

Jefferson County Land & Water Conservation Committee Agenda
"Working Together to Protect & Enhance the Environment"

Jefferson County Courthouse
311 S Center Ave, Rm 112
Jefferson, WI 53549-1701

Wednesday, May 16, 2018 @ 8:00 am

Committee Members: Walt Christensen (Member), Matthew Foelker (Member), Ed Morse (Member), Dan Herbst (UWEX Member), Mike Kelly (UWEX Member), Frank Anfang (FSA Rep), and Margaret Burlingham (Public Member)

1. Call to Order - Mark Watkins
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Election of Officers
 - Chairman
 - Vice-Chairman
 - Secretary
5. Set Future Meeting Schedule
6. Review of the May Agenda
7. Approval of the March 21, 2018 Meeting Minutes
8. Public Comment (members of the public who wish to address the Committee on specific agenda items must register their request at this time)
9. Communications
 - Department of Agriculture, Trade & Consumer Protection (DATCP) May 2018 Report
10. Discussion on Land & Water Conservation Committee (LWCC) Guidance Document
11. Natural Resources Conservation Service (NRCS) Report
12. Discussion and Possible Action on Civil Rights Partner Discussion Packet - NRCS Offices Operating Agreement
13. Discussion on LWCD May 2018 Director's Report
14. Discussion and Possible Action on Maintenance Repairs on County Owned Farm Land
15. Discussion and Possible Action on Notices of Noncompliance - Farmland Preservation Program (FPP)
16. Discussion and Possible Action on Cancellation of Notices of Noncompliance - FPP
17. Review of the Monthly Financial Report (March)
18. Discussion and Possible Action on Purchase of Agriculture Conservation Easements (PACE) Applications
19. Discussion on Jefferson County Land & Water Conservation Report on Baseline Documentation for Easements
20. Discussion on Items for the Next Agenda
21. Next Scheduled Meeting:
 - June 20, 2018 @ 8:00 am in Room 112
22. Adjournment

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at (920) 674-7101 so appropriate arrangements can be made.

Land & Water Conservation Committee Minutes

March 21, 2018

1. Call to Order:

The monthly meeting was called to order by Matt Foelker at 8:00 am. Committee members Matthew Foelker (Chair), Ed Morse (Vice Chair), Gregg Patrick (Member), Lloyd Zastrow (Member), Frank Anfang (FSA Rep), and Margaret Burlingham (Public Member) were present. Also in attendance were Mark Watkins, Director, Land & Water Conservation Department (LWCD), and Kim Liakopoulos, LWCD. Peter Hartz (Secretary) was excused.

2. Roll Call (Establish a Quorum):

A quorum was established.

3. Certification of Compliance with the Open Meetings Law:

It was determined that the committee was in compliance with the Open Meetings Law.

4. Review of the March Agenda:

The March agenda was reviewed by the committee members. No changes were proposed.

5. Approval of the February 21, 2018 Meeting Minutes:

Lloyd Zastrow made a motion to approve the February 21, 2018 meeting minutes as written, Ed Morse seconded. Motion carried 6/0.

6. Public Comment:

There were no comments.

7. Communications:

- Department of Agriculture, Trade & Consumer Protection (DATCP) March 2018 Report. See attached.
- Neil Palmer from Invenergy would like to address the committee to discuss the possibility of establishing a solar energy project within the County.

8. Natural Resources Conservation Service (NRCS) Report:

NRCS didn't attend the meeting therefore a report was unavailable.

9. Discussion on LWCD March 2018 Director's Report:

Mark Watkins discussed the March 2018 Director's Report. See attached.

10. Discussion on Hoard's Dairyman Facility Update:

Mark Watkins updated the committee on the status of the Hoard Facility. Construction of the new basin is complete. Seeding and partial abandonment of the old basin will commence this spring. Hoards will continue to monitor the outflow at the old location for contamination per agreement.

11. Discussion and Possible Action on 2018 Wisconsin Turkey Donation Program:

Mark Watkins notified the committee about the 2018 Wisconsin Turkey Donation Program. Gregg Patrick made a motion to continue participation in the Turkey Donation Program, Margaret Burlingham seconded. Motion carried 6/0.

12. Discussion and Possible Action on Notices of Noncompliance - Farmland Preservation Program (FPP):

There were no notices at this time.

13. Discussion and Possible Action on Cancellation of Notices of Noncompliance - FPP:

There were no cancellations at this time.

14. Review of the Monthly Financial Report (January & February):

The most recent statements of revenues and expenditures (January & February) were distributed. Mark Watkins discussed the most recent reports and informed the committee of the new required format. See attached.

15. Discussion and Possible Action on Purchase of Agriculture Conservation Easements (PACE) Applications:

There are no applications at this time.

16. Discussion and Possible Action on Jefferson County Dairy Breakfast Donation:

Gregg Patrick made a motion to give a sponsorship donation to the Jefferson County Dairy Breakfast not to exceed \$125.00, Margaret Burlingham seconded. Motion carried 6/0.

17. Discussion on Jefferson County Land & Water Conservation Report on Baseline Documentation for Easements:

Nothing to report on baselines at this time.

18. Discussion on Items for the Next Agenda:

Possible agenda items include: 4th Grade Farm Tour, Election of Officers

19. Next Scheduled Meeting:

- Tentative April 18, 2018 @ 8:00 in Room 112

20. Adjournment:

Margaret Burlingham made a motion to adjourn at 9:00 am, Frank Anfang seconded. Motion carried 6/0.

DATCP REPORT

May 2018

Grants

- The 2019 SWRM grant application review report will be emailed to the counties in early May to verify application data that was submitted to DATCP.
- Counties should receive their 2018 SWRM schedule of awards in late May.
- DATCP will be preparing a supplemental allocation to award about \$190,000 of additional SEG cost-share funds, applying the same grant formula used to award funds as a part of the 2018 joint final allocation plan.

Land and Water Conservation Board (LWCB) and Land and Water Resource Management (LWRM) Plans

- The LWCB will hold a short business meeting on June 5th in Baraboo, followed by a tour of conservation project sites in Sauk County.

Nutrient Management

- Updates to SnapPlus17 are still underway. Once the updated version is released, we will notify everyone.

Livestock Facility Siting Program

- A Lake Mills resident who objects to the odor control practices to be used in an expansion of a poultry farm has filed an appeal to the Livestock Facility Siting Review Board challenging the livestock siting permit granted by Jefferson County.

Farmland Preservation Program (FPP)

- The results from the survey sent to landowners to gather information about program participation will be available in early summer. Results from a survey of local municipalities regarding the program will also be summarized and shared. We received over 750 responses from landowners and 400 responses from local governments.
- Sheboygan County's Farmland Preservation Plan Map Amendment was approved.
- The Farmland Preservation Zoning Ordinance for the Town of Waterville, Pepin County was approved.

Conservation Engineering and County Manure Storage Ordinances

- The NRCS waste management standards and specifications (313, 520, 521, 522 & WCS 300) have been updated with minor revisions and clarifications and are now posted on the Field Office Technical Guide (eFOTG) site. Please note that moving forward NRCS will be designating minor revisions with an "R" after the date (e.g. October 2017R). Consideration should be given to how this affects the version of the standard referenced in your county manure storage ordinance now that there will be an "R" designation after the date. A description of the changes can be found in Section I of the eFOTG → Transmittal Notices → Notice FOTG WI-92. WI Land + Water will also be hosting a webinar on May 2nd at 8:30am on the changes (<https://global.gotomeeting.com/join/213746573>).

Conservation Reserve Enhancement Program (CREP)

- FSA sent out Notice CRP-849 stating that CREP enrollment will remain open for 2018 and will allow reenrollments with effective start dates of 10/1/2018.
- Deadlines for CREP offers in 2018 on the Federal side of CREP are as follow per the notice:
 - August 17, 2018 – Producer offer acceptance
 - September 7, 2018 – NRCS to return CPO to FSA
 - September 28, 2018 – FSA to accept the CRP1

AIS

- DATCP is currently drafting Agriculture Impact Statements for two natural gas pipeline projects in the vicinity of the Foxconn Electronic Information Technology Manufacturing (EITM) zone in the counties of Racine and Kenosha. The pipeline projects are called the Lakeshore Capacity Improvement and the EITM Natural Gas Lateral Project.
- DATCP has completed an AIS for the WisDOT USH 14/CTH MM Salt Shed and Park & Ride in Dane County.

2018 County Conservation/DATCP Update Meetings

- Over 130 people attended from 49 Counties, 6 Towns, and other representatives from DNR, a local conservation group, and an economic development department attended the four meetings hosted in April. A select summary of discussion points from the meetings is attached to this report. If you have additional questions or would like further clarification, please give me a call. Thanks again to everyone who attended and contributed to the discussion.

Staff Changes

- Sara Walling will be leaving DATCP to become the Agriculture Institute Director with UW Extension as of May 2nd. In this role she will help support the transition of UW Extension into the UW Madison and help direct the programming and structure of UW Extension agriculturally based research, education and outreach initiatives. Congrats, Sara!
 - A note from Sara: I have very much enjoyed working with so many of you on nutrient management and water quality issues over the last 12 years at DATCP. I hope to continue to have the opportunity to work with many of you again in my new role at Extension so that our state's ag agents can continue to work with your counties to support and assist our agricultural producers. I'd love to stay in touch, so after May 7th you can contact me at sara.walling@ces.uwex.edu. All the best, Sara.

LAND & WATER CONSERVATION DEPARTMENT AUTHORITY, POLICIES, AND PERSONNEL

This document is a brief overview of the activities and authorities of the Land & Water Conservation Committee and Department. It is not all inclusive or construed as such.

AUTHORITY:

The Land & Water Conservation Department (LWCD) was formally named such in July 1999. The history of the office dates back to December 18, 1946 when the Jefferson County Board of Supervisors first created what was then called the Soil and Water Conservation District. The Department is supervised by the Land & Water Conservation Committee (LWCC), originally LCC, which was established by County Board Resolution No. 82-34 on June 8, 1982. Subsequent to changes in Chapter 92 of the Wisconsin Statutes which eliminated the District, County Board Resolution 82-73 adopted in October of 1982 further defined powers and procedures to be followed by the LWCC.

The purpose of the LWCD is to provide for the conservation and wise use of the soil and water resources of the County. Various programs and activities, as identified each year in the Land & Water Resource Management Plan, are undertaken in conjunction with cooperating agencies in order to carry out this purpose as well as to fulfill a multitude of local, state and federal mandates. Typical programming includes items such as; information and education, soil erosion control, the Farmland Preservation Program, Livestock Siting Law, Non-metallic Mining, state cost share programs, Federal Farm Bill Programming assistance, Soil Stewardship Program, Non-point Source Pollution Abatement, tree seedling & reforestation program, various resource enhancement programs, and other programs and duties as assigned.

Typical activities include items such as; education outreach, dissemination of soil survey and other important environmental information, development of conservation farm plans, program inspections, administration of County farm lands, engineering assistance in the design and installation of Best Management Conservation Practices, resource inventory and evaluation, grant development, cost share assistance, tree planter rental, tree seedling reforestation, and assistance to other units of government.

82-34: Land & Water Conservation Committee: This Committee shall be comprised of seven (7) members, one of whom shall be the chairperson of the County Farm Service Agency (FSA) Committee or a member designated by the chairperson of the Farm Service Agency Committee. The remaining members of the Committee shall include at least two (2) County Board members who are members of the Agriculture and Extension Education Committee.

IT SHALL BE THE DUTY OF THE COMMITTEE:

- A. To perform the functions and exercise the power as set forth in Section 92.07 of the Wisconsin Statutes, as repealed and recreated by 346 Laws of 1982.
- B. To supervise County Soil and Water Conservation staff, which shall be known as the Jefferson County Land & Water Conservation Department (LWCD). Said Department and staff shall be responsible for the administration of the County Soil and Water Conservation Programming. Said Department and staff shall exercise the powers granted to the Land & Water Conservation Committee.

- C. To exercise other functions as set forth in Chapters 91 & 92 of the Wisconsin Statutes, including the review and approval of land conservation plans as maybe required for tax credit certification under the Farmland Preservation Program.
- D. The Jefferson County Land & Water Conservation Department shall submit an annual report to the County Board for review and approval.
- E. The Chairperson of the Land & Water Conservation Committee is authorized to sign contracts, memoranda of understanding or other agreements relating to Land & Water Conservation Committee activities and programs. Provided these documents relate specifically to activities and programs described in the Land Water Resources Management Plan and as set forth by state statutes.
- F. The Land & Water Conservation Committee shall ensure that the plan contains specific and measurable objectives and procedures.
- G. If, during the course of the year, the Land & Water Conservation Committee desires to undertake an activity or program not identified in the plan, the LWCC may make a special request for County Board approval of the activity or program, but may not undertake the activity or program without prior approval.

ADMINISTRATIVE POLICES:

- 1. Monthly meeting will be held the third Wednesday of each month, to develop and carry out programs, financial and other affairs of the Committee.
- 2. Cooperation with other agencies, committees, departments, and planning groups in furthering resource conservation programs of mutual concern will be undertaken.
- 3. Membership, participation, and annual dues to the area and State Conservation Associations will be continued. The audit committee has prohibited authorization of payment for National Association participation.
- 4. Memorandums of Understanding with cooperating agencies will be reviewed annually and may contain additional agreed to policy statements.
- 5. Annual Report will be presented to the Jefferson County Board of Supervisors as scheduled by the County Administrators Office.
- 6. The County Conservationist is designated as a County Department Head and will run the day to day activities of the LWCD under the overall supervision of the Land & Water Conservation Committee.
- 7. The Land Conservation Committee will assist in determining priorities and recommendations to all agencies and groups engaged in conservation work.
- 8. Environmental Assistance Priority will be given to land users (groups of individuals) in the Farmland Preservation, Priority Watershed and Federal Conservation Programs. USDA Natural Resource Conservation Service (NRCS) assistance within their Federal Farm Bill responsibilities will be given to land users as a result of ACP, CRP, WRP, and/or conservation compliance requirements as appropriate.
- 9. Field work technical assistance, inspections, general landowner assistance. Other priorities will be guided by the Land & Water Management Plan.

PERSONNEL:

Permanent staff for the Department includes a County Conservationist, two (2) Resource Conservationists (FPP and NR151), an Administrative Specialist, a Geographic Information System Technician, and a Water Resource Management Specialist. The County Conservationist serves as the department head as well as fulfilling technical and administrative functions which meet criteria established by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). Both of the Resource Conservationist positions and the GIS Technician position are at least in part DATCP 92.14 Grant Funded Positions dealing with the Farmland Preservation Program, erosion control, and data management work respectively.

Land & Water Department Current Personnel:

Name / E-Mail

1. Mark Watkins ~ markw@jeffersoncountywi.gov
2. Nancy Lannert ~ nancyl@jeffersoncountywi.gov
3. Joe Strupp ~ joes@jeffersoncountywi.gov
4. Kim Liakopoulos ~ kiml@jeffersoncountywi.gov
5. Gerry Kokkonen ~ gerryk@jeffersoncountywi.gov
6. Patricia Cicero ~ patriciac@jeffersoncountywi.gov

Civil Rights Responsibilities for Partners Checklist

NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, this check-list serves as an internal guide to assist with the Civil Rights responsibilities and expectation discussion between NRCS and Partners.

Board Membership Responsibilities

- Annual review of the Memorandum of Understanding (MOU) between NRCS and Board.
- SWCD Board Demographic Information - NRCS Plan of Action for Representation on Boards, Councils, and Committees, requires States to annually review current Board membership data with state conservation agencies and discuss the opportunities and benefits of having minority and female representatives on local boards/councils who are impacted by the board's/council's decisions regarding conservation programs.
- Prohibition disclosure of certain information by the USDA and its Cooperators - Applicants, participants, location, and any and all privacy information is not to be disclosed without a FOIA request. Upon Board membership ending, former Board members have the responsibility to protect any information.
- New and existing partners are invited and should attend NRCS sponsored Civil Rights Training.

Federally Assisted and Federally Conducted Program Delivery Responsibilities

- 1964 Civil Rights Act - Title VI is a federal law that prohibits discrimination on the basis of race, color or national origin in programs and activities that receive federal financial assistance. Unlawful/prohibited discrimination is unfair or unequal treatment based on a prohibited bases.
- NRCS employees and partners who work with USDA programs are required to guarantee fairness and equal treatment to all customers eligible to receive USDA/NRCS programs and services regardless of any of the cited prohibited bases enforced by USDA:
race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program Outreach

- NRCS State and Field offices are required to establish and maintain outreach programs at the local level to ensure that all persons know about the availability of USDA/NRCS program services effectively and are encouraged to participate:
Board membership includes willingness to reach out to others, to reach out farther than others, to exceed normal communication expectation, or to go beyond existing limits to communicate with the under-served or under-resourced (women, minorities, persons with disabilities, historically underserved, limited resource, etc.)

Public Notification Responsibilities

- Governing documents relative to required equal opportunity public notification requirements that conservation partners must review:

Civil Rights Responsibilities for Partners Checklist

• Secretary of Agriculture Civil Rights Policy Statement	• USDA Equal Employment Opportunity is the Law poster
• USDA Alternative Dispute Resolution Policy Statement	• NRCS Chief's Civil Rights Policy Statement
• USDA Anti-Harassment Policy Statement	• NRCS EEO Counseling poster
• USDA Nondiscrimination Statement	• NRCS LEP Policy Statement
• *"And Justice for All" poster	• NRCS LEP Services poster
• USDA "Sexual Harassment is Illegal" poster	• [RESERVED]

- The public notification requirements must be prominently and visibly displayed in all offices where there is a USDA presence and where viewing is accessible for employees and customers.
- Compliance with Section 504¹ and Section 508² of the Rehabilitation Act of 1973.
- Access public notification required documents at the following link:
http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466
- Public notification documents attached: (Review description for partners)

1. Secretary of Agriculture Civil Rights Policy Statement – affirms USDA's commitment to equality and civil rights for program delivery and employment with emphasize on USDA's zero tolerance for any form of discrimination or reprisal.
2. USDA Alternative Dispute Resolution (ADR) Policy Statement – affirms USDA's commitment to conflict prevention to increase customer satisfaction and employee morale.
3. USDA Anti-Harassment Policy Statement – affirms USDA's commitment to maintaining an environment free from unlawful harassment (sexual and non-sexual).
4. USDA Nondiscrimination Statement – must be posted in all USDA offices and included on all materials produced by USDA for public information, public education, or public distribution. In addition to Section 504 and Section 508 requirements, the statement shall be made available in other languages appropriate to the local population served or directly affected by USDA program or activity.
5. "And Justice for All" poster – primary method utilized to inform customers or their civil rights. Institutions participating or administering USDA programs are required to display the appropriate poster in respective facilities where poster can be viewed by customers. (NRCS applicable versions: Form AD-475-A, relevant to assisted programs; and Form AD-475-C, relevant to conducted programs.)
6. USDA "Sexual Harassment is Illegal" poster – general preventive tips and guidance on filing sexual harassment claims.
7. USDA "EEO Is The Law" poster – employee information and guidance on filing an EEO complaint.
8. NRCS Chief's Civil Rights Policy Statement – reaffirms Secretary of Agriculture's Civil Rights policy and emphasizes that reprisal of any kind against customers or employees will not be tolerated.
9. NRCS "EEO Counseling" poster – contact information for employees filing an EEO complaint. (does not apply to customers)

¹ Federal facilities and locations must be accessible for the public to guarantee access to persons with a disability.

² Public and employee notices regarding events and activities sponsored, co-sponsored, hosted, and or co-hosted by USDA, NRCS contain NRCS POC information including name, telephone number, email address, and a respond by date for persons to request accommodations (for example – an interpreter, translator, seating arrangements, etc.) materials in an alternative format (for example – braille, large prints, audiotape – captioning, etc.)

Civil Rights Responsibilities for Partners Checklist

10. NRCS Limited English Proficiency (LEP) Policy Statement – reaffirms USDA’s commitment and provides support to the provisions of federally conducted and federally assisted prohibited discrimination based on national origin. LEP applies to individuals who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English.

11. NRCS LEP Services poster – provides notice to customers that LEP oral interpreting and written translation services are available at no cost to customer relative to NRCS federally assisted and federally conducted programs.

Affirmation of Review:

Field Office/State _____

SWCD Board _____

Board Member(s)- Printed Name:

Signature and Date:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

NRCS Rep - Printed Name and Title:

Signature and Date:

1. _____



United States Department of Agriculture

Office of the Secretary
Washington, D.C. 20250

Civil Rights Policy Statement

As Secretary of Agriculture, I fully support the U.S. Department of Agriculture's (USDA) civil rights, equal employment opportunity, and diversity policies and programs. Improving civil rights throughout USDA is one of my top priorities, and by pursuing this goal together in a transparent and ethical manner we can lead the way in making USDA a model organization. We can turn our challenges into opportunities to strengthen our service.

The success of today's "People's Department" requires the steadfast support and commitment of every USDA employee. We will have zero tolerance for any form of discrimination or reprisal. There exists *no reason to discriminate* based on race, color, religion, national origin, age, sex (including gender identity and expression), sexual orientation, disability, marital or familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. Our policy at USDA is not only to understand that there will be zero tolerance for any form of discrimination, but to ensure that this standard is maintained throughout the Department. This standard is *applicable to every employee and manager* at USDA and to every action taken at USDA.

USDA must become a model department of tolerance and inclusion. Only then will we live up to President Lincoln's description of USDA as "The People's Department." Strengthening "The People's Department" is my commitment to you. I expect every employee and manager to demonstrate respect for and adherence to USDA civil rights, equal employment opportunity, and diversity policies and our program civil rights responsibilities.

To this end, accountability is key. I will hold all employees and managers accountable for doing their part to ensure that all USDA applicants, customers, constituents, and stakeholders are provided equal access to the opportunities, programs, and services available through "The People's Department." Accordingly, I am counting on all senior leaders, managers, and supervisors to model appropriate behavior and to lead by example.

We must all strive to create an inclusive environment in which every employee is respected, trusted, and valued. As we approach the 50th Anniversary of the Civil Rights Act of 1964, USDA must continue to ensure that the civil rights of USDA constituents and employees are respected and protected. We have corrected past errors, learned from past mistakes, and moved into a new era of equitable service and access for all. Let us continue to cultivate and reap the benefits of a diverse USDA workforce that is rich in talent, ideas, background, and experience. The USDA mission depends on it.

A handwritten signature in dark ink, appearing to read "Tom Vilsack", is written over a faint, larger version of the same signature.

Thomas J. Vilsack
Secretary
July 24, 2013



P.O. Box 2890
Washington, D.C.
20013

National Bulletin: 230-13-

Date: March XX, 2013

Subject: EOP - NRCS Civil Rights Policy Statement


Purpose. To announce the NRCS Civil Rights Policy Statement.

Expiration Date. January 31, 2014.

Background. Each year, the Chief of the Natural Resources Conservation Service (NRCS) officially renews the commitment to Civil Rights and transmits the NRCS Civil Rights Policy Statement. In light of the Cultural Transformation Initiatives and the Secretary's Blueprint for Stronger Service, now is the perfect time to remind all employees of NRCS leadership's commitment to civil rights.

Explanation. Attached to this bulletin, you will find a copy of Acting Chief Weller's Civil Rights Policy Statement. Please ensure that the policy is posted in all agency offices where it can be viewed by employees and customers.

Contact. If you have any questions, please contact the Program Compliance Branch, Civil Rights Division, at (301) 504-2182.



Jason Weller
Acting Chief

Attachment

DIST: E

United States Department of Agriculture



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

MAR 13 2013

SUBJECT: EOP – NRCS Civil Rights Policy Statement

TO: All NRCS Employees

File Code: 230-15

The Natural Resources Conservation Service (NRCS) employees represent an array of cultures, ethnicities, and backgrounds, and that diversity helps us meet our mission. I am committed to enforcing the Secretary's zero tolerance policy on discrimination. Prohibited discrimination is a violation of Title VI and Title VII of the 1964 Civil Rights Act.

It is NRCS' policy to treat all customers and employees equitably regardless of race, color, national origin, sex (including gender identity and expression), religion, age, disability, political beliefs, sexual orientation, marital or familial status, parental status, and protected genetic information. It is also our policy that customers and employees be free from reprisal or harassment in the pursuit of fairness and equal employment opportunities.

Complainants, representatives, and witnesses involved in complaints of discrimination must be unimpeded and free from restraint, coercion, or retaliation in the exercise of eliminating discrimination in the workplace. Reprisal of any kind against customers or employees will not be tolerated. Agency officials, managers, supervisors, and other employees will be held accountable for discrimination, reprisal or harassment, civil rights violations, and related misconduct.

Managers and supervisors are responsible for the environment in which their employees work and have a duty to take both affirmative and corrective action to ensure equal opportunity and civil rights for customers and employees. To deter violations, managers and supervisors are required to take appropriate corrective or disciplinary action on findings of discrimination, reprisal, civil rights violations, and related misconduct in employment and program matters. They must demonstrate an elevated regard by supporting civil rights, equal employment opportunity, and diversity in the workplace.

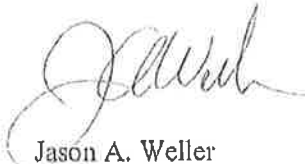
All NRCS employees are expected to adhere to this policy. NRCS will ensure appropriate corrective or disciplinary action is taken against violators who engage in discriminatory behavior.

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The Civil Rights Division will continue to provide guidance and ensure the agency's compliance with the laws and principles of equality for employment and programs. If you have questions, concerns, suggestions, or complaints of discrimination, contact the Civil Rights Division at (301) 504-2181.

A handwritten signature in dark ink, appearing to read 'J. Weller', with a large, stylized initial 'J'.

Jason A. Weller
Acting Chief

United States Department of Agriculture



Natural Resources Conservation Service
P.O. Box 2880
Washington, D.C. 20013

FEB 14 2012

SUBJECT: EOP – Anti-Harassment Policy Statement

TO: All NRCS Employees

File Code: 230-15

The Natural Resource Conservation Service (NRCS) Anti-Harassment Policy Statement reaffirms my commitment to prohibit sexual and non-sexual harassment in the agency's work environment and program delivery.

Sexual and non-sexual harassment (a form of discrimination) based on a prohibited basis of race, color, national origin, sex (including gender identity and expression) gender, religion, age (40 and over), mental or physical disability, political affiliation or belief, sexual orientation, marital or familial status, genetic information, and reprisal (retaliation) for prior Equal Employment Opportunity activity is prohibited by the agency.

For the purpose of this policy, harassment is defined as any objectionable verbal or physical conduct, comment, or display which demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person. Harassment is a reasonably known unwelcome offense and serves no legitimate work purpose. Harassment occurs based on any of the above protected characteristics when:

- (a) The behavior can reasonably be considered to adversely affect the work environment (create an intimidating, hostile, or offensive work environment);
- (b) An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct;
- (c) Unreasonable interference with an individual's work performance; and
- (d) An individual's employment opportunities are affected.

Harassing conduct includes, but not limited to:

Physical – Actual or threatened assault including hitting, tripping, kicking, punching, or unwanted touching; malicious or insulting gestures.

Verbal – Unwelcome remarks, jokes, innuendos, or taunts causing offense or embarrassment; name calling, swearing, bullying, expressing or insinuating threats, incessant teasing, wolf whistling, or spreading rumors.

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Psychological -- Shunning or ostracizing, stalking, staring, gesturing, preventing someone from joining in an activity; hiding, damaging, or taking another's property; and displaying objectionable materials, graffiti or pictures.

Intimidation -- Use of physical or organizational power to coerce a person to perform a particular action or to instill a feeling of humiliation or intimidation. Intimidation does not include the exercise of supervisory authority in the ordinary course of agency business.

NRCS strictly prohibits the use of abuse or official authority or position to intimidate, coerce, or harass employees or customers. Managers and supervisors are subject to receive disciplinary or adverse action for tolerating harassment and failing to take appropriate and immediate action when harassment is reported.

Personnel actions that a supervisor or manager takes for valid reasons do not constitute harassment in the workplace. Please note that this notice does not limit the supervisor's right to manage effectively. All employees must be proactive in preventing harassment and promoting a discrimination free workplace.

Any employee who is subjected to or witnesses conduct which is unwelcome and perceived to be harassment, or receives a report of alleged harassment, should immediately report the incidents to a NRCS official. If an informal attempt at resolution fails or is impractical, employees may seek relief from harassment based on one or more of the above-cited prohibited basis by contacting the NRCS Civil Rights Division, Complaints Branch at 1-866-672-7395 or TTY at (301) 504-2439 within 45 days of the alleged incident. All other allegations of harassment (non-discriminatory) may be reported directly to an official.

As Chief of NRCS, I am fully committed to ensuring that every employee and customer is treated with respect and dignity. Managers, supervisors, and employees must remain cognizant of this policy and refrain from perpetuating acts of harassment. All employees, including contractors and others performing official work for the agency, must fully support this zero tolerance harassment policy.



Dave White
Chief



“AND JUSTICE FOR ALL”

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, marital status, family status, status as a parent (in education and training programs and activities), because all or part of an individual's income is derived from any public assistance program, or retaliation. (Not all prohibited bases apply to all programs or activities.)

If you require the information on this poster in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (voice or TDD).

If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

El Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés) prohíbe la discriminación en sus programas y actividades ya sea por la raza, color, nacionalidad, sexo, religión, edad, incapacidad, orientación sexual, estado civil, estado familiar, su estado como padre o madre (en programas de educación y adiestramiento), ya sea que todo o parte de los ingresos provengan de cualquier programa de asistencia pública de las personas, o por represalias. (No todas las prohibiciones se aplican a todos los programas o actividades).

Si usted necesita la información de este anuncio en un formato diferente (Braille, letras grandes, o por medio de sonido, etc.), llame al Centro TARGET del Departamento de Agricultura al teléfono 202-720-2600 (voz o TDD).

Si usted necesita información sobre este programa, actividad o instalaciones en un idioma diferente del inglés, llame a la agencia del Departamento que maneja este programa o actividad, o a cualquier oficina del Departamento de Agricultura.

Para someter una queja de discriminación, escriba al USDA, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame gratis al 1-866-632-9992 (voz). Para llamadas TDD, llame al USDA al número 1-800-877-8339 o al número 1-866-377-8642. El Departamento de Agricultura ofrece oportunidades de programas y de empleo libres de discriminación.



UNITED STATES DEPARTMENT OF AGRICULTURE

FORM AD-475-A (REVISED 9/2006)

Instructions for AD-2106

Form to Assist in Assessment of USDA Compliance with Civil Rights Laws

This form is used by USDA agencies, including FSA, NRCS, RBS, RHS, and RUS to gather race, ethnicity, and gender information from program participants. For participants that are entities, complete a separate form for each member.

Participants should complete all items.

Item Name /	Instruction
1. What is Your Name	Enter your full legal name.
2. Legal Residence	Enter your current address.
3. Gender	Check your appropriate gender.
4. Ethnicity	Check your appropriate ethnicity.
5. Race	Check your appropriate race(s). Multiple races may be checked.
PRIVACY ACT STATEMENT The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to compile program application and participation rate data regarding socially disadvantaged farmers or ranchers and to conduct oversight and evaluation of civil rights compliance. The information collected on the form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in customer declared data not being entered into the database. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO THE APPROPRIATE USDA SERVICING OFFICE.	
NONDISCRIMINATION STATEMENT The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.	

U.S. Department of Agriculture
**Form to Assist in Assessment
of USDA Compliance With Civil Rights Laws**

QUESTIONNAIRE

The purpose of this questionnaire is to gather race, ethnicity, and gender information about persons who apply and participate in this USDA program. The information you provide will not be used when reviewing your application or when determining whether you are eligible to participate in this program. This is a voluntary questionnaire. You are not required to give this information, but we hope you will because the information you give will be used to improve the operation of this program, to help USDA design additional opportunities for program participation, and to monitor enforcement of laws that require equal access to this program for eligible persons. If you have previously provided this information to USDA please DO NOT fill out this form. Your information will be kept private to the extent permitted by law. Thank you for your response.

1. What is your name? _____

2. Legal Residence: _____

3. What is your gender? ☐ Male ☐ Female

Please answer BOTH question 4 and question 5 below about ethnicity and race. For this questionnaire, Hispanic or Latino origins are not races.

4. Ethnicity: ☐ Hispanic or Latino
☐ Not Hispanic or Latino

5. What is your race? Mark all that apply.

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

According to the Paperwork Reduction Act of 1995, an agency may not conduct, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0503-0019. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Non-Discrimination Statement**Non-Discrimination Policy**

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To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional Information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (In Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Supplemental Nutrition Assistance Program

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers.

All Other Inquiries

For any other information not pertaining to civil rights, please refer to the listing of the USDA Agencies and Offices for specific agency information.

Last Date Modified: 02/22/2013

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Jefferson County Land & Water Conservation Department

April 2018 Director's Report

Reporting/Activity:

- DATCP 2018 Plan of Work Submitted.
- Met with representative for potential new Solar Farm Project in Watertown.
- 5 Year Capital plan submitted to Finance.
- Heard from County Farm Operator regarding a tile issue on the County Farm.
- Monthly Deposits (March) - \$ 16,378.29
- Completed 2017/2018 financial reporting from MUNIS.
- Completed Staff Evaluations(s).
- Completed final preparation for Tree seedling sale & distribution.
- Attended Discovery Farm's spring informational meeting.
- Completed USDA Computer Security Awareness Training.

Farmland Preservation Program (FPP):

- Issued 7 Certificates of Compliance.
- Assisted 5 Tax Preparers that had FPP questions.
- Sent 229 Annual Reminder postcards ahead of April deadline.
- Field numerous calls concerning Annual Certification process.
- Completed 5 conservation plan revisions.

Nutrient Management/Cost Share:

- Submitted 3 completed BMP contracts to DATCP for payment.
- Reviewed 4 NMPs for compliance.
- Met 3 farmers to trouble shoot SNAP PLUS Database issues.
- Fielded multiple calls concerning Snap Plus and NMP in general from students.
- Completed 2 manure spreader calibrations.
- Application for waterway cost sharing and assisted with getting technical design assistance.
- Dealt with multiple changes to DATCP contracting.

GIS:

- Produced a map for Emergency Management identifying Flood Mitigation Property on Blackhawk Road.
- Continued snowmobile mapping & trail GPS.
- Drainage District mapping.
- FPP Tracking database update.

Livestock Siting Application Reviews:

- Receiving additional inputs from The Magritz Dairy Application.

Animal Waste - Manure Discharge/Complaints:

- Investigated one complaint. Manure was headland stacked in a field. This site as a WI DNR approved site as this farm was a WPDES permit holder. Issued resolved.

Tree Program:

- Collected tree orders, put order information into the Access database, printed off paid invoice, attached species identifying stickers to order form, filed alphabetically, and deposited payments.

Miscellaneous:

- Monthly staff meeting completed.
- Used 2 week of vacation leave.
- Reviewed and approved monthly PCard Purchases in MUNIS.
- Reconciled Feb/Mar financials in MUNIS.
- Day to day office activities.

Lakes & Streams:

Lakes/Rivers/Water Resources

- Communicated with a lake citizen regarding shoreline erosion concerns.
- Provided a citizen with information on getting their well water tested.
- Communicated with the DNR and set up a time to perform the water quality sampling to be done on Rock Lake and Lake Ripley within 2 weeks of ice-off.
- Communicated with the DNR water reg and zoning person about the requirements for the riprap permit.
- Communicated with the DNR citizen lake monitoring contact about expanding some lake sampling.

Lake Ripley

- Communicated with the lake manager regarding riprap project questions; and upcoming stream sampling.

Lower Spring Lake

- Worked on the update for the Lower Spring Lake aquatic plant management plan.

Rock Lake

- Attended a meeting of a Rock Lake Improvement Association Committee working on planning a shore land 101 work shop.
- Provided information to the DNR about the installation of the fish sticks on Rock Lake.
- Attended the Rock Lake Improvement Association meeting. Provided a report on the fish sticks project.
- Helped plan the annual Environmental Cleanup.
- Entered ice-off data into the DNR database.

Rock River Coalition

- Attended the Rock River Coalition meeting.

Aquatic Invasive Species

- Attended the Aquatic Invasive Species Coordinators meeting to learn about the plans for programming.

Jefferson County Land & Water Conservation Department

May 2018 Director's Report

Reporting/Activity:

- Attended Priority Based Budgeting Presentation.
- Participated in CREP conference call & workshop.
- Attended Bullying in the Work Place webinar.
- Postponed April LWCC Meeting due to county elections.
- Monthly Deposits (April) - \$ 5,070
- Completed 2 staff evaluations.
- Spring work & equipment prep.
- Prepared information for county auditors.
- Completed software upgrade to FPP/NR151 Tracking System.
- Attended the 2018 County Conservation/DATCP Update Meeting at UWEX.

Farmland Preservation Program (FPP):

- Issued 13 Certificates of Compliance.
- Enrolled 1 new participant in FPP.
- Completed 6 conservation plans.
- Mailed 350 "fishing letters" to land owners who have an NMP and likely qualify for FPP.
- Issued 6 Voluntary Non-participations for FPP.
- Field numerous calls concerning Annual Certification process.

Nutrient Management/Cost Share:

- Reviewed 3 NMPs for compliance.
- Reviewed 2 producer written NMPs.
- Began taken 2018 Cost Share Applications.
- Began ranking Cost Share Applications to date.
- Finalized remaining 2017 DATCP contracts.

GIS:

- Lower Spring Lake contour mapping.
- Completed & submitted time report for snowmobile mapping & trail GPS.
- Drainage District mapping.
- Produced Annex Property Documents for the Parks Department.
- Began review of Drone Piloting and class materials.

Livestock Siting Application Reviews:

- Responded to compliance problems with Nature Link Farm's nutrient management plan. Talked to the crop consultant about the issues. Sent a reminder to the owner and consultant that a compliant plan still needed to be produced.

Animal Waste – Manure Discharge/Complaints:

- Worked with WI DNR Warden Worden on a manure complaint she received. Contacted the farmer concerning the possibility of manure storage over topping. He was actively emptying the storage as conditions allow. Information relayed to the Warden.

Tree Program:

- Collected tree orders, put order information into the Access database, printed off paid invoice, and deposited payments.
- Contacted Laura's Lane Nursery to schedule pick-up.
- Contacted the Fair Park and booked the East Building for sale distribution.
- Sent postcards to all customers with pick-up information.
- Arranged to have pick-up information posted on the county website.
- Distribution delayed due to heavy snows at the nursery.
- Distribution scheduled for the week of May 7 2018.

Miscellaneous:

- Monthly staff meeting completed.
- Reviewed and approved monthly PCard purchases in MUNIS.
- Reconciled April financials in MUNIS
- Day to day office activities.

Lakes & Streams:

Lakes/Rivers/Water Resources

- Participated in the monthly DNR lakes and rivers conference call to obtain updates on state-wide programs and activities.
- Attended the Lake Conference in Stevens Point for 3 days to obtain information about various lake issues and to talk with DNR and lake managers about projects and ideas.

Lake Ripley

- Communicated with the lake manager about a number of items including the availability of trees, analysis of phosphorus data in the lake, and plans proposed for the Lake Ripley Park.
- Met with managers of Lake Ripley Park, DNR, and the management district about a variety of practices that could help alleviate the water problems at the park.

Lower Spring Lake

- Completed the aquatic plant management plan for review by the Lake District and the DNR.
- Attended the district meeting to talk about the aquatic plant management plan and past and future actions.

Rock Lake

- Attended the monthly Joint Rock Lake Committee meeting to provide update on various projects.
- Met with a Rock Lake Improvement Association Board member to work on planning for the Lake Lot 101 Workshop. Met with the full planning committee. Met with a UW-EX Lakes professional regarding agenda and his role. Advertised the workshop with lake groups in the area.

- Went out on Rock Lake with the DNR to collect the required samples within 2 weeks of the ice coming off the lake.
- Met with the RLIA Board member and the Lake Mills High School agriculture teacher to talk about working with students to engage area farmers in a farmer-led council.
- Attended the RLIA Board meeting to communicate about various activities.
- Assisted with planning the annual lake cleanup and garlic mustard pull.

Rock River

- Communicated with the City of Jefferson's park director regarding 2 new boat launches at their parks. Provided aquatic invasive species prevention signs to be posted at the launches.
- Met with Joe Nehmer and an Envirolock consultant to view and talk about the shoreline at the old Highway Department site on the Rock River.

Stream Sampling Program with volunteers

- Communicated with volunteers about the upcoming monitoring season. Arranged for volunteers to obtain their meters and other supplies.

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FROM 2018 01 TO 2018 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
12401 Land Conservation							
12401 411100 General Property Taxes	-364,433	0	-364,433	-91,108.26	.00	-273,324.74	25.0%
12401 421001 State Aid	-183,500	0	-183,500	.00	.00	-183,500.00	.0%
12401 432099 Other Permits	-250	0	-250	.00	.00	-250.00	.0%
12401 451010 Sale Of Maps & Plat Books	-250	0	-250	.00	.00	-250.00	.0%
12401 451020 Other Fees	0	0	0	-61.90	.00	61.90	.0%
12401 451421 Crep Cancellation Fee	-250	0	-250	.00	.00	-250.00	.0%
12401 458001 Tree Sales	-10,000	0	-10,000	-3,300.00	.00	-6,700.00	33.0%
12401 458005 Ag & Hortic Supply Revenue	-250	0	-250	.00	.00	-250.00	.0%
12401 458009 Livestock Siting App Review F	-2,500	0	-2,500	.00	.00	-2,500.00	.0%
12401 458013 Farmland Cert Fee	-22,500	0	-22,500	-11,245.00	.00	-11,255.00	50.0%
12401 511110 Salary-Permanent Regular	95,918	0	95,918	18,894.57	.00	77,023.43	19.7%
12401 511210 Wages-Regular	299,787	0	299,787	69,413.37	.00	230,373.63	23.2%
12401 511310 Wages-Sick Leave	0	0	0	3,059.85	.00	-3,059.85	.0%
12401 511320 Wages-Vacation Pay	0	0	0	4,398.16	.00	-4,398.16	.0%
12401 511330 Wages-Longevity Pay	1,189	0	1,189	.00	.00	1,189.00	.0%
12401 511340 Wages-Holiday Pay	0	0	0	3,196.76	.00	-3,196.76	.0%
12401 512141 Social Security	30,020	0	30,020	7,383.13	.00	22,636.87	24.6%
12401 512142 Retirement (Employer)	26,592	0	26,592	6,630.49	.00	19,961.51	24.9%
12401 512144 Health Insurance	77,333	0	77,333	17,722.12	.00	59,610.88	22.9%
12401 512145 Life Insurance	130	0	130	32.46	.00	97.54	25.0%
12401 512150 FSA Contribution	1,250	0	1,250	1,125.00	.00	125.00	90.0%
12401 512173 Dental Insurance	5,904	0	5,904	1,110.01	.00	4,793.99	18.8%
12401 531003 Notary Public Related	80	0	80	.00	.00	80.00	.0%
12401 531298 United Parcel Service	50	0	50	.00	.00	50.00	.0%
12401 531301 Office Equipment	750	0	750	.00	.00	750.00	.0%
12401 531303 Computer Equipmt & Software	1,000	0	1,000	.00	.00	1,000.00	.0%
12401 531311 Postage & Box Rent	1,550	0	1,550	215.06	.00	1,334.94	13.9%
12401 531312 Office Supplies	1,200	0	1,200	49.69	.00	1,150.31	4.1%
12401 531313 Printing & Duplicating	750	0	750	7.32	.00	742.68	1.0%
12401 531314 Small Items Of Equipment	1,750	0	1,750	33.72	.00	1,716.28	1.9%
12401 531321 Publication Of Legal Notice	100	0	100	.00	.00	100.00	.0%
12401 531324 Membership Dues	2,000	0	2,000	1,796.00	.00	204.00	89.8%
12401 531341 Agricultural & Hortic Suppli	6,000	0	6,000	.00	.00	6,000.00	.0%
12401 531348 Educational Supplies	200	0	200	.00	.00	200.00	.0%
12401 531351 Gas/Diesel	1,500	0	1,500	45.73	.00	1,454.27	3.0%
12401 532325 Registration	1,000	0	1,000	485.00	.00	515.00	48.5%
12401 532332 Mileage	200	0	200	.00	.00	200.00	.0%
12401 532335 Meals	200	0	200	19.00	.00	181.00	9.5%

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FROM 2018 01 TO 2018 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12401 532336 Lodging	600	0	600	314.10	.00	285.90	52.4%
12401 533225 Telephone & Fax	500	0	500	37.28	.00	462.72	7.5%
12401 533236 Wireless Internet	1,850	0	1,850	521.64	.00	1,328.36	28.2%
12401 535242 Maintain Machinery & Equip	1,200	0	1,200	105.30	.00	1,094.70	8.8%
12401 535259 Tree Planter Service	100	0	100	.00	.00	100.00	.0%
12401 571004 IP Telephony Allocation	760	0	760	189.99	.00	570.01	25.0%
12401 571005 Duplicating Allocation	144	0	144	36.00	.00	108.00	25.0%
12401 571009 MIS PC Group Allocation	14,968	0	14,968	3,741.99	.00	11,226.01	25.0%
12401 571010 MIS Systems Grp Alloc(ISIS)	4,969	0	4,969	1,242.24	.00	3,726.76	25.0%
12401 591519 Other Insurance	2,389	0	2,389	597.24	.00	1,791.76	25.0%
12402 Wildlife Crop Damage							
12402 421001 State Aid	-20,000	0	-20,000	-4,117.81	.00	-15,882.19	20.6%
12402 529299 Purchase Care & Services	20,000	0	20,000	5,092.81	.00	14,907.19	25.5%
12403 Nutrient Management							
12403 458012 Public Land Consv Fees	-250	0	-250	-70.00	.00	-180.00	28.0%
12403 535349 Other Supplies	250	0	250	43.89	.00	206.11	17.6%
12404 Grants and Programs							
12404 421001 State Aid	-3,300	0	-3,300	.00	.00	-3,300.00	.0%
12404 521219 Other Professional Serv	3,000	0	3,000	.00	.00	3,000.00	.0%
12404 529299 Purchase Care & Services	300	0	300	.00	.00	300.00	.0%
12405 Land & Water Resource Plan							
12405 421003 State Aid GPR	-14,000	0	-14,000	-770.00	.00	-13,230.00	5.5%
12405 421004 State Aid Bonded	-35,000	0	-35,000	-6,983.53	.00	-28,016.47	20.0%
12405 593701 Cost Share Payment	49,000	0	49,000	1,470.00	.00	47,530.00	3.0%
12406 Non-Metallic Mining							
12406 411100 General Property Taxes	10,995	0	10,995	2,748.75	.00	8,246.25	25.0%
12406 432005 Non-Metallic Annual Fee	-9,445	0	-9,445	.00	.00	-9,445.00	.0%

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FROM 2018 01 TO 2018 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12406 474175 Highway Billed	-2,035	0	-2,035	.00	.00	-2,035.00	.0%
12406 531311 Postage & Box Rent	60	0	60	7.56	.00	52.44	12.6%
12406 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12406 531348 Educational Supplies	25	0	25	.00	.00	25.00	.0%
12406 532325 Registration	150	0	150	.00	.00	150.00	.0%
12406 532332 Mileage	50	0	50	.00	.00	50.00	.0%
12406 532335 Meals	50	0	50	.00	.00	50.00	.0%
12406 532336 Lodging	100	0	100	.00	.00	100.00	.0%
12407 Farmland Preservation							
12407 481001 Interest & Dividends	0	0	0	-609.31	.00	609.31	.0%
12407 531311 Postage & Box Rent	0	0	0	1.03	.00	-1.03	.0%
12407 531312 Office Supplies	0	0	0	125.00	.00	-125.00	.0%
12407 571005 Duplicating Allocation	76	0	76	18.99	.00	57.01	25.0%
12407 594950 Operating Reserve	0	32,253	32,253	.00	.00	32,253.20	.0%
12407 594960 Capital Reserve	92,805	0	92,805	.00	.00	92,805.00	.0%
12407 699800 Resv Applied Capital	-92,881	-32,253	-125,134	.00	.00	-125,134.20	.0%
12408 County Farm							
12408 411100 General Property Taxes	103,688	0	103,688	25,922.01	.00	77,765.99	25.0%
12408 482003 County Farm Land Rent	-105,688	0	-105,688	-40,170.60	.00	-65,517.40	38.0%
12408 529170 Grounds Keeping Charges	1,000	0	1,000	143.94	.00	856.06	14.4%
12408 535249 Sundry Repair	1,000	0	1,000	.00	.00	1,000.00	.0%

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glflxrpt

FROM 2018 01 TO 2018 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	19,540.79	.00	-19,540.79	.0%

04/25/2018
 10:18:44

Jefferson County
 FLEXIBLE PERIOD REPORT

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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	N	Y
Sequence 2	9	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:

FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.
 Print Full or Short description: F
 Print full GL account: N
 Sort by full GL account: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N

From Yr/Per: 2018/ 1
 To Yr/Per: 2018/ 3
 Budget Year: 2018
 Print totals only: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Amounts/totals exceed 999 million dollars: N
 Roll projects to object: N
 Print journal detail: N
 From Yr/Per: 2018/ 1
 To Yr/Per: 2018/ 3
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Multiyear view: D