haeffner made the motion to approve the cost-share as presented. Matt Estes seconded the motion. The motion carried 5-0.

New Cooperators

- None

Contracts and Conservation Plans

- Culp/Doyel Trust, DSP-3.5, 062-14-0019, \$405.38 and Conservation Plan
- Kevin & Vicky Huebner, DSP-3.2, 062-14-0021, \$10,000 and Conservation Plan

- o Patrick Gant, CSP Conservation Plan
- o Kevin Hollander, CSP Conservation Plan

Change Orders

- o ¹Joseph & Amy Cartwright, N472, 062-14-0011, \$4,438.88
- o ²Glen C Hollander and Rhonda K Winters, N472, 062-14-0005, \$1,487.78

Contract Payments

- o ³Glen C Hollander and Rhonda K Winters, N472, 062-14-0005, \$1,487.78
- o ³Glen C Hollander and Rhonda K Winters, DSP-3.2, 062-14-0002, \$3,111.00

¹Approved by Debra Nowack, 11/13/13

²Approved by Debra Nowack, 11/18/13 (see attached e-mail quorum vote)

³Approved by Dennis Berger, 11/27/13

Cancellations

- o None

- ❖ The Board reviewed the Gasconade County Commission Budget request. Matt Estes moved to approve the request as presented. Matt Herring seconded the motion. The motion carried 5-0.
- ❖ Mike Haeffner moved to approve the Health Care Staff Questionnaire. Matt Herring seconded the motion. The motion carried 5-0.
- ❖ The Board discussed the letter that was sent from DNR Program Director. The consensus of the Board was that there were no issues in our district. Administrative Leave can fluctuate based on who is working when administrative leave is granted (snow days, extra hours for holiday, etc....) If DNR does not wish for a code to be used, they should remove it.
- ❖ The Board reviewed the DNR letters and Memo's.
 - Memorandum 2014-009 – Fiscal Year 2014 (FY 14) Supplemental Cost-share Allocation. Diana Mayfield informed the Board that we would probably only receive a second supplemental allocation for Grazing Management, which is where we have the largest waiting list.
 - Memorandum 2014-010 – Training Conference Reimbursement Forms. Diana Mayfield reminded the Board that Hotel Rooms must be canceled at least 72 hours in advance if necessary. Dennis Berger informed staff that he would not need the hotel room on the night of the 16th. He would try to make the Chairman's Breakfast on Tuesday.
 - Memorandum 2014-011 – Information Technology Issue Resolution and Purchasing. Diana Mayfield discussed the current District Color printer, which the District paid for in order to allow MDC to have access to the printer as well. Diana pointed out that MDC is the internet line "host." She indicated that the print quality is pretty poor and that she has changed printheads and done cleaning/aligning

procedures several times. If the District were to purchase another printer, it would have to come from local funds. Dennis Berger asked that she check with DNR to see if a new printer is secured through them, if MDC would be allowed to connect. He wished to see this partnership to continue.

- ❖ The Board reviewed the NRCS & District reports as submitted. Melinda Barch indicated that the CSP signup ends on January 17, 2014, and EQIP ends on February 21, 2014. Currently, they have not received program information. She discussed the Training Conference Partnership quorum and asked if the Board would be willing to address the issue of the State Grassland Conservationist. The current State Grassland Conservationist, Mark Kennedy, will be retiring at the first of the year and it is rumored that the State Conservationist does not plan on replacing him. This leaves one person to cover the entire state. This position is a vital part of the presentations made at the District Grazing Schools. There is funding to maintain Mark Kennedy's services as a private individual through the Missouri Forage and Grassland Council but not enough to cover everything. The Board asked that Melinda Barch write up a request for them to present at the Training Conference.
- ❖ Dennis Berger entertained a motion to adjourn. Mike Haeffner so moved. Debra Nowack seconded the motion. All in favor. Meeting adjourned at 8:45 p.m.
- ❖ The next regularly scheduled board meeting is January 7, 2014, at the USDA Service Center.

Mike Haeffner FOR _____ *2-6-14*
 Dennis Berger, Chairman Date

Matt Herring For Matt Herring _____ *2-6-14*
 Matt Herring, Secretary Date

Mayfield, Diana

From: Nowack, Debra - FSA, Owensville, MO <Debra.Nowack@mo.usda.gov>
Sent: Thursday, November 14, 2013 8:44 AM
To: Mayfield, Diana; Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (mattestes71@gmail.com); Matthew Herring; Mike Haeffner (mhaeffner@centurytel.net)
Cc: Barch, Melinda - NRCS, Linn, MO; Hubbard, Kory
Subject: RE: Change order approval

I vote to approve change order.

Debbie Nowack

USDA Service Center
 316 Olive St.
 Owensville, MO 65066-1497
 phone: 573-437-4131 ext. 105
 fax: 573-437-4771

From: Mayfield, Diana [mailto:diana.mayfield@swcd.mo.gov]
Sent: Thursday, November 14, 2013 8:42 AM
To: Nowack, Debra - FSA, Owensville, MO; Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (mattestes71@gmail.com); Matthew Herring; Mike Haeffner (mhaeffner@centurytel.net)
Cc: Barch, Melinda - NRCS, Linn, MO; Hubbard, Kory - NRCS-CD, Owensville, MO
Subject: Change order approval
Importance: High

Operator Dean Winters has completed an N-472 (woodland fence) on the property of Glen C. Hollander and Rhonda K Winters. A Technical adjustment is necessary to provide an offset wire from the main woodland fence to the fence surrounding the pond. This is an increase of 657 feet of fence changing his cost-share from \$1,893.00 to \$2,011.26. Please see map. He went ahead and put in all of his grazing system cross fence, which he will not be able to receive funding for since he did not have a contract.

According to policy, I need a quorum vote of the board to approve this change order. Please "REPLY ALL" with your decision.

FYI, his termination date is 11/29/13.

Diana Mayfield

District Specialist II
 Gasconade County SWCD
 314 S. Olive Street
 Owensville, MO 65066
 573-437-3478 ext 3
 FAX 573-437-4771

1

Mayfield, Diana

From: Bobbie <denbobsplace@hotmail.com>
Sent: Thursday, November 14, 2013 5:28 PM
To: Mayfield, Diana
Cc: Debra - Nowack (debra.nowack@mo.usda.gov); Matthew Estes (ball1@fidmail.com); Matthew Estes (mattestes71@gmail.com); Matthew Herring; Mike Haeffner (mhaeffner@centurytel.net); Melinda - Barch (Melinda.Barch@mo.usda.gov); Hubbard, Kory
Subject: Re: Change order approval

Dennis agrees to approve the change order.

Sent from my iPhone

On Nov 14, 2013, at 8:41 AM, "Mayfield, Diana" <diana.mayfield@swcd.mo.gov> wrote:

Operator Dean Winters has completed an N-472 (woodland fence) on the property of Glen C. Hollander and Rhonda K Winters. A Technical adjustment is necessary to provide an offset wire from the main woodland fence to the fence surrounding the pond. This is an increase of 657 feet of fence changing his cost-share from \$1,893.00 to \$2,011.26. Please see map. He went ahead and put in all of his grazing system cross fence, which he will not be able to receive funding for since he did not have a contract.

According to policy, I need a quorum vote of the board to approve this change order. Please "REPLY ALL" with your decision.

FYI, his termination date is 11/29/13.

Diana Mayfield

District Specialist II
 Gasconade County SWCD
 314 S. Olive Street
 Owensville, MO 65066
 573-437-3478 ext 3
 FAX 573-437-4771
 <MAP_137.pdf>

1

Mayfield, Diana

From: Herring, Matthew <HerringM@missouri.edu>
Sent: Thursday, November 14, 2013 8:49 AM
To: Nowack, Debra - FSA, Owensville, MO; Mayfield, Diana; Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (mattestes71@gmail.com); Mike Haeffner (mhaeffner@centurytel.net)
Cc: Barch, Melinda - NRCS, Linn, MO; Hubbard, Kory
Subject: RE: Change order approval

I also vote to approve the change order.

Matt

Matthew Herring
 Agronomy/Natural Resources Specialist
 116 W. Main
 Union, MO 63084
 Phone: (636) 583-5141
 FAX: (636) 583-5145
herringm@missouri.edu
[Franklin County Extension Center Home | University of Missouri Extension](http://FranklinCountyExtensionCenterHome|UniversityofMissouriExtension)

From: Nowack, Debra - FSA, Owensville, MO [mailto:Debra.Nowack@mo.usda.gov]
Sent: Thursday, November 14, 2013 8:44 AM
To: Mayfield, Diana; Dennis Berger 0 (denbobsplace@hotmail.com); Matthew Estes (ball1@fidmail.com); Matthew Estes (mattestes71@gmail.com); Herring, Matthew; Mike Haeffner (mhaeffner@centurytel.net)
Cc: Barch, Melinda - NRCS, Linn, MO; Hubbard, Kory - NRCS-CD, Owensville, MO
Subject: RE: Change order approval

I vote to approve change order.

Debbie Nowack

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Cc: Barch, Melinda - NRCS, Linn, MO; Hubbard, Kory - NRCS-CD, Owensville, MO
Subject: Change order approval
Importance: High

1

Checking account #: MAIN
Dates: From 11/01/13 To 11/30/13

Check/Dep-# Date Description Payee Amount

Checking account: MAIN Beginning Checking Account Balance for: Nov \$15,713.58
Auto bal account #: 00-00-100

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

Checks

4768	11/06/13	REGISTRATION TRNG CONF	MASWCD	\$1,018.00
4767	11/07/13	TRAINING CONFERENCE RESER	TAN-TAR-A	\$666.09
11134765	11/08/13	MCHCP W/H PYMT	MCHCP	\$1,138.76
4765	11/08/13	HUBBARD-PAYROLL 11/08/13	KORY	\$944.44
4766	11/08/13	MAYFIELD-PAYROLL 11/08/13	DIANA	\$855.32
4771	11/18/13	QTR REPORT MAILING	PLATINUM	\$2.72
4772	11/18/13	AFLAC PYMT	AFLAC	\$172.26
4769	11/22/13	HUBBARD - 11/22/13 PAYROL	KORY	\$944.43
4770	11/22/13	MAYFIELD-PAYROLL 11/22/13	DIANA	\$855.32
9414770	11/22/13	941 NOVEMBER 2013	EFTPS	\$825.76
			Total Checks	\$7,423.10

Deposits

BIN103113	11/06/13	BANK INTEREST 10/31/13	(\$1.72)	Deposit
CR111313	11/13/13	DRILL/REFUND	(\$130.93)	Deposit
CR111813	11/22/13	DRILL RENTAL 11/18/13	(\$451.80)	Deposit
CR112213	11/22/13	DRILL RENTAL/REFUND	(\$858.15)	Deposit
		Total Deposits	(\$1,442.60)	

Total Deposits less Checks for the month: \$5,980.50

Ending Checkbook Balance: Nov **\$9,733.08**
=====

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

By: DIANA
11/26/13 8:18am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 120
Dates: From 11/01/13 To 11/30/13

Check/Dep-# Date Description Payee Amount

Checking account: 120 Beginning Checking Account Balance for: Nov \$13,406.50
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: Nov \$13,406.50

By: DIANA
11/26/13 8:18am

GASCONADE COUNTY SWCD
Treasurers Report

Page 1

Checking account #: 110
Dates: From 11/01/13 To 11/30/13

Check/Dep-# Date Description Payee Amount

Checking account: 110 Beginning Checking Account Balance for: Nov \$2,113.37
Auto bal account #: 00-00-110

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

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Nov \$2,113.37

Reporting period: 11/01/13 to 11/30/13

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)
11-00-400	INTEREST EARNED ON CHECKING	(\$10.89)	\$0.00	(\$1.72)	(\$12.61)
11-00-401	INTEREST ON CD	(\$30.20)	\$0.00	\$0.00	(\$30.20)
11-00-403	NEWSLETTER ADVERTIZING DONATIO	(\$75.00)	\$0.00	\$0.00	(\$75.00)
11-00-406	DONATIONS FIELD DAYS	(\$200.00)	\$0.00	\$0.00	(\$200.00)
11-00-416	SALE OF GOODS-FLAGS	(\$10.00)	\$0.00	\$0.00	(\$10.00)
11-00-430	ATV EQUIPMENT RENTAL	(\$40.00)	\$0.00	\$0.00	(\$40.00)
11-00-431	ROTOWIPER RENTAL	(\$50.00)	\$0.00	\$0.00	(\$50.00)
11-00-432	JOHN DEERE DRILL RENTAL	(\$2,708.73)	\$0.00	(\$1,117.25)	(\$3,825.98)
11-00-433	GREAT PLAINS DRILL RENTAL	(\$1,366.50)	\$0.00	(\$282.70)	(\$1,649.20)
11-00-515	MANAGERS GROSS SALARY - DIANA	\$480.00	\$112.00	\$0.00	\$592.00
11-00-518	TECHNICIAN SALARY - KORY	\$1,268.80	\$454.40	\$0.00	\$1,723.20
11-00-526	District Portion Dental -Techn	\$60.24	\$15.06	\$0.00	\$75.30
11-00-536	DISTRICT PORTION DENTAL INS MA	\$60.24	\$15.06	\$0.00	\$75.30
11-00-540	EMPLOYEE TRAVEL-MGMT	\$127.61	\$0.00	\$0.00	\$127.61
11-00-541	EMPLOYEE TRAVEL-TECH	\$25.89	\$0.00	\$0.00	\$25.89
11-00-545	SUPERVISOR TRAVEL	\$90.53	\$0.00	\$0.00	\$90.53
11-00-631	DRILL INSURANCE	\$593.38	\$0.00	(\$30.93)	\$562.45
11-00-632	JOHN DEERE DRILL REPAIR	\$867.97	\$0.00	(\$10.00)	\$857.97
11-00-633	GREAT PLAINS DRILL REPAIR	\$201.00	\$0.00	\$0.00	\$201.00
11-00-635	JOHN DEERE MAINTENANCE	\$2,090.80	\$0.00	\$0.00	\$2,090.80
11-00-638	ROTOWIPER REPAIR	\$57.34	\$0.00	\$0.00	\$57.34
11-00-640	ADVERTISING AND PROMOTION	\$121.00	\$0.00	\$0.00	\$121.00
11-00-833	DEMONSTRATIONS/FIELD DAYS	\$313.10	\$0.00	\$0.00	\$313.10

Summary Page:

Beginning Balance:	(\$17,939.54)
Total Income:	(\$1,401.67)
Total Expenses:	\$555.59
Funds Remaining:	(\$18,785.62)

MAYFIELD, DIANA M

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

Time Period Ending: 10/28/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	14	15	16	17	18	19	20	21	
Start Time		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	04:30 PM			12:00 PM	
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00	9:00
ANNUAL LEAVE	0:00	0:00	0:00	0:00	1:15	0:00	0:00	0:00	1:15
COMP TIME	0:00	0:00	0:00	0:00	7:45	0:00	0:00	0:00	7:45
HOLIDAY	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
WORK - ACCOUNTING	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00	2:00
WORK - BOARD MEETING	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00	1:00
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	2:00	0:00	0:00	0:00	1:00	3:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	0:00	3:00	0:00	0:00	0:00	0:30	3:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00	1:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:30	1:30
Total	0:00	8:00	9:00	9:00	9:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

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

Time Period Ending: 10/28/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	21	22	23	24	25	26	27	28	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
DSP 3.2 - ADMINISTRATION	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
WORK - ACCOUNTING	1:00	0:00	0:45	1:00	1:00	0:00	0:00	0:00	3:45
WORK - BOARD MEETING	0:00	0:00	0:00	0:30	0:30	0:00	0:00	0:00	1:00
WORK - COST-SHARE ADMINISTRATION	0:00	2:30	1:30	0:30	0:00	0:00	0:00	0:00	4:30
WORK - EQUIPMENT RENTAL	1:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	1:00	1:30	0:00	0:00	0:00	2:30
WORK - OFFICE ADMINISTRATION	0:00	1:30	1:00	2:30	5:00	0:00	0:00	0:00	10:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	4:00	4:45	0:00	0:00	0:00	0:00	0:00	8:45
WORK - TRAINING	2:00	0:30	0:00	0:30	0:00	0:00	0:00	0:00	3:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:30	1:00	2:00	1:00	0:00	0:00	0:00	4:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

MAYFIELD, DIANA M

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

Time Period Ending: 10/28/2013 11:30:00 AM

Status: Pending Board Approval

ADMINISTRATIVE LEAVE (PAID) Federal Shut Down
HOLIDAY Columbus Day
DSP 3.2 - ADMINISTRATION KINMAN
WORK - ACCOUNTING Payroll
WORK - BOARD MEETING Minutes, prep for November
WORK - COST-SHARE ADMINISTRATION Illig, Nicks, Segelhorst
WORK - GENERAL LANDOWNER CONTACT streamcrossing, hunter ed
WORK - OFFICE ADMINISTRATION Re-open office
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES 4th grade pictures/thanks/news articles/website
WORK - TRAINING Mentoring Osage SWCD
WORK - USDA ADMINISTRATIVE ASSISTANCE CSP-ZELCH/Grellner, filing, quality review

Earned This Pay Period:

Annual Leave Accrued: 6:00

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: 114:30

Compensation Time Balance: 7:55

Pay Rate: \$14.30

Sick Leave Balance: 462:30

Military Leave Balance: 0:00

Employee Signature: *Diana Mayfield* Date: 10/29/13

Board Member Signature: *Debra Nicks* Date: 11/5/13

MAYFIELD, DIANA M

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Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	28	29	30	31	1	2	3	4	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	04:30 PM			12:00 PM	
ANNUAL LEAVE	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00
N590 - ADMINISTRATION	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - ACCOUNTING	0:00	2:00	1:00	0:00	0:00	0:00	0:00	0:00	3:00
WORK - BOARD MEETING	0:00	1:30	3:00	0:00	0:00	0:00	0:00	1:00	5:30
WORK - COST-SHARE ADMINISTRATION	0:00	1:30	1:00	1:00	0:00	0:00	0:00	2:00	5:30
WORK - EQUIPMENT RENTAL	0:00	0:30	0:30	0:00	0:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	1:00	2:00	0:00	0:00	0:00	0:00	3:00
WORK - OFFICE ADMINISTRATION	0:00	1:30	1:00	3:00	0:00	0:00	0:00	1:00	6:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:30	1:00	3:00	0:00	0:00	0:00	1:00	5:30
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

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

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

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	4	5	6	7	8	9	10	11	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	08:30 PM	04:30 PM	04:30 PM	04:30 PM				
DSP 3.5 - ADMINISTRATION	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	1:00
DSP 3.2 - ADMINISTRATION	0:00	1:00	0:45	0:00	0:00	0:00	0:00	0:00	1:45
WORK - ACCOUNTING	0:00	0:30	2:15	0:30	0:00	0:00	0:00	0:00	3:15
WORK - BOARD MEETING	1:00	3:00	1:00	1:45	1:30	0:00	0:00	0:00	8:15
WORK - COST-SHARE ADMINISTRATION	0:00	3:00	1:00	0:00	0:00	0:00	0:00	0:00	4:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:30	0:15	0:30	0:00	0:00	0:00	1:15
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	1:00	0:30	0:00	0:00	0:00	0:00	2:30
WORK - OFFICE ADMINISTRATION	2:00	0:30	1:30	1:00	2:00	0:00	0:00	0:00	7:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:30	0:00	0:00	3:00	0:00	0:00	0:00	3:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	1:00	0:30	1:00	3:00	2:00	0:00	0:00	0:00	7:30
Total	4:00	11:00	9:00	7:00	9:00	0:00	0:00	0:00	40:00

N590 - ADMINISTRATION Baker
 DSP 3.5 - ADMINISTRATION Culp
 DSP 3.2 - ADMINISTRATION Huebner
 WORK - ACCOUNTING payroll
 WORK - BOARD MEETING Prep, Meeting 11/05/13, minutes
 WORK - EQUIPMENT RENTAL receipts
 WORK - GENERAL LANDOWNER CONTACT Held
 WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES news article

MAYFIELD, DIANA M

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

Time Period Ending: 11/11/2013 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: 119:15
Sick Leave Balance: 466:30

Compensation Time Balance: 0:10
Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature: *Diana Mayfield* Date: 11/13/13
Board Member Signature: *Alvin Towner* Date: 11/18/13

HUBBARD, KORY D

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

Time Period Ending: 10/28/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	14	15	16	17	18	19	20	21	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
ADMINISTRATIVE LEAVE (PAID)	0:00	9:00	6:15	0:00	0:00	0:00	0:00	0:00	15:15
HOLIDAY	4:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00
DWP-03 - TECHNICAL	0:00	0:00	0:00	0:30	1:30	0:00	0:00	0:00	2:00
DSP 3.2 - TECHNICAL	0:00	0:00	2:45	0:45	2:30	0:00	0:00	0:00	6:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:45	0:00	0:00	0:00	0:00	0:45
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	1:00	1:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	0:00	2:30	4:00	0:00	0:00	0:00	6:30
WORK - TRAINING	0:00	0:00	0:00	3:30	0:00	0:00	0:00	0:00	3:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

HUBBARD, KORY D

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

Time Period Ending: 10/28/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	21	22	23	24	25	26	27	28	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
COMP TIME	0:00	0:00	4:00	0:00	0:00	0:00	0:00	0:00	4:00
DSP 3.2 - TECHNICAL	0:00	2:00	4:00	4:15	3:30	0:00	0:00	0:00	13:45
N472 - TECHNICAL	0:00	0:00	0:00	1:30	1:30	0:00	0:00	0:00	3:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:30	0:00	1:30	0:00	0:00	0:00	0:00	2:00
WORK - OFFICE ADMINISTRATION	0:00	6:30	1:00	1:00	1:30	0:00	0:00	4:00	14:00
WORK - TRAINING	0:00	0:00	0:00	0:45	0:45	0:00	0:00	0:00	1:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:00	0:00	0:00	0:45	0:00	0:00	1:00	1:45
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

ADMINISTRATIVE LEAVE (PAID) Gov Shutdown
HOLIDAY Columbus Day
DWP-03 - TECHNICAL segelhorst
DSP 3.2 - TECHNICAL nicks, Kinman, Huebner
N472 - TECHNICAL Huebner
WORK - OFFICE ADMINISTRATION Quality review fixes

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: 69:45
Sick Leave Balance: 69:00

Compensation Time Balance: 4:16
Military Leave Balance: 0:00

Pay Rate: \$13.65

Employee Signature: Kory Hubbard

Date: 10-29-13

Board Member Signature: Debra Dowack

Date: 11/5/13

HUBBARD, KORY D

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

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

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	28	29	30	31	1	2	3	4	
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM								
ANNUAL LEAVE	0:00	0:00	2:30	0:00	0:00	0:00	0:00	0:00	2:30
DSP 3.2 - TECHNICAL	0:00	6:00	2:00	1:00	1:30	0:00	0:00	0:00	10:30
N472 - TECHNICAL	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:00
DSP 3.5 - TECHNICAL	0:00	0:00	0:00	1:00	0:45	0:00	0:00	0:00	1:45
DSL-02 - TECHNICAL	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:00	0:45	0:00	1:00	1:30	0:00	0:00	0:00	3:15
WORK - OFFICE ADMINISTRATION	2:00	1:30	2:00	3:30	3:00	0:00	0:00	0:00	12:00
WORK - TRAINING	1:00	0:00	1:30	2:30	1:15	0:00	0:00	0:00	6:15
WORK - USDA TECHNICAL ASSISTANCE	1:00	0:45	0:00	0:00	0:00	0:00	0:00	0:00	1:45
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: 11/11/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Line Item	4	5	6	7	8	9	10	11	
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		08:30 PM	03:00 PM	04:30 PM	04:30 PM			12:00 PM	
HOLIDAY	0:00	0:00	0:00	0:00	0:00	0:00	0:00	5:00	5:00
DSP 3.2 - TECHNICAL	0:00	1:00	1:45	0:45	0:00	0:00	0:00	0:00	3:30
DSP 3.5 - TECHNICAL	0:00	2:30	0:00	1:00	0:00	0:00	0:00	0:00	3:30
DSL-01 - TECHNICAL	0:00	1:30	1:30	1:15	0:00	0:00	0:00	0:00	4:15
DSP 3.3 - TECHNICAL	0:00	1:00	1:30	0:30	0:00	0:00	0:00	0:00	3:00
WORK - BOARD MEETING	0:00	2:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	0:45	0:00	0:00	0:00	0:00	0:00	1:45
WORK - MEETINGS	0:00	0:00	0:00	0:00	8:30	0:00	0:00	0:00	8:30
WORK - OFFICE ADMINISTRATION	0:00	1:30	2:00	3:30	0:30	0:00	0:00	0:00	7:30
WORK - TRAINING	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
Total	0:00	11:00	7:30	9:00	9:00	0:00	0:00	5:00	41:30

HOLIDAY: Veteran's Day
 DSP 3.2 - TECHNICAL: Kinman, Huebner, Coen
 DSP 3.5 - TECHNICAL: Culp
 DSL-02 - TECHNICAL: Cook
 DSL-01 - TECHNICAL: Hollensworth
 DSP 3.3 - TECHNICAL: Huebner, Coen
 WORK - MEETINGS: Area2 Planners Meeting

HUBBARD, KORY D

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

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

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00

Compensation Time Accrued: ~~0:00~~ 2:15

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 73:45

Compensation Time Balance: 0:16

Sick Leave Balance: 73:00

Military Leave Balance: 0:00

Pay Rate: \$13.65

Employee Signature: *Kory Hubbard*

Date: 11-12-13

Board Member Signature: *Anna Rowanek*

Date: 11-18-13

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	\$42,952.00	\$27,247.43	\$15,704.57	\$13,218.11	\$29,733.89	\$10,405.38
Project Sub Total	\$42,952.00	\$27,247.43	\$15,704.57	\$13,218.11	\$29,733.89	\$10,405.38
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	\$1,404.00	\$1,596.00	\$0.00
Project Sub Total	\$3,000.00	\$1,404.00	\$1,596.00	\$1,404.00	\$1,596.00	\$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	\$13,718.00	\$1,282.00	\$0.00	\$15,000.00	\$0.00
Project Sub Total	\$15,000.00	\$13,718.00	\$1,282.00	\$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	\$9,289.47	\$31,166.53	\$6,034.64	\$34,421.36	\$0.00
Project Sub Total	\$40,456.00	\$9,289.47	\$31,166.53	\$6,034.64	\$34,421.36	\$0.00
WE WOODLAND EROSION						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
WOODLAND EROSION 2014	\$33,000.00	\$15,118.26	\$17,881.74	\$0.00	\$33,000.00	\$0.00
Project Sub Total	\$33,000.00	\$15,118.26	\$17,881.74	\$0.00	\$33,000.00	\$0.00
Grand Totals	134,408.00	\$66,777.16	\$67,630.84	\$20,656.75	\$113,751.25	\$10,405.38

Fiscal Year = 2014, Sort By Project



Gasconade County Soil and Water Conservation District

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

December 4, 2013

Gasconade County Commission
119 East 1st Street, Room 2
Hermann, MO 65041

Attn: Gasconade County Clerk

Dear Commissioners,

The Gasconade County Soil and Water Conservation District Board of Supervisors would like to thank you for your continued support for our cause in an effort to inform and serve the public in regards to soil and water conservation. Without the support of the community and local government, our job would be much harder to accomplish. I have enclosed a copy of our 2014 budget request.

As the Commissioners are aware, we have an excellent District Technician, however, we have been having issues with DNR providing the testing necessary to achieve his Technician II status, which provides the necessary allocation for that position. Our board wished to increase his salary to the Technician II status in advance of this state allocation, in order to maintain his services. This funding is currently being covered through the reserve funds that the district has. We thank you for your assistance in contacting the appropriate people on our behalf to fight for this testing/allocation. To date, there has still been no testing made available.

I have also enclosed a copy of our 2013 Annual/Narrative Report so that you might review all that the district has accomplished over the last fiscal year. We look forward to continuing to increase awareness, information, and service for both young and old. We have had wonderful response to the current activities that we have been hosting over the past years and with your continued support, we will be able to continue in these efforts.

It is our sincere hope that the County Commission will continue to be a strong supporter of the Gasconade County Soil and Water Conservation District. We ask that you please forward our 2013 budget allocation of \$2,250 at this time. Thank you!

Sincerely,

Diana Mayfield
District Manager

Board of Supervisors
Dennis Berger, Chairman
Mike Haeffner, Vice-Chairman
Debra Nowack, Treasurer
Matt Estes, Member
Matt Herring, Secretary

GASCONADE COUNTY
 2014 BUDGET
 DEPARTMENTAL REVENUES AND EXPENDITURES

To the Budget Officer of Gasconade County, Missouri, as required by the County Budget Law, Section 50.540, RSMo.

I, (We) Gasconade County Soil and Water Conservation District hereby submit the following estimates of anticipated revenue collections and requirements for expenditures for the 2014 budget year beginning January 1, 2014, and ending December 31, 2014, as compared with corresponding figures for the last two completed fiscal years.

I hereby certify that the following is a true and correct estimate of the various revenues to be received and expenditures necessary for the proper conduct of my office (or the above-stated agency for the year beginning January 1, 2013 and ending December 31, 2013, and that said expenditures are authorized by law.

Debra Nowack
 (Name)

Treasurer, Board of Supervisors
 (Title of Officer of Agency)

Dated this 3rd day of December, 2013

A. DEPARTMENTAL REVENUES

Source of estimated current income, fees, etc.:	Actual 2012	Actual 2013	Office Estimate 2014	County Commission Estimate 2014
Gasconade County Commission	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	
State of MO (DNR)				
Personnel	\$ 62,153.00	\$ 56,866.00	\$ 56,866.00	
Administrative	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	
Info/Ed Grant	\$ 480.00	\$ 1,000.00	\$ 1,000.00	
Drill Rent	\$ 8,521.12	\$ 14,574.26	\$ 13,000.00	
Other Equipment	\$ 280.00	\$ 115.00	\$ 160.00	
Interest (checking/CD)	\$ 188.53	\$ 145.05	\$ 114.49	
Donations/Advertizing	\$ 1,023.50	\$ 768.20	\$ 450.00	
CD Transfer	\$ -			
Refunds	\$ 165.00	\$ 42.09		
Total Revenues	\$ 80,561.15	\$ 81,260.60	\$ 79,340.49	

GASCONADE COUNTY
 2014 BUDGET
 DEPARTMENTAL REVENUES AND EXPENDITURES

B. DEPARTMENTAL EXPENDITURES

	Actual 2012	Actual 2013	Office Estimate 2014	County Commission Estimate 2014
Salary Expenditures				
Position:				
District Manager	\$ 28,496.00	\$ 29,084.00	\$ 29,744.00	
Benefits	\$ 3,146.53	\$ 3,706.92	\$ 3,447.52	
District Technician	\$ 23,819.52	\$ 22,850.00	\$ 28,392.00	
Benefits	\$ 2,997.39	\$ 3,963.38	\$ 3,807.49	
Total Salary Expenditures	\$ 58,459.44	\$ 59,604.30	\$ 65,391.01	
Office Expenditures				
Items:				
Supplies	\$ 1,260.00	\$ 371.33	\$ 250.00	
Office Maintenance	\$ 19.97	\$ -	\$ -	
Postage	\$ 272.61	\$ 205.20	\$ 200.00	
Board Meetings	\$ 78.25	\$ 49.41	\$ 50.00	
Total Office Expenditures	\$ 1,630.83	\$ 625.94	\$ 500.00	
Equipment Expenditures				
Items:				
Flags/Plat Books	\$ 504.00	\$ 60.00	\$ -	
Drill Maintenance/Repair	\$ 7,666.15	\$ 16,810.72	\$ 10,500.00	
Equipment Maintenance	\$ 366.22	\$ 28.36	\$ 100.00	
Total Equipment Expenditures	\$ 8,536.37	\$ 16,899.08	\$ 10,600.00	

GASCONADE COUNTY
 2014 BUDGET
 DEPARTMENTAL REVENUES AND EXPENDITURES

B. DEPARTMENTAL EXPENDITURES

	Actual 2012	Actual 2013	Office Estimate 2014	County Commission Estimate 2014
Mileage and Training Expenditures				
Items:				
Supervisors	\$ 1,077.73	\$ 1,354.70	\$ 2,000.00	
Total Mileage and Training Expenditures	\$ 1,077.73	\$ 1,354.70	\$ 2,000.00	

Other Expenditures

Items:				
Information/Education	\$ 3,009.16	\$ 4,463.69	\$ 4,650.00	
Election Expense	\$ -	\$ 459.87	\$ -	
MASWCD Dues	\$ 450.00	\$ 450.00	\$ 450.00	
MOPERM/Insurance	\$ 1,076.60	\$ 1,076.60	\$ 1,100.00	
Advertizing/Promotion	\$ -	\$ 39.20	\$ 120.00	
Total Other Expenditures	\$ 4,535.76	\$ 6,489.36	\$ 6,320.00	
Total Expenditures	\$ 74,240.13	\$ 84,973.38	\$ 84,811.01	

Annual Report

July 1, 2012 to June 30, 2013

A. DISTRICT NAME Gasconade County
Address 314 S. Olive Street
Owensville, MO 65066
Telephone Number 573-437-3478 ext 3
Fax Number 573-437-4771
Manager's
Email Address diana.mayfield@swcd.mo.gov

B. CURRENT SUPERVISORS as of June 30, 2013

Chairman Dennis Berger
Address 809 Hillcrest
Owensville, MO 65066
Phone Number 573-437-3262
Yrs. On Board 2010-Present Area II
Email Address denbobsplace@hotmail.com

Vice-Chairman Mike Haeffner
Address 1320 Hwy 100
Morrison, MO 65061
Phone Number 573-294-0016
Yrs. On Board 2011-Present Area I
Email Address mhaeffner@centurytel.net

Treasurer Debra Nowack
Address 1515 Mint Springs Road
Owensville, MO 65066
Phone Number 573-646-3477
Yrs. On Board 2011-Present Area III
Email Address debra.nowack@mo.usda.gov

Member Matthew Estes
Address 2162 Hwy 50
Rosebud, MO 63091
Phone Number 5733680442
Yrs. On Board 2013-Present Area IV
Email Address ball1@fidmail.com

Secretary James Thompson
Address 1106 Hwy 28 West
Owensville, MO 65066
Phone Number 573-437-2135
Yrs. On Board 2012-Present
Email Address ThompsonJO@missouri.edu

C. MEETINGS

Number of SWCD Board Meetings Held: 12
Number of Special Meetings Held by Board: 1 Drought Meeting

ANNUAL MEETING -Open House
Number Attending: 155

OTHER INFORMATION EDUCATION MEETINGS (specify type)

TYPE	No. of Meetings	No. Attending
Forage & Beef Conference (Sponsorship)	1	190
Tri-County Grazing School (Sponsorship)	1	20

5 Gasconade County Landowners in attendance.

D. ACTIVITIES

CONTESTS

	No. of Schools	No. of Entries
Poster Contest	7	517
Envirothon (Sponsorship-Central Region)	21	105

AWARDS

	Name
Family Cooperator Award	Stanley Shoemaker Family
Volunteer Award	Doratheia Koepke/Nick Roberts
Partnership Award	University of MO Extension

PUBLICITY

DISTRICT NEWSLETTER

ISSUES/YEAR	CIRCULATION
2	850
WebSite (e-mail notification list)	210

	Number of
Radio Ads	1
Newspaper Articles	14x5
Public Displays	2
Web Page	updated regulary

Gasconade Republican, Hermann Advertiser, Bland Courier, Cuba Free Press, County News Live

TOURS AND FIELD DAYS

Type of Tours and Field Days	No. of Tours	Attendance
4th Grade Field Day	2	264
Soil Horizons, OES MO Days	1	600+

RENTAL AND SALES

Equipment Type	Rental Fee	No. of
John Deere 10'Drill/acre (10 acre minimum)	\$10/\$9*	1045.4
Great Plains 7' Drill/acre (10 acre minimum)	\$10/\$9*	550.9
Rotowiper/day	\$25.00	1
Burn Equipment/use	\$10.00	1
ATV Equipment/day per piece	\$20.00	4
ATV Warm Season Grass Seeder/day	Free	3
Soil Probe/use	Free	21
Audio Equipment/use	Free	0

*Over 50 acres

Items Sold by District	Donation
Flags	\$ -
Plat Books	\$330.00

OTHER

E.

No. of Cooperators Waiting for Service:
Average Time Waiting for First Contact:

1-2 days

Were accomplishments presented to county commission?
Was budget presented to county commission?

Yes

Yes

F. CURRENT DISTRICT STAFF

Name	<u>Diana Mayfield</u>	Job Title	<u>District Program Specialist II</u>
Phone Number	<u>573-437-3478 ext 3</u>	Termination Date	_____
Start Date	<u>20-Jan-00</u>	Hours Worked Per Year	<u>2080</u>
Email Address	<u>diana.mayfield@swcd.mo.gov</u>		
Current Hourly Wage	<u>\$14.00</u>		
Primary Staff Contact Y/N	<u>Yes</u>		

Name	<u>Kory Hubbard</u>	Job Title	<u>District Technician I</u>
Phone Number	<u>573-437-3478 ext 109</u>	Termination Date	_____
Start Date	<u>22-May-12</u>	Hours Worked Per Year	<u>2080</u>
Email Address	<u>kory.hubbard@swcd.mo.gov</u>		
Current Hourly Wage	<u>\$11.00</u>		
Primary Staff Contact Y/N	<u>No</u>		

**Gasconade County
Soil and Water Conservation District**

**Narrative Report 2013
July 1, 2012– June 30, 2013**

The Gasconade County Soil and Water Conservation District's (SWCD) primary goal for the county is to conserve our natural resources. All programs and related activities are based on reaching the goal of "T".

Gasconade County SWCD programs and activities encourage participation by the public, which include our children, who will be the future leaders of our nation. Some of the activities and programs of the district, which are funded by Administrative funds and local funds include:

- **4th Grade Field Day** – The District organized and sponsored their twelfth 4th Grade Field Day on October 3rd and 4th. There were 211 students from 4 schools, and additional volunteers and staff at this event. The students were allowed to visit eight different educational stops on the Dennis and Brenda Kurrelmeyer Farm north of Owensville, MO. The lunch for the students and staff was provided by local businesses and prepared by volunteers. Conservation Agent Jason Eikermann presented the lunch time program by discussing animal pelts and the animal's habits.
- **OES MO Days** – The District Staff organized a Soil Horizon Workshop for the Owensville Elementary School MO Days held on October 11, 2012. District Staff with the assistance of the Ladies from the Farm Service Agency and volunteers Nicole Hubbard, Brandon Mayfield, and Stephanie Summers explained the different layers of the soil and what we can find there. We explained that everything can be traced back to the soil so it is important to protect it. We then allowed the students to make soil pudding layer cups complete with worms. We serviced 600+ students in 14 rotations.
- **CCPI Streambank Project** – The district has completed two more streambank stabilization projects. All of the projects are holding up well with the recent water events. The final project is currently being designed by the NRCS engineers.
- **Forage and Beef Conference** – The Forage and Beef Conference for the area was held in Cuba on February 11th with approximately 190 people in attendance. An evening meal was provided at the end of the conference. The producer panel addressed the recent drought and how they managed their operations during this time. There were several vendors at this event, who donated door prizes that were presented throughout the course of the evening. We had two staff members at the meeting, who helped with set up/down and registration.
- **2013 Annual Meeting** – This year's Annual Meeting was held at the Owensville Middle School on March 14th. There were 155 people in attendance. The meal was catered. Our guest speakers, Joy and Cynthia Haeffner, presented "Agriculture in New Zealand." The program was very well received. The GCSWCD presented their Conservation Family Award to Stanley and Kathy Shoemaker, Partnership Award to the University of Missouri Extension, and the Volunteer Award to Dorathea Koepke and Nick Roberts. An election for the Area II and IV Supervisors was held in conjunction with the annual meeting. Dennis Berger and Matthew Estes were elected to serve, respectively.
- **Poster Contest** - This year's theme was "Where does your Water Shed?" The poster contest is open to any student in Gasconade County in Grades 2 thru 8. We receive 517 posters from 7 schools and our three judges had a very difficult time in making their selections. The awards were presented at the Annual Meeting. The Top Three posters from grades 2-3, 4-6, and 7-8 will be forwarded to the State Level Competition.
- **Community Support:** The GCSWCD District Manager was the lead person for the USDA Service Center participation in Operation Christmas and the Feds Feed Families Program. For Operation Christmas we serviced 2 large families and we donated approximately 250 lbs of food to the local food bank.

The District still owns a 10 ft. John Deere no-till drill, a 7 ft. Great Plains no-till drill, an ATV sprayer, seeder, and disk, and a Rotowiper. The District also has burn equipment and soil probes available for public use. An ATV Warm Season Spreader is available free of charge.

A semi-annual newsletter was mailed to approximately 850 cooperators at each mailing this past fiscal year. The newsletter is now located on the District Web site. We are currently sending the newsletter via e-mail to 210 landowners. The purpose of this newsletter is to make the landowners more aware of district goals, programs, and accomplishments in controlling soil erosion, water quality, etc. The newsletter also contains information and events for the cooperating partners - Natural Resources Conservation Service

(NRCS), Farm Service Agency (FSA), and Missouri Department of Conservation (MDC). The funding of this newsletter has been made possible by the soil and parks tax and local funding.

The Soil and Water Conservation District co-sponsored the Mid-MO Grassland Competition. The District sent two staff member to assist with the Regional Envirothon, which serviced 105 high school students.

The District Staff works with NRCS to assist with the Federal Programs that are being implemented.

The NRCS, FSA, MDC, University Missouri Extension, County Contractors, the County Commission, and county and state public officials continue to be very supportive of the District.

A combination of the news media, radio, a District Newsletter, website, correspondence, and personal contacts are used to keep the public informed of state programs and Board sponsored activities.

Based on the new resource concerns, the following have been claimed: Sheet/Rill & Gully (6-\$26,679.36) Grazing System Management (11-\$19,613.22); Woodland Erosion (3-\$5,547.47); Sensitive Area (3-\$5055.11); Nutrient/Pest Management (3-\$2,441.00). This year, the District Staff and NRCS Staff worked the Governor's Executive Order 12-08 for establishing water sources/distribution for livestock and crops. GCSWCD claimed 15 applications for \$119,691.59. The drought program prohibited any additional funding being provided for resource concerns that were maxed out as in the past years. The District has claimed \$179,027.75 which is 81% of our fiscal year allocation of \$220,057.59.

Two office personnel and two supervisors attended the State Training Conference held in November-December.

The Annual Plan of Action is followed monthly as a guideline for district activities during the year. The District is continually looking for educational opportunities. The district follows the federal guidelines for Civil Rights and Equal Opportunity. They review these policies annually with NRCS.

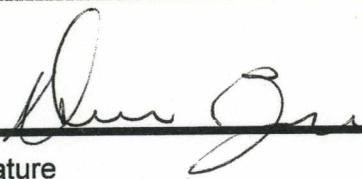
The Gasconade County Board of Supervisors meets regularly on the first Tuesday of each month. Effective April 2, 2013, the meeting time has been permanently set at 6:30 p.m. The agenda for each meeting is posted in the USDA Service Center on the Wednesday before each meeting. The County Commissioners, Natural Resources Conservation District Area Staff, and the Department of Natural Resources are invited to each meeting and any visitors wishing to attend the meetings are encouraged to do so. The Southern County Commissioner has attended quite frequently as well as the DNR District Coordinator.

The Board of Supervisors continues to stress the need for soil and water conservation and they are very conscious of their responsibility of being faithful stewards of tax payer dollars.

Health Insurance

CALENDAR YEAR 2014

Employee Name	PPO 600	PPO 1000	Not Participating
Diana M. Mayfield	x		
Kory D. Hubbard	x		



Board Signature

12-3-13

Date



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

November 6, 2013

Gasconade Board of Supervisors
Mike Haeffner
1320 Hwy 100
Morrison, MO 65061

Dear Mike Haeffner:

Attached are updated time accounting reports for the district's review. The reports reflect timesheets approved by the board during fiscal year 2013 (July 1, 2012 through June 30, 2013). The report is divided into two parts: the first is by employee and the second is a summary of all district staff reflecting total number of hours for each activity and leave code.

While reviewing the reports, some employees are using the "implementation of timesheets" code. This code was initially loaded to allow employees to enter time recorded on previous timesheets during implementation of the new time accounting system. This code has been inactivated in MOSWIMS and should no longer be utilized by employees; please delete out this code if copying timesheets that contain it.

The report also indicates in some districts the number of hours coded as holiday leave and administrative leave varies between employees. Districts are encouraged to review their leave policies to ensure employees are coding their time appropriately. District boards should also determine appropriate use of coding leave time to the Family Medical Leave Act (indicated as FMLA in the Time Code column). Employees qualify for FMLA leave when either they or a family member suffer from a "serious health condition", further information can be found at <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>.

November 6, 2013

Page two

If you have any questions regarding the enclosed report please contact your district coordinator.
Thank you.

Sincerely,

SOIL AND WATER CONSERVATION PROGRAM

A handwritten signature in cursive script that reads "Colleen Meredith".

Colleen Meredith
Director

CW:clm

DISTRICT TOTAL

PARENT TIME CODE	TIME CODE	PRACTICE NAME	DURATION IN HRS
ADMINISTRATIVE LEAVE (PAID)			32
ANNUAL LEAVE			248.5
COMP TIME			86.25
HOLIDAY			165
SICK LEAVE			127.5
STATE C-S PRACTICE	ADMINISTRATION	DFR-05	8.25
STATE C-S PRACTICE	ADMINISTRATION	DSL-01	1.75
STATE C-S PRACTICE	ADMINISTRATION	DSL-02	2.5
STATE C-S PRACTICE	ADMINISTRATION	DSL-05	3.75
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.1	0.5
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.2	3.5
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.3	0.25
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.4	3.25
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.5	7.25
STATE C-S PRACTICE	ADMINISTRATION	DWC-01	4.25
STATE C-S PRACTICE	ADMINISTRATION	DWP-01	4
STATE C-S PRACTICE	ADMINISTRATION	N351	1.5
STATE C-S PRACTICE	ADMINISTRATION	N574	7.75
STATE C-S PRACTICE	ADMINISTRATION	N590	2.25
STATE C-S PRACTICE	ADMINISTRATION	N595	6.75
STATE C-S PRACTICE	TECHNICAL	DFR-05	6.25
STATE C-S PRACTICE	TECHNICAL	DSL-01	13.25
STATE C-S PRACTICE	TECHNICAL	DSL-02	31.25
STATE C-S PRACTICE	TECHNICAL	DSL-04	4.5
STATE C-S PRACTICE	TECHNICAL	DSL-05	12
STATE C-S PRACTICE	TECHNICAL	DSP 3.2	77.75
STATE C-S PRACTICE	TECHNICAL	DSP 3.3	10.5
STATE C-S PRACTICE	TECHNICAL	DSP 3.4	13.25
STATE C-S PRACTICE	TECHNICAL	DSP 3.5	36.5
STATE C-S PRACTICE	TECHNICAL	DWC-01	68.5
STATE C-S PRACTICE	TECHNICAL	DWP-01	24.5
STATE C-S PRACTICE	TECHNICAL	DWP-03	3.5
STATE C-S PRACTICE	TECHNICAL	N351	13
STATE C-S PRACTICE	TECHNICAL	N472	5.5
STATE C-S PRACTICE	TECHNICAL	N574	39.5
STATE C-S PRACTICE	TECHNICAL	N590	25
STATE C-S PRACTICE	TECHNICAL	N595	4
WORK	USDA TECHNICAL ASSISTANCE		75.25
WORK	BOARD MEETING		119.25
WORK	ACCOUNTING		188.5
WORK	PUBLIC INFORMATION/EDUCATION ACTIVITIES		233
WORK	USDA ADMINISTRATIVE ASSISTANCE		223
WORK	GENERAL LANDOWNER CONTACT		113.75
WORK	EQUIPMENT RENTAL		65.75
WORK	MEETINGS		76
WORK	OFFICE ADMINISTRATION		999.75
WORK	TRAINING		322.75
WORK	LANDOWNER PROGRAM AWARENESS		112
WORK	PRACTICE SPOT CHECK		32
WORK	COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE		25.25
WORK	DROUGHT ASSISTANCE		326.5
WORK	COST-SHARE ADMINISTRATION		172
WORK	ELECTION		14
WORK	IMPLEMENTATION OF TIMESHEET		1.25
			4205.5

Gasconade SWCD

Time Period 7/1/12-6/30/13

Diana Mayfield

PARENT TIME CODE	TIME CODE	PRACTICE NAME	DURATION IN HRS
ADMINISTRATIVE LEAVE (PAID)			15.5
ANNUAL LEAVE			206
COMP TIME			60.75
HOLIDAY			80
SICK LEAVE			63
STATE C-S PRACTICE	ADMINISTRATION	DFR-05	8.25
STATE C-S PRACTICE	ADMINISTRATION	DSL-01	1.75
STATE C-S PRACTICE	ADMINISTRATION	DSL-02	2.5
STATE C-S PRACTICE	ADMINISTRATION	DSL-05	3.75
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.1	0.5
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.2	3.5
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.3	0.25
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.4	3.25
STATE C-S PRACTICE	ADMINISTRATION	DSP 3.5	7.25
STATE C-S PRACTICE	ADMINISTRATION	DWC-01	4.25
STATE C-S PRACTICE	ADMINISTRATION	DWP-01	4
STATE C-S PRACTICE	ADMINISTRATION	N351	1.5
STATE C-S PRACTICE	ADMINISTRATION	N574	7.75
STATE C-S PRACTICE	ADMINISTRATION	N590	2.25
STATE C-S PRACTICE	ADMINISTRATION	N595	6.75
STATE C-S PRACTICE	TECHNICAL	DFR-05	0.5
STATE C-S PRACTICE	TECHNICAL	DSP 3.2	2.5
STATE C-S PRACTICE	TECHNICAL	DSP 3.4	1.5
STATE C-S PRACTICE	TECHNICAL	DSP 3.5	1
WORK	USDA TECHNICAL ASSISTANCE		3
WORK	BOARD MEETING		111
WORK	ACCOUNTING		185.75
WORK	PUBLIC INFORMATION/EDUCATION ACTIVITIES		188
WORK	USDA ADMINISTRATIVE ASSISTANCE		191.75
WORK	GENERAL LANDOWNER CONTACT		24
WORK	EQUIPMENT RENTAL		39
WORK	MEETINGS		33.75
WORK	OFFICE ADMINISTRATION		417.75
WORK	TRAINING		56.75
WORK	LANDOWNER PROGRAM AWARENESS		29.75
WORK	COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE		3
WORK	DROUGHT ASSISTANCE		158.5
WORK	COST-SHARE ADMINISTRATION		164.25
WORK	ELECTION		14
			2108.5

Kory Hubbard

Kory Hubbard			
PARENT TIME CODE	TIME CODE	PRACTICE NAME	DURATION IN HRS
ADMINISTRATIVE LEAVE (PAID)			16.5
ANNUAL LEAVE			42.5
COMP TIME			25.5
HOLIDAY			85
SICK LEAVE			64.5
STATE C-S PRACTICE	TECHNICAL	DFR-05	5.75
STATE C-S PRACTICE	TECHNICAL	DSL-01	13.25
STATE C-S PRACTICE	TECHNICAL	DSL-02	31.25
STATE C-S PRACTICE	TECHNICAL	DSL-04	4.5
STATE C-S PRACTICE	TECHNICAL	DSL-05	12
STATE C-S PRACTICE	TECHNICAL	DSP 3.2	75.25
STATE C-S PRACTICE	TECHNICAL	DSP 3.3	10.5
STATE C-S PRACTICE	TECHNICAL	DSP 3.4	11.75
STATE C-S PRACTICE	TECHNICAL	DSP 3.5	35.5
STATE C-S PRACTICE	TECHNICAL	DWC-01	68.5
STATE C-S PRACTICE	TECHNICAL	DWP-01	24.5
STATE C-S PRACTICE	TECHNICAL	DWP-03	3.5
STATE C-S PRACTICE	TECHNICAL	N351	13
STATE C-S PRACTICE	TECHNICAL	N472	5.5
STATE C-S PRACTICE	TECHNICAL	N574	39.5
STATE C-S PRACTICE	TECHNICAL	N590	25
STATE C-S PRACTICE	TECHNICAL	N595	4
WORK	USDA TECHNICAL ASSISTANCE		72.25
WORK	BOARD MEETING		8.25
WORK	ACCOUNTING		2.75
WORK	PUBLIC INFORMATION/EDUCATION ACTIVITIES		45
WORK	USDA ADMINISTRATIVE ASSISTANCE		31.25
WORK	GENERAL LANDOWNER CONTACT		89.75
WORK	EQUIPMENT RENTAL		26.75
WORK	MEETINGS		42.25
WORK	OFFICE ADMINISTRATION		582
WORK	TRAINING		266
WORK	LANDOWNER PROGRAM AWARENESS		82.25
WORK	PRACTICE SPOT CHECK		32
WORK	COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE		22.25
WORK	DROUGHT ASSISTANCE		168
WORK	COST-SHARE ADMINISTRATION		7.75
WORK	IMPLEMENTATION OF TIMESHEET		1.25
			2097



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

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM

2014-009

DATE: November 20, 2013

TO: All Soil and Water Conservation Districts

FROM: *for* Colleen Meredith, Director
BCW
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2014 (FY14) Supplemental Cost-Share Allocations

Memorandum 2014-004 explained that two supplemental allocations would be implemented this fall for districts that met certain criteria for obligation of funding to contracts. The Soil and Water Districts Commission at their October 30, 2013 meeting extended the deadline for the first supplemental due to the federal government shutdown.

Districts should continue to work toward reaching 80 percent obligated of the FY14 Cost-Share Allocation(s) shown in the Fund Status Report in the Missouri Soil and Water Information Management System (MoSWIMS) by the December 13th deadline. Due to the delay and extension of the first supplemental allocation from October 15, 2013 to November 8, 2013, the program will report the districts progress based on the December 13th deadline to the Soil and Water Districts' Commission at their December 16, 2013 meeting. At this meeting the Commission will determine if a deadline extension is necessary and to determine the ability to provide an additional supplemental based upon the status of cost-share funds.

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



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DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM 2014-010

DATE: November 20, 2013

TO: All Soil and Water Conservation Districts

FROM: ^{JB} Jim Boschert, Planner III
Soil and Water Conservation Program

SUBJECT: Training Conference Reimbursement Form

This year the Soil and Water Conservation Program will be reimbursing supervisor's hotel, registration and meals provided at the conference. The mileage and meals for supervisors in route will be the responsibility of the districts and can be paid from the administrative state fund or local funds. Attached is the reimbursement request form. Districts will need to submit the hotel receipt and conference receipt with this form. Please include this information with your 2nd quarter report. The program will reimburse the district and the district is to reimburse the supervisors.

Reimbursement is eligible for hotel rooms on Sunday, if travel time is in excess of three hours. This should be used as guidance; however, it will be left to the district boards to approve travel and lodging from state funds for individuals that may not fit within the three hour guidance. We ask that district boards be judicious with the use of taxpayer funds.

The room rate at Tan-Tar-A Resort for this year's training conference is \$74.16, which includes lodging taxes. If a district check is used to pay these expenses, \$74.16 per room per night is all that can be paid. Check hotel bills carefully to ensure that state sales tax is not charged. A district credit card is not exempt from state sales tax unless there is a letter from the Department of Revenue specifically exempting that credit card from state sales tax. If you do not have a tax exempt letter, state and local taxes will also be charged. The maximum that a district will be reimbursed for a supervisor's hotel room is \$74.16 per room per night. Make certain the documentation for the hotel reimbursement that you submit to the program is an itemized receipt.

All Soil and Water Conservation Districts
November 20, 2013
Page two

When these expenses are entered into the accounting system please remember to track these expenses in fund 10. Also the reimbursement received from the state will be tracked in fund 10.

As a reminder, the expenses of spouses/guests of supervisors or employees are not allowed from state or local funds.

Please consider carpooling and sharing rooms when feasible to reduce expenses for the district.

Once a district supervisor registers for a conference meal it is considered part of the meal count that is submitted to the hotel and the Missouri Association of Soil and Water Conservation Districts (MASWCD) is charged for the expense. If the supervisor later decides not to attend the conference meal, MASWCD still has to pay for the meals as shown on the registration. Program staff will not allow meal expenses for supervisors from state funds if the supervisor had previously registered for a conference meal.

If you have questions about your hotel charges or completing the reimbursement form, please contact Lori Bax, at the Soil and Water Conservation Program, P.O. Box 176, Jefferson City, MO 65102-0176, or by phone at 573-751-5389. Thank you.

JB:mm

Attachment

SUPERVISOR REIMBURSEMENT FORM

2013 Training Conference

District

_____ The attached lodging expense was incurred at the 2013 Training Conference. Please reimburse the district for the amount listed below. **Please attach an itemized hotel receipt.**

_____ The attached registration/meal expense was incurred at the 2013 Training Conference. Please reimburse the district for the amount listed below. **Please attach an itemized receipt.**

Amount Paid

Amount to be Reimbursed

Supervisor Name (printed) _____

Supervisor Signature _____

The above amount represents the eligible state portion of the lodging expenses for the above named supervisor. The district has paid this amount.

Check Number

Date Paid

Please complete one reimbursement form per supervisor. A copy of the itemized hotel receipt (showing room rate with room taxes) must be submitted with the claim for reimbursement. Write the check number used and date paid on this form. It is the district's responsibility to obtain correct documentation. The maximum amount the district will be reimbursed is \$74.16 per night per supervisor.



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

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

MEMORANDUM

2014-011

DATE: November 20, 2013

TO: All Soil and Water Conservation Districts

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

SUBJECT: Information Technology Issue Resolution and Purchasing

This memorandum is to provide Soil and Water Conservation Districts with guidance on information technology issue resolution and purchasing of related items.

Resolving Software and Hardware Issues

District staff must submit help desk tickets to ITSD for general computer support and password issues. The online help desk ticket is available at: <https://helpdesk.mo.gov/CreateTicket.aspx>. Help desk tickets enable ITSD to better align issues with staff knowledgeable in the software or hardware specific to problems identified, resulting in a more rapid resolution. If issues specific to Soil and Water Conservation Program (MoSWIMS or CMT) are identified contact your district coordinator for resolution; these issues cannot be resolved through the ITSD help desk process. The ITSD help desk phone number, (573)526-4429, should only be utilized for urgent issues such as the district computer system being down or if someone is locked out of their machine. It is imperative that all staff utilize the appropriate avenues (help desk tickets versus phone assistance) to request assistance regarding computer issues for efficiency and accuracy in service.

Purchasing Computer Supplies/Equipment

The program office has recently reviewed districts that had utilized administrative funds to purchase computer related items such as printer cables, modems, data cards, etc. Generally these items can be provided to the district at no cost. These items are not eligible expenses from the district's administrative funds. Information technology items eligible from the administrative funds are provided in the District Operations Manual on page VII-6. For any other hardware or software purchases (including printers) the district will need to contact their district coordinator who will work with the program's ITSD liaison. Based upon review of the request, ITSD will

All Soil and Water Conservation Districts

November 20, 2013

Page Two

then be contacted to ensure that computer supplies and/or equipment are compatible and allowable for use on the state server.

Please discuss any potential purchases related to information technology with your district coordinator prior to making any commitments to buy. If you have any questions regarding this memo, please contact your district coordinator.

CW:mm

District Manager Report
Diana Mayfield
November 2013

Began work on planning for the Annual Meeting (50 Years). I have reserved the Owensville Middle School for March 27, 2014.

I have begun working on the monthly articles for the newspaper. I split the topics with Kory, so we will see how that goes.

It has been kind of slow but we are seeing new landowners coming in requesting (and qualifying) for cost-share practices.

I worked up the County Commission Budget request.

We received \$150 for operation Christmas so we will be "adopting" 3 families this year.

November 2013 Activity Report

In November I looked at a farm for a seeding. He qualified, when I get a farm number for him from FSA, I can plan it for March.

I looked at a farm for a grazing system. I am planning the pipeline and fence.

I went out to Koellings to reflag his damns with Melinda. He hopes to complete his DWP-1 practice soon.

I made 3 trips to Hollander/winters to complete a checkout on his N472 and DSP-3.2

I had training in Columbia on the 8th. It covered changes and deadlines to NRCS programs and planning information.

I took Patty Chapman around on the 26th to complete spot checks for the FY12 practices.

We had two holidays off this month and I had time off for deer season.

Thank you



Kory Hubbard

Gasconade County Technician



Natural Resources Conservation Service
1315 E Main
Linn, Missouri 65051

**November 2013
NRCS Board Report**

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

I attended the Missouri Forage and Grassland Council Annual Conference.

NRCS held a Local Work Group meeting in Owensville and Linn to gather information from landowners on the local resource concerns. This information was then used to develop the local questions for the EQIP ranking worksheet.

NRCS and SWCD Technical staff attended a Conservation Planning Training session in Columbia.

I helped set up the State Grassland Evaluation Contest. I was unable to attend the day of the contest as I attended an Area 2 DC meeting in Palmyra.

NRCS staff has been busy working on reviewing CSP documentation and processing payments for the program.

Melinda L. Barch
District Conservationist

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted November 27, 2013, 3:00 p.m.

AGENDA

Farm Bureau Meeting Room, 1106 Hwy 28 West, Owensville

Tuesday, December 3, 2013, 6:00 pm

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

Unfinished Business

- CCPI Update
- Annual Meeting Update – 50 Years
 - March 27, 2014
- Operation Christmas

New Business

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

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Joseph/Amy Cartwright ¹		N472	Change Order	062-14-0011
Culp/Doyel Trust	C/S	DSP-3.5	Contract	062-14-0019
Kevin/Vicky Huebner	C/S	DSP-3.2	Contract	062-14-0021
Glen Hollander/Rhonda Winters ²		N472	Change Order	062-14-0005
Glen Hollander/Rhonda Winters ³		N472	Payment	062-14-0005
Glen Hollander/Rhonda Winters ³		DSP-3.2	Payment	062-14-0002
Roy T/Lois Jane Kinman Trust		DSP-3.2	Change Order	062-14-0018
Patrick J Gant	CSP			
Kevin Hollander	CSP			

¹Approved by Debra Nowack, 11/13/13

²Approved by Debra Nowack, 11/18/13 (see attached e-mail quorum vote)

³Approved by Dennis Berger, 11/27/13

- Annual Plan of Action
 - County Commission Budget Request
- Health Insurance Verification Form
- DNR Memorandums and Letters
 - Memorandum 2014-009 - Fiscal Year 2014 (FY14) Supplemental Cost-Share Allocations
 - Memorandum 2014-010 – Training Conference Reimbursement Form
 - Memorandum 2014-011 – Information Technology Issue Resolution and Purchasing
- NRCS and District Reports
 - Mail
 - Calendar of Events –
 - December 16 – 18, Annual Training Conference, Tan-Tar-A
 - December 25, 2013, Christmas Day Holiday, Office Closed
 - December 26-27 and January 2-6, Diana Mayfield out of office
 - December 30 – January 1, Kory Hubbard out of office
 - January 1, 2014, New Year’s Day Holiday, Office closed
- Adjourn. Next meeting scheduled for **January 7, 2014, at the USDA Service Center, 6:30 p.m.**

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