



BOARD MEETING MINUTES

Regular Meeting

Date: March 8th, 2018

Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present

Michael Schroeder
Shane Berg
Larry Goenner
Roger Nelson
Jason Selvog

Staff Present

Francine Larson
Andie Bumgarner*
Gina Hugo*
Frances Gerde*
Dan Cibulka*

Others Present

Julie Reberg, NRCS Acting District
Conservationist

*denotes partial attendance

Regular Agenda

1. **Call to Order**

Meeting was called to order by Chair Schroeder at 8:00 a.m. A quorum was present.

2. **Pledge of Allegiance**

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

3. **Open Forum**

There were no comments from the audience.

4. **Approval of Agenda**

- **18.031** - Motion by Nelson, second by Selvog to approve the agenda with submitted additions as presented. All members voting yes. Motion carried.

5. **Secretary's Report – February 8, 2018 Board Meeting Minutes**

- **18.032** - Motion by Nelson, second by Selvog to approve the February 8, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – February 2018 Financial Reports**

Nelson read the February 2018 Program Summary Report. Discussion was had.

- **18.033** - Motion by Goenner, second by Selvog to accept the February 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – March 2018 Accounts Payable** - Larson distributed the March 2018 Accounts Payable Summary. Check numbers 6489 through 6500 totaling \$2,792.57 were submitted for approval. Discussion was had.

- **18.034** - Motion by Goenner, second by Selvog to approve the March 2018 Accounts Payable as submitted. All members voting yes. Motion carried.

8. **Supervisor Committee Reports & Vouchers** - Selvog reported that the Elk River Watershed meeting was canceled due to lack of quorum. Goenner and Nelson reported attendance at the SWPPP event hosted by the District and the County Public Works/Zoning Departments. Schroeder reported attendance at the Metro Conservation District Board meeting; noting that Larson presented the MCD Yellow Pages to the Board. No Committee Reports from Berg. Supervisor's submitted monthly vouchers for approval.

- **18.035** - 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, briefly discussing the Leadership program and trip to Washington D.C. Larson briefly explained the MCD Yellow pages; a tool that will be

used to help identify training needs along with enabling metro staff to connect with their peers. Discussion was had.

10. NRCS Activity Report – No written report available. Reberg updated the board on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance.

11. Review NRCS Civil Rights and Responsibilities – Reberg reviewed the Civil Rights and Responsibilities documentation and the Acknowledgment of Section 1619 Compliance information. Discussion followed. Reberg requested the Board members sign an Affirmation of Review form along with the Acknowledgement form.

- **18.036** - Motion by Goenner, second by Nelson to approve Board members and Chair signatures on the Affirmation of Review form and the Acknowledgment of Section 1619 Compliance form. All members voting yes. Motion carried.

12. District Staff Monthly Reports - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.

13. Review and Approve 2018 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 requested approval of awards to each of the applicants based on staff recommendation. Larson noted that payments will be allocated on a 90%/10% basis. Final allocation will be rewarded upon project completion.

- **18.038** - Motion by Selvog, second by Berg to approve recommended awards to AIS Grant Applicants as reviewed. All members voting yes. Motion carried.

Applicant	Category	Recommended Award	Check #	90%
Big Eagle Lake (BELIA)	Management Planning	\$2,100.00	6480	\$1,890.00
Lake Orono (LOIA)	Management Planning	\$2,100.00	6500	\$1,890.00
Three Lakes (TLID)	Management Planning	\$2,500.00	6482	\$2,250.00
Ann Lake (ALIC)	AIS Management	\$2,000.00	6483	\$1,800.00
Big Eagle Lake (BELIA)	AIS Management	\$2,000.00	6484	\$1,800.00
Little Elk Lake (LELIA)	AIS Management	\$2,000.00	6485	\$1,800.00
Lake Orono (LOIA)	AIS Management	\$2,000.00	6486	\$1,800.00
Three Lakes (TLID)	AIS Management	\$2,000.00	6487	\$1,800.00
Ann Lake (ALIC)	AIS Volunteer	\$500.00	6488	\$450.00

13a. Authorization to Execute 2018 Agreement for Services with Climb Theater – Cibulka noted the District would like to contract with Climb Theater for the 2017-2018 school year. The theater group performs AIS related presentations to select schools throughout the county. Funding for this comes from the AIS Aide.

- **18.039** - Motion by Goenner, second by Nelson to execute FY17-18 agreement for services with Climb Theater. All members voting yes. Motion carried.

14. Adopt 2018 Annual Plan – Larson briefly reviewed the Long Term Planning Committee summary. Discussion was had. A copy of the final plan will be available on the website.

- **18.040** - Motion by Nelson, second by Goenner to adopt the 2018 Annual Plan as presented. All members voting yes. Motion carried.

15. Review and Approve MASWCD District Self-Assessment Recommendations – Larson stated that she and Chair Schroeder met and completed the District Self-Assessment, copies of the report were provided in the packets. Larson reviewed each section with the Board. Discussion was had.

- **18.041** - Motion by Selvog, second by Goenner to approve submittal of the District Self-Assessment to MASWCD. All members voting yes. Motion carried.

16. Authorization to Execute Contract Amendment with MN BWSR for 2018 Local Capacity – Larson reviewed the amendment noting that all of the enhanced capacity funds will be used in partnership with County Parks Department as noted in the 2018 Natural Resource Management Service Agreement. Discussion was had.

- **18.042** - Motion by Goenner, second by Selvog to execute contract amendment with MN BWSR for 2018 Local Capacity. All members voting yes. Motion carried.

17. Consider Participating in RIM Partnership for Rum River Watershed – Agenda item was moved and discussed at beginning of agenda. Hugo provided information on Reinvest in Minnesota (RIM), Reserve Conservation Easements, noting that the Rum River Watershed will be participating in a grant opportunity this spring through BWSR. Larson requested approval to participate in the RIM partnership. Discussion was had.

- **18.037** - Motion by Goenner, second by Selvog to approve participation in RIM Partnership for Rum River Watershed. All members voting yes. Motion carried.

17a. Authorization to Submit FY2020-21 Biennial Budget Request to MN BWSR – Larson stated that the FY2020-21 BBR request period is open. Larson noted that the BBRD is an opportunity for Districts to identify conservation programs, projects and practices prioritized in the Local Water Management Plan for implementation in FY2020 and 2021. The data informs budget discussions among state agencies and legislators.

- **18.043** - Motion by Goenner, second by Selvog to approve submittal of FY2020-21 Biennial Budget Request to MN BWSR. All members voting yes. Motion carried.

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

19. Adjourn

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

Meeting adjourned at 9:28 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

4-12-18

Date

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TREASURER'S MONTHLY REPORT SHERBURNE SWCD
March-18
PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 120,383.28	\$ 11,206.79	\$ 35,637.26	\$ 95,952.81
County Allocation	\$ 3,103.37	\$ -	\$ 3,103.37	\$ (0.00)
SUBTOTALS	\$ 123,486.65	\$ 11,206.79	\$ 38,740.63	\$ 95,952.81

Program Funds				
BWSR SWCD Capacity Grant FY18	\$ 100,000.00	\$ 11,600.00	\$ -	\$ 111,600.00
BWSR SWCD Capacity Grant FY17	\$ 56,000.82	\$ -	\$ -	\$ 56,000.82
BWSR SWCD Capacity Grant FY16	\$ 27,414.85	\$ -	\$ -	\$ 27,414.85
BWSR Cost Share Base Grant FY18	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY17	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY18	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY17	\$ 489.35	\$ -	\$ -	\$ 489.35
BWSR Conservation Delivery FY18	\$ 14,423.34	\$ -	\$ 3,605.83	\$ 10,817.51
LWM	\$ 1,806.16	\$ -	\$ 1,806.17	\$ (0.01)
NRBG WCA	\$ -	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
WF FY2014 - Irrigation Scheduling	\$ (12,602.87)	\$ -	\$ -	\$ (12,602.87)
WF FY2014 - Well Sealing	\$ 3,230.12	\$ -	\$ -	\$ 3,230.12
CWF FY2016 - Birch Lake Retrofit	\$ (6,737.48)	\$ -	\$ -	\$ (6,737.48)
CWF FY2018 - ER Bac Reduction Phase	\$ 53,400.00	\$ -	\$ 386.38	\$ 53,013.62
AIS Prevention Aid	\$ 98,783.75	\$ -	\$ 15,543.00	\$ 83,240.75
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
SUBTOTALS	\$ 362,507.92	\$ 16,600.00	\$ 22,341.38	\$ 356,766.54

TOTAL FUNDS \$ 452,719.35

DISTRIBUTION OF FUNDS

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 172,317.64	\$ 18,831.45	\$ 54,670.01	\$ 136,479.08
Savings	\$ 249,828.24	\$ 2,563.34	\$ -	\$ 252,391.58
CD - 74 - Equipment Storage	\$ 46,622.87	\$ -	\$ -	\$ 46,622.87
CD - 51	\$ 17,225.82	\$ -	\$ -	\$ 17,225.82
SUBTOTALS	\$ 485,994.57	\$ 21,394.79	\$ 54,670.01	\$ 452,719.35

TOTAL FUNDS \$ 452,719.35

Treasurer's Signature



Date

4-12-18



Account QuickReport

As of March 31, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						486,669.04
Klein Checking						172,317.64
03/01/2018	DBT	Coborns	Meetings Expenses	12.35		172,305.29
03/02/2018	DBT	Office Max	Office Supplies	149.67		172,155.62
03/02/2018	EFT	Merchant Services	Credit Card Expense	219.16		171,936.46
03/03/2018	DBT	USPS	Postage	13.56		171,922.90
03/05/2018	DBT	Diamond City Bread	County Forestry Expense	21.00		171,901.90
03/06/2018	DBT	USPS	CWF18 - ER Bacteria Expense	91.00		171,810.90
03/07/2018	DBT	Office Max	CWF18 - ER Bacteria Expense	93.80		171,717.10
03/08/2018	6480	Big Eagle Lake Imp. Assoc.	2018 AIS Grant		1,890.00	169,827.10
03/08/2018	6482	Three Lake Improvement District	2018 AIS Grant		2,250.00	167,577.10
03/08/2018	6483	Ann Lake Improvement Club	2018 AIS Grant		1,800.00	165,777.10
03/08/2018	6484	Big Eagle Lake Imp. Assoc.	2018 AIS Grant		1,800.00	163,977.10
03/08/2018	6485	Little Elk Lake Improvement Assoc	2018 AIS Grant		1,800.00	162,177.10
03/08/2018	6486	Lake Orono Improvement Associ...	2018 AIS Grant		1,800.00	160,377.10
03/08/2018	6487	Three Lake Improvement District	2018 AIS Grant		1,800.00	158,577.10
03/08/2018	6488	Ann Lake Improvement Club	2018 AIS Grant		450.00	158,127.10
03/08/2018	6489	Cibulka, Dan	Reimbursed Expenses	150.42		157,976.68
03/08/2018	6490	City of Elk River	Vehicle Maintenance & Fuel	189.93		157,786.75
03/08/2018	6491	Francine Larson	Reimbursed Expenses	229.29		157,557.46
03/08/2018	6492	Friends of Sherburne NWR	Membership	100.00		157,457.46
03/08/2018	6493	Hugo, Gina Manea	Reimbursed Expenses	19.99		157,437.47
03/08/2018	6494	MN Dept of Natural Resources	FY17 - AIS Expense	63.00		157,374.47
03/08/2018	6495	Pebble Creek Golf Club	LWM - SWPPP Meeting	479.85		156,894.62
03/08/2018	6496	Sherburne County Health and Hu...	Membership Dues	60.00		156,834.62
03/08/2018	6497	Sherburne History Center	Business Booster Donation	50.00		156,784.62
03/08/2018	6498	Tech Sales Company	WPLMN Expense	526.89		156,257.73
03/08/2018	6499	Wolcyn Tree Farms	2018 Tree Sale	640.00		155,617.73
03/08/2018	DBT	Cub Foods	Meeting Supplies	4.99		155,612.74
03/09/2018	DD	Bumgarner, Andrea L	PR - 2/23/18 - 3/8/18		495.06	155,117.68
03/09/2018	DD	Cibulka, Daniel A	PR - 2/23/18 - 3/8/18		1,593.64	153,524.04
03/09/2018	DD	Gerde, Frances W	PR - 2/23/18 - 3/8/18		1,383.36	152,140.68
03/09/2018	DD	Hugo, Gina M	PR - 2/23/18 - 3/8/18		2,035.32	150,105.36
03/09/2018	DD	Larson, Francine M	PR - 2/23/18 - 3/8/18		1,843.95	148,261.41
03/09/2018	DD	Wagner, Miranda L	PR - 2/23/18 - 3/8/18		1,454.16	146,807.25
03/09/2018	DD	Bronder, William M	PR - 2/23/18 - 3/8/18		279.00	146,528.25
03/09/2018	EFT	United States Treasury	Federal - PR 2/23/18 - 3/8/18		3,030.80	143,497.45
03/09/2018	EFT	Minnesota Revenue	State - PR 2/23/18 - 3/8/18		533.00	142,964.45
03/09/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/23/18 - 3/8/18		918.31	142,046.14
03/09/2018	EFT	PERA	PERA - PR 2/23/18 - 3/8/18		1,735.95	140,310.19
03/09/2018	6500	Lake Orono Improvement Associ...	2018 AIS Grant		1,890.00	138,420.19
03/09/2018			Deposit - ERWA	314.24		138,734.43
03/09/2018			Deposit - WCA	5,000.00		143,734.43
03/10/2018	EFT	A M Stewart Properties	Rent		1,185.59	142,548.84
03/10/2018	EFT	Windstream, Inc	Internet		108.61	142,440.23
03/12/2018	DD	Berg, Shane A	Supervisor PerDiem	79.43		142,360.80
03/12/2018	DD	Goenner, Larry	Supervisor PerDiem	176.30		142,184.50
03/12/2018	DD	Nelson, Roger J	Supervisor PerDiem	181.75		142,002.75
03/12/2018	DD	Schroeder, Michael J	Supervisor PerDiem	147.42		141,855.33
03/12/2018	DD	Selvog, Jason C	Supervisor PerDiem	99.59		141,755.74
03/12/2018	EFT	United States Treasury	Federal - Supervisor PerDiem		17.38	141,738.36
03/12/2018	EFT	PERA	PERA - PR Supervisor PerDiem		60.00	141,678.36
03/12/2018	DBT	Holiday	Vehicle Maintenance	9.00		141,669.36
03/12/2018	DBT	Black Burn	Tree Sale Expense	202.08		141,467.28
03/12/2018	DBT	U of M Extension Regional Office	Workshop Registration	40.00		141,427.28
03/12/2018	DBT	HP Instant Ink	Office Supplies	10.68		141,416.60
03/12/2018	DBT	Cub Foods	Office Supplies	5.33		141,411.27
03/12/2018	DBT	Intuit	Computer Software Expense	533.20		140,878.07
03/12/2018	EFT	GoDaddy	Annual Renewal - Website		83.88	140,794.19
03/13/2018	DBT	Fresh Seasons Cafe	Meeting Expense - Lunch	15.73		140,778.46
03/13/2018	DBT	Embassy Suites	Meetings & Training - Lodging	164.52		140,613.94
03/13/2018	DBT	Norton	Annual Renewal		53.43	140,560.51
03/14/2018	EFT	MN PEIP	Insurance - April Premium		1,851.60	138,708.91
03/14/2018			Deposit - Trees	1,158.55		139,867.46
03/16/2018	DBT	Home Depot	County Forestry Expense		13.89	139,853.57
03/19/2018			Deposit - ERWA	92.80		139,946.37
03/19/2018			Deposit - MPCA	665.86		140,612.23
03/21/2018	EFT	United States Treasury	Federal - PR 3/9/18 - 3/22/18		3,013.90	137,598.33
03/21/2018	EFT	Minnesota Revenue	State - PR 3/9/18 - 3/22/18		530.00	137,068.33
03/21/2018	DBT	Coborns	CWF18 - ER Bac Expense	50.00		137,018.33
03/23/2018	DD	Bronder, William M	PR - 3/9/18 - 3/22/18		179.45	136,838.88
03/23/2018	DD	Bumgarner, Andrea L	PR - 3/9/18 - 3/22/18		495.05	136,343.83

Account QuickReport

As of March 31, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
03/23/2018	DD	Cibulka, Daniel A	PR - 3/9/18 - 3/22/18		1,593.63	134,750.00
03/23/2018	DD	Gerde, Frances W	PR - 3/9/18 - 3/22/18		1,383.36	133,366.64
03/23/2018	DD	Hugo, Gina M	PR - 3/9/18 - 3/22/18		2,035.31	131,331.53
03/23/2018	DD	Larson, Francine M	PR - 3/9/18 - 3/22/18		1,843.96	129,487.57
03/23/2018	DD	Wagner, Miranda L	PR - 3/9/18 - 3/22/18		1,454.14	128,033.43
03/23/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/9/18 - 3/22/18		918.31	127,115.12
03/23/2018	EFT	PERA	PERA - PR 3/9/18 - 3/22/18		1,735.95	125,379.17
03/23/2018	EFT	AT&T	Computer - Tablets		183.92	125,195.25
03/23/2018	DBT	Office Max	CWF18 - ER Bacteria Expense		50.09	125,145.16
03/26/2018	DBT	Coborns	Other Education Expenses		11.18	125,133.98
03/26/2018			Deposit - FY18 Enhance	11,600.00		136,733.98
03/27/2018	DBT	Walmart	CWF18 - ER Bacteria Expense		64.77	136,669.21
03/29/2018	DBT	Walmart	CWF18 - ER Bacteria Expense		36.72	136,632.49
03/30/2018	EFT	Guardian Insurance	LTD/STD Insurance - April Premium		153.41	136,479.08
Total Klein Checking				18,831.45	54,670.01	136,479.08
Money Market - Klein						249,828.24
03/12/2018			Deposit	673.35		250,501.59
03/29/2018			Deposit - Trees	1,873.38		252,374.97
03/31/2018			Interest	16.61		252,391.58
Total Money Market - Klein				2,563.34	0.00	252,391.58
CD - 7718951 - 12mo						17,270.38
Total CD - 7718951 - 12mo						17,270.38
CD - 7726074 - 60mo						47,252.78
Total CD - 7726074 - 60mo						47,252.78
Total Cash				21,394.79	54,670.01	453,393.82
TOTAL				21,394.79	54,670.01	453,393.82

	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenues				
Intergovernmental Revenue				
County				
General Service	65,806.50	263,226.15	-197,419.65	25.0%
LWM- Levy WaterPlan	5,418.50	21,674.00	-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%
FY2018 - Enhanced Cap - Parks	0.00	11,600.00	-11,600.00	0.0%
FY2018 - AIS Prevention Aid	0.00	68,911.00	-68,911.00	0.0%
FY2017 - AIS Prevention Aid	38,092.00	38,092.00	0.00	100.0%
FY2016 - AIS Prevention Aid	0.00	28,496.38	-28,496.38	0.0%
Total County	114,317.00	445,093.53	-330,776.53	25.7%
State Grant				
FY17/18 - Buffer Cost Share	30,000.00	0.00	30,000.00	100.0%
FY2018 BWSR SWCD Capacity	111,600.00	111,600.00	0.00	100.0%
FY2017 BWSR SWCD Capacity	56,450.82	56,273.03	177.79	100.3%
FY2016 BWSR SWCD Capacity	27,793.76	27,793.76	0.00	100.0%
FY2018 BWSR - Buffer Initiative	10,000.00	10,000.00	0.00	100.0%
FY2017 BWSR - Buffer Initiative	489.35	489.35	0.00	100.0%
FY2018 BWSR Conservation Del	21,635.00	21,635.00	0.00	100.0%
FY2018 BWSR Cost Share	7,493.00	7,493.00	0.00	100.0%
FY2017 BWSR Cost Share	7,493.00	7,493.00	0.00	100.0%
FY2018 CWF BWSR - ER Phase 2	53,400.00	53,400.00	0.00	100.0%
FY2016 CWF BWSR - Birch Retro	0.00	7,000.00	-7,000.00	0.0%
FY2014 CWF BWSR - ER Bacteria	6,000.00	6,000.00	0.00	100.0%
FY2014 CWF BWSR - Briggs Partne	8,625.00	8,625.00	0.00	100.0%
FY2014 CWF BWSR - Irrigation Sc	0.00	12,000.00	-12,000.00	0.0%
FY2014 CWF BWSR - Well Sealing	3,510.12	3,510.12	0.00	100.0%
FY2017 CWF BWSR - ERWA BMP	576.24	2,000.00	-1,423.76	28.8%
FY2018 MCD ETA	0.00	25,000.00	-25,000.00	0.0%
FY2017 MCD ETA	7,597.06	13,716.56	-6,119.50	55.4%
FY2016 MCD - Campus Groundwater	693.53	10,000.00	-9,306.47	6.9%
FY2017 MDA - NFMP	1,395.51	6,666.67	-5,271.16	20.9%
FY2017 MDA - MAWQCP	20.79	16,000.00	-15,979.21	0.1%
FY2017 MPCA WPLMN	2,731.43	18,869.10	-16,137.67	14.5%
DNR Observation Wells	0.00	3,540.00	-3,540.00	0.0%
Total State Grant	357,504.61	429,104.59	-71,599.98	83.3%
Federal				
Plant Materials Learning Center	1,313.88			
Total Federal	1,313.88	0.00	1,313.88	100.0%
Total Intergovernmental Revenue	473,135.49	874,198.12	-401,062.63	54.1%
Charges for Services				
County Forestry	150.00	2,000.00	-1,850.00	7.5%
Woodland Stewardship	400.00	400.00	0.00	100.0%
Literature - Weed ID Guide	13.81	500.00	-486.19	2.8%
Tree Sale Program	29,681.14	28,000.00	1,681.14	106.0%
Wetland Delineations	0.00	1,000.00	-1,000.00	0.0%
Total Charges for Services	30,244.95	31,900.00	-1,655.05	94.8%
Miscellaneous Revenue				
PERA Aid	0.00	784.00	-784.00	0.0%
Interest	164.29	200.00	-35.71	82.1%
Other	393.00	500.00	-107.00	78.6%
Total Miscellaneous Revenue	557.29	1,484.00	-926.71	37.6%
Total Revenues	503,937.73	907,582.12	-403,644.39	55.5%
Total Income	503,937.73	907,582.12	-403,644.39	55.5%
Gross Profit	503,937.73	907,582.12	-403,644.39	55.5%

Profit & Loss Budget vs. Actual

January through March 2018

04/06/18

Cash Basis

Expense	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Expenditures				
District Operations				
Personal Services				
Admin/Marketing Assistant - AB	6,075.47	32,167.20	-26,091.73	18.9%
District Technician - FG	7,560.33	41,885.28	-34,324.95	18.1%
District Manager - FL	13,925.03	68,110.56	-54,185.53	20.4%
District Technician - WB	1,526.80	29,566.08	-28,039.28	5.2%
District Technician - MW	6,032.36	51,323.04	-45,290.68	11.8%
Forest Resource Specialist - GH	13,281.47	68,862.24	-55,580.77	19.3%
Water Resource Specialist - DC	12,840.36	61,157.52	-48,317.16	21.0%
Medical Insurance Paid	3,960.00	17,160.00	-13,200.00	23.1%
MN PEIP	5,554.80	22,202.88	-16,648.08	25.0%
Disability Insurance	613.64	1,848.00	-1,234.36	33.2%
Medicare ER	1,106.76	5,498.86	-4,392.10	20.1%
Fica ER	4,616.02	22,954.38	-18,338.36	20.1%
PERA ER	5,269.45	28,442.39	-23,172.94	18.5%
Life Insurance - EE	7.32	384.00	-376.68	1.9%
Supervisor Compensation	1,875.00	9,000.00	-7,125.00	20.8%
Unemployment Benefits	2,169.35	2,200.00	-30.65	98.6%
Personal Services - Other	9,250.07			
Total Personal Services	95,664.23	462,762.43	-367,098.20	20.7%
Other Services & Charges				
Advertising & Promotion	0.00	1,000.00	-1,000.00	0.0%
Annual Meeting/Tour of Practice	0.00	1,500.00	-1,500.00	0.0%
Audit	110.00	3,360.00	-3,250.00	3.3%
Awards	0.00	50.00	-50.00	0.0%
Bank Charges/Credit Card Fees	513.21	1,000.00	-486.79	51.3%
Computer Software/Hardware	914.80	3,000.00	-2,085.20	30.5%
Computer Services /Bldg-Moving	0.00	20,000.00	-20,000.00	0.0%
Computer - Tablets	551.76	2,500.00	-1,948.24	22.1%
Clothing Allowance	0.00	650.00	-650.00	0.0%
Donations	210.00	75.00	135.00	280.0%
Dues				
Blue Thumb	250.00	250.00	0.00	100.0%
ISA	0.00	175.00	-175.00	0.0%
MACD - Area 4	300.00	300.00	0.00	100.0%
MACDE	0.00	150.00	-150.00	0.0%
MASWCD	4,690.98	4,690.98	0.00	100.0%
MCD	0.00	800.00	-800.00	0.0%
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	65.00	-65.00	0.0%
Pheasants Forever	0.00	125.00	-125.00	0.0%
Total Dues	5,300.98	7,480.98	-2,180.00	70.9%
Fair Booth/Parade	0.00	500.00	-500.00	0.0%
Field Supplies/Equipment	0.00	1,000.00	-1,000.00	0.0%
Insurance Expense				
Property/Liability/Surety Bond	4,056.00	3,912.00	144.00	103.7%
Workman's Comp	3,646.00	3,320.00	326.00	109.8%
Auto	0.00	1,050.00	-1,050.00	0.0%
Total Insurance Expense	7,702.00	8,282.00	-580.00	93.0%
Internet Service	325.67	1,300.00	-974.33	25.1%
Meeting & Training				
Registration & Lodging	406.87	1,500.00	-1,093.13	27.1%
Supplies & Meals	182.03	500.00	-317.97	36.4%
Total Meeting & Training	588.90	2,000.00	-1,411.10	29.4%
Office Supplies	488.70	2,000.00	-1,511.30	24.4%
Postage	159.53	2,000.00	-1,840.47	8.0%
Printing - Envelopes/Brochures	0.00	300.00	-300.00	0.0%
Rent	3,556.77	15,600.00	-12,043.23	22.8%
Staff Expenses				

SHERBURNE SOIL & WATER CONSERVATION

Profit & Loss Budget vs. Actual

January through March 2018

	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Mobile Devices	0.00	3,600.00	-3,600.00	0.0%
Reimbursed Mileage Expenses	602.84	5,000.00	-4,397.16	12.1%
Total Staff Expenses	602.84	8,600.00	-7,997.16	7.0%
Supervisor Expenses				
Reimbursed Misc Expenses	71.91	500.00	-428.09	14.4%
Reimbursed Mileage	445.52	2,000.00	-1,554.48	22.3%
Total Supervisor Expenses	517.43	2,500.00	-1,982.57	20.7%
Vehicle				
Fuel	475.15	5,000.00	-4,524.85	9.5%
Maintenance	373.55	2,500.00	-2,126.45	14.9%
Tabs	32.00	32.00	0.00	100.0%
Total Vehicle	880.70	7,532.00	-6,651.30	11.7%
Web Site	83.88	350.00	-266.12	24.0%
Total Other Services & Charges	22,507.17	92,579.98	-70,072.81	24.3%
Total District Operations	118,171.40	555,342.41	-437,171.01	21.3%
Capital Outlay				
Capital Improvements				
Computers	1,904.66	2,000.00	-95.34	95.2%
Total Capital Improvements	1,904.66	2,000.00	-95.34	95.2%
Total Capital Outlay	1,904.66	2,000.00	-95.34	95.2%
Project Expense				
District				
FY2018 AIS Prevention Aid	0.00	48,633.90	-48,633.90	0.0%
FY2017 AIS Prevention Aid	15,881.00	48,633.90	-32,752.90	32.7%
County Forestry	34.89	3,000.00	-2,965.11	1.2%
LWM Expense				
Advisor Comm - PerDiem/Mileage	0.00	1,300.00	-1,300.00	0.0%
LWM Expense - Advertising/Other	0.00	250.00	-250.00	0.0%
LWM - NEMO	479.85	1,000.00	-520.15	48.0%
Total LWM Expense	479.85	2,550.00	-2,070.15	18.8%
Other Education Programs	11.18	1,000.00	-988.82	1.1%
Tree Sale Program Expense	3,247.33	17,500.00	-14,252.67	18.6%
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	19,654.25	121,817.80	-102,163.55	16.1%
State				
FY18 BWSR Buffer Cost Share	30,000.00			
FY2018 BWSR SWCD Capacity				
BMP Cost Share	0.00	9,494.28	-9,494.28	0.0%
Enhanced Capacity - Parks Maint	0.00	11,600.00	-11,600.00	0.0%
Total FY2018 BWSR SWCD Capacity	0.00	21,094.28	-21,094.28	0.0%
FY2017 BWSR SWCD Capacity				
BMP Cost Share	0.00	24,204.45	-24,204.45	0.0%
Equipment/Software	0.00	1,000.00	-1,000.00	0.0%
Forestry	0.00	14,896.77	-14,896.77	0.0%
Incentives - CC/TP/PP/NB	0.00	10,736.85	-10,736.85	0.0%
Monitoring	0.00	1,992.00	-1,992.00	0.0%
Outreach/Education	450.00	2,000.00	-1,550.00	22.5%
Total FY2017 BWSR SWCD Capacity	450.00	54,830.07	-54,380.07	0.8%
FY2016 BWSR SWCD Capacity				
BMP Cost Share	0.00	20,302.79	-20,302.79	0.0%
Incentives - CC/NP/TP	0.00	1,815.63	-1,815.63	0.0%
Outreach/Education	54.80	741.73	-686.93	7.4%

Profit & Loss Budget vs. Actual

January through March 2018

	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
Staff Training	324.11	132.45	191.66	244.7%
Total FY2016 BWSR SWCD Capacity	378.91	22,992.60	-22,613.69	1.6%
FY2018 BWSR Cost Share	0.00	5,994.40	-5,994.40	0.0%
FY2017 BWSR Cost Share	0.00	5,994.40	-5,994.40	0.0%
FY2018 CWF BWSR - ER Phase 2	292.58	32,175.00	-31,882.42	0.9%
FY2014 CWF BWSR - Irrigation Sc	600.00			
FY2014 CWF BWSR - Well Sealing	280.00			
FY2018 MCD ETA	0.00	20,000.00	-20,000.00	0.0%
FY2017 MCD ETA	7,200.00	10,000.00	-2,800.00	72.0%
FY2016 MCD - Campus Groundwater	0.00	5,000.00	-5,000.00	0.0%
FY2017 MPCA WPLMN	526.89			
Total State	39,728.38	178,080.75	-138,352.37	22.3%
Federal	1,425.00			
Total Project Expense	60,807.63	299,898.55	-239,090.92	20.3%
Total Expenditures	180,883.69	857,240.96	-676,357.27	21.1%
Total Expense	180,883.69	857,240.96	-676,357.27	21.1%
Net Ordinary Income	323,054.04	50,341.16	272,712.88	641.7%
Net Income	323,054.04	50,341.16	272,712.88	641.7%