



BOARD MEETING MINUTES

Regular Meeting

Date: April 17th, 2018

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

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson
Jason Selvog

Staff Present

Francine Larson
Miranda Wagner*
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**

- **18.045** - 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 – March 8, 2018 Board Meeting Minutes**

- **18.046** - Motion by Nelson, second by Goenner to approve the March 8, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

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

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

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

7. **Treasurer's Report – April 2018 Accounts Payable** - Larson distributed the April 2018 Accounts Payable Summary. Check numbers 6507 through 6521 totaling \$4,766.46 were submitted for approval. Discussion was had.

- **18.048** - Motion by Nelson, second by Goenner to approve the April 2018 Accounts Payable as submitted. All members voting yes. Motion carried.

8. **Supervisor Committee Reports & Vouchers** - Goenner and Schroeder reported attendance at the Legislative Day at the Capitol, noting that the staff met with numerous Legislators throughout the day. No Committee Reports from Nelson. Selvog reported attendance at the MACD Area 4 meeting along with the Elk River Watershed Meeting. Selvog also noted that he and Larson met with Public Works Director, Andrew Witter, toured the new building and discussed the draft lease. Supervisor's submitted monthly vouchers for approval.

- **18.049** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

8a. **Discuss Elk River Watershed Association** – Larson provided a brief background on the ERWA JPB. Selvog stated that he was contacted by the Benton District Manager in regards to a request made to Larson

in February. Selvog noted that Larson has kept him informed via email on all correspondences regarding Benton SWCD and the Elk River Watershed. Copies of the correspondences were distributed for review. Discussion was had. Selvog stated that he met with Larson and staff to discuss their concerns regarding long term goals of the Elk River Watershed Association and the 1W1P process. Further discussion was had. Selvog will provide a brief summary of the Board's discussion at the next Elk River Watershed Association meeting.

8b. Accept Supervisor Berg's Resignation – Chair Schroeder stated that Larson received Berg's letter of resignation via email just prior to the meeting. Schroeder read Berg's resignation notice. The effective date in the notice was April 11, 2018. Discussion was had.

- **18.050** - Motion by Nelson, second by Selvog to accept Supervisor Shane Berg's resignation notice. All members voting yes. Motion carried.

9. District Managers Report – Larson reviewed her monthly activities, briefly discussing the Leadership program and trip to St. Paul. Larson reported attendance at the AIS/COLA meeting. She stated that she was very impressed with the group's accomplishment to date and asked the Board to consider donating or investing funds towards their efforts. Discussion was had. The Board agreed that while the donation was thoughtful, the group did not want to set a precedence for future donations. Larson agreed and thanked the Board for their consideration.

10. NRCS Activity Report – Reberg distributed her activities report. She updated the board on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance. Report available upon request.

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

12. 2018 SWCD Poster Contest Summary & Results – Larson reviewed the poster contest summary and announced the 2018 poster contest results: 1st Place (\$100) – Ella Kenmir, Princeton Intermediate, 2nd Place (\$75) – Elanor Gruber, Princeton Intermediate, 3rd Place (\$50) – Ruthie Raske, Meadowvale Elementary, 4th Place (\$25) – Adriana Patullo, Meadowvale Elementary, Teacher Award (\$100) Cindy Kluempke, Princeton Intermediate. Larson noted that staff will be presenting the students and teachers with their awards end of April, early May.

- **18.051** - Motion by Goenner, second by Nelson to accept the results of the 2018 poster contest and approve monetary awards as discussed. All members voting yes. Motion carried.

Check #'s 6502 - 6506 were signed during the meeting.

13. Authorization to return unspent/unencumbered funds from the 2014 CWF Elk River Well Sealing Grant to MN BWSR - Larson stated that BWSR had contacted her regarding an error on the extension of the well sealing portion of the 2014 CWF grant. Discussion was had. Larson noted that the District will continue to provide financial assistance towards well sealing's utilizing Capacity funds.

- **18.052** - Motion by Goenner, second by Selvog to return unspent/unencumbered funds from the 2014 CWF Elk River Well Sealing Grant to MN BWSR. All members voting yes. Motion carried.

Check #6501 for \$3,230.12 was signed during the meeting.

13a. Authorization to Accept Peterson Company LTD 2017 Audit Bid – Larson stated that based on the 2017 financial statements, the District will need an audit. Discussion was had.

- **18.053** - Motion by Nelson, second by Selvog to accept Peterson Company LTD 2017 audit bid. All members voting yes. Motion carried.

14. Consider Amending Erosion Control & Water Management Program Policy – Larson stated that BWSR has encouraged the Board to consider removing the strict conflict of policy for cost share opportunities that was adopted in January 2018. Discussion was had. Larson noted that she has been in contact with the Sherburne County Attorney's office for guidance. Larson shared information from the Attorney. Further discussion was had.

- **18.054** - Motion by Selvog, second by Nelson to remove the Conflict of Interest Policy from the Erosion Control & Water Management Program based on BWSR's recommendations. All members voting yes. Motion carried.

15. Review and Approve April 2018 Cost Share Funding Recommendations – Larson provided a brief summary of each of the applications and reviewed staff recommendations. Larson stated that staff reviewed and scored each application based on pre-determined criteria. Discussion was had. Larson requested permission to approve cost share contracts with the landowners recommended for funding. Larson noted that cost share amounts will not exceed the recommended eligibility and landowners will be required to follow all cost share procedures.

- **18.055** - Motion by Nelson, second by Selvog to approve recommended April 2018 Cost Share applications as reviewed. All members voting yes. Motion carried.

Applicant	Total Project Cost Estimate	Cost Share Match Percentage	Maximum Cost Share Eligibility
J. Dick	\$16,169.75	65%	\$5,000.00
J. Sturm	\$6,551.00	65%	\$4,258.15
S. Berg	TBD	60%	TBD
F. Galli	\$5,431.00	65%	\$3,530.15
J. Fenton	\$1,976.00	60%	\$1,000.00
C. Hanson	\$15,935.00	65%	\$5,000.00

16. Authorization to Execute FY18 AgBMP Loan Program Amendment Agreement with MN Department of Agriculture – Larson stated the District administers the county AgBMP loan program through MDA. Larson also reminded the Board that the County is a lender for Septic System loans through the program. Larson suggested the District keep the proposed budget of 500k. Larson requested approval to execute the amended agreement.

- **18.056** - Motion by Nelson, second by Selvog to execute the FY18 AgBMP loan program amendment agreement with MN Department of Agriculture. All members voting yes. Motion carried.

17. Authorization to Execute FY18 Agreement with WaterGuards Inspection Services - Larson reviewed the 2018 Agreement with WaterGuards for Watercraft Inspection. Larson stated the contract has also been reviewed by the County Attorney. Discussion was had. Funding for the inspection services will be allocated from the AIS program.

- **18.057** - Motion by Nelson, second by Selvog to execute agreement with WaterGuards, LLC for 2018 watercraft inspection services. All members voting yes. Motion carried.

18. Adopt Resolution of Support for MN GreenCorps Host Site Application – Larson stated that the District has submitted an application to become a GreenCorps Host Site. If awarded this person will be assisting staff with Green Infrastructure Improvements. The application requires a resolution be passed agreeing to the terms and conditions stated in the Host Site Application. Discussion was had.

- **18.058** - Motion by Selvog, second by Goenner to adopt the Resolution of Support for the MN GreenCorps Host Site Application. All members voting yes. Motion carried.

19. Authorization to Execute FY2018 Host Site Agreement with Conservation Corps Minnesota – Larson reviewed the contract with the Board. Discussion was had.

- **18.059** - Motion by Goenner, second by Selvog to execute FY2018 Host Site Agreement with Conservation Corps Minnesota. All members voting yes. Motion carried.

20. Authorization to Execute Contract with H Simon for a Native Prairie Incentive Project – NPI-FY17-01
– Larson stated the proposed contract is with Harold Simon for the Native Prairie Incentive project in Section 3, Clear Lake Township. The plan will include native prairie establishment over 3.3 acres. The total project cost estimate is \$3,570.00. Requesting approval of 75% cost share, not to exceed \$1,650.00. Funding will be allocated from FY17 Capacity – Incentives. Discussion was had.

- **18.060** - Motion by Nelson, second by Goenner to execute contract with H Simon for a native prairie incentive project – NPI-FY17-01, not to exceed \$1650.00. All members voting yes. Motion carried.

21. MASWCD Call for Resolutions – Chair Schroeder asked the members of the Board for resolution proposals. Larson stated that staff did not have suggested proposals at this time. Discussion was. No resolutions were presented.

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

23. Adjourn

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

Meeting adjourned at 9:42 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

5-10-18

Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

April-18

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 95,952.80	\$ 15,888.59	\$ 11,436.63	\$ 100,404.76
County Allocation	\$ (0.00)	\$ 65,806.50	\$ 30,607.25	\$ 35,199.25
SUBTOTALS	\$ 95,952.80	\$ 81,695.09	\$ 42,043.88	\$ 135,604.01

Program Funds				
BWSR SWCD Capacity Grant FY18	\$ 111,600.00	\$ -	\$ -	\$ 111,600.00
BWSR SWCD Capacity Grant FY17	\$ 56,000.82	\$ -	\$ 200.00	\$ 55,800.82
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	\$ 10,817.51	\$ -	\$ 3,605.83	\$ 7,211.68
LWM	\$ (0.00)	\$ 5,418.50	\$ 1,806.17	\$ 3,612.33
NRBG WCA	\$ 4,000.00	\$ -	\$ 1,000.00	\$ 3,000.00
CF FY2014 - Irrigation Scheduling	\$ (12,602.87)	\$ -	\$ -	\$ (12,602.87)
CF 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	\$ 53,013.62	\$ -	\$ 1,198.92	\$ 51,814.70
AIS Prevention Aid	\$ 83,240.75	\$ 1,800.00	\$ 8,414.17	\$ 76,626.58
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
SUBTOTALS	\$ 356,766.55	\$ 7,218.50	\$ 19,455.21	\$ 344,529.84


TOTAL FUNDS \$ 480,133.85

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 136,479.08	\$ 72,744.24	\$ 48,050.92	\$ 161,172.40
Savings	\$ 252,391.58	\$ 1,902.67	\$ -	\$ 254,294.25
CD - 74 - Equipment Storage	\$ 46,622.87	\$ 766.79	\$ -	\$ 47,389.66
CD - 51	\$ 17,225.82	\$ 51.72	\$ -	\$ 17,277.54
SUBTOTALS	\$ 452,719.35	\$ 75,465.42	\$ 48,050.92	\$ 480,133.85

TOTAL FUNDS \$ 480,133.85

Treasurer's Signature



Date

5-10-18

1950



SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of April 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
		sh				453,403.87
		Klein Checking				136,479.08
04/01/2018	DBT	Pheasants Forever	Annual Dues		150.00	136,329.08
04/01/2018	DBT	U of M Extension Regional Office	Meetings & Training - WCA		200.00	136,129.08
04/02/2018	EFT	Pitney Bowes	Postage Meter Refill		500.00	135,629.08
04/02/2018	EFT	Merchant Services	Credit Card Fees		145.04	135,484.04
04/03/2018	DBT	Coborns	CWF18 - ER Bac - Small Farms Night		45.27	135,438.77
04/03/2018			Deposit - Trees	1,221.06		136,659.83
04/03/2018	EFT	Pitney Bowes	Postage		500.00	136,159.83
04/04/2018	DBT	University of MN	Meeting & Training Expense		6.00	136,153.83
04/04/2018	DBT	Blue Egg Bakery	Meeting & Training Expense		24.00	136,129.83
04/04/2018	DBT	Jimmy Johns	Meeting & Training Expense		59.13	136,070.70
04/06/2018	DD	Bronder, William M	PR - 3/23/18 - 4/5/18		279.00	135,791.70
04/06/2018	DD	Bumgarner, Andrea L	PR - 3/23/18 - 4/5/18		495.06	135,296.64
04/06/2018	DD	Cibulka, Daniel A	PR - 3/23/18 - 4/5/18		1,593.65	133,702.99
04/06/2018	DD	Hugo, Gina M	PR - 3/23/18 - 4/5/18		2,035.30	131,667.69
04/06/2018	DD	Larson, Francine M	PR - 3/23/18 - 4/5/18		1,843.96	129,823.73
04/06/2018	DD	Wagner, Miranda L	PR - 3/23/18 - 4/5/18		1,454.15	128,369.58
04/06/2018	DD	Gerde, Frances W	PR - 3/23/18 - 4/5/18		1,383.37	126,986.21
04/06/2018	EFT	United States Treasury	Federal - PR 3/23/18 - 4/5/18		3,030.82	123,955.39
04/06/2018	EFT	Minnesota Revenue	State - PR 3/23/18 - 4/5/18		533.00	123,422.39
04/06/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/23/18 - 4/5/18		918.31	122,504.08
04/06/2018	EFT	PERA	PERA - PR 3/23/18 - 4/5/18		1,735.95	120,768.13
04/06/2018			Deposit - Allocation	71,225.00		191,993.13
04/07/2018	EFT	MN Dept of Revenue - Sales Tax	Sales & Use Tax		1,975.00	190,018.13
04/10/2018	EFT	A M Stewart Properties	Rent		1,185.59	188,832.54
04/10/2018	EFT	Windstream, Inc	Internet		108.61	188,723.93
04/10/2018	DBT	HP Instant Ink	Office Supplies		10.68	188,713.25
04/11/2018	6501	MN Board of Water and Soil Resour...	CWF2014 - Well Sealing - Return Funds		3,230.12	185,483.13
04/11/2018	6521	Cash	2018 Tree Sale Expense		300.00	185,183.13
04/12/2018	6502	Kenmir, Ella	2018 SWCD Poster Contest		100.00	185,083.13
04/12/2018	6503	Kluempke, Cindy	2018 SWCD Poster Contest		100.00	184,983.13
04/12/2018	6504	Gruber, Elanor	2018 SWCD Poster Contest		75.00	184,908.13
04/12/2018	6505	Raske, Ruthie	2018 SWCD Poster Contest		50.00	184,858.13
04/12/2018	6506	Patullo, Adriana	2018 SWCD Poster Contest		25.00	184,833.13
04/12/2018	6507	Bumgarner, Andrea	Reimbursed Expenses		34.12	184,799.01
04/12/2018	6508	Cibulka, Dan	Reimbursed Expenses		43.25	184,755.76
04/12/2018	6509	City of Elk River	Vehicle Maintenance & Fuel		168.13	184,587.63
04/12/2018	6510	Climb Theatre	AIS - Education		1,378.00	183,209.63
04/12/2018	6511	Elk River Printing	2018 Tree Sale Expense		63.00	183,146.63
04/12/2018	6512	Francine Larson	Reimbursed Expenses		238.22	182,908.41
04/12/2018	6513	Freshwater Society	Staff Training		153.00	182,755.41
04/12/2018	6514	Hugo, Gina Manea	Reimbursed Expenses		61.78	182,693.63
04/12/2018	6515	Lake States Evergreen Company, L...	2018 Tree Sale Program		64.41	182,629.22
04/12/2018	6516	Metro Conservation Districts	2018 Dues		800.00	181,829.22
04/12/2018	6517	MVTL Laboratories, Inc.	MPCA - WPLMN Lab expense		191.90	181,637.32
04/12/2018	6518	NCPERS LIFE INSURANCE	Life Insurance		32.00	181,605.32
04/12/2018	6519	Tipsy Chicken	CWF18 - ER Bacteria - Expense		1,153.65	180,451.67
04/12/2018	6520	University of MN	Staff Training		85.00	180,366.67
04/12/2018			Deposit - Trees	298.18		180,664.85
04/17/2018	DBT	Coborns	Other Education Expense		10.20	180,654.65
04/18/2018	DD	Goenner, Larry	Supervisor PerDiem		190.46	180,464.19
04/18/2018	DD	Nelson, Roger J	Supervisor PerDiem		90.87	180,373.32
04/18/2018	DD	Schroeder, Michael J	Supervisor PerDiem		146.86	180,226.46
04/18/2018	DD	Selvog, Jason C	Supervisor PerDiem		398.37	179,828.09
04/18/2018	EFT	United States Treasury	Federal - Supervisor PR		19.60	179,808.49
04/18/2018	EFT	PERA	PERA - Supervisor PerDiem		67.50	179,740.99
04/18/2018	DBT	Amazon.com	Field Supplies - Reference Book		27.89	179,713.10
04/18/2018	DBT	Coborns	Other Education Programs		5.75	179,707.35
04/20/2018	DD	Bronder, William M	PR 4/6/18 - 4/19/18		255.36	179,451.99
04/20/2018	DD	Bumgarner, Andrea L	PR 4/6/18 - 4/19/18		495.05	178,956.94
04/20/2018	DD	Cibulka, Daniel A	PR 4/6/18 - 4/19/18		1,593.63	177,363.31
04/20/2018	DD	Gerde, Frances W	PR 4/6/18 - 4/19/18		1,383.36	175,979.95
04/20/2018	DD	Hugo, Gina M	PR 4/6/18 - 4/19/18		2,035.32	173,944.63
04/20/2018	DD	Larson, Francine M	PR 4/6/18 - 4/19/18		1,843.96	172,100.67
04/20/2018	DD	Wagner, Miranda L	PR 4/6/18 - 4/19/18		1,454.16	170,646.51
04/20/2018	EFT	United States Treasury	Federal - PR 4/6/18 - 4/19/18		3,026.58	167,619.93
04/20/2018	EFT	Minnesota Revenue	State - PR 4/6/18 - 4/19/18		531.00	167,088.93
04/20/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/6/18 - 4/19/18		918.31	166,170.62
04/20/2018	EFT	PERA	PERA - PR 4/6/18 - 4/19/18		1,735.95	164,434.67
04/20/2018	DBT	JoAnn Fabrics	Tree Sale Expense		1.05	164,433.62
04/23/2018	EFT	AT&T	Computer - Tablets		188.92	164,246.70
04/23/2018	DBT	Office Depot	Tree Sale Expense		105.45	164,141.25
04/23/2018	DBT	Walmart	Tree Sale Expense		6.35	164,134.90
04/23/2018	DBT	JoAnn Fabrics	Tree Sale Expense		4.80	164,130.10
04/23/2018	DBT	Office Depot	Tree Sale Expense		6.38	164,123.72
04/23/2018	23.54	Wagner, Miranda	Reimbursed Expenses		23.54	164,100.18
04/24/2018	DBT	NALMS	Annual Dues		75.00	164,025.18
04/24/2018	DBT	Amazon.com	Tree Sale Expense		38.17	163,987.01
04/26/2018	EFT	MN Department of Employment & E...	Quarterly Unemployment		2,791.23	161,195.78
04/30/2018	DBT	Cub Foods	Tree Sale Expense		23.38	161,172.40

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of April 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
Total Klein Checking				72,744.24	48,050.92	161,111.58
Money Market - Klein						252,391.58
04/10/2018			Deposit - Trees	37.41		252,428.99
04/26/2018			Deposit - Trees	37.37		252,466.36
04/26/2018			Deposit - AIS	1,800.00		254,266.36
04/30/2018			Interest	27.89		254,294.25
Total Money Market - Klein				1,902.67	0.00	254,294.25
CD - 7718951 - 12mo						17,270.38
04/13/2018			Interest	7.16		17,277.54
Total CD - 7718951 - 12mo				7.16	0.00	17,277.54
CD - 7726074 - 60mo						47,262.63
04/09/2018			Interest	127.03		47,389.66
Total CD - 7726074 - 60mo				127.03	0.00	47,389.66
Total Cash				74,781.10	48,050.92	480,133.85
TOTAL				74,781.10	48,050.92	480,133.85

SHERBURNE SOIL & WATER CONSERVATION

Profit & Loss Budget vs. Actual

January through April 2018

	Jan - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenues				
Intergovernmental Revenue				
County				
General Service	131,613.00	263,226.15	-131,613.15	50.0%
LWM- Levy WaterPlan	10,837.00	21,674.00	-10,837.00	50.0%
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	1,800.00	68,911.00	-67,111.00	2.6%
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	187,342.00	445,093.53	-257,751.53	42.1%
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	56,450.82	0.00	100.0%
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	3,397.29	18,869.10	-15,471.81	18.0%
DNR Observation Wells	0.00	3,540.00	-3,540.00	0.0%
Total State Grant	358,170.47	429,282.38	-71,111.91	83.4%
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	546,826.35	874,375.91	-327,549.56	62.5%
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	29,973.02	28,000.00	1,973.02	107.0%
Wetland Delineations	0.00	1,000.00	-1,000.00	0.0%
Total Charges for Services	30,536.83	31,900.00	-1,363.17	95.7%
Miscellaneous Revenue				
PERA Aid	0.00	784.00	-784.00	0.0%
Interest	327.77	200.00	127.77	163.9%
Other	393.00	500.00	-107.00	78.6%
Total Miscellaneous Revenue	720.77	1,484.00	-763.23	48.6%
Total Revenues	578,083.95	907,759.91	-329,675.96	63.7%
Total Income	578,083.95	907,759.91	-329,675.96	63.7%
Gross Profit	578,083.95	907,759.91	-329,675.96	63.7%
Expense				
Expenditures				
District Operations				
Personal Services				
Admin/Marketing Assistant - AB	8,271.50	32,167.20	-23,895.70	25.7%
District Technician - FG	10,328.61	41,885.28	-31,556.67	24.7%
District Manager - FL	18,899.58	68,110.56	-49,210.98	27.7%
District Technician - WB	2,109.76	29,566.08	-27,456.32	7.1%
District Technician - MW	9,362.95	51,323.04	-41,960.09	18.2%
Forest Resource Specialist - GH	17,915.16	68,862.24	-50,947.08	26.0%
Water Resource Specialist - DC	17,424.25	61,157.52	-43,733.27	28.5%
Medical Insurance Paid	5,280.00	17,160.00	-11,880.00	30.8%

SHERBURNE SOIL & WATER CONSERVATION

Profit & Loss Budget vs. Actual

January through April 2018

	Jan - Apr 18	Budget	\$ Over Budget	% of Budget
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	1,503.72	5,498.86	-3,995.14	27.3%
Fica ER	6,271.56	22,954.38	-16,682.82	27.3%
PERA ER	7,163.14	28,442.39	-21,279.25	25.2%
Life Insurance - EE	9.76	384.00	-374.24	2.5%
Supervisor Compensation	2,550.00	9,000.00	-6,450.00	28.3%
Unemployment Benefits	4,960.58	2,200.00	2,760.58	225.5%
Personal Services - Other	11,562.25			
Total Personal Services	129,781.26	462,762.43	-332,981.17	28.0%
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	3,380.00	-3,250.00	3.3%
Awards	0.00	50.00	-50.00	0.0%
Bank Charges/Credit Card Fees	658.25	1,000.00	-341.75	65.8%
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	738.68	2,500.00	-1,761.32	29.5%
Clothing Allowance	0.00	650.00	-650.00	0.0%
Donations	0.00	75.00	-75.00	0.0%
Dues				
Blue Thumb	250.00	250.00	0.00	100.0%
Friends of Sherburne NWR	100.00			
History Center	50.00			
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	800.00	800.00	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	75.00	65.00	10.00	115.4%
Pheasants Forever	150.00	125.00	25.00	120.0%
Volunteer Bridge / RSVP	60.00			
Total Dues	6,535.98	7,480.98	-945.00	87.4%
Fair Booth/Parade	0.00	500.00	-500.00	0.0%
Field Supplies/Equipment	27.89	1,000.00	-972.11	2.8%
Insurance Expense				
Property/Liability/Surety Bond	4,056.00	3,912.00	144.00	103.7%
Workman's Comp	3,846.00	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	434.28	1,300.00	-865.72	33.4%
Meeting & Training				
Registration & Lodging	678.87	1,500.00	-821.13	45.3%
Supplies & Meals	271.12	500.00	-228.88	54.2%
Total Meeting & Training	949.99	2,000.00	-1,050.01	47.5%
Office Supplies	499.38	2,000.00	-1,500.62	25.0%
Postage	1,159.53	2,000.00	-840.47	58.0%
Printing - Envelopes/Brochures	0.00	300.00	-300.00	0.0%
Rent	4,742.36	15,600.00	-10,857.64	30.4%
Sales & Use Tax	-0.49			
Staff Expenses				
Mobile Devices	0.00	3,600.00	-3,600.00	0.0%
Reimbursed Mileage Expenses	804.50	5,000.00	-4,195.50	16.1%
Total Staff Expenses	804.50	8,600.00	-7,795.50	9.4%
Supervisor Expenses				
Reimbursed Misc Expenses	71.91	500.00	-428.09	14.4%
Reimbursed Mileage	794.97	2,000.00	-1,205.03	39.7%
Total Supervisor Expenses	866.88	2,500.00	-1,633.12	34.7%
Vehicle				
Fuel	643.28	5,000.00	-4,356.72	12.9%
Maintenance	373.55	2,500.00	-2,126.45	14.9%
Tabs	32.00	32.00	0.00	100.0%
Total Vehicle	1,048.83	7,532.00	-6,483.17	13.9%
Web Site	83.88	350.00	-266.12	24.0%

SHERBURNE SOIL & WATER CONSERVATION
Profit & Loss Budget vs. Actual
January through April 2018

	Jan - Apr 18	Budget	\$ Over Budget	% of Budget
Total Other Services & Charges	<u>27,276.74</u>	<u>92,579.98</u>	<u>-65,303.24</u>	<u>29.5%</u>
Total District Operations	<u>157,058.00</u>	<u>555,342.41</u>	<u>-398,284.41</u>	<u>28.3%</u>
Capital Outlay				
Capital Improvements				
Computers	<u>1,904.66</u>	<u>2,000.00</u>	<u>-95.34</u>	<u>95.2%</u>
Total Capital Improvements	<u>1,904.66</u>	<u>2,000.00</u>	<u>-95.34</u>	<u>95.2%</u>
Total Capital Outlay	<u>1,904.66</u>	<u>2,000.00</u>	<u>-95.34</u>	<u>95.2%</u>
Project Expense				
District				
FY2018 AIS Prevention Aid	0.00	48,633.90	-48,633.90	0.0%
FY2017 AIS Prevention Aid	17,259.00	48,633.90	-31,374.90	35.5%
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	<u>479.85</u>	<u>2,550.00</u>	<u>-2,070.15</u>	<u>18.8%</u>
Other Education Programs	377.13	1,000.00	-622.87	37.7%
Tree Sale Program Expense	3,860.32	17,500.00	-13,639.68	22.1%
Water Monitoring Services				
Water Monitoring	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
Total Water Monitoring Services	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
Total District	<u>22,011.19</u>	<u>121,817.80</u>	<u>-99,806.61</u>	<u>18.1%</u>
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	<u>0.00</u>	<u>21,094.28</u>	<u>-21,094.28</u>	<u>0.0%</u>
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	650.00	2,000.00	-1,350.00	32.5%
Total FY2017 BWSR SWCD Capacity	<u>650.00</u>	<u>54,830.07</u>	<u>-54,180.07</u>	<u>1.2%</u>
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%
Staff Training	324.11	132.45	191.66	244.7%
Total FY2016 BWSR SWCD Capacity	<u>378.91</u>	<u>22,992.60</u>	<u>-22,613.69</u>	<u>1.6%</u>
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	1,502.45	32,175.00	-30,672.55	4.7%
FY2014 CWF BWSR - Irrigation Sc	600.00			
FY2014 CWF BWSR - Well Sealing	3,510.12			
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	718.79			
Total State	<u>44,560.27</u>	<u>178,080.75</u>	<u>-133,520.48</u>	<u>25.0%</u>
Federal	<u>1,425.00</u>			
Total Project Expense	<u>67,996.46</u>	<u>299,898.55</u>	<u>-231,902.09</u>	<u>22.7%</u>
Total Expenditures	<u>226,959.12</u>	<u>857,240.96</u>	<u>-630,281.84</u>	<u>26.5%</u>
Total Expense	<u>226,959.12</u>	<u>857,240.96</u>	<u>-630,281.84</u>	<u>26.5%</u>
Net Ordinary Income	<u>351,124.83</u>	<u>50,518.95</u>	<u>300,605.88</u>	<u>695.0%</u>
Net Income	<u>351,124.83</u>	<u>50,518.95</u>	<u>300,605.88</u>	<u>695.0%</u>

