

## 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 1:05 p.m., Friday, June 10, 2022, at the Chase County Community Building, 1715 210 Road, Cottonwood Falls, Kansas, 66845.

2. **ATTENDANCE:**

**Elected Commissioners:**

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

**Ex-Officio & Appointed Members:**

Dean Krehbiel, Acting State Conservationist, Natural Resources Conservation Service  
Terry Medley, P.E., Water Structures Program Manager, Division of Water Resources, Kansas  
Department of Agriculture  
Peter Tomlinson, Ph.D., Associate Professor, Extension Specialist for Environmental Quality  
Agronomy Department, Kansas State University  
Susan Metzger, Senior Executive Administrator to the Dean and Director of Ag Kansas State  
University, Associate KCARE/KWRI Director

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

Andrew Lyon, Executive Director  
Steve Frost, Assistant Director, Administrative Manager  
Hakim Saadi, Watershed Programs Manager  
Kristin Kloft, Riparian & Wetland Program Manager  
Marsha Setzkorn-Meyer, Conservation District Program Coordinator  
Christy Koelzer, Administrative Specialist

**Guests:**

Dan Meyerhoff, Executive Director, KACD  
Amanda Scott, President, KACD-EO

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### **3. APPROVAL OF AGENDA:**

**A motion was made by Ted Nighswonger to approve the agenda as emailed. The motion was seconded by Sam Sanders. Motion carried.**

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

**A motion was made by Ted Nighswonger to approve the April 5, 2022, minutes as emailed. The motion was seconded by John Wunder. Motion carried.**

### **5. UNFINISHED BUSINESS:**

#### **a. Irrigation Technology Update – Lyon**

- i. Andrew Lyon informed the commissioners that over 80 irrigation technology initiative applications were received from all five groundwater management districts with total allocations of \$279,950 (Attachment A). Two technologies used this year included autonomous pivots and TAPPH20 water management software. DOC has partnered with GMD 4 for further irrigation technology funding in FY2023.

#### **b. CREP/WTAP Update – Frost**

- i. Steve Frost informed the commissioners that one WTAP application from last fall's sign-up period continues into the final water rights dismissal and payment process (Attachment B) and reviewed GMD No. 1 WTAP high priority target areas (Attachments C and D). WTAP started as a pilot program and has just been renewed for a second 10-year extension. The DOC received approval of proposed alternative CREP irrigation rental rates from FSA (Attachment E). Field office training was conducted on May 24. Enrollment opened June 1. Steve attended the FSA Upper Arkansas River CREP site visit in Finney County on June 6 (Attachment F).

### **6. NEW BUSINESS:**

#### **a. KACD Grant Opportunities – Meyerhoff**

- i. Dan Meyerhoff informed the commissioners that KACD received approval for a three-year grant from the National Fish & Wildlife Foundation in the amount of \$566,000. KACD will use this funding to work with conservation districts to provide farmer to farmer meetings and will partner with the Kansas Soil Health Alliance to assist with topics and speakers. Each management unit will be encouraged to host a field day, assisted with a \$3,000 budget. There is an opportunity with ADM to help producers cost share on cover crops. KACD applied for a CCGA grant to partner with NRCS in building the capacity of the partnership to deliver

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conservation programs, specifically working with Marketing Angle to assist districts with communications, social media usage and outreach. KACD will be a co-administrator so there is continuity during employee transitions. This grant also includes funding for a position whose focus would be onboarding and training new district managers, serving as a liaison between district boards, as well as assisting the KACD Executive Director. This will be a three-year position, with the hopes that it could become a long-term position. A second CCGA grant would focus on urban conservation. This proposal would begin with focus groups in the Topeka, Lawrence and Kansas City areas to determine needs. Information from the focus groups would be used to plan field days and other educational opportunities to assist urban conservation needs.

b. FY23 WR Budget and County Allocations – Lyon

- i. Andrew Lyon informed the commissioners the FY23 Water Resources budget is \$2,698,289 and reviewed the water resources budget and allocations. (Attachments G and H)

**A motion was made by John Wunder to accept the FY23 WR budget and county allocations. The motion was seconded by Ted Nighswonger. Motion carried.**

c. FY23 NPS Budget and County Allocations – Lyon

- i. Andrew Lyon informed the commissioners the FY23 Nonpoint Source budget is \$1,860,104 and reviewed the Nonpoint Source budget and allocations. (Attachments I and J)

**A motion was made by John Wunder to accept the FY23 NPS budget and county allocations. The motion was seconded by Sam Sanders. Motion carried.**

d. FY24 Budget Discussion – Lyon

- i. Andrew Lyon informed the commissioners that greater flexibility for funding to transfer between line items and programs has been a topic in the FY24 budget discussions.

Break 2:45 to 2:58.

e. CD Annual Work Plan Discussion – Lyon

- i. Andrew Lyon informed the commissioners that Conservation District Annual Work Plans are not standardized. Some counties provide a narrative, others use a table. The concern is that with each county having a different format, DOC might be missing an opportunity to use this valuable tool to collect information and identify high priority concerns. DOC would like to create a working group to focus on developing a template to standardize the Annual Work Plan. The group could include district managers, supervisors, SCC commissioners, the KACD

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Natural Resources committee, KACD-EO, NRCS, members of the Water Authority, and other partners. Two key objectives of the working group are to engage supervisors in the process of identifying high priority concerns and to standardize the Annual Work Plan to better communicate district goals and objectives. Amanda Scott suggested the Annual Work Plan might also replace the Annual Report provided at the Annual Meeting as often it is the same information in two different formats.

**A motion was made by Ted Nighswonger to authorize creating a working group to develop a template and standardize the Annual Work Plan and Annual Report. The motion was seconded by Sam Sanders. Motion carried.**

### 7. UPDATES:

#### a. Comments from Guests:

- i. Amanda Scott (KACD-EO) provided a written update. (Attachment K)
- ii. Dan Meyerhoff (KACD) informed the commissioners the KACD Convention theme is “Conserve Today to Preserve Tomorrow.” The KACD Fall Workshop will be held virtually on August 8. Local work group meetings went well this past spring. They received 80-90 responses to the survey. The final report should be completed this month. The KACD education and outreach agreement still has money available for districts to host events. An event is planned on June 24-25 for students to visit the K-State Southwest Research-Extension Center in Garden City, hear from NRCS and Department of Wildlife & Parks employees on why they chose their profession, and see the rainfall simulator. District manager training will be held in August. There are six nominations for the Leopold Award. There are still scholarships available from the Kansas Leadership Center.

#### b. Agency Updates:

- i. Terry Medley (KDA, DWR) informed the commissioners that they are still working with the Silver Jackets on a soil health program. Earl Lewis was in Washington DC to report on drought. Grant work continues, including the FEMA dam safety grant and dam rehabilitation grant. Three additional dam safety engineer positions have been posted and a flood plain specialist will be advertised.
- ii. Peter Tomlinson (KSU Research & Extension) informed the commissioners that there have been several retirements after an early buy-out was offered. It was a busy spring with NRCS, USDA and other agency climate smart proposal announcements. Hopefully, some of those will be funded. There are several faculty and administrative positions open.

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iii. Dean Krehbiel (USDA, NRCS) informed the commissioners that NRCS has recently gained access to data on their investments, allowing for review of the contracts, acres, and dollars obligated since 2010. Dean hopes to translate some of that data back to the local conservation districts. This year's programs are at the end of approvals. There was a second sign-up for GPGI, the EQUIP program spent \$30 million, and CSP spent almost \$20 million. NRCS is onboarding new staff and completing staff certifications. There will be a lot of work to get acres under CRP plans. There is a lot of watershed activity with the bipartisan infrastructure plan. RCPP has six agreements in place. All the CCGA applications have been reviewed. FSA held a tour on June 6-7 focusing on CRP and CREP and discussing flexibility of the programs. They are setting up sub-committees to revitalize the conservation programs for KTC. NRCS is going through the annual budget process. Dean's detail ends on June 17. Karen Woodrich's detail has been extended and a new Acting State Conservationist will be announced.

### c. DOC Staff Updates:

- i. Marsha Setzkorn-Meyer provided a copy of the District Manager Transition Checklist (Attachment L) and a written update. (Attachments M)
- ii. Andrew Lyon informed the commissioners that DOC completed a formal RFP process with the Department of Administration. A three-year funding agreement has been offered to Scott Carlson for providing professional services performing the field work for the Land Reclamation and Ag Liming programs effective July 1. The Kansas Ag Growth Summit will be held in Manhattan, KS with a Water Authority meeting and social event on August 17 followed by the summit on August 18. DOC will book rooms for those commissioners that wish to attend.
- iii. Steve Frost provided a written update. (Attachment B)
- iv. Kristin Kloft provided a written update. (Attachment N)
- v. Christy Koelzer provided a written update. (Attachment O)

### d. Elected Commissioner Area Updates:

- i. Ted Nighswonger (Area 1) informed the commissioners contractors are hard to find and one local contractor is retiring after his current project. In some areas of the four corners fire the grass is not coming back. There could be erosion problems. It is difficult to get fence posts and wire for fencing. The district is trying to put together a program for high school students to promote ag jobs.

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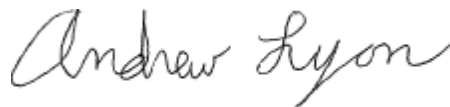
- ii. Andy Larson (Area II) informed the commissioners that there has not been enough water for irrigation all year. The drought monitor has been updated and northern Finney County has had two inches of rain since last year's wheat planting.
- iii. Sam Sanders (Area III) informed the commissioners that Lisa, Cheney Watershed, is retiring in October. General Mills is working on a program that would use carbon credits to get money back to farmers. They are trying to figure out where to house that person. The Kingman County district manager is retiring this fall. They have had seven inches of rain in the last few weeks.
- iv. John Wunder (Area IV) provided a written report. (Attachment P)
- v. Rod Vorhees (Area V) informed the commissioners that they had seven inches of rain in one evening. Before that it was dry. Rod is serving on a panel next week at the National Cattlemen's meeting to discuss grazing alternative management.

### 8. ADJOURNMENT:

The next SCC meeting will be on September 15 at the State Fair in Hutchinson, KS. The SCC will have a short meeting at 8:00 a.m. followed by a SCC/KACD joint meeting at 9:00 a.m.

**A motion was made by Andy Larson to adjourn the meeting. The motion was seconded by Ted Nighswonger. Motion carried.**

**The meeting was adjourned at 4:19 p.m.**



Andrew Lyon  
Executive Director

## FY 2023 Irrigation Technology Initiative Approvals

<u>County</u>	<u>GMD</u>	<u>Name</u>	<u>Practice Type</u>	<u>C/S Amount</u>
Thomas	GMD 4	Darrel Wark	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Haremza farms	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Seward	GMD 3	William Hatcher/Kent Dunn	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$4,000.00
Thomas	GMD 4	Oelke Farms LLC	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Tremblay Land LLC	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Nathan Emig	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Dave Ball	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$3,000.00
Thomas	GMD 4	Vernon L Flanagin Trust	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,500.00
Thomas	GMD 4	Brent Rogers	Combination of Irrigation Technology Incentive and TAPPH2O	\$5,000.00
Thomas	GMD 4	Dalton Breinig	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Mary Kersenbrock Trust	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,500.00
Thomas	GMD 4	Carl Davis	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Brassfield Foundation Inc.	Combination of Irrigation Technology Incentive and TAPPH2O	\$5,000.00
Thomas	GMD 4	Jerry D Rall	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,500.00
Thomas	GMD 4	Mumm Brothers Inc.	Combination of Irrigation Technology Incentive and TAPPH2O	\$3,000.00
Thomas	GMD 4	Greg Sederstrom	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Mitchell Baalman	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$3,000.00
Thomas	GMD 4	Keyna Baalman	Combination of Irrigation Technology Incentive and TAPPH2O	\$2,000.00
Thomas	GMD 4	Danielle Perry	Combination of Irrigation Technology Incentive and TAPPH2O	\$1,500.00
Thomas	GMD 4	Daniel Stephens	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	David Stephens	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Flatlands Inc	Combination of Irrigation Technology Incentive and TAPPH2O	\$2,500.00
Thomas	GMD 4	Flatlands Inc	Combination of Irrigation Technology Incentive and TAPPH2O	\$2,500.00
Thomas	GMD 4	MRB Land	Combination of Irrigation Technology Incentive and TAPPH2O	\$2,500.00
Thomas	GMD 4	MRB Land	Combination of Irrigation Technology Incentive and TAPPH2O	\$1,250.00
Thomas	GMD 4	MRB Land	Combination of Irrigation Technology Incentive and TAPPH2O	\$1,250.00
Thomas	GMD 4	G & E Farms	Combination of Irrigation Technology Incentive and TAPPH2O	\$1,500.00
Thomas	GMD 4	G & E Farms	Combination of Irrigation Technology Incentive and TAPPH2O	\$1,800.00
Thomas	GMD 4	G & E Farms	TAPPH2O Subscription(s)	\$200.00
Thomas	GMD 4	Willard Miller	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,500.00

Pawnee	GMD 5	Kraig A. & Amy C. Froetschner Revocable Trust	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Meade	GMD 3	David Stapleton and Koesser, INC	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$4,600.00
Pratt	GMD 5	Cody Barilla	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Tremblay Land LLC	TAPPH20 Subscription(s)	\$50.00
Thomas	GMD 4	Tremblay Land LLC	TAPPH20 Subscription(s)	\$50.00
Thomas	GMD 4	Tremblay Land LLC	TAPPH20 Subscription(s)	\$50.00
Thomas	GMD 4	Tremblay Land LLC	TAPPH20 Subscription(s)	\$50.00
Thomas	GMD 4	Jeffrey Powell	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Carl Davis	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Pratt	GMD 5	Stuart Briggeman	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Finney	GMD 3	Gary Miller and Susie Miller	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Finney	GMD 3	Kyle Deaver	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Stafford	GMD 5	Larry J. Zink	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Seward	GMD 3	Southwest Family Farms	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Reno	GMD 2	Matt Mullins	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Sedgwick	GMD 2	Nick Martin	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Pratt	GMD 5	Rocky Fox	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Cheyenne	GMD 4	Bruce Feikert	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Cheyenne	GMD 4	Bruce Feikert	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$0.00
Sedgwick	GMD 2	Calvin Kissick	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Sheridan	GMD 4	Mike Neff	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Barton/Stafford	GMD 5	Brent Rujan	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Harvey	GMD 2	Dwight Lohrenz Trust No. 1	Combination of Irrigation Technology Incentive and TAPPH20	\$5,000.00
Harvey	GMD 2	Sharenne G. Lohrenz Trust No. 1	Combination of Irrigation Technology Incentive and TAPPH20	\$5,000.00
McPherson	GMD 2	Dale Schmidt	Combination of Irrigation Technology Incentive and TAPPH20	\$5,000.00
Thomas	GMD 4	Mathew Juenemann	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,000.00
Edwards	GMD 5	Cynthia Wood	Irrigation Technology Incentive Payment	\$2,300.00
Reno	GMD 2	Glenn Depew	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Reno	GMD 2	Donna Magnesun	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	L&R Farms	Combination of Irrigation Technology Incentive and TAPPH20	\$1,500.00
Thomas	GMD 4	L&R Farms	Combination of Irrigation Technology Incentive and TAPPH20	\$1,500.00
Thomas	GMD 4	L&R Farms	Combination of Irrigation Technology Incentive and TAPPH20	\$1,500.00
Reno	GMD 2	Miles Hartman	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Reno	GMD 2	Andrey Archer	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Thomas	GMD 4	Mathew Juenemann	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$900.00
Reno	GMD 5	Steven Richard Dillon Trust	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$2,500.00



Reno	GMD 2	Steven Richard Dillon Trust	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$2,500.00
Thomas	GMD 4	David Rietcheck	TAPPH20 Subscription(s)	\$650.00
Sedgwick	GMD 2	Baalmann Orth LLC	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,500.00
Sheridan	GMD 4	Fred R Pratt	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Seward	GMD 3	William Hatcher/Kent Dunn	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$1,000.00
Stevens	GMD 3	L & L Farms	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Stevens	GMD 3	Banner Farms	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Meade	GMD 3	Wade Redger	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Cheyenne	GMD 4	Drew Flemming	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Wallace	GMD 1	Michael Cox	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Wallace	GMD 1	Tracy Cox	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Finney	GMD 3	Carol Deaver	Irrigation Technology Incentive Payment(includes all other eligible practices)	\$5,000.00
Reno	GMD 2	Sam Sanders	Irrigation Technology Incentive Payment	\$5,000.00
Ford	GMD 3	Erin Birney	Irrigation Technology Incentive Payment	\$5,000.00
			Total Applications:	\$282,650.00

**Assistant Director  
Programs & Activity Update**

**Steve Frost**

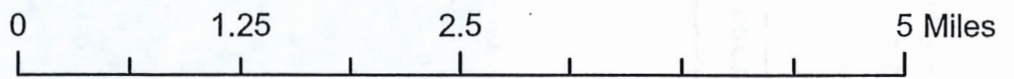
Current activities and major tasks ahead for the July – September quarter:

- Since the retirement of Scott Carlson in December, I continue to assist program manager Christy Koelzer with field visits to producers needing reclamation visits and helping with other site issues needing coordination / resolution.
- DOC has nearly completed a formal RFP process with the Department of Administration for contracting professional services to assist with the Land Reclamation and Ag Liming programs. One qualified candidate has been identified and selected for a three-year funding agreement which would become effective July 1. A contract offer is pending.
- July 1 designates the start of preparing new fiscal year funding agreements and supporting documents for 40 DOC contract employees which are locally staffed in conservation districts. Some staffing transitions are still occurring due to NRCS hires and unrelated resignations.
- One WTAP application from the Fall, 2021 enrollment period continues into the final water rights dismissals and payment process. DOC / KDA is facilitating an IRS 1031 exchange for the owner. Three water rights authorizing 853 acre-feet of annual irrigation on 420 acres (HCWU = 113.9 ac-ft) in the Tribune target area will be voluntarily dismissed at a bid price of \$227,870. The WTAP stature was extended by the legislature for another 10 years.
- DOC received approval of our alternative CREP irrigation rental rate proposals from FSA and field office training was conducted on May 24. Enrollment is formally open again as of June 1 with additional outreach to potentially eligible producers planned for the summer and fall. Updated brochure attached.
- Continuing program / personnel duties and administrative / fiscal operations, as usual. July 1 denotes the beginning of the state's 2023 fiscal year, which necessitates renewing many funding agreements, sponsorships, etc. and beginning the next year's FY2023/24 budget preparations.

# WTAP APPLICATION FILE NOS. 4514, 5697 & 8699

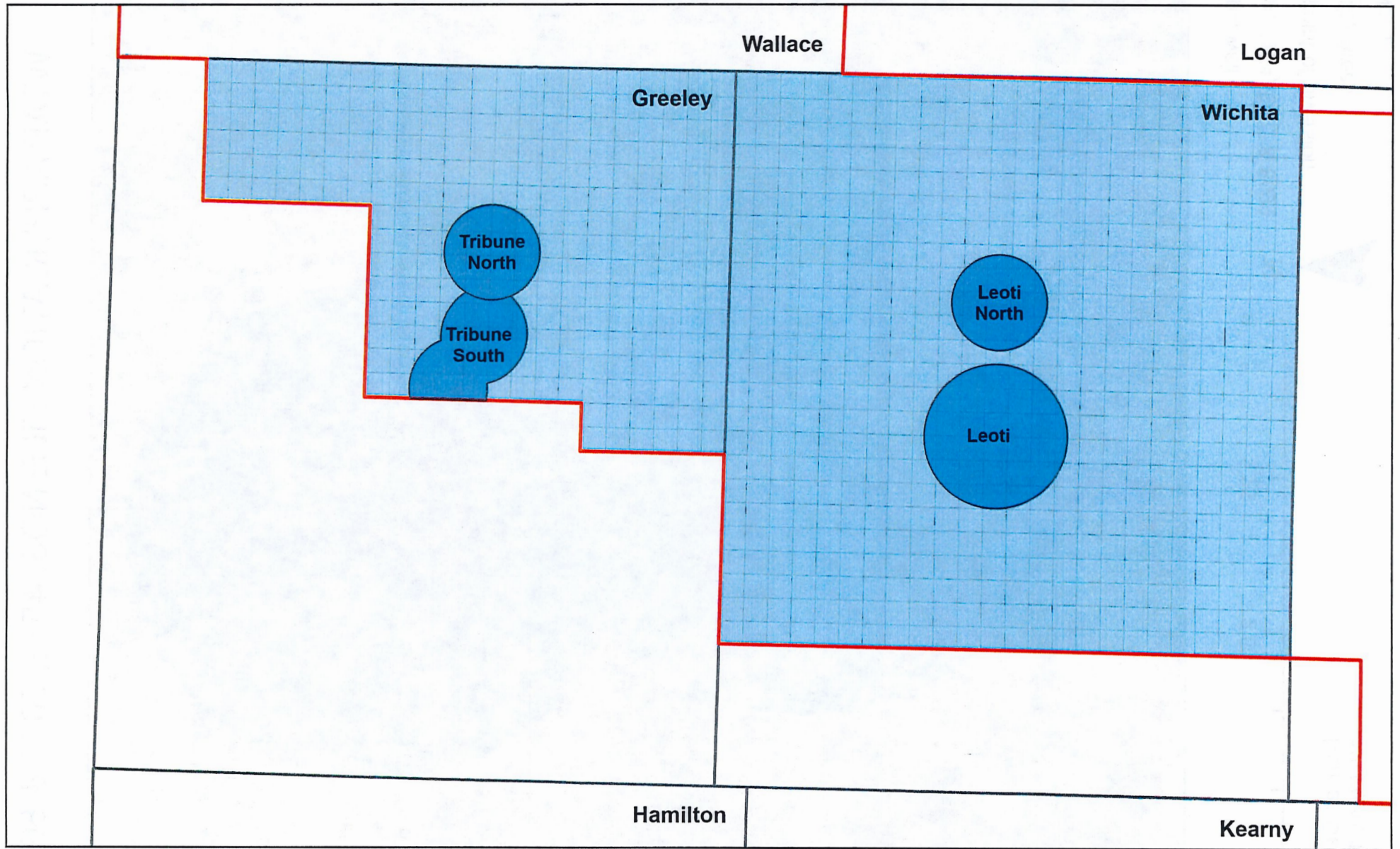


Municipal well  
File Nos. 4154, 5697 & 8699  
Other point of diversion  
High Priority Areas  
GMD No. 1



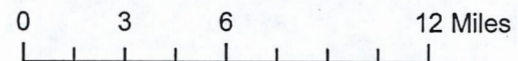
Kansas Department of Agriculture  
12/13/2021

# Approved GMD No. 1 WTAP Target Area



## GMD No. 1 WTAP Areas

- Leoti Priority Area
- Target Area
- GMD No. 1



# Water and Soil Conservation in Rattlesnake Creek and the Upper Arkansas River

# New in 2022

Attachment E

## Increased Federal Rental Payments and State Incentives

The Conservation Reserve Enhancement Program affords benefits to farmers for land and water conservation in 13 counties along Rattlesnake Creek and the Upper Arkansas River. Landowners who enroll in CREP will receive up to 15 years of federal rental payments and a state sign-up bonus to put irrigated acres into a conservation planting. The irrigation water rights associated with the enrolled land will be permanently retired. Enrollment is on a first-come, first served basis, and individual county caps apply.

stream and riparian health. Most acres enrolled have highly erodible, sandy soils.

This program provides cash payments for land transition. Temporary irrigation is permitted to establish a suitable land cover. Among the approved practices eligible for cost share money are the establishment of permanent native grasses, permanent wildlife habitats, shallow water areas for wildlife, filter strips, wetland restoration and prairie strips.

### What is CREP?

CREP is a targeted, enhanced Conservation Reserve Program (CRP), a federal program administered by USDA's Farm Service Agency (FSA). CRP was designed to prevent soil erosion, but also provides water quality and wildlife habitat benefits. CREP allows the focus to be on a state resource concern; in this case, water conservation.

### Why this targeted area?

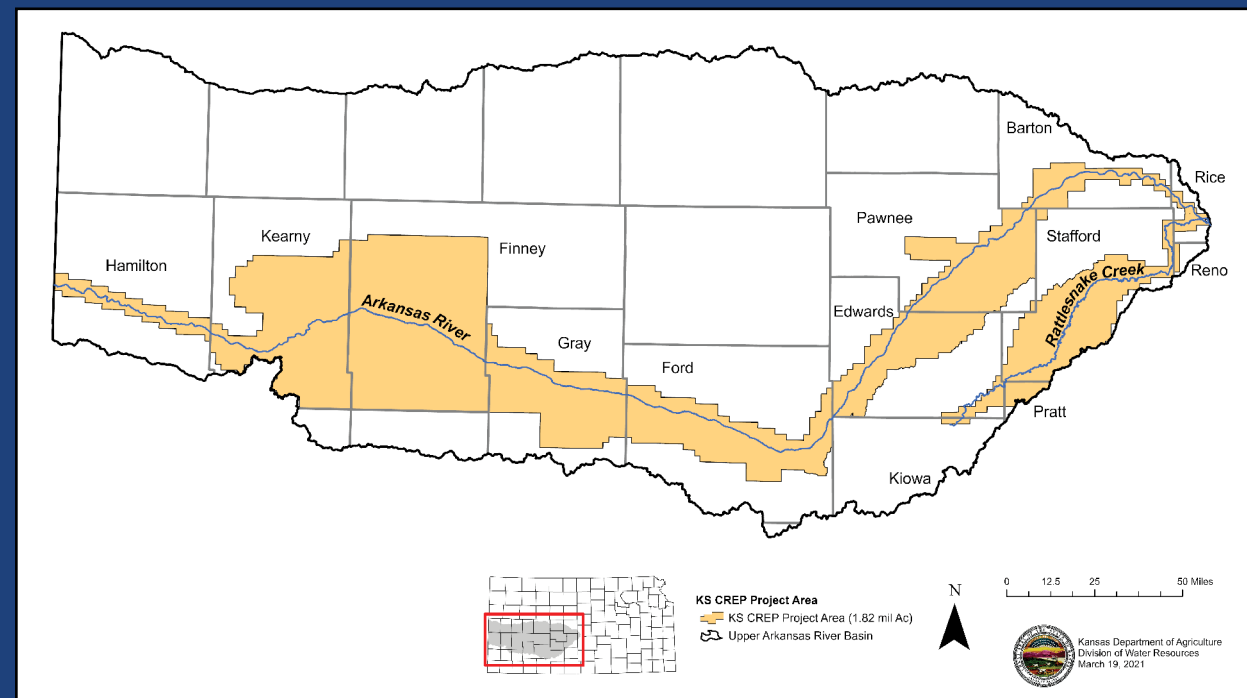
The program places priority on critical management acreage where the retirement of irrigated land and associated water rights will protect highly erodible soils and have the greatest water conservation benefit for landowners and the state of Kansas.

### Are there wildlife benefits?

The conservation practices to be implemented open a host of opportunities for wildlife and landowner revenue related to hunting, recreation and other forms of agritourism.

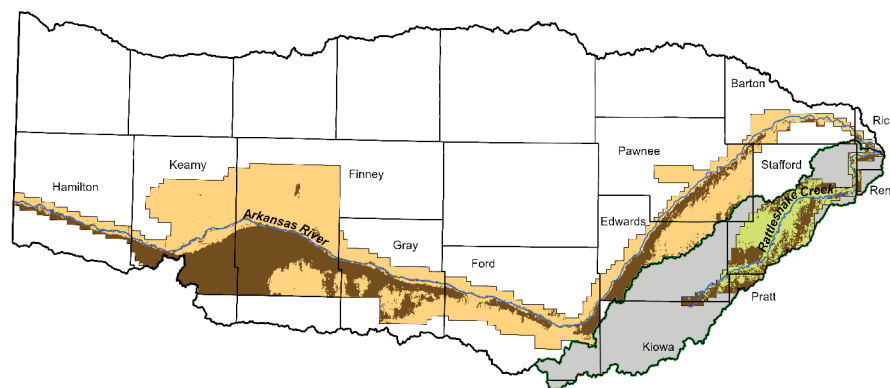
### What are the water and soil benefits?

Reducing irrigation demands on the stream-aquifer system will reduce aquifer declines. It will also reduce the spread of saline river water into the aquifer and help restore



### Kansas CREP: Areas with Highly Erodeable Soils

Highly erodible soils have a wind erodibility index  $\geq 134$ .



A new CRP practice is available in 2022.

CP43, prairie strips, allows dryland farming in between strips of conservation cover on soil types with a wind erodibility index (WEI) of less than 134 are represented in the orange and green shaded areas.



County	CREP 2022 Irrigated Rental Rates (\$/AC)
Barton	194
Edwards	212
Finney	168
Ford	164
Gray	174
Hamilton	148
Kearny	169
Kiowa	202
Pawnee	197
Pratt	204
Reno	189
Rice	188
Stafford	197

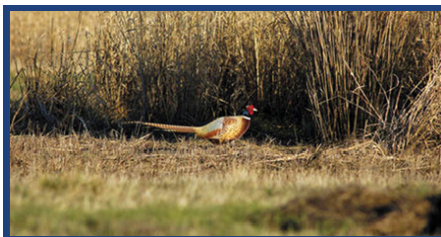
## Eligibility Criteria

Both federal and state eligibility criteria must be met to enroll your land in CREP. This partial list of criteria will help to screen your eligibility in advance. Your local FSA office has a database to help screen your preliminary eligibility on these criteria.

1. At least one-half acre foot of water per acre was applied three of the most recent five years.
2. At least 50 percent of the maximum annual quantity authorized to be diverted under the water right has been used in any three years within the most recent five years.
3. Water rights must be in good standing with the State of Kansas.
4. Wells must have a tested flow rate of 1.8 gallons per minute for each irrigated acre proposed for enrollment.

## Benefits to Farmers

- Federal annual irrigated rental and maintenance payments for 14 to 15 years.
- Federal annual rental payment on dryland cropland that's part of a whole field enrollment.
- State upfront payment equal to the USDA per-acre annual rental payment x 2.025.
- Up to 50 percent cost share on seeding.
- Land can be leased for hunting.
- With site-specific approval, CRP contracts for haying & grazing, and emergency haying and grazing, can be facilitated in CREP enrollments.



A pheasant calls this CREP area his home.

As you decide whether CREP enrollment fits your business plan, you'll be working with the USDA Farm Service Agency (FSA) and Natural Resources Conservation Service (NRCS), and the Kansas Department of Agriculture (KDA).

**1.** First step is to determine your water right eligibility. Producers whose land is accepted into the voluntary program for enhanced CRP irrigated rental rates will permanently retire the associated irrigation water rights. Call or email Steve Frost with KDA's Division of Conservation to receive a preliminary determination on applicable water rights and an estimate on the state up-front signing incentive payment : 785-307-5955 or Steve.Frost@KS.gov.

**2.** Next step is to contact your local FSA office. Eligible producers will receive information about available CRP practices and a preliminary estimate of total federal rental and cost-share payments. Producers can initiate a CRP offer for processing to enrollment. NRCS will later meet with an applicant to provide a conservation plan of operations on water rights that meet a physical suitability assessment.

**3.** When a CREP offer has been initiated with FSA, producers will be contacted to complete the state incentive payment application and related water right forms. Approved CREP offers will receive the state up-front incentive payment immediately upon actual CRP enrollment and irrigation water right retirement. Federal payments will be made every October for the 14-15 year life of the CRP contract.

### Contact

**Steve Frost, CREP Coordinator, KDA**  
785-564-6622, Steve.Frost@KS.gov

**Carla Wikoff, USDA-FSA**  
785-539-3531, Carla.Wikoff@usda.gov

### Applicants Water Right Questions

DWR, Garden City	620-276-2901
DWR, Stafford	620-234-5311
GMD No. 3, Garden City	620-275-7147
GMD No. 5, Stafford	620-234-5352

## Arkansas River CREP Partners:

Working partners include FSA, KDA, NRCS, Southwest Kansas GMD No. 3, Big Bend GMD No. 5, Pheasants Forever, KGS, KDHE, KWO, KDWP, Kansas State University, Ducks Unlimited, the Nature Conservancy and the Kansas Alliance for Wetlands and Streams.



## Farm Service Agencies (FSA)

Barton	620-792-5329
Edwards	620-659-3142
Finney	620-275-0211
Ford	620-227-3731
Gray	620-855-3515
Hamilton	620-384-6955
Kearny	620-355-7911
Kiowa	620-723-2311
Pawnee	620-285-2821
Pratt	620-672-7449
Stafford	620-549-3321
Reno	620-669-8161
Rice	620-257-5184

# Upper Arkansas River CREP

(Conservation Reserve Enhancement Program)

## Water and Soil Conservation in Rattlesnake Creek and the Upper Arkansas River



**Sign Up Today**  
at your local USDA  
Farm Service Agency office



Search smallSearch

# USDA and State of Kansas Continue Conservation Successes with the Upper Arkansas River CREP

Contact:

[FPAC.BC.Press@usda.gov](mailto:FPAC.BC.Press@usda.gov)

**MANHATTAN, KS, June 6, 2022**— The U.S. Department of Agriculture (USDA) and the State of Kansas have renewed their partnership to implement a voluntary Conservation Reserve Enhancement Program (CREP) to enroll up to 40,000 acres of agricultural land within the Upper Arkansas River Basin and Rattlesnake Creek Sub-basin in Kansas. Zach Ducheneaux, Administrator for the USDA's Farm Service Agency (FSA), which manages all CREP projects, personally visited the site to learn first-hand about the conservation goals and achievements made possible by this partnership. The Kansas Upper Arkansas River CREP, which originally began in 2007, opened enrollment in the expanded CREP project area on June 1.

"I am thrilled to be able to visit the site of the Upper Arkansas River CREP and better understand the conservation achievements that will be made possible through this innovative agreement," said Ducheneaux. "The State of Kansas has been a phenomenal partner in reopening and bolstering this agreement and demonstrating what is possible through dynamic partnerships that support voluntary, producer-led conservation on working lands. I appreciate the long history associated with this CREP and look forward supporting the new, expanded opportunities that are now available for agricultural producers who choose to participate."

Through the Kansas CREP, federal and state resources are made available to program participants to voluntarily enroll in the Conservation Reserve Program (CRP) for 14-to-15-year contracts. High-priority conservation goals are identified by the state, and participants voluntarily enroll marginal agricultural land and implement conservation practices such as planting grasses, trees, or other approved vegetation. In return, FSA provides participants with rental payments and cost-share assistance. Enrollment will improve water quality by reducing sediment, nutrients, nitrogen, and other pollutants from entering streams and rivers, and enhance wildlife habitat in the project area. In addition, the program will support drought resilience by reducing consumption of ground water and annual soil lost to erosion.

Partners of the Upper Arkansas River CREP, with the addition of new participants, will focus their work to reduce water pollution and sediment in the waters in the High Plains aquifer, the Arkansas River, and its tributaries and associated alluvial aquifers. Other conservation goals for these areas include:

- To reduce the consumption of groundwater for irrigation by 65,000 acre-feet;
- To reduce the amount of soil lost to erosion by 150,000 tons per year; and
- To reduce annual electricity use by 16 million kilowatt hours.

Enrollment in CRP through the Upper Arkansas River CREP is on a continuous basis. To be eligible, cropland must be located within Kansas and at least 51 percent of the cropland per contract must be located within the project area. Irrigated cropland must meet cropping history criteria and have been irrigated at least one-half acre-foot per acre for three of the five years preceding its enrollment offer.

Interested farmers, ranchers and agricultural landowners are encouraged to contact FSA at their local USDA Service Center to learn more about CREP enrollment requirements and benefits or to participate. Find contact information at [farmers.gov/service-locator](https://farmers.gov/service-locator).

Currently, CREP has 35 projects in 27 states. In total, more than 860,000 acres are enrolled in CREP. The Kansas CREP is part of USDA's broader effort to leverage CREP as an important tool to address climate change and other natural resources challenges while expanding opportunities for producers and communities, especially those historically underserved by USDA. Last December, [USDA announced improvements](#) to the program as well as additional staff to support the program.

USDA touches the lives of all Americans each day in so many positive ways. Under the Biden-Harris Administration, USDA is transforming America's food system with a greater focus on more resilient local and regional food production, fairer markets for all producers, ensuring access to safe, healthy and nutritious food in all communities, building new markets and streams of income for farmers and producers using climate smart food and forestry practices, making historic investments in infrastructure and clean energy capabilities in rural America, and committing to equity across the Department by removing systemic barriers and building a workforce more representative of America. To learn more, visit [usda.gov](https://usda.gov).

USDA is an equal opportunity provider, employer and lender.



Water Resources Cost-Share Program		FY 2023 Allocation Worksheet				
FY 2022 Appropriation:	\$2,248,289					
FY 2021 Carryover:	\$0					
FY 2021 Reserve:	\$0					
FY 2022 CSIMS	\$0					
FY 2022 Admin expenses:	<u>-\$134,897</u>					
FY 2022 Total Cost-Share CD Allocation:	\$2,113,392					
FY 2023 Appropriation:	\$2,698,289					
FY 2022 Carryover:	\$0					
FY 2022 Reserve:	\$0					
FY 2023 CSIMS	\$0					
FY 2023 Admin expenses:	<u>-\$161,897</u>					
FY 2023 Total Cost-Share CD Allocation:	\$2,536,392					
<b>FY 2023 Cost-Share Allocation:</b>						
<u>FY 2023 Cost-Share Allocations</u>			<u>FY 2022 Allocations</u>		<u>Adjustment from FY 2022</u>	
DNA	\$2,536,392		DNA	\$2,113,392	DNA	\$423,000
High Priority TMDL	\$0	High Priority	TMDL Allocation	\$0	High Priority TMDL Allocation	\$0
	\$2,536,392			\$2,113,392	Total	\$423,000

**FY 2023 WR DNA Allocations**

County	FY 2023 WR DNA Allocation	County	FY 2023 WR DNA Allocation
Allen	\$20,204.12	Linn	\$20,204.12
Anderson	\$20,204.12	Logan	\$25,914.57
Atchison	\$22,107.60	Lyon	\$23,059.35
Barber	\$27,818.05	Marion	\$24,011.09
Barton	\$24,962.83	Marshall	\$24,962.83
Bourbon	\$20,204.12	McPherson	\$24,962.83
Brown	\$23,059.35	Meade	\$26,866.31
Butler	\$24,962.83	Miami	\$22,107.60
Chase	\$22,107.60	Mitchell	\$24,011.09
Chautauqua	\$21,155.86	Montgomery	\$20,204.12
Cherokee	\$19,252.38	Morris	\$23,059.35
Cheyenne	\$26,866.31	Morton	\$24,011.09
Clark	\$27,818.05	Nemaha	\$24,962.83
Clay	\$24,962.83	Neosho	\$20,204.12
Cloud	\$24,011.09	Ness	\$27,818.05
Coffey	\$22,107.60	Norton	\$25,914.57
Comanche	\$26,866.31	Osage	\$22,107.60
Cowley	\$24,962.83	Osborne	\$26,866.31
Crawford	\$20,204.12	Ottawa	\$24,962.83
Decatur	\$25,914.57	Pawnee	\$25,914.57
Dickinson	\$24,962.83	Phillips	\$26,866.31
Doniphan	\$23,059.35	Pottawatomie	\$24,962.83
Douglas	\$22,107.60	Pratt	\$23,059.35
Edwards	\$23,059.35	Rawlins	\$26,866.31
Elk	\$21,155.86	Reno	\$24,962.83
Ellis	\$26,866.31	Republic	\$23,059.35
Ellsworth	\$24,962.83	Rice	\$23,059.35
Finney	\$28,769.80	Riley	\$22,107.60
Ford	\$26,866.31	Rooks	\$25,914.57
Franklin	\$22,107.60	Rush	\$25,914.57
Geary	\$21,155.86	Russell	\$24,962.83
Gove	\$26,866.31	Saline	\$24,962.83
Graham	\$25,914.57	Scott	\$24,962.83
Grant	\$24,011.09	Sedgwick	\$24,962.83
Gray	\$24,962.83	Seward	\$24,011.09
Greeley	\$24,962.83	Shawnee	\$21,155.86
Greenwood	\$23,059.35	Sheridan	\$25,914.57
Hamilton	\$25,914.57	Sherman	\$26,866.31
Harper	\$25,914.57	Smith	\$25,914.57
Harvey	\$21,155.86	Stafford	\$23,059.35
Haskell	\$25,914.57	Stanton	\$24,962.83
Hodgeman	\$24,962.83	Stevens	\$24,962.83
Jackson	\$23,059.35	Sumner	\$26,866.31
Jefferson	\$22,107.60	Thomas	\$26,866.31
Jewell	\$25,914.57	Trego	\$25,914.57
Johnson	\$21,155.86	Wabaunsee	\$23,059.35
Kearny	\$24,962.83	Wallace	\$25,914.57
Kingman	\$25,914.57	Washington	\$24,962.83
Kiowa	\$24,011.09	Wichita	\$25,914.57
Labette	\$20,204.12	Wilson	\$21,155.86
Lane	\$24,962.83	Woodson	\$20,204.12
Leavenworth	\$22,107.60	Wyandotte	\$22,107.60
Lincoln	\$24,962.83	<b>Total</b>	<b>\$2,536,392.00</b>

Nonpoint Source Pollution Control Cost-Share Program (NPS)		FY 2023 Allocation Worksheet			
<b>FY 2023 NPS Budget: \$1,860,104</b>					
<b>Obligations</b>					
1. Funding for all 105 counties in FY 2023					
2. Fund 25 Conservation Technician positions in 19 NRCS Management Units identified by the workload analysis with a Contribution Agreement with NRCS. NPS portion, \$425,000.					
3. Fund 7 Conservation Technicians in 7 management units identified by NRCS with a contribution agreement NACD. (NPS portion included in the \$425,000)					
4. Fund 3 Conservation Easement Specialists and 1 Soil Health Specialist in locations identified by NRCS with a Grant Agreement with NRCS.					
5. Fund 4 Soil Conservationist positions in locations identified by NRCS with a Grant Agreement with NRCS.					
6. Year three of five matching funds for KSU Sustainable Phosphorus Grant.					
7. KACD partnership for conservation district professional development.					
<b>FY 2023 Allocation:</b>					
<u>FY 2022 Allocations</u>		<u>FY 2023 Allocations</u>		<u>Adjustment from FY 2022</u>	
NPS Base	\$ 948,017	NPS Base	\$ 1,087,104		\$ 139,087
T/A	\$ 350,000	T/A	\$ 425,000		\$ 75,000
Misc. Soil Health	\$ 45,349	Misc. Soil Health	\$ 35,000		\$ (10,349)
Supplemental LWS	\$ 25,000	Supplemental LWS	\$ 25,000		\$ -
Soil Health Education	\$ 75,000	KACD Partnership	\$ 30,000		\$ (45,000)
NPS Operations	\$ 90,379	NPS Operations	\$ 98,000		\$ 7,621
CSIMS	\$ 289,440	CSIMS	\$ 130,000		\$ (159,440)
KSU Grant Match	\$ 30,000	KSU Grant Match	\$ 30,000		\$ -
<b>Total</b>	<b>\$ 1,853,185</b>	<b>Total</b>	<b>\$ 1,860,104</b>	<b>Total</b>	<b>\$ 6,919</b>

## FY 2023 NPS Base Allocations

County	FY 2023 NPS Base Allocation	County	FY 2023 NPS Base Allocation
Allen	\$10,087.70	Linn	\$10,862.84
Anderson	\$10,087.70	Logan	\$7,762.28
Atchison	\$12,413.12	Lyon	\$13,963.40
Barber	\$10,346.08	Marion	\$12,413.12
Barton	\$10,346.08	Marshall	\$11,379.60
Bourbon	\$10,087.70	McPherson	\$10,346.08
Brown	\$11,637.98	Meade	\$7,762.28
Butler	\$12,413.12	Miami	\$10,862.84
Chase	\$13,963.40	Mitchell	\$9,829.32
Chautauqua	\$10,862.84	Montgomery	\$12,413.12
Cherokee	\$12,413.12	Morris	\$12,413.12
Cheyenne	\$6,987.14	Morton	\$7,503.90
Clark	\$9,829.32	Nemaha	\$13,188.26
Clay	\$10,862.84	Neosho	\$10,862.84
Cloud	\$11,379.60	Ness	\$8,795.80
Coffey	\$12,413.12	Norton	\$10,346.08
Comanche	\$10,346.08	Osage	\$13,188.26
Cowley	\$12,413.12	Osborne	\$10,862.84
Crawford	\$10,862.84	Ottawa	\$10,346.08
Decatur	\$8,020.66	Pawnee	\$10,346.08
Dickinson	\$12,413.12	Phillips	\$10,346.08
Doniphan	\$10,862.84	Pottawatomie	\$13,188.26
Douglas	\$11,637.98	Pratt	\$10,862.84
Edwards	\$9,312.56	Rawlins	\$6,987.14
Elk	\$13,188.26	Reno	\$12,413.12
Ellis	\$10,346.08	Republic	\$10,862.84
Ellsworth	\$10,862.84	Rice	\$9,829.32
Finney	\$7,762.28	Riley	\$13,188.26
Ford	\$9,312.56	Rooks	\$9,312.56
Franklin	\$12,413.12	Rush	\$9,312.56
Geary	\$11,637.98	Russell	\$10,346.08
Gove	\$7,762.28	Saline	\$10,862.84
Graham	\$9,829.32	Scott	\$7,503.90
Grant	\$7,503.90	Sedgwick	\$11,379.60
Gray	\$7,762.28	Seward	\$8,020.66
Greeley	\$7,245.52	Shawnee	\$13,188.26
Greenwood	\$13,188.26	Sheridan	\$8,020.66
Hamilton	\$7,245.52	Sherman	\$7,503.90
Harper	\$10,862.84	Smith	\$10,862.84
Harvey	\$10,862.84	Stafford	\$10,862.84
Haskell	\$7,245.52	Stanton	\$6,987.14
Hodgeman	\$8,795.80	Stevens	\$7,503.90
Jackson	\$13,188.26	Sumner	\$10,346.08
Jefferson	\$13,188.26	Thomas	\$8,020.66
Jewell	\$11,379.60	Trego	\$10,346.08
Johnson	\$10,862.84	Wabaunsee	\$13,188.26
Kearny	\$7,503.90	Wallace	\$7,762.28
Kingman	\$11,379.60	Washington	\$10,862.84
Kiowa	\$10,346.08	Wichita	\$7,503.90
Labette	\$10,862.84	Wilson	\$10,862.84
Lane	\$7,245.52	Woodson	\$10,087.70
Leavenworth	\$12,413.12	Wyandotte	\$9,303.02
Lincoln	\$9,829.32	<b>Total</b>	<b>\$1,087,104.00</b>

# Kansas Association of Conservation Districts Employees' Organization

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AMANDA SCOTT, President



June 2022

- We had 68 attend our KACD-EO Statewide meeting in May in Salina.
- The KACD-EO Executive Board will be working and meeting at the State Fair in September.
- The KACD-EO Area Representatives continue to meet monthly with area District Managers.
- I am participating in the development of the District Employee training curriculum with partner agencies for the training in August.
- I continue to:
  - Work with district managers to answer questions/concerns
  - Welcome new district manager
  - Keep the Picture Directory updated
  - Share educational opportunities with districts

As always, if anyone has any questions or concerns, please contact myself or any Area KACD-EO Representatives for assistance.

## District Manager Transition Checklist

The District Manager Transition Checklist is a useful tool to be reviewed and completed by both new and exiting district managers and supervisors. This checklist provides steps that district managers and supervisors are encouraged to review and complete for the transition into or away from the conservation district to be as seamless, operational, and functional as possible. Following the steps outlined in the checklist will help facilitate the transition, as well as help to reduce undue stress upon the supervisors and district managers throughout the process.

The Transition Checklist is also a very beneficial tool that may also be used by current district managers as a means of sharing the district manager responsibilities with the supervisory board, and as a means of verifying that tasks are not overlooked.

Please keep in mind while reviewing this checklist that not all activities are applicable to every district manager. This is simply a checklist to help with the transition process.

### Part I: Transitioning-Out Checklist

Exiting Information	
	<p><b>Submit resignation letter to supervisory board:</b></p> <ul style="list-style-type: none"> <li>Establish ending date of employment</li> </ul>
	<p><b>Provide resignation notification to the following:</b></p> <ul style="list-style-type: none"> <li>Division of Conservation (DOC)</li> <li>Kansas Association of Conservation Districts Employee Organization (KACD-EO)</li> <li>Kansas Association of Conservation Districts (KACD)</li> <li>Natural Resources Conservation Service (NRCS)</li> </ul>
	<p><b>Establish last day for CSIMS access &amp; notify DOC.</b> If another conservation district will be assisting during the absence of a district manager, the supervisory board will need to send an e-mail to the Division of Conservation (<a href="mailto:KDA.DOC@ks.gov">KDA.DOC@ks.gov</a>) or call 785-564-6620 with approval from the board to give the assisting conservation district CSIMS access.</p>
	<p><b>Advertise Job:</b> Work with conservation district board chairperson to advertise position opening in the local newspaper and / or other advertising outlets.</p>
	<p><b>Contact KPERS for Designated Agent transfer information @ (888) 275-5737:</b></p> <ul style="list-style-type: none"> <li>Provide Agency ID _____ (this can be found on any KPERS correspondence)</li> <li>If a new district manager has not yet been hired, re-assign the Designated Agent to a supervisory board member.</li> <li>If a new district manager has already been hired, change the Designated Agent assignment to the new district manager.</li> </ul>

	<b>Final paycheck:</b> Work with conservation district board chairperson to determine leave balances, final payroll information, and any reimbursements due for final manager paycheck. Review paycheck procedures for any other district employees with the upcoming payroll periods. Update NPS-5 reporting form for any CD/DOC agreement employees, if applicable.
	<b>Insurance:</b> Contact health insurance provider for COBRA forms (if applicable)
	<b>Contact financial institutes and / or credit card company to remove name from accounts &amp; cards (may also need to provide meeting minutes reflecting change in employees):</b> <ul style="list-style-type: none"> <li>• List financial institution _____</li> <li>• List credit card company _____</li> </ul>
	<b>Account Reconciliation:</b> Reconcile all bank accounts (including CDs, savings accounts, & petty cash). <ul style="list-style-type: none"> <li>• List account type &amp; number _____</li> <li>• List account type &amp; number _____</li> <li>• List account type &amp; number _____</li> </ul>
	<b>Board Meeting Preparation:</b> Gather all unpaid bills & correspondence for next monthly board meeting.
	<b>Audit Information:</b> <ul style="list-style-type: none"> <li>• Ensure that the current year audit documents have been provided to auditor or are ready to provide when requested.</li> <li>• Make list of documents necessary to present to accountant for audit.</li> <li>• Provide auditor name &amp; contact information _____</li> </ul>
	<b>Annual Work Plan:</b> <ul style="list-style-type: none"> <li>• Update</li> <li>• Review with supervisory board</li> <li>• Have board sign</li> <li>• Upload into CSIMS</li> </ul>
	<b>Ensure prior year-end reports are complete &amp; submitted:</b> (W-2s, W-3s, 941s, K-3s, etc.)
	• <b>QuickBooks:</b> Ensure that QuickBooks is balanced and current.
	<b>Document Upload into CSIMS (Refer to “Important Dates to Remember”):</b>
	• Monthly minutes (up-to-date)
	• Audit from two years prior (due January 1)
	• Notification of Conservation District Audit Review (due January 1)
	• Annual Meeting Minutes (due with 30 days after AM)
	• Supervisor Election Results (Due within 5 days after election)
	• Annual Report from previous year (due March 1)
	• Oath of Office for newly elected supervisors (due March 30)
	• Annual Work Plan for upcoming year (due September 1)
	• Operations & Enterprise Budget for upcoming year (due Sept. 1)
	• County & District Certifications for upcoming year (due Sept. 1)
	• Financial Management Checklist for current year (due Sept. 1)
	• Deceased Supervisor Update (due October 15)
	• Annual Meeting Information (due December 15)

	<b>Earth Team:</b> Log any remaining EarthTeam volunteer hours.
	<b>Special Permissions:</b> Contact NRCS IT department to request permission for shared drive / folder access to district conservationist and/or new district manager.
	<p><b>Cost-Share Documents:</b></p> <ul style="list-style-type: none"> <li>• CS-3 Contract, CS-3 Contract Cancellation and CS-4 Payment: <ul style="list-style-type: none"> <li>○ Make sure all have been printed, necessary signatures have been obtained, and file in cost-share files for all active Fiscal Years: <ul style="list-style-type: none"> <li>✓ CS-2's</li> <li>✓ CS-3's</li> <li>✓ CS-4's</li> </ul> </li> </ul> </li> <li>• County Ledger Reports: <ul style="list-style-type: none"> <li>○ On or around last day on the job, print the report for all active fiscal years and Programs.</li> </ul> </li> <li>• CS-2: <ul style="list-style-type: none"> <li>○ Print a copy of the current fiscal year for each Program.</li> </ul> </li> <li>• Ranking Worksheet: <ul style="list-style-type: none"> <li>○ Print a copy of the current fiscal year for each Program.</li> </ul> </li> </ul>
	<p><b>Information to provide to conservation district board chairperson &amp; to leave for incoming district manager:</b></p> <ul style="list-style-type: none"> <li>• List of account numbers</li> <li>• List of commonly used websites</li> <li>• KACD-EO Picture Directory</li> <li>• List of passwords</li> <li>• List of physical &amp; digital files, along with locations of such</li> <li>• Surety bond location</li> <li>• Insurance policy location</li> <li>• Tax exempt form</li> <li>• List of handbooks &amp; guides, as well as location of each</li> <li>• Status on rental equipment</li> <li>• Status on seed sales</li> <li>• Calendar of events (upcoming activities &amp; due dates) as well as planning details &amp; contacts</li> <li>• Important Dates to Remember as per Division of Conservation</li> <li>• Notebook of minutes &amp; financial reports for the current calendar year</li> </ul>
	<p><b>Create a Go-to / Helpful Tips Notebook:</b></p> <ul style="list-style-type: none"> <li>• Detailed job description</li> <li>• Who are partners &amp; how do they “fit” with the district</li> <li>• Explanation of agriculture in your area</li> <li>• List of conservation district lingo to help with interpretations</li> <li>• “Cheat sheets” &amp; examples</li> <li>• Acronym sheet</li> <li>• Organizational chart of associations with descriptions</li> </ul>



	<p style="text-align: center;"><b>Create a Go-to / Helpful Tips Notebook Continued:</b></p> <ul style="list-style-type: none"> <li>• Contact lists &amp; relationship with each: <ul style="list-style-type: none"> <li>✓ Commonly used contacts: <ul style="list-style-type: none"> <li>▪ Supervisors</li> <li>▪ KACD-EO</li> <li>▪ KACD</li> <li>▪ DOC</li> <li>▪ Extension Office</li> </ul> </li> <li>✓ Partners</li> <li>✓ Mentors (other district managers)</li> <li>✓ Projects / Events</li> </ul> </li> <li>• Leave LOTS of notes</li> <li>• List of suggestions, hints, tips</li> <li>• Ideas for future</li> </ul>
	<p><b>Phones:</b> Change voicemail on district phone and cell phone.</p>
	<p><b>Last Day:</b> Gather all personal belongings &amp; return keys, LincPass card, debit / credit card(s), &amp; other agency property.</p>
	<p><b>Forwarding Address:</b> Ensure that an updated and correct mailing address is left for end of year W-2.</p>

## Part II: Transitioning-In Checklist

Welcome Information	
	<p><b>Handbooks &amp; Guides:</b></p> <ul style="list-style-type: none"> <li>• Programs Manual</li> <li>• Kansas Conservation District Handbook               <ul style="list-style-type: none"> <li>✓ Administrative Section</li> <li>✓ Personnel Section</li> </ul> </li> <li>• District Employee Guide</li> <li>• “You” Book</li> <li>• Kansas Conservation District Supervisors Notebook</li> <li>• QuickBooks For Conservation Districts</li> <li>• Records Retention Schedule</li> </ul>
	<p><b>Agency &amp; Partner Contacts:</b></p> <ul style="list-style-type: none"> <li>• Conservation District Board of Supervisors               <ul style="list-style-type: none"> <li>✓ Chairperson, Vice Chairperson, Treasurer, Members</li> </ul> </li> <li>• Natural Resource Conservation Service (NRCS)               <ul style="list-style-type: none"> <li>✓ District Conservationist &amp; other office staff</li> </ul> </li> <li>• Kansas Association of Conservation Districts (KACD)               <ul style="list-style-type: none"> <li>✓ Employees Organization (KACD-EO)                   <ul style="list-style-type: none"> <li>○ Office operations, QuickBooks, board meetings</li> </ul> </li> </ul> </li> <li>• Division of Conservation (DOC)               <ul style="list-style-type: none"> <li>✓ CSIMS, Cost-share, Budgets, Audits, Elections</li> </ul> </li> <li>• K-State Extension Office</li> <li>• County Farm Bureau Coordinator</li> </ul>
DISTRICT ADMINISTRATIVE ACTIVITIES	
	<p><b>Monthly Board Meeting</b> (contact KACD-EO for assistance):</p> <ul style="list-style-type: none"> <li>• Minutes (from previous month)</li> <li>• Unpaid Bills</li> <li>• Treasurer’s Report</li> <li>• Correspondence</li> <li>• Staff Reports</li> <li>• Old Business</li> <li>• New Business</li> </ul>
	<p><b>Cost Share Information Management System</b> (CSIMS – contact DOC for assistance):</p> <ul style="list-style-type: none"> <li>• Cost-Share ledger, Contracts, (CS-3), Payments (CS-4)</li> <li>• Annual Meeting               <ul style="list-style-type: none"> <li>✓ Minutes (due 30 days following Annual Meeting)</li> <li>✓ Election (due 5 days after election)</li> <li>✓ Supervisor Oath of Office (due March 30 – new supervisors only)</li> <li>✓ Update Supervisor Information</li> <li>✓ Annual Report (due March 1)</li> </ul> </li> <li>• Monthly Board Meeting               <ul style="list-style-type: none"> <li>✓ Upload approved &amp; signed meeting minutes &amp; Treasurer’s Report, including Unpaid Bills Report to CSIMS (due 10 days after monthly board meeting where minutes were approved.)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Annual Audit <ul style="list-style-type: none"> <li>✓ Upload final audit to CSIMS (due January 1)</li> <li>✓ Upload approved &amp; signed Notification of Conservation District Audit Review to CSIMS (due January 1)</li> </ul> </li> <li>• Programs (Water Resources &amp; Non-Point Source) <ul style="list-style-type: none"> <li>✓ Programs Manual</li> <li>✓ Program Adoption (CS-2 – due July 1)</li> <li>✓ Program Allocations (fiscal year starts July 1)</li> </ul> </li> <li>• State Aid to Conservation Districts (begins July 1)</li> <li>• Annual Work Plan (due September 1)</li> <li>• Conservation District Budget <ul style="list-style-type: none"> <li>✓ Final approved budget upload into CSIMS (due September 1)</li> <li>✓ County/District Certification upload into CSIMS (due September 1)</li> <li>✓ Financial Management Checklist upload into CSIMS (due September 1)</li> </ul> </li> <li>• Deceased Supervisor update in CSIMS (due October 15)</li> </ul>
	<p><b>End-of-Year Reporting Requirements</b> (contact KACD-EO for assistance):</p> <ul style="list-style-type: none"> <li>• W-2</li> <li>• W-3</li> <li>• K-3</li> <li>• 941</li> <li>• Kansas Sales Tax</li> <li>• KPERS</li> </ul>
	<p><b>Payroll:</b> Review upcoming payroll procedures for all district employees. (Some counties have more than one employee.) Update NPS-5 reporting form for any CD/DOC agreement employees.</p>
	<p><b>Budget</b> (contact DOC for assistance):</p> <ul style="list-style-type: none"> <li>• Complete budget forms provided by DOC</li> <li>• Review budget with board of supervisors</li> <li>• Meet with County Commission Board to ask for allocation <ul style="list-style-type: none"> <li>✓ Provide County / District Certification to Commission</li> <li>✓ Provide budget presentation</li> <li>✓ Provide completed budget forms</li> </ul> </li> <li>• Obtain signed County / District Certification to Commission</li> <li>• Approve budget &amp; sign County / District Certification</li> <li>• Upload approved budget &amp; signed Certification separately in CSIMS</li> </ul>
	<p><b>Preserving a Legacy project:</b></p> <ul style="list-style-type: none"> <li>• Locate flash drive, passcode &amp; instructions</li> <li>• Check with DOC on possible submission of flash drive / possible completion</li> </ul>
	<p><b>KPERS:</b> contact KPERS for Designated Agent transfer information @ (888) 275-5737</p>
	<p><b>Health Insurance:</b> Contact insurance provider for enrollment forms (if applicable).</p>
	<p><b>Bank Accounts, Debit Card:</b> contact financial institutes and / or credit card company to add name to accounts &amp; cards. This will likely require a copy of board meeting minutes.</p>
	<p><b>Seed Sales License:</b> renew retailer's seed sales license annually (if applicable).</p>
	<p><b>Phones:</b> Change voicemail on district phone and cell phone.</p>

	<b>Special Permissions:</b> Contact NRCS IT department to request permission for shared drive/folder.
<b>Information &amp; Education Activities</b>	
	<p>Below is a list of possible events &amp; activities (but is not limited to) that your district may be hosting / involved in. Many of these are in conjunction with other partners such as NRCS, FSA, K-State Extension or Farm Bureau (contact KACD-EO for assistance).</p> <ul style="list-style-type: none"> <li>• Water festivals</li> <li>• Poster, limerick, speech, essay contests</li> <li>• Range Youth Camp</li> <li>• Envirothon</li> <li>• Scholarships or Sponsorships</li> <li>• Conservation tour</li> <li>• Women in Ag event</li> <li>• Field Day</li> <li>• Earth Day</li> <li>• County fair booth</li> </ul>
<b>Annual Meeting Activities</b>	
	<b>Banker's Tour:</b> Work with K-State Extension
	<b>Annual Report:</b> Prepare for distribution at Annual Meeting (upload in CSIMS)
	<p><b>Plan for Annual Meeting</b> (work with conservation district board):</p> <ul style="list-style-type: none"> <li>• Set date</li> <li>• Reserve venue</li> <li>• Plan meal</li> <li>• Plan speaker, entertainment, etc.</li> <li>• Order award signs</li> <li>• Recruit conservation district board supervisors for election</li> <li>• Prepare award presentations</li> </ul>
	<p><b>Following Annual Meeting:</b></p> <ul style="list-style-type: none"> <li>• Upload annual meeting minutes within 30 days into CSIMS</li> <li>• Submit Annual Report with financials within 30 days in CSIMS</li> <li>• Obtain Oath of Office for newly elected conservation district board supervisors &amp; upload to CSIMS by March 1</li> <li>• Share the Kansas Supervisory Training Modules with newly elected supervisors</li> <li>• The DOC provides the New Supervisor Handbook to newly elected supervisors.</li> </ul>
<b>NRCS Administrative Activities</b>	
	<b>Access:</b> Work with SDC or DC to obtain LincPass card & government computer access.
	<b>Mail:</b> Work with SDC or DC to obtain mailing instructions & information.
	<b>EarthTeam:</b> Work with SDC or DC to obtain EarthTeam Volunteer reporting instructions.
	<b>Filing:</b> Work with SDC or DC to obtain instruction on office filing & e-filing if applicable.
	<b>Programs:</b> Work with SDC or DC to obtain NRCS program information.

<b>Helpful Tips</b>	
	<b>Read:</b> Take time to read the provided handbooks & guides. These will make your job much less intimidating and are great reference tools.
	<b>E-mails:</b> Take time to read all e-mails. Most information pertaining to your job comes from e-mails.
	<b>Ask questions:</b> Reach out to your KACD-EO Area Representative or the DOC for questions. They are all more than happy to assist.
	<b>Communicate:</b> Keep your board of supervisors informed & up to date on district operations & activities. Make sure to share all correspondence with them at board meetings.
	<b>Partners:</b> Maintain good working relationships with your partner agencies.
	<b>Chain of Command:</b> The district manager reports to the chairperson of the board of supervisors.
	<b>Importance of Role:</b> The district manager's role is crucial to the success (or failure) of the conservation district.
	<b>Settling in:</b> It takes at least a year to get settled into the district manager position.

**Conservation District Program Coordinator  
SCC Commission Meeting • Cottonwood Falls  
06/10/2022**

**New District Managers**

<u>Area</u>	<u>County</u>	<u>Name</u>	<u>Start Date</u>
4	Clay	Madison Rogers	04/01/2022
3	Stafford	Patricia Fensky	04/04/2022
5	Allen	Colleen Riebel	04/11/2022
3	McPherson	Eryn Spangenderg	05/16/2022
4	Miami	Keri Harris*	

\*Keri Harris is now the District Manager for Miami and Franklin Counties.

**Resigned / Retired  
District Managers**

<u>Area</u>	<u>County</u>	<u>Name</u>	<u>End Date</u>	
2	Scott	Samantha Wright	4/15/2022	Going to Bank
5	Labette	Taylor Bradfield	5/16/2022	
2	Ford	Josh Weil		
4	Miami	Lesley Rigney	5/31/2022	Retiring

**Current Vacancies**

<u>Area</u>	<u>County</u>
2	Haskell
2	Scott
2	Ford
5	Labette

In person office visits/training: Pratt County, Republic County, Mitchell County, Linn County Riley County, Jefferson/Leavenworth Counties. NRCS MU presentation and District Manager visit: Atchison MU (Atchison, Jefferson, Leavenworth, Doniphan).

New district managers are trained via Teams with an initial three training sessions. Presented eleven training sessions with new managers since the last SCC meeting.

Dave and I presented Cost Share 202 webinar, covering the steps of the cost share process from application openings to creating contracts, payments, and amendments on June 9.

Continue to work with partners on the comprehensive, three-day District Manager training meeting scheduled for August 16 – 19 and August 23 – 25.

Presented, with Amanda Scott, the Transition Checklist for District Managers at the KACD-EO Conference. Researching questions asked at EO meeting.

## **Riparian & Wetlands Program Update**

**Kristin Kloft**

- DOC and KFS worked together on a small stream project on Plum Creek in Brown County in April. It was the first small stream project we have done using our new template designs. The project went well despite some wet weather and we are now monitoring the site to evaluate design and construction techniques.
- Five large streambank projects on the Little Blue River were completed this spring as well as two Cottonwood projects and four Delaware projects. Construction will start on the remaining Cottonwood site after wheat harvest in mid-July. Two Cottonwood River sites were bid out and awarded in April with construction to start later this summer and fall. An inter-agency streamteam meeting is scheduled for late June and we will be discussing putting several more sites on the Cottonwood and Big Blue River out for bids.
- A Riparian Quality Enhancement Initiative (RQEI) project was completed in Greenwood County, another one is in progress in Riley County and there are two more scheduled to start in July for Riley and Republic Counties. A wetland project was also recently completed in Jackson County. DOC has partnered with KAWS to help fund the Newton Educational Wetland and with DU on a playa project in Wallace County.

## **Land Reclamation and Ag Lime Programs Update**

### **Christy Koelzer – Administrative Specialist**

- Land Reclamation 2021 Annual Mine Reports were completed in April with 100% compliance.
- Land Reclamation bond increase and expiration letters were sent out at the end of April following the completion of AMR's. Expiration letters will be sent again in August.
- Ag Lime 2023 License Renewal and 2022 Tonnage Reporting begins June 15 and is due July 31.
- Mid-States Materials LLC won the 2021 Governor's Mined Land Reclamation Award for the reclamation of Plummer Creek – West Phase. They are being nominated for the 2022 National Association of State Land Reclamationists Award due July 1.



It's good to know that conservation work is still getting put on the ground despite high energy prices. In fact, one of my neighbors just finished terraces on 160 acres of ground, so structures are still an important part of a good conservation plan.

From October to April, we were severely dry. Now we've had lots of rain the last 40 days (40 nights). So again, it's been another challenging spring.

I found it interesting over the winter and through the legislative session how many groups found value and importance of the State Conservation Commission, the Division of Conservation and conservation districts. I would like to see this sentiment more and more often throughout the entire year.

In closing, I would like to leave you with a couple of quotes from President Eisenhower, a fellow Kansan and someone who understood the importance of agriculture:

"The proper role of government, however, is that of partner with the farmer—never his master. By every possible means we must develop and promote that partnership—to the end that agriculture may continue to be a sound, enduring foundation for our economy and that farm living may be a profitable and satisfying experience."

"You know, farming looks mighty easy when your plow is a pencil, and you're a thousand miles from the corn field."

Everyone keep up the good work.

Respectfully,

John Wunder  
Area IV State Conservation Commissioner