



BOARD MEETING MINUTES

Regular Meeting

Date: March 14th, 2019

Location: Sherburne SWCD Office - 425 Jackson Ave NW
Elk River, MN 55330

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson
Jason Selvog
Kerry Saxton

Staff Present

Francine Larson
Dan Cibulka*
Frances Gerde*
Gina Hugo*
Miranda Wagner*

Others Present

Lisa A. Fobbe, Sherburne
County Commissioner

*denotes partial attendance

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Schroeder at 8:30 a.m. A quorum was present.

2. Pledge of Allegiance

Schroeder led the Board of Supervisors in the Pledge of Allegiance.

3. Open Forum/Introductions

There were no comments from the audience.

4. Approval of Agenda

- **19.035** - Motion by Nelson, second by Saxton to approve the agenda with submitted additions. All members voting yes. Motion carried.

5. Secretary's Report – February 14, 2019 Board Meeting Minutes

- **19.036** - Motion by Goenner, second by Nelson to approve the February 14, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – February 2019 Financial Reports

Nelson read the February 2019 Program Summary Report. Discussion was had.

- **19.037** - Motion by Goenner, second by Selvog to accept the February 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – March 2019 Accounts Payable - Larson distributed the March 2019 Accounts Payable Summary. Check numbers 6699 through 6707 totaling \$3605.09 were submitted for approval. Discussion was had.

- **19.038** - Motion by Goenner, second by Saxton to approve the March 2019 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – Supervisors reviewed their meeting attendance. Discussion was had.

- **19.039** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
9. **District Managers Report** – Larson reviewed her monthly activities and provided an update on the Day at the Capitol event. Larson reported that she has scheduled a meeting with the County to pursue withdrawal from the Elk River Watershed Association as directed at the last Board meeting. Discussion was had. Written report available upon request.
 10. **NRCS Activity Report** – Larson distributed Reberg’s submitted report. The report indicated there were no NRCS updates. Discussion was had. Larson stated that per the Boards direction at the previous meeting, she submitted a letter requesting an NRCS representative attend SWCD Board meetings moving forward. Larson indicated that Reberg agreed and would try to make arrangements should she not be able to attend.
 11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request. Discussion was had.
 12. **Funding Authority** – Larson reviewed the proposed legislation regarding taxing authority for SWCD’s. The Board discussed the pros and cons to funding authority; each Supervisor indicated their reasons for support, opposition or requests for further information. Commissioner Fobbe indicated that the County Board and Administration would be interested in having a workshop with the SWCD later this year to discuss levy authority and the impacts to Sherburne County. Further discussion was had.
 13. **2019 SWCD Poster Contest Summary & Results** – Larson reviewed the poster contest summary and announced the 2019 results: 1st Place (\$100) – Hailey Hawes, 2nd Place (\$75) – Lexi O’Donnell, 3rd Place (\$50) – Lauren Johnson, 4th Place (\$25) – Carli Wilson, Teacher Award (\$100) Mrs. Kuyper. Larson noted that staff will be presenting the students and teacher with their awards early to mid-April.
 - **19.040** - Motion by Goenner, second by Nelson to accept the results of the 2019 poster contest and approve monetary awards as discussed. All members voting yes. Motion carried.
Check #'s 6708 - 6712 were signed during the meeting.
 14. **Adopt Revised Nonstructural Land Management Practices Request Form – FY2019 Clean Water Fund** – Larson stated that the NLMP request has been revised. Staff worked with BWSR representatives to complete the form. Wagner explained the revisions. Upon approval, the form will be uploaded into eLINK.
 - **19.041** - Motion by Nelson, second by Goenner to adopt the revised nonstructural land management request form. All members voting yes. Motion carried.
 - 14a. **Review and Adopt 2019 Annual Plan** – Larson distributed a copy of the 2019 Annual Plan.
 - **19.042** - Motion by Nelson, second by Goenner to adopt the 2019 Annual Plan as presented. All members voting yes. Motion carried.
 15. **Review and Approve 2019 AIS Grant Funding Recommendations** – Cibulka provided a brief summary of each of the applications and reviewed staff recommendations. Cibulka stated that staff reviewed and scored each application based on pre-determined criteria. Larson noted that payments will be allocated on a 75%/25% basis as opposed to the previous years 90%/10%. Final allocation will be rewarded upon project completion.

- **19.043** - Motion by Nelson, second by Saxton to award the 2019 AIS Grant applicants as discussed. All members voting yes. Motion carried.

Applicant	Category	Recommended Award	Check #	75%
Three Lakes (TLID)	Management Planning	\$2,500.00	6713	\$1,875.00
Lake Orono (LOIA)	Management Planning	\$2,100.00	6714	\$1,575.00
Big Eagle Lake (BELIA)	AIS Management	\$2,000.00	6715	\$1,500.00
Three Lakes (TLID)	AIS Management	\$2,000.00	6716	\$1,500.00
Little Elk Lake (LELIA)	AIS Management	\$2,000.00	6717	\$1,500.00
Lake Orono (LOIA)	AIS Management	\$2,000.00	6718	\$1,500.00
Ann Lake (ALIC)	AIS Management	\$1,785.00	6719	\$1,338.75
Big Eagle Lake (BELIA)	AIS Volunteer	\$500.00	6720	\$375.00
Big Lake Community Lakes (BLCLA)	AIS Volunteer	\$1,200.00	6721	\$900.00
Ann Lake (ALIC)	AIS Volunteer	\$825.00	6722	\$618.75

16. Authorization to execute FY19 Enhanced Capacity Grant Amendment with the Board of Water and Soil Resources.

- **19.044** - Motion by Saxton, second by Goenner to execute contract amendment with MN BWSR for 2019 Enhanced Capacity Grant. All members voting yes. Motion carried.

17. Authorization to execute 2019 Agreement for Services with Climb Theater for AIS Education Program – Larson stated that the contract for services has been reviewed by the County Attorney.

- **19.045** - Motion by Nelson, second by Selvog to execute 2019 Agreement for Services with Climb Theater. All members voting yes. Motion carried.

18. Authorization to execute FY19 Agreement for Services with Waterguards for Watercraft Inspection Services. – Cibulka provided a summary of Waterguards duties. Larson stated that the Contract has been reviewed by the County Attorney.

- **19.046** - Motion by Goenner, second by Nelson to execute 2019 Agreement for Services with Waterguards. All members voting yes. Motion carried.

19. Authorization to execute Agreement for Sub-contracting Services with Briggs Chain of Lakes Association for Watercraft Inspection Services.

- **19.047** - Motion by Goenner, second by Nelson to execute agreement for sub-contracting services with Briggs Chain of Lakes Association. All members voting yes. Motion carried.

20. Authorization to execute Agreement for Sub-contracting Services with Three Lakes Improvement District for Watercraft Inspection Services.

- **19.048** - Motion by Saxton, second by Nelson to execute agreement for sub-contracting services with Three Lakes Improvement District. All members voting yes. Motion carried.

21. Authorization to execute Agreement for Sub-contracting Services with City of Big Lake for Watercraft Inspection Services.

- **19.049** - Motion by Nelson, second by Selvog to execute agreement for sub-contracting services with City of Big Lake. All members voting yes. Motion carried.

22. Re-Schedule Sherburne SWCD Visioning Session – June 13, 2019 – Larson explained that there was a scheduling conflict with the original date and proposed June 13, 2019.

- **19.050** - Motion by Goenner, second by Saxton to reschedule visioning Session to June 13, 2019 immediately following the Regular SWCD Board Meeting. All members voting yes. Motion carried.

23. Upcoming Meetings and Events – Discussion was had regarding upcoming events and schedules.

24. Adjourn

- **19.051** - Motion by Nelson, second by Goenner to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 9:57 a.m.

Respectfully submitted by Francine Larson, District Manager.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.



Signature & Title

4-11-19

Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of March 31, 2019

04/01/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						438,646.18
Klein Checking						73,513.52
03/01/2019	DBT	Highland Company	FY18 - Enhanced Capacity - Parks		68.52	73,445.00
03/01/2019	DBT	MASWCD	Meeting Expense - DC		90.00	73,355.00
03/02/2019	DBT	Amazon.com	Building - Cleaning Supplies		44.11	73,310.89
03/03/2019	DBT	Walmart	Office Supplies		19.80	73,291.09
03/04/2019	EFT	Merchant Services	Credit Card Fees		199.65	73,091.44
03/07/2019	EFT	Waste Management	Building Expense - Garbage/Recycling		86.23	73,005.21
03/07/2019	DBT	City of Maplewood	Training Registration		7.00	72,998.21
03/07/2019			Deposit - FY19 Nitrate	52,903.00		125,901.21
03/08/2019	DD	Bronder, William M	PR - 2/22/2019 - 3/7/2019		130.77	125,770.44
03/08/2019	DD	Bumgarner, Andrea L	PR - 2/22/2019 - 3/7/2019		523.36	125,247.08
03/08/2019	DD	Cibulka, Daniel A	PR - 2/22/2019 - 3/7/2019		1,783.35	123,463.73
03/08/2019	DD	Gerde, Frances W	PR - 2/22/2019 - 3/7/2019		1,435.17	122,028.56
03/08/2019	DD	Hugo, Gina M	PR - 2/22/2019 - 3/7/2019		2,125.58	119,902.98
03/08/2019	DD	Larson, Francine M	PR - 2/22/2019 - 3/7/2019		1,512.66	118,390.32
03/08/2019	DD	Wagner, Miranda L	PR - 2/22/2019 - 3/7/2019		1,488.67	116,901.65
03/08/2019	EFT	United States Treasury	Federal - PR 2/22/19 - 3/7/19		3,187.56	113,714.09
03/08/2019	EFT	Minnesota Revenue	Federal - PR 2/22/19 - 3/7/19		557.00	113,157.09
03/08/2019	EFT	PERA	PERA - PR 2/22/19 - 3/7/19		1,789.98	111,367.11
03/08/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/22/19 - 3/7/19		880.77	110,486.34
03/12/2019	DBT	Best Buy	Computer Software		53.68	110,432.66
03/13/2019	DBT	The Fresh Seasons Cafe	Meeting Expenses		24.89	110,407.77
03/13/2019	DBT	The Fresh Seasons Cafe	Meeting Expenses		24.49	110,383.28
03/14/2019	6699	AgSense, LLC	FY19 - Nitrate Reduction		900.00	109,483.28
03/14/2019	6700	Charter Communications	Building Expenses - Internet Services		114.98	109,368.30
03/14/2019	6701	Cibulka, Dan	Reimbursed Expenses		410.18	108,958.12
03/14/2019	6703	Francine Larson	Reimbursed Expenses		173.42	108,784.70
03/14/2019	6704	Hugo, Gina Manea	Reimbursed Expenses		10.90	108,773.80
03/14/2019	6705	Marco	Copier Services - February & March		443.48	108,330.32
03/14/2019	6706	Metro Conservation Districts	2019 Dues		1,000.00	107,330.32
03/14/2019	6707	NCPERS LIFE INSURANCE	LTD/STD - March Premium		32.00	107,298.32
03/14/2019	6708	Hawes, Halley	2019 Poster Contest		100.00	107,198.32
03/14/2019	6709	Kuyper, Sarah	2019 Poster Contest		100.00	107,098.32
03/14/2019	6710	O'Donnell, Lexi	2019 Poster Contest		75.00	107,023.32
03/14/2019	6711	Johnson, Lauren	2019 Poster Contest		50.00	106,973.32
03/14/2019	6712	Wilson, Carl	2019 Poster Contest		25.00	106,948.32
03/14/2019	6713	Three Lake Improvement District	2019 AIS Grant - Management Planning		1,875.00	105,073.32
03/14/2019	6714	Lake Orono Improvement Association	2019 AIS Grant - Management Planning		1,575.00	103,498.32
03/14/2019	6715	Big Eagle Lake Imp. Assoc.	2019 AIS Grant - AIS Management		1,500.00	101,998.32
03/14/2019	6716	Three Lake Improvement District	2019 AIS Grant - AIS Management		1,500.00	100,498.32
03/14/2019	6717	Little Elk Lake Improvement Assoc	2019 AIS Grant - AIS Management		1,500.00	98,998.32
03/14/2019	6718	Lake Orono Improvement Association	2019 AIS Grant - AIS Management		1,500.00	97,498.32
03/14/2019	6719	Ann Lake Improvement Club	2019 AIS Grant - AIS Management		1,338.75	96,159.57
03/14/2019	6720	Big Eagle Lake Imp. Assoc.	2019 AIS Grant - AIS Volunteer		375.00	95,784.57
03/14/2019	6721	Big Lake Community Lakes Association	2019 AIS Grant - AIS Volunteer		900.00	94,884.57
03/14/2019	6722	Ann Lake Improvement Club	2019 AIS Grant - AIS Volunteer		618.75	94,265.82
03/14/2019	6723	City of Elk River	Vehicle Maintenance & Fuel		520.13	93,745.69
03/14/2019	DBT	Office Max	Office Supplies		20.21	93,725.48
03/14/2019	DBT	Target	Forestry - Meeting Expense		37.22	93,688.26
03/15/2019	DBT	HP Instant Ink	Office Supplies		10.73	93,677.53
03/15/2019	EFT	RingCentral	Building Expense - Phone System		314.96	93,362.57
03/15/2019	EFT	Pitney Bowes	USPS Expense		64.39	93,298.18
03/15/2019			Deposit - Credit	53.68		93,351.86
03/17/2019	DBT	Menards	Garage Supplies		89.94	93,261.92
03/18/2019	EFT	MN PEIP	Insurance Premium - April		2,160.06	91,101.86
03/18/2019	DBT	Office Max	Office Supplies		116.10	90,985.76
03/18/2019			Deposit - ERWA	466.62		91,452.38
03/19/2019	DD	Goenner, Larry	Supervisor PerDiem		200.65	91,251.73
03/19/2019	DD	Nelson, Roger J	Supervisor PerDiem		280.95	90,970.78
03/19/2019	DD	Saxton, Kerry J	Supervisor PerDiem		260.79	90,709.99
03/19/2019	DD	Schroeder, Michael J	Supervisor PerDiem		144.39	90,565.60
03/19/2019	DD	Selvog, Jason C	Supervisor PerDiem		189.04	90,376.56
03/19/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		54.00	90,342.56
03/19/2019	EFT	PERA	PERA - Supervisor PerDiem		67.50	90,275.06
03/20/2019	DBT	Cub Foods	Meeting Expenses		19.75	90,255.31
03/20/2019			Deposit - Trees	779.58		91,034.89
03/20/2019			Deposit - WPLMN	446.92		91,481.81
03/21/2019	EFT	Guardian Insurance	LTD/STD Insurance - April Premium		159.83	91,321.98
03/21/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/8/19 - 3/21/19		880.77	90,441.21
03/22/2019	DD	Bumgarner, Andrea L	PR - 3/8/2019 - 3/21/2019		523.34	89,917.87
03/22/2019	DD	Gerde, Frances W	PR - 3/8/2019 - 3/21/2019		1,435.18	88,482.69
03/22/2019	DD	Hugo, Gina M	PR - 3/8/2019 - 3/21/2019		2,125.59	86,357.10
03/22/2019	DD	Cibulka, Daniel A	PR - 3/8/2019 - 3/21/2019		1,783.35	84,573.75
03/22/2019	DD	Wagner, Miranda L	PR - 3/8/2019 - 3/21/2019		1,488.69	83,085.06
03/22/2019	DD	Larson, Francine M	PR - 3/8/2019 - 3/21/2019		1,512.64	81,572.42
03/22/2019	EFT	United States Treasury	Federal - PR 3/8/19 - 3/21/19		3,165.90	78,406.52
03/22/2019	EFT	Minnesota Revenue	State - PR 3/8/19 - 3/21/19		557.00	77,849.52

2:18 PM

SHERBURNE SOIL & WATER CONSERVATION

04/01/19

Account QuickReport

Accrual Basis

As of March 31, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
03/22/2019	EFT	PERA	PERA - PR 3/8/19 - 3/21/19		1,789.98	76,059.54
03/22/2019	DBT	Cub Foods	Building - Cleaning Supplies	12.85		76,046.69
03/23/2019	EFT	AT&T	Computer - Tablets		191.42	75,855.27
03/25/2019	DBT	Weebly	Monthly Website Expense		14.00	75,841.27
03/25/2019	DBT	Dolphin Carwash	Vehicle Maintenance - Carwash		34.50	75,806.77
03/25/2019	DBT	VistaPrint	Tree Sale Program Expense		94.20	75,712.57
03/25/2019	EFT	Microsoft Office	Computer Software	7.50		75,705.07
03/26/2019	DBT	EventBrite	Meeting Registration		20.00	75,685.07
03/26/2019	DBT	Cub Foods	MDA - NFMP - Meeting Expense	23.26		75,661.81
03/27/2019	DBT	Black Burn	Tree Sale Expense		239.85	75,421.96
03/29/2019	EFT	Charter Communications	Internet		114.98	75,306.98
03/29/2019	DBT	Walmart	Building Supplies - Batteries		13.92	75,293.06
Total Klein Checking				54,649.80	52,870.26	75,293.06
Money Market - Klein						300,144.85
03/18/2019			Deposit - MCD	2,162.10		302,306.95
03/18/2019			Deposit - AIS	5,700.00		308,006.95
03/18/2019			Deposit - Trees	924.25		308,931.20
03/31/2019			Interest	55.51		308,986.71
Total Money Market - Klein				8,841.86	0.00	308,986.71
CD - 7718951 - 12mo						17,277.54
Total CD - 7718951 - 12mo						17,277.54
CD - 7726074 - 60mo						47,710.27
Total CD - 7726074 - 60mo						47,710.27
Total Cash				63,491.66	52,870.26	449,267.58
TOTAL				63,491.66	52,870.26	449,267.58

SHERBURNE SOIL & WATER CONSERVATION

Profit & Loss Budget vs. Actual

January 1 through April 1, 2019

	Jan 1 - Apr 1, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenues				
Intergovernmental Revenue				
County				
General Service	70,528.25	282,112.93	-211,584.68	25.0%
LWM - Levy WaterPlan	5,418.50	21,874.00	-16,255.50	25.0%
LWM - Waterplan (State Funds)	0.00	8,094.00	-8,094.00	0.0%
NRBG WCA (State Funds)	5,000.00	5,000.00	0.00	100.0%
FY2019 - Enhanced Cap - Parks	0.00	11,600.00	-11,600.00	0.0%
AIS Prevention Aid	59,385.63	128,650.19	-69,264.56	46.2%
Total County	140,332.38	457,131.12	-316,798.74	30.7%
State Grant				
FY2019 BWSR SWCD Capacity	100,000.00	111,600.00	-11,600.00	89.6%
FY2018 BWSR SWCD Capacity	12,758.43	16,000.00	-3,241.57	79.7%
FY2017 BWSR SWCD Capacity	27,814.29	25,000.00	2,814.29	110.5%
FY2019 BWSR - Buffer Initiative	10,000.00	10,000.00	0.00	100.0%
FY2018 BWSR - Buffer Initiative	4,103.16	5,000.00	-896.84	82.1%
FY2019 BWSR Conservation Del	21,635.00	21,635.00	0.00	100.0%
FY2019 BWSR Cost Share	7,493.00	7,493.00	0.00	100.0%
FY2018 BWSR Cost Share	6,243.00	7,493.00	-1,250.00	83.3%
FY2019 CWF BWSR - Nitrate Reduc	52,903.00	52,903.00	0.00	100.0%
FY2018 CWF BWSR - ER Phase 2	36,478.85	42,720.00	-6,241.15	85.4%
FY2017 CWF BWSR - ERWA BMP	599.94	1,200.00	-600.06	50.0%
FY2019 MCD SWA	0.00	10,000.00	-10,000.00	0.0%
FY2019 MCD ETA	0.00	25,000.00	-25,000.00	0.0%
FY2018 MCD ETA	2,338.32	25,000.00	-22,661.68	9.4%
FY2016 MCD - Campus Groundwater	2,008.80	5,000.00	-2,991.20	40.2%
FY2019 MPCA SWAG	0.00	15,000.00	-15,000.00	0.0%
FY2019 1W1P - Rum River	0.00	8,500.00	-8,500.00	0.0%
MDA - NFMP	2,341.61	12,000.00	-9,658.39	19.5%
MDA - MAWQCP	153.30	4,000.00	-3,846.70	3.8%
MPCA WPLMN	734.45	20,000.00	-19,265.55	3.7%
DNR Observation Wells	0.00	3,540.00	-3,540.00	0.0%
Total State Grant	287,405.15	429,084.00	-141,678.85	67.0%
Federal				
Plant Materials Learning Center	1,313.88	0.00	1,313.88	100.0%
Total Federal	1,313.88	0.00	1,313.88	100.0%
Total Intergovernmental Revenue	429,051.41	886,215.12	-457,163.71	48.4%
Charges for Services				
Literature - Weed ID Guide	0.00	100.00	-100.00	0.0%
Prairie & Pasture Program	0.00	1,500.00	-1,500.00	0.0%
Monitoring	647.22	500.00	147.22	129.4%
Tree Sale Program	21,005.27	30,000.00	-8,994.73	70.0%
Wetland Delineations	0.00	1,000.00	-1,000.00	0.0%
Woodland Stewardship	400.00	800.00	-400.00	50.0%
Total Charges for Services	22,052.49	33,900.00	-11,847.51	65.1%
Miscellaneous Revenue				
Memorial Fund - Terry's Trees	1,945.00	0.00	1,945.00	100.0%
PERA Aid	0.00	784.00	-784.00	0.0%
Interest	258.28	200.00	58.28	129.1%
Other	91.74	500.00	-408.26	18.3%
Total Miscellaneous Revenue	2,295.02	1,484.00	811.02	154.7%
Total Revenues	453,398.92	921,599.12	-468,200.20	49.2%
Total Income	453,398.92	921,599.12	-468,200.20	49.2%
Gross Profit	453,398.92	921,599.12	-468,200.20	49.2%
Expense				
Expenditures				
District Operations				
Personal Services				
Admin/Marketing Assistant - AB	6,135.36	32,947.20	-26,811.84	18.6%
District Technician - FG	8,216.32	43,764.48	-35,548.16	18.8%
District Manager - FL	15,170.06	71,179.92	-56,009.86	21.3%
District Technician - WB	1,026.80	29,566.08	-28,539.28	3.5%
District Technician - MW	9,614.95	52,554.96	-42,940.01	18.3%
Forest Resource Specialist - GH	13,710.64	70,511.76	-56,801.12	19.4%
Water Resource Specialist - DC	13,030.66	62,819.12	-49,588.46	20.8%
Medical Insurance Paid	5,400.00	23,400.00	-18,000.00	23.1%
MN PEIP	3,994.62	15,804.38	-11,609.76	25.6%
Disability Insurance	480.16	1,848.00	-1,367.84	26.0%
Medicare ER	1,231.65	5,735.38	-4,503.73	21.5%
Fica ER	5,182.61	23,965.70	-18,783.09	21.6%
PERA ER	5,821.02	29,665.76	-23,844.74	19.6%
Life Insurance - EE	7.32	384.00	-376.68	1.9%
Supervisor Compensation	1,800.00	9,000.00	-7,200.00	20.0%
Personal Services - Other	10,835.69	0.00	10,835.69	100.0%

SHERBURNE SOIL & WATER CONSERVATION Profit & Loss Budget vs. Actual

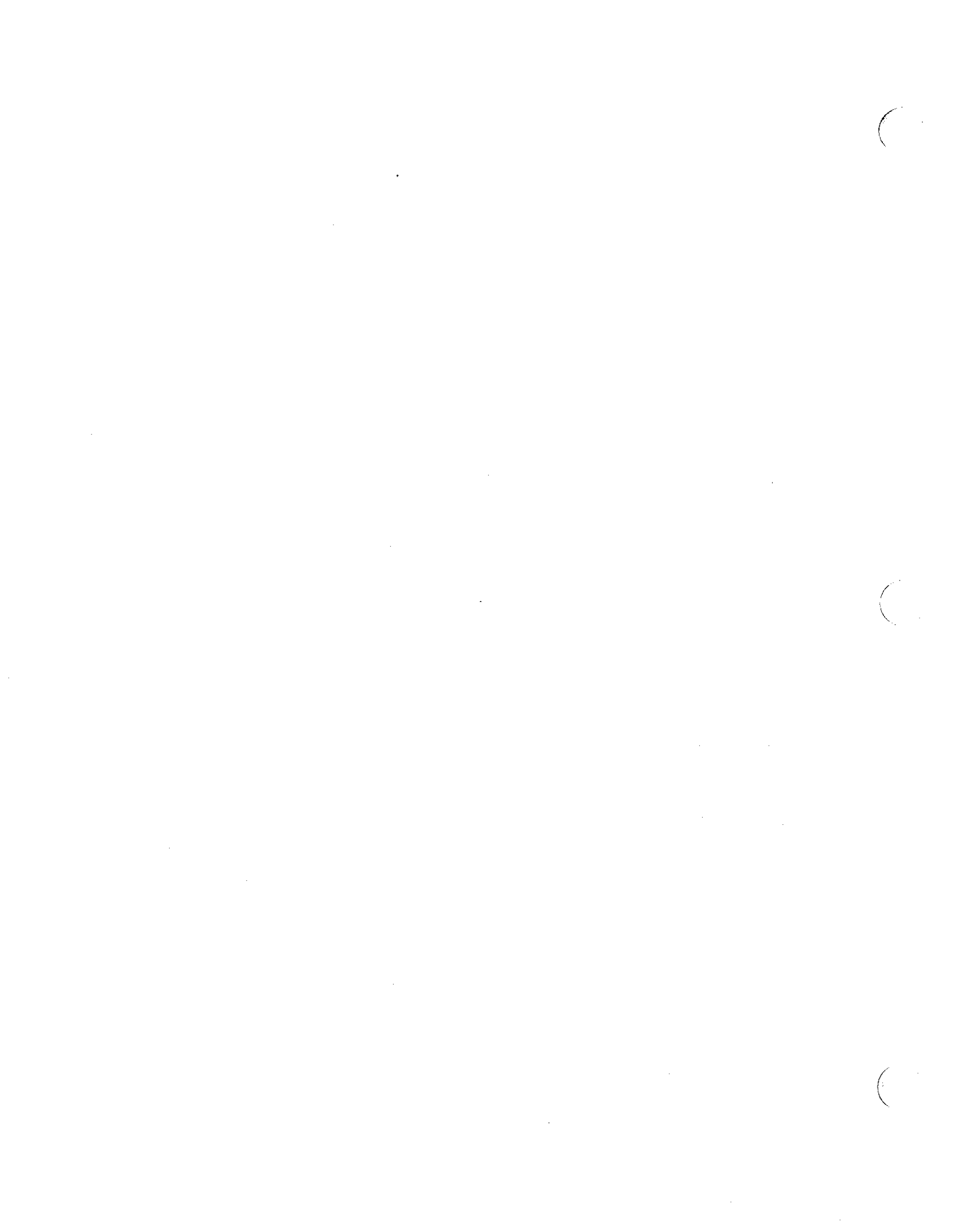
January 1 through April 1, 2019

	Jan 1 - Apr 1, 19	Budget	\$ Over Budget	% of Budget
Total Personal Services	101,657.86	472,746.74	-371,088.88	21.5%
Other Services & Charges				
Advertising & Promotion	0.00	500.00	-500.00	0.0%
Annual Meeting/Tour of Practice	0.00	1,500.00	-1,500.00	0.0%
Audit	112.00	3,500.00	-3,388.00	3.2%
Awards	0.00	50.00	-50.00	0.0%
Bank Charges/Credit Card Fees	471.90	1,300.00	-828.10	36.3%
Building Expense				
Copier Services	721.48	2,532.00	-1,810.52	28.5%
Garbage / Recycling	304.34	900.00	-595.66	33.8%
Internet Service	565.73	1,440.00	-874.27	39.3%
Phone System	943.44	3,840.00	-2,896.56	24.6%
Rent	11,286.00	22,672.00	-11,286.00	50.0%
Other	331.49	10,000.00	-9,668.51	3.3%
Total Building Expense	14,152.48	41,284.00	-27,131.52	34.3%
Computer Software/Hardware				
Adobe	1,158.33	1,500.00	-341.67	77.2%
Government 365	0.00	2,000.00	-2,000.00	0.0%
QuickBooks / Payroll	-291.77	1,000.00	-1,291.77	-29.2%
Tablets	574.26	2,280.00	-1,705.74	25.2%
Other Software/Hardware	97.65	2,500.00	-2,402.35	3.9%
Total Computer Software/Hardware	1,538.47	9,280.00	-7,741.53	16.6%
Clothing Allowance	0.00	650.00	-650.00	0.0%
Donations	0.00	25.00	-25.00	0.0%
Dues				
Blue Thumb	250.00	250.00	0.00	100.0%
Friends of Sherburne NWR	0.00	100.00	-100.00	0.0%
History Center	50.00	50.00	0.00	100.0%
ISA	175.00	175.00	0.00	100.0%
MACD - Area 4	500.00	500.00	0.00	100.0%
MACDE	0.00	150.00	-150.00	0.0%
MASWCD	4,848.91	4,848.91	0.00	100.0%
MCD	1,000.00	1,000.00	0.00	100.0%
MECA	0.00	50.00	-50.00	0.0%
MFA	0.00	40.00	-40.00	0.0%
MN SWCD Forestry Assoc	60.00	60.00	0.00	100.0%
NACD	0.00	775.00	-775.00	0.0%
NALMS	0.00	110.00	-110.00	0.0%
Pheasants Forever	0.00	125.00	-125.00	0.0%
Resource Training Solutions	0.00	90.00	-90.00	0.0%
Volunteer Bridge / RSVP	0.00	60.00	-60.00	0.0%
Total Dues	6,883.91	8,383.91	-1,500.00	82.1%
Fair Booth/Parade	0.00	200.00	-200.00	0.0%
Field Supplies/Equipment				
Fuel / Oil	0.00	100.00	-100.00	0.0%
Maintenance	0.00	300.00	-300.00	0.0%
Supplies	0.00	500.00	-500.00	0.0%
Total Field Supplies/Equipment	0.00	900.00	-900.00	0.0%
Insurance Expense				
Property/Liability/Surety/Auto	2,678.00	2,678.00	0.00	100.0%
Workman's Comp	5,030.00	5,030.00	0.00	100.0%
Total Insurance Expense	7,708.00	7,708.00	0.00	100.0%
Meeting & Training				
Registration & Lodging	2,504.77	4,000.00	-1,495.23	62.6%
Supplies & Meals	111.15	1,000.00	-888.85	11.1%
Total Meeting & Training	2,615.92	5,000.00	-2,384.08	52.3%
Office Supplies	1,711.02	2,000.00	-288.98	85.6%
Postage	65.39	2,000.00	-1,934.61	3.3%
Printing - Envelopes/Brochures	0.00	300.00	-300.00	0.0%
Sales & Use Tax	-0.04	0.00	-0.04	100.0%
Staff Expenses				
Mobile Devices	0.00	3,600.00	-3,600.00	0.0%
Reimbursed Mileage Expenses	1,238.62	5,000.00	-3,761.38	24.8%
Total Staff Expenses	1,238.62	8,600.00	-7,361.38	14.4%
Supervisor Expenses				
Reimbursed Misc Expenses	0.00	500.00	-500.00	0.0%
Reimbursed Mileage	446.83	2,000.00	-1,553.17	22.3%
Total Supervisor Expenses	446.83	2,500.00	-2,053.17	17.9%
Vehicle				
Fuel	505.67	5,000.00	-4,494.33	10.1%
Maintenance	655.72	2,000.00	-1,344.28	32.8%
Tabs	0.00	32.00	-32.00	0.0%
Principal	0.00	15,000.00	-15,000.00	0.0%

SHERBURNE SOIL & WATER CONSERVATION Profit & Loss Budget vs. Actual

January 1 through April 1, 2019

	Jan 1 - Apr 1, 18	Budget	\$ Over Budget	% of Budget
Total Vehicle	1,161.39	22,032.00	-20,870.61	5.3%
Web Site	42.00	350.00	-308.00	12.0%
Total Other Services & Charges	38,147.89	118,062.91	-79,915.02	32.3%
Total District Operations	139,805.75	590,809.65	-451,003.90	23.7%
Project Expense				
District				
FY19 Enhanced Cap - CountyParks	68.52	11,600.00	-11,531.48	0.6%
AIS Prevention Aid	12,682.50	49,770.29	-37,087.79	25.5%
County Forestry	37.22	250.00	-212.78	14.9%
LWM Expense				
Advisor Comm - PerDiem/Mileage	0.00	1,000.00	-1,000.00	0.0%
LWM Expense - Advertising/Other	22.80	100.00	-77.20	22.8%
LWM - NEMO	0.00	500.00	-500.00	0.0%
Total LWM Expense	22.80	1,600.00	-1,577.20	1.4%
Other Education Programs	396.92	1,000.00	-603.08	39.7%
Prairie & Pasture Program	0.00	250.00	-250.00	0.0%
Tree Sale Program Expense	2,799.75	22,000.00	-19,200.25	12.7%
Water Monitoring Services				
Water Monitoring	0.00	500.00	-500.00	0.0%
Total Water Monitoring Services	0.00	500.00	-500.00	0.0%
Total District	16,007.71	86,970.29	-70,962.58	18.4%
State				
FY2019 SWCD Capacity Building				
BMP Cost Share	0.00	20,000.00	-20,000.00	0.0%
Enhanced Capacity - Match	0.00	11,600.00	-11,600.00	0.0%
FY2019 SWCD Capacity Building - Other	0.00	60,000.00	-60,000.00	0.0%
Total FY2019 SWCD Capacity Building	0.00	91,600.00	-91,600.00	0.0%
FY2018 BWSR SWCD Capacity				
BMP Cost Share	0.00	16,000.00	-16,000.00	0.0%
Total FY2018 BWSR SWCD Capacity	0.00	16,000.00	-16,000.00	0.0%
FY2017 BWSR SWCD Capacity				
BMP Cost Share	0.00	5,200.00	-5,200.00	0.0%
Equipment/Software	0.00	1,000.00	-1,000.00	0.0%
Forestry	0.00	11,000.00	-11,000.00	0.0%
Incentives - CC/TP/PP/NB	0.00	5,500.00	-5,500.00	0.0%
Monitoring	0.00	1,000.00	-1,000.00	0.0%
Professional Dev/Outreach	1,276.13	1,300.00	-23.87	98.2%
Total FY2017 BWSR SWCD Capacity	1,276.13	26,000.00	-23,723.87	5.1%
FY2019 BWSR Cost Share	0.00	5,994.40	-5,994.40	0.0%
FY2018 BWSR Cost Share	0.00	5,994.40	-5,994.40	0.0%
FY2019 BWSR - Buffer Initiative	0.00	5,250.00	-5,250.00	0.0%
FY2018 BWSR - Buffer Initiative	0.00	250.00	-250.00	0.0%
FY2019 CWF Nitrate Reduction	900.00	31,741.80	-30,841.80	2.8%
FY2018 CWF - ER Bacteria Ph 2	0.00	42,720.00	-42,720.00	0.0%
FY2019 MCD ETA	3,924.45	3,000.00	924.45	130.8%
FY2018 MCD ETA	3,264.11	13,300.00	-10,035.89	24.5%
MDA - NFMP	23.26	0.00	23.26	100.0%
Total State	9,387.95	240,850.60	-231,462.65	3.9%
Total Project Expense	25,395.66	327,820.89	-302,425.23	7.7%
Total Expenditures	165,201.41	918,630.54	-753,429.13	18.0%
Total Expense	165,201.41	918,630.54	-753,429.13	18.0%
Net Ordinary Income	288,197.51	2,968.58	285,228.93	9,708.3%
Net Income	288,197.51	2,968.58	285,228.93	9,708.3%



TREASURER'S MONTHLY REPORT SHERBURNE SWCD

March-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 124,856.33	\$ 4,888.66	\$ 39,287.76	\$ 90,457.23
County Allocation	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 124,856.33	\$ 4,888.66	\$ 39,287.76	\$ 90,457.23

Program Funds

BWSR SWCD Capacity Grant FY19	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
BWSR SWCD Capacity Grant FY18	\$ 12,758.43	\$ -	\$ -	\$ 12,758.43
BWSR SWCD Capacity Grant FY17	\$ 26,338.16	\$ -	\$ -	\$ 26,338.16
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ -	\$ 6,243.00
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY18	\$ 4,103.16	\$ -	\$ -	\$ 4,103.16
BWSR Conservation Delivery FY19	\$ 14,169.08	\$ -	\$ -	\$ 14,169.08
LWM	\$ 1,806.16	\$ -	\$ -	\$ 1,806.16
MPBG WCA	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Prevention Aid	\$ 88,141.13	\$ 5,700.00	\$ 12,682.50	\$ 81,158.63
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,945.00	\$ -	\$ -	\$ 1,945.00
CWF FY2018 - ER Bac Reduction Phase	\$ 36,478.85	\$ -	\$ -	\$ 36,478.85
CWF FY2019 - Nitrate Reduction Grant	\$ -	\$ 52,903.00	\$ 900.00	\$ 52,003.00
SUBTOTALS	\$ 313,789.85	\$ 58,603.00	\$ 13,582.50	\$ 358,810.35

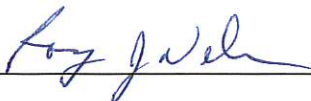
TOTAL FUNDS \$ 449,267.58

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 73,513.52	\$ 54,649.80	\$ 52,870.26	\$ 75,293.06
Savings	\$ 300,144.85	\$ 8,841.86	\$ -	\$ 308,986.71
CD - 74	\$ 47,710.27	\$ -	\$ -	\$ 47,710.27
CD - 51	\$ 17,277.54	\$ -	\$ -	\$ 17,277.54
SUBTOTALS	\$ 438,646.18	\$ 63,491.66	\$ 52,870.26	\$ 449,267.58

TOTAL FUNDS \$ 449,267.58

Treasurer's Signature



Date

4-11-19

