



1320 Research Park Drive  
Manhattan, Kansas 66502

## **MINUTES OF THE STATE CONSERVATION COMMISSION**

1. The State Conservation Commission meeting was called to order by Rod Vorhees, Chairman and Area V Commissioner at 9:02 a.m., Monday, April 13, 2015, at the Kansas Department of Agriculture, 1320 Research Park Drive, Manhattan, Kansas.

2. **ATTENDANCE:**

**Elected Commissioners:**

Ted Nighswonger, Area I Commissioner  
Andy Larson, Area II Commissioner  
Brad Shogren, Area III Commissioner  
John Wunder, Area IV Commissioner  
Rod Vorhees, Area V Commissioner

**Ex-Officio & Appointed Members:**

Eric Banks, State Conservationist, USDA, Natural Resources Conservation Service (NRCS)  
Dan Devlin, Director, Kansas Center for Agricultural Resources and the Environment (KCARE), K-State Research and Extension  
Peter Tomlinson, Ph.D., Associate Professor, Extension Specialist for Environmental Quality Agronomy Department, Kansas State University (KSU)  
David Barfield, P.E., Chief Engineer, Kansas Department of Agriculture (KDA), Division of Water Resources (DWR)

**Division of Conservation, Kansas Department of Agriculture Staff:**

Greg Foley, Executive Director  
Scott Carlson, Assistant Director  
Don Jones, Water Quality Program Manager  
Steve Frost, Administrative Manager  
Hakim Saadi, P.E., Watershed & Water Supply Program Manager  
Dave Jones, Conservation District Coordinator  
Megan Brown, Conservation District Coordinator  
Cathy Thompson, Program Consultant  
Kristin Miller, Land Reclamation & Administrative Specialist

## **SCC MEETING MINUTES**

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### **Guests:**

Herb Graves, Executive Director, State Association of Kansas Watersheds (SAKW)  
Jim Krueger, Executive Director, Kansas Association of Conservation Districts (KACD)  
Patti Winters, President, Kansas Association of Conservation Districts Employees'  
Organization (KACD-EO)  
Susan Metzger, Assistant Secretary, Kansas Department of Agriculture (KDA)  
Kellen Liebsch, Accountant, Kansas Department of Agriculture (KDA)  
Jackie McClaskey, Secretary, Kansas Department of Agriculture (KDA)

### **3. ADDITIONS/CORRECTIONS TO AND APPROVAL OF AGENDA:**

#### **ADDITIONS:**

**9. h.** Staff travel authorization.

**Motion by Brad Shogren to approve the agenda, as amended. Seconded by Ted Nighswonger. Motion carried.**

### **4. MINUTES OF THE PREVIOUS MEETING:**

**Motion by Ted Nighswonger to approve the February 23, 2015 minutes, as mailed. Seconded by John Wunder. Motion carried.**

### **5. COMMENTS FROM GUESTS:**

- a. Herb Graves. – Herb discussed Kansas House Bill 2061.
- b. Jim Krueger – Jim discussed the Leopold Conservation Award Program and the Pat Lehman Legacy Award.
- c. Patti Winters – Patti discussed the statewide KACD-EO meeting taking place in Manhattan on May 5, 2015

### **6. FINANCIAL REPORT**

- a. Financial report update. – See Attachment A.

### **7. COMMUNICATIONS AND ANNOUNCEMENTS:**

Greg Foley gave an overview of highlights from the Marshall County Conservation District board meeting DOC staff attended.

### **8. UNFINISHED BUSINESS:**

- a. Summary of 2015 Spring Workshops. – See Attachment B.
- b. Legislative update and review of FY 2016 and FY 2017 budget.

## SCC MEETING MINUTES

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- c. Review future SCC meeting dates and Joint Meeting plans.
  - i. SCC meeting dates.

**Motion by Brad Shogren to approve the FY 2016 meeting dates as amended below. Seconded by Ted Nighswonger. Motion carried.**

**August 9 – 10, 2015**

**September 17, 2015**

**November 22, 2015**

**January 19, 2016**

**April 11, 2016**

**May 16, 2016**

**\*Note: Calendar provided with holidays to assist in selection of dates by Commissioners.**

- ii. Joint SCC/KACD Summer Meeting hosted by Area I SCC Commissioner.

The Meeting is scheduled to take place in Norton, KS on August 9-10, 2015.

- d. Update on document submittal – Cathy Thompson. – See Attachment C.
- e. Review second draft of Conservation District Financial Management Checklist – See Attachment D

**Motion by Ted Nighswonger to adopt the amended Financial Management Checklist as a management report required annually by the SCC. Seconded by Andy Larson. Motion carried.**

## 9. NEW BUSINESS

- a. Review prior year FY 2013 and FY 2014 cost-share encumbrance and cancellation policy recommendations.
  - Extend all FY 2013 LWM encumbered cost-share contracts in the Non-Point Source Pollution Control Program (NPS) until December 1, 2015.
  - Extend all FY 2014 encumbered cost-share contracts in the Non-Point Source Pollution Control Program (NPS) until December 1, 2015.
  - Extend all FY 2014 encumber cost-share contracts in the Water Resources Cost-share Program (WR) until December 1, 2015.

## SCC MEETING MINUTES

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**Motion by Ted Nighswonger to approve the FY 2013 and FY 2014 cost-share encumbrance policy recommendations. Seconded by Andy Larson Motion carried.**

- b. Review current year FY 2015 cost-share encumbrance policy recommendations.
  - i. Program Encumbrance.
    - Non-Point Source Pollution Control Program (NPS)
      - All On-site Wastewater System (OSW) and Abandoned Water Well Plugging (AWP) contracts will expire on June 1, 2015. Encumber all other FY 2015 NPS cost-share contracts that have not been completed until June 1, 2016 except for Livestock Waste System contracts which will be encumbered until June 1, 2017.
    - Riparian and Wetland Protection Program (RWPP)
      - Encumber all FY 2015 RWPP contracts until June 1, 2017.
    - Watershed Dam Construction Program (WDCP)
      - Encumber all FY 2015 WDCP contracts until June 1, 2017.
    - Water Resources Cost-share Program (WR)
      - Encumber all FY 2015 WR cost-share contracts that have not been completed until June 1, 2016.
    - Engineering Contracts in the Non-Point Source Pollution Control Program (NPS) and Riparian and Wetland Protection Program (RWPP)
      - Encumber all FY 2015 engineering contracts in the NPS and RWPP programs until June 1, 2017.

**Motion by Andy Larson to approve the FY 2015 cost-share encumbrance policy recommendations. Seconded by John Wunder. Motion carried.**

- c. Review FY 2016 WRCS, NPSPC program policy revisions. – See Attachment E.

**Motion by Brad Shogren to approve the FY 2016 WRCS, NPSPC Program policy revisions. Seconded by Andy Larson. Motion carried.**

- d. Review FY 2016 program allocation scenarios. – See Attachment F.

## SCC MEETING MINUTES

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**Motion by Ted Nighswonger to approve the WRCSP and the NPSPCP FY 2016 cost-share fund allocation recommendations within each program. County specific allocations will be recommended by staff at the May 12, 2015 SCC meeting. Seconded by Andy Larson. Motion carried.**

- e. Determine FY 2016 cost-share cancellation/reallocation policy.
  - Cancel all uncommitted FY 2016 cost-share funds in the Non-Point Source Pollution Control Program (NPS) on December 4, 2015 and reallocate to Livestock Waste System applications, applications in targeted TMDL watersheds, and Streambank Protection projects.
  - Cancel all uncommitted FY 2016 cost-share funds in the Water Resources Cost-share Program (WR) on December 4, 2015. First priority for reallocation would be to applications in targeted TMDL watersheds. Second priority would be to reallocate statewide.

**Motion by Ted Nighswonger to approve the FY 2016 cost-share cancellation/reallocation policy recommendations. Seconded by Brad Shogren. Motion carried.**

- f. Discuss luncheon speaker choices for the SCC luncheon at the 2015 KACD Convention.
- g. SCC Commissioners met with KDA Secretary to discuss opportunities for development of communication and working relationships – Chairman Vorhees.
- h. Authorize Commissioner(s) and Staff Travel.

**Motion by Andy Larson to approve Greg Foley and Hakim Saadi to attend the 2015 National Watershed Conference May 17-20, 2015 in Fort Worth, TX. Seconded by Brad Shogren. Motion carried.**

### 10. REPORTS:

- a. Agency Reports:
  - i. NRCS – Eric Banks. - See Attachment G.
  - ii. KCARE/KWRI - Dan Devlin. None.
  - iii. K-State Agronomy – Peter Tomlinson. Reported on the Great Plains Grazing Project, USAID Innovation Labs, and USDA Climate Hubs.

## SCC MEETING MINUTES

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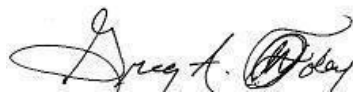
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- iv. DWR – David Barfield. Reported on the interstate compacts and Supreme Court litigation.
- b. Staff reports:
  - i. Scott Carlson reported on the Agricultural Liming statute amendment.
  - ii. Hakim Saadi reported that he provided O&M Inspection training to the Wilson County District Manager and DOC technician for the Cedar Creek WJD 56. The Watershed District Partnership (DOC, DWR, NRCS and SAKW) is continuing its effort in reengaging Watershed Districts, including a follow up questionnaire. Hakim is working on revising the O&M Inspection form with the State Conservation Engineer. He also gave an update on the 2014 and 2015 Dam Rehabilitation progress.
- c. Commissioner Reports:
  - i. Area I – Ted Nighswonger. Reported that it's dry.
  - ii. Area II – Andy Larson. Reported that a strong wind storm occurred and caused a large amount of damage in southwest Kansas.
  - iii. Area III – Brad Shogren. Reported that his Vision duties are finished, they are hiring a new technician, and he is waiting for it to rain before he plants corn.
  - iv. Area IV – John Wunder. None.
  - v. Area V – Rod Vorhees. Reported that they received some rain.

### 11. ADJOURN:

The next regular commission meeting is scheduled for Tuesday, May 12, 2015 at 9:00 a.m. at the Kansas Department of Agriculture, 1320 Research Park Drive, Manhattan, Kansas.

**Motion by Ted Nighswonger to adjourn. Seconded by Andy Larson. Motion carried. Meeting adjourned at 3:16 p.m.**



Greg A. Foley  
Executive Director

**DIVISION OF CONSERVATION, KDA - FY 2015 QUARTERLY FINANCIAL REPORT**  
**JANUARY 1, 2015 THROUGH MARCH 31, 2015**

	PROGRAM/FUND	INDEX	Appropriation/ Allocation	Total Expenditures	% of Funds Expended	Funds		UNCOMMITTED BALANCE
						Committed/		
						Encumbered-Contingent		
<b>1.</b>	<b>STATE GENERAL FUND - 1000</b>							
	a. Office Operations	0053	484,447.00	368,080.07	76.0%	0.00		116,366.93
	<b>TOTAL - STATE GENERAL FUND</b>		<b>\$484,447.00</b>	<b>\$368,080.07</b>	<b>76.0%</b>	<b>\$0.00</b>		<b>\$116,366.93</b>
<b>2.</b>	<b>STATE WATER PLAN FUND - 1800</b>							
	a. Water Resources Cost-Share							
	(1) Office Operations-OOE		140,510.00	58,542.05	41.7%	0.00		81,967.95
	(2) Programming Services - CSIMS Task Order 2015-1008		25,000.00	0.00	0.0%	25,000.00		0.00
	(3) Claims - CSIMS WR Cost-Share Assistance		2,176,319.00	853,008.03	39.2%	1,129,630.05		193,680.92
	<b>WR - TOTAL</b>	<b>1205</b>	<b>2,341,829.00</b>	<b>911,550.08</b>	<b>38.9%</b>	<b>1,154,630.05</b>		<b>275,648.87</b>
	b. Non Point Source Pollution Control							
	(1) Office Operations - OOE		3,000.00	28.00	0.9%	0.00		2,972.00
	(2) Capital Outlay - CSIMS Oracle Database Processor		63,745.00	63,745.00	100.0%	0.00		0.00
	(3) Programming Services - CSIMS Task Order 2015-1008		25,000.00	14,275.00	57.1%	10,725.00		0.00
	(4) Professional Services - Conservation Technician Positions		200,000.00	146,596.86	73.3%	0.00		53,403.14
	(5) Fees - Training & Workshop No-Till Registration		22,500.00	15,225.00	67.7%	0.00		7,275.00
	(6) Professional Services - No-Till I&E Funds / Cover Crop Council		20,000.00	16,187.31	80.9%	0.00		3,812.69
	(7) Engineering Services - TWI - Cottonwood River		8,985.46	0.00	0.0%	8,985.46		0.00
	(8) Claims - CSIMS NPS Cost-Share Assistance		1,884,706.99	733,718.94	38.9%	876,491.87		274,496.18
	<b>NPS - TOTAL</b>	<b>1210</b>	<b>2,227,937.45</b>	<b>989,776.11</b>	<b>44.4%</b>	<b>896,202.33</b>		<b>341,959.01</b>
	c. Aid to Conservation Districts		2,096,093.47	2,087,248.00	99.6%	0.00		8,845.47
	<b>Aid to CD - TOTAL</b>	<b>1220</b>	<b>2,096,093.47</b>	<b>2,087,248.00</b>	<b>99.6%</b>	<b>0.00</b>		<b>8,845.47</b>
	d. CREP/WTAP							
	(1) Office Operations - OOE		92,465.00	71,596.74	77.4%	0.00		20,868.26
	(2) Claims - CSIMS CREP Cost-Share Assistance		424,777.21	0.00	0.0%	0.00		424,777.21
	(3) Claims - WTAP Projects		38,000.00	0.00	0.0%	0.00		38,000.00
	<b>CREP/WTAP - TOTAL</b>	<b>1225</b>	<b>555,242.21</b>	<b>71,596.74</b>	<b>12.9%</b>	<b>0.00</b>		<b>483,645.47</b>
	e. Watershed Dam Construction							
	(1) Claims - Watershed Dam Cost-Share Assistance		99,025.00	0.00	0.0%	0.00		99,025.00
	(2) Claims - Watershed Dam Rehabilitation		484,220.00	197,851.37	40.9%	269,581.63		16,787.00
	<b>WATERSHED PROGRAM - TOTAL</b>	<b>1240</b>	<b>583,245.00</b>	<b>197,851.37</b>	<b>33.9%</b>	<b>269,581.63</b>		<b>115,812.00</b>
	f. KS Water Quality Buffer Initiative							
	(1) Claims - CSIMS Buffer Cost-Share Assistance		290,691.68	1,399.11	0.5%	0.00		289,292.57
	<b>BUF - TOTAL</b>	<b>1250</b>	<b>290,691.68</b>	<b>1,399.11</b>	<b>0.5%</b>	<b>0.00</b>		<b>289,292.57</b>
	g. Riparian and Wetland Protection							
	(1) Office Operations - OOE		300.00	150.00	0.0%	0.00		150.00
	(2) Claims - CSIMS RW Cost-Share Assistance		47,626.20	5,786.89	12.2%	0.00		41,839.31
	(3) Professional Services - KSU Riparian Forest Buffer Restoration		105,713.36	0.00	0.0%	105,713.36		0.00
	<b>RW - TOTAL</b>	<b>1260</b>	<b>153,639.56</b>	<b>5,936.89</b>	<b>3.9%</b>	<b>105,713.36</b>		<b>41,989.31</b>
	h. Streambank Stabilization							
	(1) Office Operations - OOE		300.00	56.00	18.7%	0.00		244.00
	(2) Claims - CSIMS SS Cost-Share Assistance		525,000.00	0.00	0.0%	0.00		525,000.00
	(3) Engineering Services - TWI - Delaware River Phase III & 4		224,700.00	0.00	0.0%	88,295.35		136,404.65
	<b>SS - TOTAL</b>	<b>1290</b>	<b>750,000.00</b>	<b>56.00</b>	<b>0.0%</b>	<b>88,295.35</b>		<b>661,648.65</b>
	i. Lake Restoration - Water Supply Restoration	1275	258,156.00	145,156.00	56.2%	113,000.00		0.00
	<b>TOTAL - STATE WATER PLAN FUND</b>		<b>\$9,256,834.37</b>	<b>\$4,410,570.30</b>	<b>47.6%</b>	<b>\$2,627,422.72</b>		<b>\$2,218,841.35</b>

**DIVISION OF CONSERVATION, KDA - FY 2015 QUARTERLY FINANCIAL REPORT  
JANUARY 1, 2015 THROUGH MARCH 31, 2015**

FEE FUND PROGRAMS	Budget Unit	Fee Deposit Accounts	Total Expenditures	% of Funds Expended	Funds		Cash Flow
					Committed/		
					Encumbered-Contingent		
1. AG Lime Program - 2118	1200	67,321.09	8,324.69	12.4%	129.00		58,867.40
2. KDWP&T - Conservation Technicians - 2517	2510	75,000.00	67,500.00	90.0%	0.00		7,500.00
3. KDHE - Conservation Technicians - 2517	2515	350,000.00	77,804.00	22.2%	0.00		272,196.00
4. LAND RECLAMATION FEE FUND - 2542	2090	116,064.92	91,172.84	78.6%	72,200.00		-47,307.92
5. KDHE/EPA - FEDERAL INDIRECT FUNDS - 3889	(ON THIS ACCOUNT-MONEY IS DEPOSITED AS REPORTS ARE SUBMITTED TO KDHE)				REMAINING BAL TO REQUEST		
a. KDHE/Buffer Indirect Funds	3880	17,133.05	17,133.05	100.0%	0.00		0.00
b. KDHE/NPS Indirect Funds	3880	4,500.00	4,500.00	0.0%	0.00		0.00
<b>TOTAL KDHE-INDIRECT FUNDS - 3889</b>		<b>21,633.05</b>	<b>21,633.05</b>	<b>100.0%</b>	<b>0.00</b>		<b>0.00</b>
6. NRCS CONTRIBUTION AGREEMENTS - 3917	(ON THIS ACCOUNT-MONEY IS DEPOSITED AS REQUESTED FROM NRCS)				REMAINING BAL TO REQUEST		
a. NRCS/NPS Conservation Tech	3825	186,537.07	163,228.15	87.5%	0.00		23,308.92
<b>TOTAL NRCS-TA/ENGINEERING - 3825</b>		<b>186,537.07</b>	<b>163,228.15</b>	<b>87.5%</b>	<b>0.00</b>		<b>23,308.92</b>
b. NRCS/WQ Indirect Funds	3800	11,731.40	0.00	0.0%	0.00		11,731.40
<b>TOTAL NRCS-INDIRECT FUNDS - 3800</b>		<b>11,731.40</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>		<b>11,731.40</b>
<b>TOTAL- NRCS FUNDS - 3917</b>		<b>198,268.47</b>	<b>163,228.15</b>	<b>82.3%</b>	<b>0.00</b>		<b>35,040.32</b>
			<i>Total Expenditures</i>	<i>Funds Expended</i>	<i>Total Encumbered</i>	<i>Cash Flow Balance</i>	
<b>FEE FUNDS GRAND TOTAL</b>			<b>\$828,287.53</b>	<b>\$429,662.73</b>	<b>51.9%</b>	<b>\$0.00</b>	<b>\$326,295.80</b>
1. *HOSPITALITY FUND - 1000	0054	122.15	122.15	0.0%	0.00		0.00

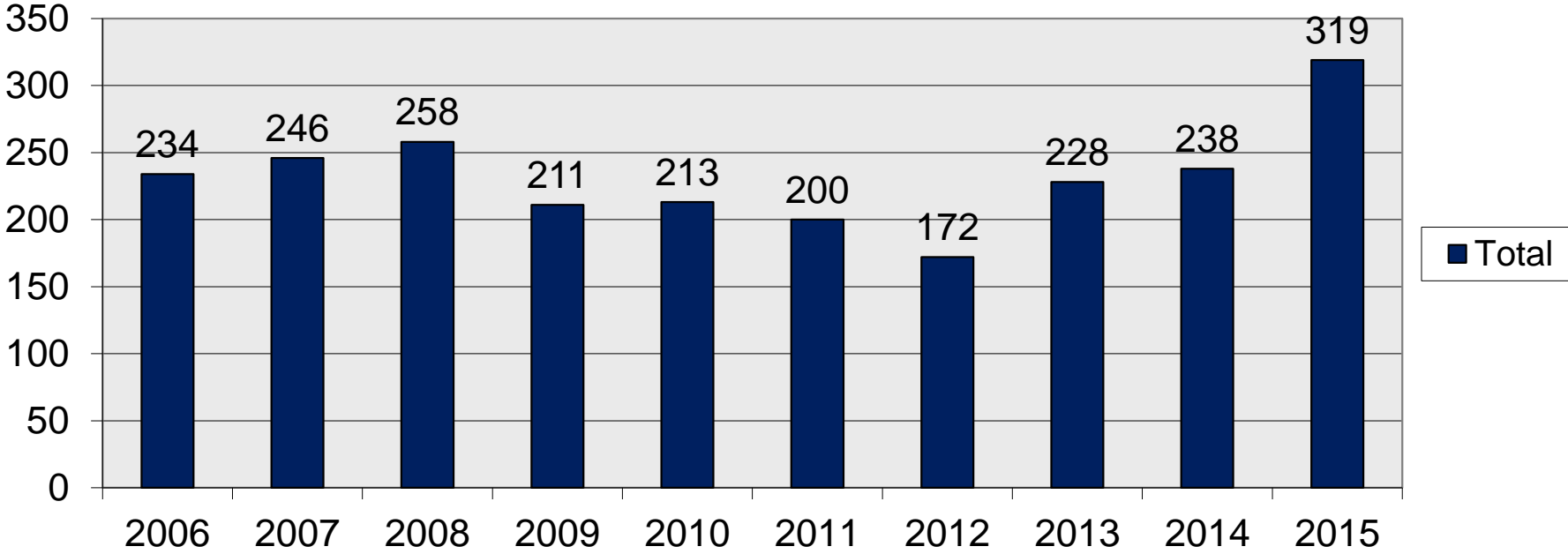
\*Paid under KDA Budget



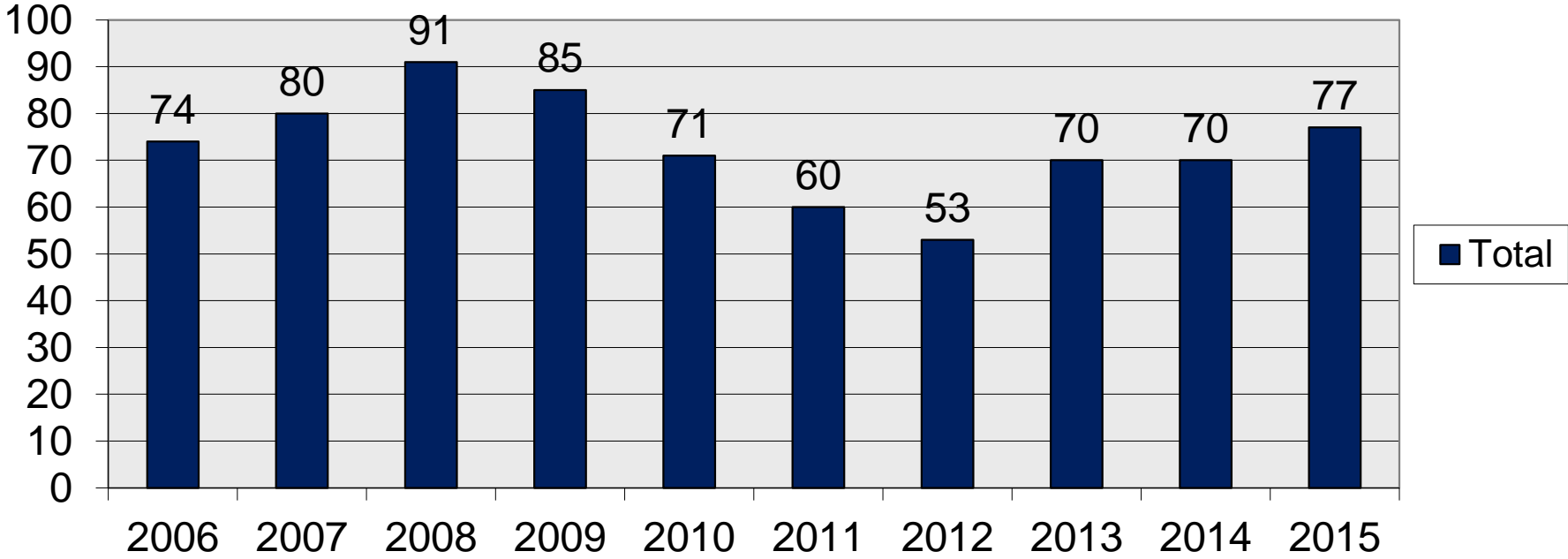
## 2015 Spring Workshop Attendance Summary

	<b>District Manager</b>	<b>District Conservationist</b>	<b>Supervisor</b>	<b>NRCS</b>	<b>Other</b>	<b>Total</b>
Area I	17	9	7	19	6	58
Area II	21	11	14	14	12	72
Area III	11	4	14	10	8	47
Area IV	23	11	28	17	12	91
Area V	14	9	14	9	5	51
<b>Total</b>	<b>86</b>	<b>44</b>	<b>77</b>	<b>69</b>	<b>43</b>	<b>319</b>

DOC Spring Workshops Attendance



DOC Spring Workshops Attendance - Supervisors



**Conservation District Documents  
Not Received by the DOC as of 4/13/15**

**Monthly Board Meeting Minutes, Treasurer's Reports & Unpaid Bills Reports:**

Comanche – October 2014 and November 2014  
Grant – November 2014 and December 2014  
Morton – November 2014 and January 2015  
Reno County – September 2014  
Scott – January 2015  
Sedgwick – January 2015  
Sheridan – November 2014, December 2014, and January 2015

**2013 Audit & Notification of CD Audit Review Form (Due 1/1/2015)**

Morton County  
Scott County  
Sumner County

**2015 Budget (Due 9/1/2014)**

Scott County  
Sumner County

**2015 Annual Meeting Minutes (due 10 days after meeting)**

Barton County  
Morton County  
Phillips County  
Scott County  
Sumner County  
Wyandotte County

## **Conservation District Feedback Financial Management Checklist 4-2-15**

### **Financial Management Checklist as a Whole**

- Supervisors thought it would be a good thing. We already do most of it; however it never hurts to go over everything monthly.
- It will help the Supervisors engage in their financial discussions.
- A suggestion I received from our CPA is to complete "year end" reports quarterly. This will help you stay on track with budgeting, allow for less errors to try and fix at year end. I could easily see doing a quarterly YTD report and adding the financial checklist to that quarterly process.
- We need to make sure responsibility stays on the Supervisors and not get passed off to the District Manager. I can see the Supervisors making the District Managers fill it out and the Supervisors just signing it.
- Only submit the checklist once a year as long as they stay with their current employee.
- The board said if the district manager wasn't doing those items maybe a new one should be hired. They didn't feel it was necessary with experienced district managers and the fact we are audited every year.
- Once a year is enough since nothing really changes year to year on how the district manages it finances.

### **Credit/Debit Cards**

- Already using credit cards and my board members have recently requested that I detail all items of credit card expenses on the monthly transaction report. . (The bill itself is attached to the check/claim voucher as well each meeting)
- We were informed by the bank that in order to be tax exempt on purchases we needed to be running those transactions through the entity that is tax exempt. For example, I can't go to Wal-Mart, flash a tax exempt card for the district while purchasing district items and then pay for those items on my own card.
- We do have a credit card, under my (district Manager's) ss #, but that hasn't caused a problem yet.
- We do not have a credit card or petty cash. However, the board has considered getting a credit card since the district manager is being reimbursed for district expenses using her own credit card for purchases.
- Credit cards in this modern day are pretty hard to live without. Boards should not expect an employee to cover work expenses (such as for travel) on a personal card if district cards were prohibited, and advance payments for travel are prohibited.
- Pre-Paid visa cards are a possibility if the District can't get a credit card, or obtaining a letter of recommendation from the bank would go a long way with the credit card company.
- I think a debit card, direct withdrawal from checking, should be prohibited! A debit card allows one persons to withdrawal from checking account and that is prohibited, therefore a debit card with only one signature should be prohibited too.

## Checks

- Blank Checks: Edit the narrative to allow a check in which the payee, memo, and date if possible is filled in to be counted as a completed check.
- Two or more signatures required on all checks: KS CD Handbook says checks are to be signed by chairman, treasurer AND secretary (KSA10-808 & 805).

## Other

- Box numbers 5, 6 & 7: Add “N/A \_\_\_\_” to the choices under Review Complete because not all districts have debit/credit cards and/or petty cash accounts.
- I like using Purchase Orders, that way I keep all the documentation attached that backs up me paying the expense.
- Front and back of cancelled checks must be available for inspection: Bank does not provide back of cancelled checks (only front)
- Signed timesheets: the employee signs their timesheet and The board member signs the voucher which has a copy of the timesheet with it
- Are claim vouchers with receipts, treasurer's reports, time sheets prepared by DM and available for inspection and approval: I would like to see this changed so that counties who are using the "unpaid bills needing payment approval" report can still check YES. Even though we do not have printed, signed claim vouchers for every payment, we were given recommendations several years ago from Dee Turner that the treasurer could sign one statement on the unpaid bills needing board approval report in lieu of signing individual claim vouchers.

## Financial Management Checklist for Conservation District Supervisors

The Division of Conservation (DOC) has developed the following checklist to assist conservation district supervisors in complying with state statutes and recommended accounting procedures. This checklist is due to the DOC September 1<sup>st</sup> with the annual budget, to be sent in hard copy form, by mail.

<b><u>MONTHLY BOARD MEETING RESPONSIBILITIES</u></b>	Completed
<b>Treasurer Audits/Reviews and Signs Claim Vouchers or Unpaid Bills report</b>	<input type="checkbox"/>
<b>Board Approves Claims List with a motion.</b>	<input type="checkbox"/>
<b>Review Treasurer's Reports.</b> <ul style="list-style-type: none"> <li>○ Compare two consecutive months' reports making sure the account balance at the end of the report period on the previous month's report is the same as the account balance at the beginning of the report period on the current report.</li> <li>○ Petty cash, savings accounts and investments must be included on treasurer's reports. The maximum amount set by the DOC for a Petty Cash Fund is \$50.</li> <li>○ Treasurer reviews all bank account statements and Reconciliation Report with the checkbook and the treasure's report. Statements and insufficient funds notification may be sent to the treasure's home.</li> <li>○ Treasurer reviews credit card statements.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Federal and state employer/employee taxes paid including unemployment.</b> <ul style="list-style-type: none"> <li>○ For districts participating in the Kansas Public Employees Retirement System (KPERs), look for the electronic transfer payment (EFT) within 3 business days of each pay date for eligible employees.</li> </ul>	<input type="checkbox"/>
<b>Ensure every check number is accounted for.</b> <ul style="list-style-type: none"> <li>○ Voided checks should be listed on the treasurer's report and the actual check should be either attached to the claim voucher or attached to the check stub in the checkbook.</li> </ul>	<input type="checkbox"/>
<b>Checks Signed.</b> Chairperson, treasurer and secretary or district employee signs filled out checks. <ul style="list-style-type: none"> <li>○ State statutes provisions, under certain situations, allow checks paid between meetings. Board member signatures may be obtained only on checks with the payee information filled in and the amount, if known.</li> </ul>	<input type="checkbox"/>
<b>Treasurer's and Unpaid Bills Reports Submitted to DOC within 10 days of approval.</b>	<input type="checkbox"/>
<b>Review and Sign hourly employee's time sheets.</b>	<input type="checkbox"/>
<b><u>CONTINUALLY</u></b>	
<b>Board Upholds Cash Basis Law.</b> <ul style="list-style-type: none"> <li>○ Board does not create any indebtedness (Lease-Purchase Agreements are permissible)</li> </ul>	<input type="checkbox"/>
<b>Board Ensures Surety Bond Coverage.</b> <ul style="list-style-type: none"> <li>○ Board members and employees who are entrusted with funds and/or property must be bonded.</li> </ul>	<input type="checkbox"/>
<b>Board Ensures Money Adequately Secured.</b> <ul style="list-style-type: none"> <li>○ Money must be adequately secured by FDIC or pledged securities.</li> </ul>	<input type="checkbox"/>
<b><u>AS NEEDED</u></b>	
<b>Board Elects or Chairperson may Appoint Treasurer Pro Tem as needed.</b>	<input type="checkbox"/>
<b>Board Approves Opening of Bank Accounts and Transfers.</b> <ul style="list-style-type: none"> <li>○ Normally, money should not be transferred from the Operations Funds (checking, saving, investment) to the Enterprise Fund because of the restrictive uses of the Operations Funds (money from state and county).</li> </ul>	<input type="checkbox"/>

<b>Board Designates Bank Depositories.</b>	<input type="checkbox"/>
<b>Require Board Members Signatures For Investment Account Removal.</b> <ul style="list-style-type: none"> <li>○ Have at least two supervisors' signatures required at the bank to remove/withdraw certificates of deposit and other investment accounts.</li> </ul>	<input type="checkbox"/>
<b><u>ANNUALLY</u></b>	
<b>Board Reviews and Approves Audit.</b> <ul style="list-style-type: none"> <li>○ Looking for any noted discrepancies and statements related to compliance with Kansas statutes. Also comparing the audit's Combined Statement of Cash Receipts and Cash Disbursements to the district's year-end financial report. Conservation districts are encouraged to invite the auditor to a board meeting. The audit report should be approved by official board action.</li> </ul>	<input type="checkbox"/>
<b>Audit &amp; Review Form Submitted to DOC.</b> <ul style="list-style-type: none"> <li>○ The conservation district audit must be submitted to the DOC within one year after the end of the audit period (i.e., 2014 audit due by January 1, 2016) along with the Notification of Conservation District Audit Review form signed by the district treasurer. Districts with annual gross receipts in excess of \$275,000 must pass a resolution to waive the Generally Accepted Accounting Principles (GAAP) and mail a copy of the audit along with a \$150 filing fee to the Division of Accounts and Reports, Municipal Services Section, 900 SW Jackson, Room 351S, Topeka, KS 66612.</li> </ul>	<input type="checkbox"/>
<b>Treasurer Signs State Aid to Conservation Districts Claim Form (Sent in June from DOC).</b> <ul style="list-style-type: none"> <li>○ Signed form is sent back to DOC.</li> </ul>	<input type="checkbox"/>
<b>Treasurer and District Manager/Secretary Prepares Budget and Board Approves.</b> <ul style="list-style-type: none"> <li>○ Preparation usually begins in the spring. Board approves the draft budget; county commissioners approve and certifies Operations Fund budget; CD board adopts the budget; district certification information is completed; CD chairperson and secretary or CD manager sign certification page.</li> <li>○ <b>Budget Submitted to DOC.</b> The Operations Fund Budget, Enterprise Fund Budget, other budgets and certification page (with original signatures) are submitted to DOC by September 1.</li> </ul>	<input type="checkbox"/>

District Manager:

\_\_\_\_\_ Date: \_\_\_\_\_

District Chairman:

\_\_\_\_\_ Date: \_\_\_\_\_



## Division of Conservation Office Review Cost-Share Check-List

County: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Landowner: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Check List</u>	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Aerial Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ranking Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CS-3 (Signed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check-out Field Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CS-4 (Signed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grazing Mgmt Plan/Forage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance Est. Worksheet (If Applicable)			<input type="checkbox"/> N/A	

Practice(s): \_\_\_\_\_

NRCS Code: \_\_\_\_\_

**DOC USE ONLY**

Reviewed By: \_\_\_\_\_

Does this file contain the required documents?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
Is follow-up required on this file?	<input type="checkbox"/>	<input type="checkbox"/>
Was the cost-share contract audited on this file?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Onsite Wastewater System</u> <input type="checkbox"/> N/A	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Copy of Onsite Wastewater Eligibility worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of County Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Livestock Waste System</u> <input type="checkbox"/> N/A	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Site Appraisal & Site Evaluation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KDHE Determination Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LWS Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Checkout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Abandoned Well Plugging</u> <input type="checkbox"/> N/A	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Well Plugging Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WWC-5P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Riparian &amp; Wetland</u> <input type="checkbox"/> N/A	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Copy of Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Permit (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Irrigation</u> <input type="checkbox"/> N/A	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Copy of Bid Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Durable Power of Attorney (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Water Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Brush Management</u> <input type="checkbox"/> N/A	<u>In File</u>		<u>Action Needed</u>	
	YES	NO	YES	NO
Copy of NRCS Brush Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION OF REVIEW**

The DOC staff has reviewed this Check-List with the Conservation District. All corrections or deficiencies have been noted and are understood by the Conservation District employee.

Conservation District Manager Signature: \_\_\_\_\_

Division of Conservation Staff Signature: \_\_\_\_\_

## Conservation District Office Review - Operations

County: \_\_\_\_\_

Date: \_\_\_\_\_

**Review Complete**

Yes ___ No ___ Yes ___ No ___	<p><b>Surety Bond</b>                  Does the Conservation District have copies of the required surety bond for district employee(s) and supervisors on file? List the surety bond amounts for employee(s) and Supervisors:                  District Employee Bond Amount \$ _____                  District Supervisors Bond Amount \$ _____</p>
Yes ___ No ___	<p><b>District Audit</b>                  Does the Conservation District have the most recent district audit on file?                  Audit Year _____</p>
Yes ___ No ___	<p><b>Local Operational Agreement</b>                  Does the Conservation District have a copy of the most recent Local Operational Agreement on file?                  Date of agreement _____</p>
Yes ___ No ___	<p><b>Annual Work Plan</b>                  Does the Conservation District have a copy of the most recent Annual Work Plan on file?                  Date of Annual Work Plan _____</p>
Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	<p><b>Minutes and Treasurers Report Review</b>                  Months Reviewed: _____                  Minutes and Treasurers Report Signed by the appropriate parties?                  Do the Treasurers Reports balance from month to month?                  Does the Treasurers Report contain an unpaid bills report and/or claim vouchers?</p>
Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	<p><b>District Credit Card</b>                  Is the Conservation District's name on the credit card?                  Has the Conservation District approved a credit card policy?                  Do the District Supervisors review the credit card statement and bills monthly?</p>
Yes ___ No ___	<p><b>Have all monthly and/or quarterly payments been made for employee withholding, unemployment insurance, tax, social security/Medicare etc.</b>                  Payment made to state and federal agencies needs to be reconciled with the payroll records to ensure accurate accounting.</p>
Yes ___ No ___	<p><b>Annual Report</b>                  Does the Conservation District have a copy of the most recent Annual Report?                  Date of Annual Report _____</p>
Yes ___ No ___ Yes ___ No ___	<p><b>Personnel Policy Handbook</b>                  Does the Conservation District have a Personnel Policy Handbook?                  Does the Conservation District have a Signed Position Descriptions with employees?</p>

**Division of Conservation Staff:**

\_\_\_\_\_ Date: \_\_\_\_\_

**District Manager:**

\_\_\_\_\_ Date: \_\_\_\_\_



**State Conservation Commission Meeting  
April 13, 2015**

**FY 2016 Proposed Program Revisions**

**NPSPCP & WRCSP**

➤ **NRCS Code 528 Prescribed Grazing**

- DOC requires a Forage Balance Estimate Worksheet or a 528 Prescribed Grazing Plan to be completed for most grazing management practices: livestock water supplies, cross-fencing, etc.
- The Quality Assurance Reviews being conducted by DOC staff has found that in some cases; the Forage Balance Estimate Worksheet is not being completed by NRCS staff. In most cases, the worksheet is not being completed because it does not meet NRCS standards and specifications and NRCS cannot take credit for the activity.
- Requiring a Code 528 Prescribed Grazing Management Plan could impact participation in DOC programs addressing grazing management.
- **Input from the SCC Spring Workshops was overwhelming that the DOC should not require a Prescribed Grazing Plan for DOC grazing management practices.**
- **Discussions with Dean Krehbiel with the NRCS state office concluded that NRCS may not be able to provide the T/A to complete a 528 Prescribed Grazing plan for all the DOC grazing contracts across the state.**

➤ **DOC Staff Recommendation:**

- *Continue current policy to give the conservation districts the option to complete a Forage Balance Estimate Worksheet or a 528 Prescribed Grazing Plan for all DOC grazing management contracts.*
- *Provide conservation districts with a list of KSU Extension publications that address grazing management and require that the district provide one KSU Extension publication to landowners that are approved for a grazing management contract.*
- *Allow conservation districts to give additional points on the ranking worksheet for applicants that have attended a grazing management workshop in the last year.*
- *Promote conservation districts to partner together to hold localized grazing workshops on an annual basis. DOC will present this concept at the next NRCS Management Team Meeting. DOC staff will need to determine if educational funds are needed for these potential grazing workshops.*



Nonpoint Source Pollution Control Cost-Share Program (NPS)				FY 2016 Allocation - SCC Meeting April 13, 2015			
FY 2015 Appropriation:	\$ 1,858,350					FY 2016 Appropriation:	\$ 1,858,350
FY 2014 Carryover:	\$ -					FY 2015 Carryover:	\$ -
FY 2015 Rescission Fund	\$ -					FY 2016 Rescission Fund	\$ -
FY 2015 Total Allocation:	\$ 1,858,350					FY 2016 Total Allocation:	\$ 1,858,350

### Issues

1. Funding for all 105 counties in FY 2016
2. Fund 14 Conservation Technician positions in 14 NRCS Management Units identified by the workload analysis with a Contribution Agreement with NRCS. NPS portion, \$175,000. T/A Partnership: Kansas Department of Health & Environment (KDHE), Kansas Department of Wildlife, Parks, & Tourism (KDWP&T), NRCS, SCC, Pheasants Forever, Playa Lakes Joint Venture, Kansas Forest Service (KFS), and The Nature Conservancy.

FY 2016 Allocation Option:							
<u>FY 2015 Allocations</u>				<u>FY 2016 Allocations Projected</u>		<u>Adjustment from FY 2015</u>	
NPS Base	\$ 1,439,350			NPS Base	\$ 1,439,350		\$ -
T/A	\$ 200,000			T/A	\$ 175,000		\$ (25,000)
TMDL	\$ 100,000			TMDL	\$ 100,000		\$ -
Supplemental LWS	\$ 50,000			Supplemental LWS	\$ 50,000		\$ -
No-till Education	\$ 42,500			*Soil Health Education	\$ 67,500		\$ 25,000
NPS Operations	\$ 1,500			NPS Operations	\$ 1,500		\$ -
CSIMS	\$ 25,000			CSIMS	\$ 25,000		\$ -
Total	\$ 1,858,350			Total	\$ 1,858,350	Total	\$ -

\*Soil Health Education - No-till, Cover Crop, Grazing Management Education



**NRCS HIGHLIGHTS OF ACTIVITIES  
for the  
STATE CONSERVATION COMMISSION  
MANHATTAN, KANSAS  
April 13, 2015**

**PERSONNEL**

New Hires: Stephanie M. Burkhardt, Soil Conservation Technician, WaKeeney  
Nicole M. Leuthold, Office Assistant, Engineering Staff, Salina State  
Office  
Eric M. Trumbull, Soil Conservation Technician, Norton

Reassignments  
and/or Promotions: Blake M. McLemore, District Conservationist, McPherson, to District  
Conservationist, Anthony  
Amber D. Sanko, District Conservationist, Cimarron, to District  
Conservationist, Kinsley  
Ashley M. Visocky, Soil Conservationist, Marysville, to Soil  
Conservationist, Lyons

Retirements: Thomas F. McGuire, Soil Conservationist, Columbus

**MANAGEMENT AND STRATEGY**

- The local support structure (LSS) is moving forward with the hiring of Gaye L. Benfer as the assistant state conservationist for management and strategy (ASTC-MS). The ASTC-MS position replaces the assistant state conservationist for operations and the state administrative officer in the Administrative Transformation process. Also, as a part of the LSS, a financial resources specialist (FRS) has been hired. Loren L. Graff started as the FRS on April 5. The business services specialist position for the ASTC-MS staff has been advertised and closed on March 26.
- We received our budget in late March and it was better than expected due to receiving some additional funds for repealed programs, such as the Agricultural Water Enhancement Program (AWEP).
- The vacancy for the public affairs specialist was advertised and closed March 5. A selection is pending.

## **PROGRAMS**

### **Conservation Stewardship Program (CStP)**

- 2015 CStP application cutoff deadline was February 27, 2015. We are currently in the ranking and evaluation process of 631 applications.
- 2016 CStP contract renewal signup deadline ended March 31, 2015, with 331 applications. Obligations of these contracts will not take place until sometime in October 2015 (fiscal year [FY] 16).
- All quality assurance reviews and annual payments have been processed for this FY2015.

### **Easement Programs**

- **Agricultural Conservation Easement Program-Agricultural Land Easements (ACEP-ALE) and Agricultural Conservation Easement Program-Wetland Reserve Easements (ACEP-WRE)**
  - 12 ACEP-WRE offers accepted in FY14 continue to move towards enrollment. Boundary surveys have been completed and title commitments issued with closings will begin in the next couple of months.
  - ACEP-ALE application cutoff for FY15 is May 15. The Kansas Natural Resources Conservation Service (NRCS) has received 3 ACEP-ALE applications so far.
  - Easement monitoring is well ahead of schedule for FY15. To date approximately 190 of 306 Annual Monitoring Review Worksheets have been received at State Office.
- **Farm and Ranchland Protection Program (FRPP)**

Assistance and reviews continue with three cooperating entities as they work with 14 parcels to close on conservation easements through the FRPP.
- **Wetlands Reserve Program (WRP)**

Workload continues to be focused on the backlog of restoration construction work on 18 WRP easements needing completion.

### **Environmental Quality Incentive Program (EQIP)**

- The ranking deadline is April 10, 2015.
- Allocations to areas are currently being made based on ranking.

### **Watershed Rehabilitation Program Activities**

- Kansas was among 23 states that recently received funding approvals for projects in FY15. One new dam assessment for the Whitewater River Watershed Dam No. 19 was approved.
- The Spring Creek Watershed District in Sedgwick County has completed rehabilitation construction of their R-1 Dam near Garden Plain. Final inspection of outstanding items were completed in March. NRCS staff are currently working with the watershed district to document all local sponsor match and process the final reimbursement.
- Watershed districts and local NRCS field offices are working together to ensure annual inspections on all NRCS-assisted flood control structures. For 2015, 719 dam inspections are required for the dams still under current Operation and Maintenance Agreements.

## **TECHNOLOGY**

### **Engineering**

- The Planning and Applying Conservation Practices Workshop was held in Manhattan, Kansas, on March 9-13, 2015. The workshop was attended by NRCS employees as well as many partner employees and was very well received. It provided basic training to attendees on how NRCS plans, designs, and applies various conservation practices throughout the state of Kansas.
- NRCS offices continue using light detection and ranging (LiDAR) technology in planning and design. LiDAR is a valuable tool to produce two-foot contours and is a tremendous replacement for the old U.S. Geological Survey quad maps. Policy has been developed within Kansas NRCS to provide guidance on what practices can be designed solely with LiDAR data.
- The engineering staff will be working hand-in-hand with Ground Water Management District #3 in southwestern Kansas under the Regional Conservation Partnership Program to provide necessary guidance on installation of irrigation related equipment. The equipment will incorporate technology that will provide producers and crop consultants with telemetry-enabled soil moisture probes, water metering, and evapotranspiration measurement for near real-time monitoring.

### **Watershed Activities**

- Rehabilitation planning for five watershed dams in Kansas continues with contracts currently being negotiated with architect and engineering firms.
- Construction is complete for the rehabilitation of watershed dam R-1 in the Spring Creek Watershed District in Sedgwick County. The rehabilitated structure now has a brand new life span associated with it, essentially doubling the service life of the structure.
- NRCS is working with the Kansas Department of Agriculture (KDA) to update Form KS-ADS-8, Dam Inspection Report, for operation and maintenance on watershed dams. The revised form will have a simpler distribution of the completed form to KDA as well as some improvements for recording items that are being inspected.

## **OUTREACH**

### **NRCS to Provide \$332 Million to Protect and Restore Agricultural Working Lands, Grasslands and Wetlands**

The U.S. Department of Agriculture's (USDA) Natural Resources Conservation Service (NRCS) is making available \$332 million in financial and technical assistance through the Agricultural Conservation Easement Program (ACEP). ACEP applications may be submitted at any time to NRCS; however, applications for the current funding cycle must be submitted on or before May 15, 2015.

### **Earth Team Volunteer Week is April 12-18**

Lody Black, Clay Center, Kansas, is the winner of the USDA's NRCS National Earth Team Individual Award.



Joyce Wade, NRCS District Conservationist, Erie, Kansas, is the winner of the NRCS National Earth Team Volunteer Coordinator Award.

**2015 Kansas State Fair**

NRCS is looking for volunteers to work at the Kansas State Fair Booth. The Partnership—the Kansas Association of Conservation Districts (KACD), the Division of Conservation (DOC) within the Kansas Department of Agriculture, and NRCS—will be educating youth at the Soil Tunnel Trailer at Agriland! Several Kansas commodity groups and the Kansas Department of Agriculture operate Agriland in the Pride of Kansas Building at the Kansas State Fair.