



**January 17, 2018**  
**East Otter Tail Soil and Water Conservation District**  
**Regular Monthly Board Meeting to be held at 7:30 a.m. in the**  
**Conference Room at 801 Jenny Ave S.W • Perham, MN 56573**

**Agenda**

1. Call meeting to order by Chairperson Lyle Dittmann
2. Oath of Office
3. Re-organization
  - ◆ Board of Supervisors - Chairperson, Vice Chairperson, Secretary, Treasurer, and Public Relations
  - ◆ Supervisor Committee Appointments
4. Adopt Agenda
5. Approve previous month Board Meeting Minutes
6. Treasurer's Report
7. Bills Paid and Payable
8. Cost-Share
9. District Manager's Report
10. District Conservationist's Report
11. County Commissioner's Report

**Old Business**

12. Department of Ag Update – Darren Newville
13. TSA Update – Lyle Dittmann & Darren Newville

**New Business**

14. Meetings and Trainings
  - ◆ Legislative Days
15. Federal mileage rate increase from 53.5 to 54.5
16. Per diem: Currently \$75.00



17. Official Newspaper

18. Official Financial Institution

19. 2018 Dues

- ◆ MASWCD Dues - \$ 3,133.46
- ◆ Area 1 MASWCD - \$ 150.00
- ◆ MACDE - \$20/employee (13 x 20 = \$260)

20. Envirothon Donation

21. Yearly Meeting Schedule

22. Lakes Country Service Cooperative Membership Renewal

- ◆ Base fee \$100 + \$39 (13 x \$3) = \$139.00

23. Bids on Disk and Tree Planter

24. BWSR Grants

25. Water Plan: Resolution to adopt Local Water Plan as our Local Comprehensive Plan

26. Audit

27. Public Comments

28. Adjourn



# East Otter Tail

Soil & Water Conservation District

| <b>Meetings and Training</b>               |                 |                   |               |
|--|-----------------|-------------------|---------------|
| <b>New Years Day</b>                       |                 | January 1         | Office Closed |
| <b>OTC Water Plan Comm. Meeting</b>        | Fergus Falls    | January 9         |               |
| <b>GSS Winter Meeting</b>                  | Perham          | January 9         |               |
| <b>GSS Winter Meeting</b>                  | Parkers Prairie | January 10        |               |
| <b>Wadena County Water Plan Meeting</b>    | Wadena          | January 10        |               |
| <b>Martin Luther King Day</b>              |                 | January 15        | Office closed |
| <b>Wadena Board Meeting</b>                | Wadena          | January 16        |               |
| <b>EOT Board Meeting</b>                   | Perham          | January 17        |               |
| <b>CMIC Meeting</b>                        | Detroit Lakes   | January 18        |               |
| <b>GSS Winter Meeting</b>                  | Park Rapids     | January 19        |               |
| <b>MARL</b>                                | Perham/Wadena   | January 24-26     | Darren        |
| <b>Agriculture and Groundwater Meeting</b> | Osage           | January 25        |               |
| <b>Grazing Workshop</b>                    |                 | January 31        | Jim           |
| <b>Irrigation Clinic</b>                   |                 | February 8        | Ottertail     |
| <b>MASWCD Leadership Institute</b>         | Washington, DC  | February 11-15    | Nancy         |
| <b>MARL International Trip</b>             | Croatia         | February 17-Mar 1 | Darren        |
| <b>President's Day</b>                     |                 | February 19       | Office Closed |
| <b>Wadena Board Meeting</b>                | Wadena          | February 20       |               |
| <b>EOT Board Meeting</b>                   | Perham          | February 21       |               |
| <b>MASWCD Legislative Days</b>             | St. Paul        | March 12-13       |               |
| <b>MASWCD Leadership Institute</b>         | St. Paul        | March 21-22       | Nancy         |
| <b>MASWCD Leadership Institute</b>         | Lanesboro       | June 12-14        | Nancy         |
| <b>MASWCD Leadership Institute</b>         | Grand Rapids    | August 8-9        | Nancy         |



**East Otter Tail**  
Soil & Water Conservation District

## MINUTES FROM THE DECEMBER 20, 2017 BOARD MEETING

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The regular monthly board meeting of the East Otter Tail Soil and Water Conservation District was held on Wednesday, December 20, 2017 at 7:30 a.m. at the USDA Service Center Conference Room at 801 Jenny Ave S.W., Perham, MN.

*The meeting was called to order by Chairperson Lyle Dittmann at 7:31a.m.*

**Members Present:**

Chairperson: Lyle Dittmann  
Vice Chairperson: Steve Inwards  
Secretary: Terry Greenwaldt  
Treasurer: Dennis Reynolds  
Public Relations: Marion Gill

**Others Present:**

District Conservationist: Alan Lepp  
District Manager: Darren Newville  
Asst. District Mgr: Anne Oldakowski  
Administrative Secretary: Chantal Tougas  
Wadena SWCD Liaison: Nancy Benson

### Agenda

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**Motion made by Dennis Reynolds, seconded by Steve Inwards to adopt the Agenda adding 15½ Personnel Committee to the agenda. Opposed: None, motion carried.**

**Approve Board Meeting Minutes:** Motion made by Terry Greenwaldt, seconded by Marion Gill to approve the previous month Board Meeting Minutes as presented. Opposed: None, motion carried.

**Treasurer's Report:** Motion made by Marion Gill, seconded by Steve Inwards to approve the Treasurer's Report as presented, subject to audit. Opposed: none, motion carried.

**Bills Paid & Bills Payable:** Motion made by Dennis Reynolds, seconded by Terry Greenwaldt to approve the Bills Paid and Bills Payable as presented.



## Cost Share

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### STATE COST SHARE

**5-CSW-2016;** Pat Pokorney, Woodside Township, Section 10, is requesting final payment for his Well Sealing. The cost estimate was \$ 750.00, with the cost amount of \$ 300.00 or 50% whichever is less, not to exceed \$300. Motion made by Terry Greenwaldt, seconded by Steve Inwards to approve. Opposed; none, motion carried.

Barb Troje, Otter Tail Township, Section 1, is requesting cost share assistance for a Native Shoreline Buffer Installation. The estimated cost of the project is \$ 2,270.81. We will encumber \$ 1,703.00 or 75% whichever is less. Motion made by Dennis Reynolds, seconded by Marion Gill to approve. Opposed; none, motion carried.

## Agenda continued . . .

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**District Manager's Report:** See attached report as written by Darren Newville.

### **District Conservationist's Report:**

- ◆ Reviewed Civil Rights and the board signed
- ◆ NRCS lease issues were discussed
- ◆ Close to end of payments for CSP

**County Commissioner Report:** Not present

## Old Business

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**Department of Ag Update:** Nothing to update at this time.

**TSA Update:** Nothing to update at this time.

## New Business

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### **Meetings and Trainings:**

- ◆ Motion made by Steve Inwards, seconded by Terry Greenwaldt to approve \$50 for a booth at the CMIC Conference. Opposed; none, motion carried.

### **MASWCD Convention - Thoughts**

- ◆ Disappoint in sessions
- ◆ Discussion resolutions all failed



**8:55 a.m. Al left the meeting**

**District Retreat/Planning Session** – Need to get together to review sometime late March, early April.

**Public Comments:** None

**9:10 a.m. Darren, Anne, and Chantal left the meeting.**

**Personnel Committee:** Meeting was called to order at 9:15 a.m. Happy Employees, no strong concerns or negative comments.

- ◆ A 2% Salary increase for 2017 for all staff was proposed.
- ◆ Motion made by Dennis Reynolds, seconded by Terry Greenwaldt to move Darren up 1 Step in pay grade. Opposed: none, motion carried.
- ◆ Motion made by Lyle Dittmann, seconded by Dennis Reynolds to accept staff salary tables as presented. Opposed: none, motion carried.
- ◆ HSA Contributions will be loaded into staff accounts the first pay period in Jan 2018.
- ◆ Motion made by Dennis Reynolds, seconded by Terry Greenwaldt to adjourn. Opposed; none, motion carried.

**Adjourn:** 9:40 a.m. Meeting adjourned.

**\* Acronyms**

- ◆ MAWQCP – Minnesota Ag Water Quality Certification Program
- ◆ EQIP – Environmental Quality Incentives Program
- ◆ CSP – Conservation Stewardship Program
- ◆ CRP – Conservation Reserve Program
- ◆ RCPP – Regional Conservation Partnership Program
- ◆ NRCS – Natural Resource Conservation Service



# East Otter Tail

Soil & Water Conservation District

| <b>Meetings and Training</b>               |                     |                |               |
|--|---------------------|----------------|---------------|
| <b>RRVCSA Meeting</b>                      | Mahnomen            | November 8     | Darren, Lyle  |
| <b>OTC Commission Luncheon – Feedlots</b>  | Fergus Falls        | November 14    |               |
| <b>MARL</b>                                | Itasca              | November 15-17 | Darren        |
| <b>MASWCD Leadership Institute</b>         | Morton              | November 15-16 | Nancy         |
| <b>CAI Meeting</b>                         | Detroit Lakes       | November 15    | Aimee         |
| <b>EOT Board Meeting</b>                   | Perham              | November 15    |               |
| <b>Wadena Board Meeting</b>                | Wadena              | November 20    |               |
| <b>Area Meeting</b>                        | Detroit Lakes       | November 21    |               |
| <b>Thanksgiving Holiday</b>                |                     | November 23-24 | Office Closed |
| <b>MASWCD AMC Workgroup</b>                | St. Paul            | November 27    | Darren        |
| <b>OTC Buffer Ordinance Hearing</b>        | Fergus Falls        | November 28    |               |
| <b>AgBMP Training</b>                      | Detroit Lakes       | November 28    | Aimee         |
| <b>Agriculture and Groundwater Meeting</b> | The Cactus - Perham | November 30    |               |
| <b>MASWCD Convention</b>                   | Bloomington         | December 3-5   |               |
| <b>MARL</b>                                | Austin              | December 6-8   | Darren        |
| <b>Agriculture and Groundwater Meeting</b> | Parkers Prairie     | December 12    |               |
| <b>Managers Meeting</b>                    | Stevens County      | December 14    |               |
| <b>Wadena Board Meeting</b>                | Wadena              | December 18    |               |
| <b>EOT Board Meeting</b>                   | Perham              | December 20    |               |
| <b>Christmas Day</b>                       |                     | December 25    | Office Closed |
| <b>2018 Meeting and Trainings</b>          |                     |                |               |
| <b>New Years Day</b>                       |                     | January 1      | Office Closed |
| <b>OTC Water Plan Comm. Meeting</b>        | Fergus Falls        | January 9      |               |
| <b>GSS Winter Meeting</b>                  | Perham              | January 9      |               |
| <b>GSS Winter Meeting</b>                  | Parkers Prairie     | January 10     |               |
| <b>Wadena County Water Plan Meeting</b>    | Wadena              | January 10     |               |
| <b>Martin Luther King Day</b>              |                     | January 15     | Office closed |
| <b>GSS Winter Meeting</b>                  | Park Rapids         | January 19     |               |
| <b>MARL</b>                                | Perham/Wadena       | January 24-26  | Darren        |
| <b>Agriculture and Groundwater Meeting</b> | Osage               | January 25     |               |
| <b>Irrigation Clinic</b>                   |                     | February 8     | Ottertail     |
| <b>MASWCD Leadership Institute</b>         | Washington, DC      | February 11-15 | Nancy         |
| <b>President's Day</b>                     |                     | February 19    | Office Closed |
| <b>MASWCD Leadership Institute</b>         | St. Paul            | March 21-22    | Nancy         |
| <b>MASWCD Leadership Institute</b>         | Lanesboro           | June 12-14     | Nancy         |
| <b>MASWCD Leadership Institute</b>         | Grand Rapids        | August 8-9     | Nancy         |

Treasurer's Report



December 31, 2017

**Checking/Savings**

|            |    |            |               |
|------------|----|------------|---------------|
| Savings    | \$ | 113,715.18 |               |
| Checking   | \$ | 551,061.72 |               |
| Building   | \$ | 81,300.60  |               |
| Petty Cash | \$ | 23.82      | \$ 746,101.32 |

| CD's | Number | Exp Date | Amount       |               |
|------|--------|----------|--------------|---------------|
|      | 56108  | 5/28/18  | \$ 32,633.41 |               |
|      | 56220  | 9/11/18  | \$ 49,731.37 |               |
|      | 56425  | 3/16/18  | \$ 36,880.68 |               |
|      | 800091 | 10/27/17 | \$ 28,474.36 | \$ 147,719.82 |
|      |        |          |              | \$ 893,821.14 |

**Less Program or Deferred Revenue**

|                             |    |             |               |
|-----------------------------|----|-------------|---------------|
| Accounts Payable - General  | \$ | 149,129.80  |               |
| Accounts Payable - Building | \$ | 2,516.96    |               |
| Unearned Revenue            |    |             |               |
| Encumbered Cost Share       |    | \$12,958.65 |               |
| Unencumbered Cost Share     |    | \$24,895.85 |               |
| Other Unearned Revenue      | \$ | 512,499.20  |               |
| Escrow Accounts             | \$ | 17,634.46   |               |
|                             |    |             | \$ 681,780.42 |

**District Funds Available**

\$ 212,040.72

|                          |              | Month to date        | Year to date         |
|--------------------------|--------------|----------------------|----------------------|
| General Account          | Revenues     | \$51,306.71          | \$1,295,057.16       |
|                          | Expenditures | (\$96,179.80)        | (\$1,337,140.33)     |
|                          | Income/Loss  | (\$47,742.21)        | (\$63,707.73)        |
| Building Account         | Revenues     | \$4,259.92           | \$51,119.04          |
|                          | Expenditures | (\$1,390.80)         | (\$29,494.48)        |
|                          | Income/Loss  | \$2,869.12           | \$21,624.56          |
| <b>Total Income/Loss</b> |              | <b>(\$44,873.09)</b> | <b>(\$42,083.17)</b> |





|                         |
|-------------------------|
| <b>Unearned Revenue</b> |
|-------------------------|

|              |                                |               |                   |
|--------------|--------------------------------|---------------|-------------------|
| <b>25001</b> | <b>2016 Grant Funds</b>        |               |                   |
|              | 25001-2 Buffer Grant           | \$0.00        |                   |
|              | 25001-5 District Capacity Fund | \$0.00        |                   |
|              | 25001-6 State Cost Share       | \$1,146.67    |                   |
|              | 25001-9 WOT Buffer Initiative  | <u>\$0.00</u> | <b>\$1,146.67</b> |

|              |                                       |               |                     |
|--------------|---------------------------------------|---------------|---------------------|
| <b>25002</b> | <b>2017 Grant Funds</b>               |               |                     |
|              | 1-17 Conservation Delivery            | \$0.00        |                     |
|              | 10-17 Buffer Law                      | \$14,355.52   |                     |
|              | 11-17 CWF PTM App                     | \$201,080.46  |                     |
|              | 12-17 CWF Otter Tail LakeWell Sealing | \$0.00        |                     |
|              | 13-17 CWF BMP Barriers                | \$23,618.13   |                     |
|              | 14-17 Buffer State CS Exp 3/1/2018    | \$40,000.00   |                     |
|              | 15-17 Native Buffer Grant (OT)        | \$1,594.13    |                     |
|              | 2-17 State Cost Share                 | \$2,160.57    |                     |
|              | 3-17 Easement Delivery                | \$0.00        |                     |
|              | 6-17 County Water Plan                | \$0.00        |                     |
|              | 7-17 County Water Plan Match          | \$0.00        |                     |
|              | 8-17 WCA Funds                        | \$2,065.39    |                     |
|              | 9-17 District Capacity                |               |                     |
|              | 1DC District Capacity                 | \$49,140.83   |                     |
|              | 2DC DC CS County Match                | \$16,697.50   |                     |
|              | 3DC DC Cost Share                     | <u>\$0.00</u> |                     |
|              |                                       | \$65,838.33   | <b>\$350,712.53</b> |

|              |                            |              |                     |
|--------------|----------------------------|--------------|---------------------|
| <b>25003</b> | <b>2018 Grant Funds</b>    |              |                     |
|              | 1-18 Easement Delivery     | \$700.00     |                     |
|              | 2-18 State Cost Share      | \$15,954.00  |                     |
|              | 3-18 Conservation Delivery | \$18,986.00  |                     |
|              | 4-18 Buffer Grant          | \$25,000.00  |                     |
|              | 5-18 District Capacity     |              |                     |
|              | 18DC-1 District Capacity   | \$100,000.00 |                     |
|              |                            | \$100,000.00 | <b>\$160,640.00</b> |

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**\$512,499.20**

**East Otter Tail Soil & Water Conservation District**  
**Check Detail**

December 2017

| Date       | Name                                | Account                        | Original Amount |
|------------|-------------------------------------|--------------------------------|-----------------|
| 12/12/2017 | QuickBooks Payroll Service          | 10050 · EOT SWCD Checking      | -15,453.99      |
| 12/14/2017 | QuickBooks Payroll Service          | 10050 · EOT SWCD Checking      | -2,619.10       |
| 12/21/2017 | QuickBooks Payroll Service          | 10050 · EOT SWCD Checking      | -1,539.42       |
| 12/26/2017 | QuickBooks Payroll Service          | 10050 · EOT SWCD Checking      | -16,399.47      |
| 12/13/2017 | PERA                                | 10050 · EOT SWCD Checking      | -3,171.27       |
| 12/13/2017 | Select Account                      | 10050 · EOT SWCD Checking      | -383.38         |
| 12/27/2017 | EFTPS                               | 10050 · EOT SWCD Checking      | -6,142.50       |
| 12/27/2017 | MN Dept. of Revenue                 | 10050 · EOT SWCD Checking      | -1,036.00       |
| 12/27/2017 | Select Account                      | 10050 · EOT SWCD Checking      | -265.38         |
| 12/13/2017 | EFTPS                               | 10050 · EOT SWCD Checking      | -2,736.52       |
| 12/13/2017 | EFTPS                               | 10050 · EOT SWCD Checking      | -3,123.04       |
| 12/13/2017 | Select Account                      | 10050 · EOT SWCD Checking      | -200.00         |
| 12/13/2017 | Verizon Wireless                    | 10050 · EOT SWCD Checking      | -273.24         |
| 12/15/2017 | EFTPS                               | 10050 · EOT SWCD Checking      | -979.52         |
| 12/15/2017 | MN Dept. of Revenue                 | 10050 · EOT SWCD Checking      | -132.00         |
| 12/15/2017 | PERA                                | 10050 · EOT SWCD Checking      | -515.64         |
| 12/22/2017 | EFTPS                               | 10050 · EOT SWCD Checking      | -229.52         |
| 12/22/2017 | PERA                                | 10050 · EOT SWCD Checking      | -150.00         |
| 12/22/2017 | Select Account                      | 10050 · EOT SWCD Checking      | -23.21          |
| 12/28/2017 | Lakes Country Service Cooperative   | 10050 · EOT SWCD Checking      | -7,427.00       |
| 12/13/2017 | MN Dept. of Revenue                 | 10050 · EOT SWCD Checking      | -992.00         |
| 12/20/2017 | BHU Water                           | 10040 · EOT Building- Checking | -47.59          |
| 12/20/2017 | City of Perham,                     | 10040 · EOT Building- Checking | -190.36         |
| 12/20/2017 | Dacotah Paper Co.                   | 10040 · EOT Building- Checking | -50.43          |
| 12/20/2017 | Otter Tail Power Company            | 10040 · EOT Building- Checking | -129.77         |
| 12/20/2017 | Perham Linen                        | 10040 · EOT Building- Checking | -65.94          |
| 12/20/2017 | Steve's Sanitation, Inc.            | 10040 · EOT Building- Checking | -58.92          |
| 12/29/2017 | Sparkle and Shine Cleaning Services | 10040 · EOT Building- Checking | -720.00         |
| 12/01/2017 | Wadena State Bank                   | 10050 · EOT SWCD Checking      | -50.00          |
| 12/01/2017 | Ben Wolden Landscaping              | 10050 · EOT SWCD Checking      | -21,114.75      |
| 12/11/2017 | The Cactus                          | 10050 · EOT SWCD Checking      | -1,372.86       |
| 12/20/2017 | Arvig                               | 10050 · EOT SWCD Checking      | -57.90          |
| 12/20/2017 | Campbell Scientific, Inc.           | 10050 · EOT SWCD Checking      | -654.41         |
| 12/20/2017 | Cardmember Service                  | 10050 · EOT SWCD Checking      | -2,131.35       |
| 12/20/2017 | Central Market                      | 10050 · EOT SWCD Checking      | -24.67          |
| 12/20/2017 | CMIC Treasurer                      | 10050 · EOT SWCD Checking      | -50.00          |
| 12/20/2017 | HBI Radio Wadena                    | 10050 · EOT SWCD Checking      | -350.00         |
| 12/20/2017 | Hubbard SWCD                        | 10050 · EOT SWCD Checking      | -80.00          |
| 12/20/2017 | Lakes Area Cooperative              | 10050 · EOT SWCD Checking      | -372.99         |
| 12/20/2017 | Marco                               | 10050 · EOT SWCD Checking      | -230.04         |
| 12/20/2017 | Marks Fleet Supply                  | 10050 · EOT SWCD Checking      | -36.87          |
| 12/20/2017 | Napa Auto Parts                     | 10050 · EOT SWCD Checking      | -93.45          |
| 12/20/2017 | Peterson Company, LTD               | 10050 · EOT SWCD Checking      | -2,300.00       |
| 12/20/2017 | Prairie Event Center.               | 10050 · EOT SWCD Checking      | -195.00         |
| 12/20/2017 | Productivity Plus Account           | 10050 · EOT SWCD Checking      | -45.53          |

**East Otter Tail Soil & Water Conservation District**

**Check Detail**

**December 2017**

|                               |                           |         |
|-------------------------------|---------------------------|---------|
| 12/20/2017 RK's Prairie Cafe. | 10050 · EOT SWCD Checking | -317.93 |
| 12/20/2017 Pokorney, Pat.     | 10050 · EOT SWCD Checking | -300.00 |
| 12/20/2017 Bauer, Tom.        | 10050 · EOT SWCD Checking | -771.26 |
| 12/29/2017 Klinnert, Paul.    | 10050 · EOT SWCD Checking | -167.50 |

|                  |   |                     |
|------------------|---|---------------------|
| Building Account | - | \$1,263.01          |
| Regular Account  | - | \$94,508.71         |
| <b>Total</b>     |   | <b>-\$95,771.72</b> |

|                                     |                   |
|-------------------------------------|-------------------|
| Arvig                               | 57.90             |
| BHU Water                           | 1,258.48          |
| Bosch's Countryview Nursery, Inc    | 3,537.81          |
| Cardmember Service                  | 2,641.86          |
| Central Market                      | 20.72             |
| City of New York Mills              | 100.00            |
| City of Perham,                     | 289.33            |
| Dacotah Paper Co.                   | 83.94             |
| International Water Institute       | 118,033.42        |
| JC Electric, Inc                    | 65.66             |
| Lahn, Jim                           | 94.16             |
| Lakes Area Cooperative              | 230.60            |
| Marco                               | 235.21            |
| Marks Fleet Supply                  | 27.87             |
| MCIT                                | 20,590.00         |
| Otter Tail Power Company            | 364.80            |
| Perham Linen                        | 44.96             |
| Perham Motor Vehicle                | 150.00            |
| Perham Printing                     | 1,977.35          |
| Prairie Event Center.               | 195.00            |
| RK's Prairie Cafe.                  | 336.74            |
| Sparkle and Shine Cleaning Services | 640.00            |
| Steve's Sanitation, Inc.            | 58.92             |
| The Cactus                          | 611.83            |
|                                     | <b>151,646.76</b> |

|                  |                   |
|------------------|-------------------|
| Regular Account  | 149,129.80        |
| Building Account | 2,516.96          |
|                  | <b>151,646.76</b> |

## East Otter Tail Soil & Water Conservation District Deposit Detail

December 2017

| Date              | Name                       | Account                               | Amount            |
|-------------------|----------------------------|---------------------------------------|-------------------|
| <b>12/05/2017</b> |                            | <b>10030 · EOT SWCD - Savings</b>     | <b>14.02</b>      |
|                   |                            | 40835-3 · Interest Earnings - Savings | -14.02            |
|                   |                            |                                       | <u>-14.02</u>     |
| <b>12/07/2017</b> |                            | <b>10050 · EOT SWCD Checking</b>      | <b>18,779.17</b>  |
|                   | Ottertail County Treasurer | 40130 · County Monthly Allocation     | -4,583.33         |
|                   | Ottertail County Treasurer | 2DC · 2017 DC CS County Match         | -1,895.84         |
|                   | Ottertail County Treasurer | 40140 · Shoreland Specialist          | -5,000.00         |
|                   | Ottertail County Treasurer | 40120 · Ag Inspector                  | -2,000.00         |
|                   | Ottertail County Treasurer | 40110 · Buffer Initiative             | -3,000.00         |
| 12/07/2017        | Jahnke, Bruce              | 14990 · Undeposited Funds             | -200.00           |
| 12/07/2017        | Simmons, Richard           | 14990 · Undeposited Funds             | -200.00           |
| 12/07/2017        | Dombeck, Andy              | 14990 · Undeposited Funds             | -350.00           |
| 12/07/2017        | Huwe, Greg                 | 14990 · Undeposited Funds             | -150.00           |
| 12/07/2017        | Ewy, Jon                   | 14990 · Undeposited Funds             | -350.00           |
| 12/07/2017        | Olson, Gary                | 14990 · Undeposited Funds             | -1,050.00         |
|                   |                            |                                       | <u>-1,050.00</u>  |
|                   |                            |                                       | -18,779.17        |
| <b>12/13/2017</b> |                            | <b>10050 · EOT SWCD Checking</b>      | <b>200.00</b>     |
|                   |                            | 50205 · Employee Wages                | -200.00           |
|                   |                            |                                       | <u>-200.00</u>    |
| <b>12/19/2017</b> |                            | <b>10050 · EOT SWCD Checking</b>      | <b>19,921.57</b>  |
|                   |                            | 40307-1 · Adaptive Ag                 | -454.10           |
| 12/19/2017        | Lund, Diane                | 14990 · Undeposited Funds             | -300.80           |
| 12/19/2017        | Wadena SWCD                | 14990 · Undeposited Funds             | -19,166.67        |
|                   |                            |                                       | <u>-19,166.67</u> |
|                   |                            |                                       | -19,921.57        |
| <b>12/26/2017</b> |                            | <b>10050 · EOT SWCD Checking</b>      | <b>145.00</b>     |
|                   |                            | 46000 · Miscellaneous Income          | -145.00           |
|                   |                            |                                       | <u>-145.00</u>    |
| <b>12/27/2017</b> |                            | <b>10040 · EOT Building- Checking</b> | <b>4,259.92</b>   |
|                   |                            | 40505 · Building Income               | -4,259.92         |
|                   |                            |                                       | <u>-4,259.92</u>  |
|                   |                            |                                       | -4,259.92         |



# East Otter Tail

Soil & Water Conservation District

|                                    | 2017<br>Budget        | 2017 Actual<br>as of 12/31/2017 | Positive<br>(Negative) |
|------------------------------------|-----------------------|---------------------------------|------------------------|
| <b>Income</b>                      |                       |                                 |                        |
| <b>County Income</b>               |                       |                                 |                        |
| Buffer Initiative                  | \$36,000.00           | \$36,000.00                     | \$0.00                 |
| Ag Inspector                       | \$24,000.00           | \$24,000.00                     | \$0.00                 |
| Allocation (Monthly)               | \$55,000.00           | \$54,999.96                     | (\$0.04)               |
| Shoreland Specialist               | \$60,000.00           | \$61,000.00                     | \$1,000.00             |
| District Capacity Cost Share Match | \$22,750.00           | \$4,156.74                      | (\$18,593.26)          |
| <b>Total County Income</b>         | <b>\$197,750.00</b>   | <b>\$180,156.70</b>             | <b>(\$17,593.30)</b>   |
| <b>NRBG</b>                        |                       |                                 |                        |
| Water Plan                         | \$30,809.00           | \$30,229.00                     | (\$580.00)             |
| WCA                                | \$15,605.00           | \$13,539.61                     | (\$2,065.39)           |
| <b>Total NRBG</b>                  | <b>\$46,414.00</b>    | <b>\$43,768.61</b>              | <b>(\$2,645.39)</b>    |
| <b>State Income</b>                |                       |                                 |                        |
| CWF Buffer Initiative (WOT)        |                       | \$55,035.40                     | \$55,035.40            |
| District Capacity Fund             | \$122,750.00          | \$100,480.85                    | (\$22,269.15)          |
| MDA-Adaptive Ag                    | \$170,000.00          | \$116,174.75                    | (\$53,825.25)          |
| MDA - MAWQCP                       | \$200,000.00          | \$110,109.98                    | (\$89,890.02)          |
| Ob Well Measurements/State         | \$2,500.00            | \$3,978.01                      | \$1,478.01             |
| CWF PTM App                        | \$235,500.00          | \$34,419.54                     | (\$201,080.46)         |
| CWF Otter Tail Lake Well Sealing   | \$16,225.00           | \$16,225.00                     | \$0.00                 |
| CWF BMP Barriers                   | \$29,000.00           | \$3,060.34                      | (\$25,939.66)          |
| Buffer Grant                       | \$25,000.00           | \$25,644.48                     | \$644.48               |
| Easement Delivery                  | \$643.00              | \$643.00                        | \$0.00                 |
| Conservation Delivery              | \$18,986.00           | \$18,986.00                     | \$0.00                 |
| Community Partners Grant           | \$26,000.00           | \$12,126.99                     | (\$13,873.01)          |
| Farmbill Assistance Grant          | \$29,250.00           | \$35,298.00                     | \$6,048.00             |
| State Cost Share                   | \$20,583.00           | \$16,808.43                     | (\$3,774.57)           |
| MPCA - Otter Tail River WRAPS      | \$68,000.00           |                                 | (\$68,000.00)          |
| DNR - MFRC - Forestry              | \$40,000.00           |                                 | (\$40,000.00)          |
| <b>Total State Income</b>          | <b>\$1,004,437.00</b> | <b>\$548,990.77</b>             | <b>(\$455,446.23)</b>  |
| <b>Other LGU's</b>                 |                       |                                 |                        |
| Building Income (NRCS/FSA Rent)    | \$51,119.00           | \$51,119.04                     | \$0.04                 |
| <b>Total Other LGU's</b>           | <b>\$51,119.00</b>    | <b>\$51,119.04</b>              | <b>\$0.04</b>          |
| <b>Charges for Services</b>        |                       |                                 |                        |
| Trees                              | \$47,600.00           | \$81,196.34                     | \$33,596.34            |
| Drill Rental/Custom Seeding        | \$10,000.00           | \$12,152.29                     | \$2,152.29             |
| Irrigation Scheduler               | \$20,000.00           | \$15,275.00                     | (\$4,725.00)           |
| Lakescaping                        | \$25,000.00           | \$62,715.18                     | \$37,715.18            |



# East Otter Tail

Soil & Water Conservation District

|                                   |                     |                     |                     |
|-----------------------------------|---------------------|---------------------|---------------------|
| Native Grasses                    | \$20,000.00         | \$49,316.51         | \$29,316.51         |
| Weed Matting                      | \$2,500.00          | \$11,100.25         | \$8,600.25          |
| Personnel Services (Wadena)       | \$230,000.00        | \$230,000.04        | \$0.04              |
| <b>Total Charges for Services</b> | <b>\$355,100.00</b> | <b>\$461,755.61</b> | <b>\$106,655.61</b> |

### Miscellaneous Income

|                                   |                    |                   |                     |
|-----------------------------------|--------------------|-------------------|---------------------|
| Educational Donations             | \$1,250.00         | \$1,150.00        | (\$100.00)          |
| Misc. Income                      | \$5,000.00         | \$7,193.19        | \$2,193.19          |
| Interest                          | \$9,000.00         | \$923.24          | (\$8,076.76)        |
| <b>Total Miscellaneous Income</b> | <b>\$15,250.00</b> | <b>\$9,266.43</b> | <b>(\$5,983.57)</b> |

|                     |                       |                       |                       |
|---------------------|-----------------------|-----------------------|-----------------------|
| <b>Total Income</b> | <b>\$1,670,070.00</b> | <b>\$1,295,057.16</b> | <b>(\$375,012.84)</b> |
|---------------------|-----------------------|-----------------------|-----------------------|

### Expenses

#### County Expenses

|                   |            |          |        |
|-------------------|------------|----------|--------|
| Buffer Initiative | \$1,000.00 | \$338.72 | \$0.00 |
|-------------------|------------|----------|--------|

#### State Expenses

|                                  |                     |                     |                       |
|----------------------------------|---------------------|---------------------|-----------------------|
| Technical/Engineering Services   | \$38,090.00         | \$38,090.00         | \$0.00                |
| District Cap Cost Share 2DC      | \$0.00              | \$4,156.74          | \$4,156.74            |
| District Cap Cost Share 3DC      | \$22,750.00         | \$22,750.00         | \$0.00                |
| CWF PTM App                      | \$188,000.00        | \$34,419.54         | (\$153,580.46)        |
| CWF Otter Tail Lake Well Sealing | \$15,100.00         | \$15,035.00         | (\$65.00)             |
| CWF BMP Barriers                 | \$23,200.00         | \$512.93            | (\$22,687.07)         |
| Community Partners               | \$21,210.00         | \$27,369.63         | \$6,159.63            |
| State Cost Share                 | \$20,583.00         | \$13,617.63         | (\$6,965.37)          |
| County Ag Inspector              | \$0.00              | \$440.00            | \$440.00              |
| MDA Adaptive Ag                  | \$15,000.00         | \$22,553.44         | \$7,553.44            |
| MDA - MAWQCP                     | \$25,000.00         | \$19,508.94         | (\$5,491.06)          |
| DNR - MFRC - Forestry            | \$30,000.00         | \$1,063.50          | (\$28,936.50)         |
| Water Plan Expense               | \$5,000.00          | \$306.00            | (\$4,694.00)          |
| WCA Expense                      |                     |                     | \$0.00                |
| MPCA Otter Tail River WRAPS      | \$35,000.00         | \$40.27             | (\$34,959.73)         |
| CWF DC Cost Share                | \$45,500.00         |                     | (\$45,500.00)         |
| <b>Total State Expenses</b>      | <b>\$484,433.00</b> | <b>\$199,863.62</b> | <b>(\$284,569.38)</b> |

#### Payroll Expenses

|                             |              |              |               |
|-----------------------------|--------------|--------------|---------------|
| Employee Wages              | \$591,217.00 | \$580,851.01 | (\$10,365.99) |
| PERA                        | \$42,865.00  | \$45,038.17  | \$2,173.17    |
| Supervisor Compensation     | \$7,000.00   | \$7,050.00   | \$50.00       |
| H.S.A Company Contributions | \$17,300.00  | \$17,300.00  | \$0.00        |
| H.S.A. Expenses             | \$557.00     | \$278.52     | (\$278.48)    |
| Unemployment                | \$0.00       | \$720.70     | \$720.70      |



# East Otter Tail

Soil & Water Conservation District

|                               |                     |                     |                      |
|-------------------------------|---------------------|---------------------|----------------------|
| Taxable Fringe                | \$2,100.00          | \$2,100.00          | \$0.00               |
| Health Insurance              | \$95,820.00         | \$92,291.00         | (\$3,529.00)         |
| Other Payroll Expenses        | \$51,436.00         | \$47,642.98         | (\$3,793.02)         |
| <b>Total Payroll Expenses</b> | <b>\$808,295.00</b> | <b>\$793,272.38</b> | <b>(\$15,022.62)</b> |

### Operating Expenses

|                                 |                     |                     |                    |
|---------------------------------|---------------------|---------------------|--------------------|
| Board Meeting                   | \$500.00            | \$131.72            | (\$368.28)         |
| Building                        |                     | \$283.00            | \$283.00           |
| Capital Outlay                  | \$61,863.00         | \$62,868.53         | \$1,005.53         |
| Supplies                        | \$9,000.00          | \$14,652.71         | \$5,652.71         |
| Server/Technology               | \$10,000.00         |                     | (\$10,000.00)      |
| Recruiting Expenses             | \$1,500.00          |                     | (\$1,500.00)       |
| Employee Expenses               | \$12,500.00         | \$16,712.74         | \$4,212.74         |
| Fee and Dues                    | \$4,500.00          | \$2,811.14          | (\$1,688.86)       |
| Insurance                       | \$15,000.00         | \$31,750.00         | \$16,750.00        |
| Professional Services           | \$5,000.00          | \$6,174.00          | \$1,174.00         |
| Supervisor Expenses             | \$6,000.00          | \$2,195.05          | (\$3,804.95)       |
| Rent                            | \$900.00            | \$900.00            | \$0.00             |
| <b>Total Operating Expenses</b> | <b>\$126,763.00</b> | <b>\$138,478.89</b> | <b>\$11,715.89</b> |

### Project Expenses

|                               |                    |                     |                    |
|-------------------------------|--------------------|---------------------|--------------------|
| Advertising                   | \$1,000.00         | \$1,741.43          | \$741.43           |
| Education & Promotion         | \$2,500.00         | \$1,954.42          | (\$545.58)         |
| Miscellaneous                 | \$1,250.00         | \$10,153.19         | \$8,903.19         |
| Native Grass                  | \$30,000.00        | \$39,918.33         | \$9,918.33         |
| Shoreland/Lakescaping         | \$10,000.00        | \$54,855.26         | \$44,855.26        |
| Tree Program                  | \$31,200.00        | \$50,907.24         | \$19,707.24        |
| Vehicle & Equipment           | \$14,000.00        | \$15,605.56         | \$1,605.56         |
| Irrigation Scheduler          | \$1,000.00         | \$556.81            | (\$443.19)         |
| <b>Total Project Expenses</b> | <b>\$90,950.00</b> | <b>\$175,692.24</b> | <b>\$84,742.24</b> |

### Building (Building Acct only)

|                   |             |             |        |
|-------------------|-------------|-------------|--------|
| Building Expenses | \$25,000.00 | \$29,494.48 | \$0.00 |
|-------------------|-------------|-------------|--------|

**Total Expenses**                      **\$1,536,441.00**      **\$1,337,140.33**      **(\$203,133.87)**

**Profit/Loss**                                      **(\$42,083.17)**

## East Otter Tail Soil &amp; Water Conservation District

01/12/18

## Profit &amp; Loss YTD Comparison

Accrual Basis

December 2017

|   | Dec 17           | Jan - Dec 17      |
|---|------------------|-------------------|
| <b>Income</b>                                   |                  |                   |
| <b>40000 · Intergovernmental Revenues</b>       |                  |                   |
| <b>40100 · County Revenue</b>                   |                  |                   |
| 40110 · Buffer Initiative                       | 3,000.00         | 36,000.00         |
| 40120 · Ag Inspector                            | 2,000.00         | 24,000.00         |
| 40130 · County Monthly Allocation               | 4,583.33         | 54,999.96         |
| 40140 · Shoreland Specialist                    | 5,000.00         | 61,000.00         |
| <b>Total 40100 · County Revenue</b>             | <b>14,583.33</b> | <b>175,999.96</b> |
| <b>40200 · NRBG</b>                             |                  |                   |
| 40210 · Water Plan                              | 0.00             | 30,229.00         |
| 40220 · WCA                                     | 0.00             | 13,539.61         |
| <b>Total 40200 · NRBG</b>                       | <b>0.00</b>      | <b>43,768.61</b>  |
| <b>40300 · State Revenue</b>                    |                  |                   |
| 40305 · CWF Buffer Initiative (WOT)             | 0.00             | 55,035.40         |
| 40306 · District Capacity Fund                  |                  |                   |
| 306-1 · 2016 DC Funds                           | 0.00             | 26,871.68         |
| 306-2 · 2017 DC Funds (1DC)                     | 4,096.00         | 50,859.17         |
| 306-3 · 2017 DC CS Funds (2DC & 3DC)            | 0.00             | 26,906.74         |
| <b>Total 40306 · District Capacity Fund</b>     | <b>4,096.00</b>  | <b>104,637.59</b> |
| 40307 · MDA                                     |                  |                   |
| 40307-1 · Adaptive Ag                           | 454.10           | 116,174.75        |
| 40307-2 · MAWQCP Contract # 101996              | 0.00             | 110,109.98        |
| <b>Total 40307 · MDA</b>                        | <b>454.10</b>    | <b>226,284.73</b> |
| 40308 · Ob Well Measurements/State              | 0.00             | 3,978.01          |
| 40311 · CWF PTM App                             | 0.00             | 34,419.54         |
| 40312 · CWF Otter Tail Lk Well Sealing          | 0.00             | 16,225.00         |
| 40313 · CWF BMP Barriers                        | 0.00             | 3,060.34          |
| 40315 · Buffer Grant                            | 7,626.80         | 25,644.48         |
| 40320 · Easement Delivery                       | 0.00             | 643.00            |
| 40325 · Conservation Delivery                   | 1,582.13         | 18,986.00         |
| 40335 · Community Partners Grant                |                  |                   |
| 40335-2 · 2013 Comm. Partners Grant             | 0.00             | 10,553.50         |
| 40335-3 · 2014 Comm. Partners Grant             | -771.26          | -771.26           |
| 40335 · Community Partners Grant - Other        | 0.00             | 2,344.75          |
| <b>Total 40335 · Community Partners Grant</b>   | <b>-771.26</b>   | <b>12,126.99</b>  |
| 40345 · Farmbill Assistance Grant               | 0.00             | 35,298.00         |
| 40350 · State Cost Share Income                 | 0.00             | 16,808.43         |
| <b>Total 40300 · State Revenue</b>              | <b>12,987.77</b> | <b>553,147.51</b> |
| <b>40500 · Other Government Income</b>          |                  |                   |
| 40505 · Building Income                         | 4,259.92         | 51,119.04         |
| <b>Total 40500 · Other Government Income</b>    | <b>4,259.92</b>  | <b>51,119.04</b>  |
| <b>Total 40000 · Intergovernmental Revenues</b> | <b>31,831.02</b> | <b>824,035.12</b> |
| <b>45000 · Charges for Services</b>             |                  |                   |
| 45005 · Trees                                   |                  |                   |
| 45001 · Tree Planter                            | 0.00             | 300.00            |
| 45002 · Tree Planting                           | 0.00             | 7,052.00          |
| 45003 · Tree Revenue                            | 0.00             | 61,117.86         |



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**East Otter Tail Soil & Water Conservation District  
Profit & Loss YTD Comparison  
December 2017**

01/12/18

Accrual Basis

|   | Dec 17           | Jan - Dec 17        |
|---|------------------|---------------------|
| <b>45004 · Tree Miscellaneous</b>               |                  |                     |
| 136 · Fertilizer Packets                        | 0.00             | 212.50              |
| 137 · Tree Tubes                                | 0.00             | 10,318.07           |
| 138 · Tree Mats                                 | 0.00             | 145.00              |
| 139 · Tree Stakes                               | 0.00             | 1,582.50            |
| <b>Total 45004 · Tree Miscellaneous</b>         | <b>0.00</b>      | <b>12,258.07</b>    |
| <b>45005 · Trees - Other</b>                    | <b>0.00</b>      | <b>468.41</b>       |
| <b>Total 45005 · Trees</b>                      | <b>0.00</b>      | <b>81,196.34</b>    |
| <b>46020 · Drill Rental</b>                     | <b>150.00</b>    | <b>12,152.29</b>    |
| <b>45030 · Irrigation Scheduler</b>             |                  |                     |
| 1-2017 · 2017 Irrigation Scheduler Seaso        | 0.00             | 15,275.00           |
| <b>Total 45030 · Irrigation Scheduler</b>       | <b>0.00</b>      | <b>15,275.00</b>    |
| <b>45040 · Lakescaping</b>                      | <b>0.00</b>      | <b>62,715.18</b>    |
| <b>45060 · Native Grasses</b>                   | <b>0.00</b>      | <b>49,316.51</b>    |
| <b>45060 · Weed Matting</b>                     | <b>0.00</b>      | <b>11,100.25</b>    |
| <b>45070 · Personnel Services (Wadena)</b>      | <b>19,166.67</b> | <b>230,000.04</b>   |
| <b>Total 45000 · Charges for Services</b>       | <b>19,316.67</b> | <b>461,755.61</b>   |
| <b>46000 · Miscellaneous Income</b>             |                  |                     |
| 46010 · Educational Donations                   | 0.00             | 1,150.00            |
| 46020 · Miscellaneous Income                    | 0.00             | 887.85              |
| 46030 · Lakeshore Seminar 2017 Income           | 0.00             | 120.00              |
| 46035 · Interest                                |                  |                     |
| 40635-2 · Interest Earnings - CD's              | 0.00             | 695.82              |
| 40635-3 · Interest Earnings - Savings           | 14.02            | 170.43              |
| 46035 · Interest - Other                        | 0.00             | 56.99               |
| <b>Total 46035 · Interest</b>                   | <b>14.02</b>     | <b>923.24</b>       |
| 46000 · Miscellaneous Income - Other            | 145.00           | 6,185.34            |
| <b>Total 46000 · Miscellaneous Income</b>       | <b>159.02</b>    | <b>9,266.43</b>     |
| <b>Total Income</b>                             | <b>51,306.71</b> | <b>1,295,057.16</b> |
| <b>Gross Profit</b>                             | <b>51,306.71</b> | <b>1,295,057.16</b> |
| <b>Expense</b>                                  |                  |                     |
| <b>50000 · Intergovernmental Expenses</b>       |                  |                     |
| 50010 · County Expenses                         |                  |                     |
| 50010-1 · Buffer Initiative                     | 0.00             | 338.72              |
| <b>Total 50010 · County Expenses</b>            | <b>0.00</b>      | <b>338.72</b>       |
| <b>Total 50000 · Intergovernmental Expenses</b> | <b>0.00</b>      | <b>338.72</b>       |
| <b>50100 · Project Expenditures (State)</b>     |                  |                     |
| 50101 · Technical/Engineering Services          | 0.00             | 38,090.00           |
| 50102 · District Cap. Cost Share 2DC            | 0.00             | 4,156.74            |
| 50103 · District Cap. Cost Share 3DC            | 0.00             | 22,750.00           |
| 50111 · CWF PTM App                             | 0.00             | 34,419.54           |
| 50112 · CWF Otter Tail Lk Well Sealing          | 0.00             | 15,035.00           |
| 50113 · CWF BMP Barriers                        | 512.93           | 512.93              |
| 50120 · Community Partners Grant                |                  |                     |
| 50100-2 · 2013 CPG                              | 0.00             | 5,474.40            |
| 50100-3 · 2014 CPG                              | 0.00             | 12,381.48           |
| 50120 · Community Partners Grant - Other        | 0.00             | 9,513.75            |
| <b>Total 50120 · Community Partners Grant</b>   | <b>0.00</b>      | <b>27,369.63</b>    |
| 50125 · Cost Share Expense/State                | 0.00             | 13,817.63           |
| 50130 · County Ag Inspector Expense             | 0.00             | 440.00              |

## East Otter Tail Soil &amp; Water Conservation District

01/12/18

## Profit &amp; Loss YTD Comparison

Accrual Basis

December 2017

|   | Dec 17    | Jan - Dec 17 |
|---|-----------|--------------|
| <b>50137 · MDA Grant</b>                          |           |              |
| <b>50137-1 · Adaptive Ag Program</b>              |           |              |
| 02-Irr · Irrigation Clinics                       | 50.00     | 4,372.53     |
| 03-WS · Weather Stations                          | 22.32     | 705.03       |
| 50137-1 · Adaptive Ag Program - Other             | 654.41    | 17,475.88    |
| <b>Total 50137-1 · Adaptive Ag Program</b>        | 726.73    | 22,553.44    |
| <b>50137-2 · Ag Water Quality Certification</b>   | 137.68    | 19,508.94    |
| <b>Total 50137 · MDA Grant</b>                    | 864.41    | 42,062.38    |
| <b>50138 · MFRC Expense</b>                       | 0.00      | 1,063.50     |
| <b>50139 · Water Plan Expense</b>                 | 0.00      | 306.00       |
| <b>50143 · MPCA</b>                               |           |              |
| 50143-1 · MPCA OT River WRAPS                     | 22.30     | 40.27        |
| <b>Total 50143 · MPCA</b>                         | 22.30     | 40.27        |
| <b>Total 50100 · Project Expenditures (State)</b> | 1,399.64  | 199,863.62   |
| <b>50200 · Payroll Expenses</b>                   |           |              |
| <b>50205 · Employee Wages</b>                     | 49,360.35 | 580,851.01   |
| <b>50215 · PERA</b>                               |           |              |
| 50215-2 · PERA Company/Employee                   | 3,742.86  | 44,685.67    |
| 50215-3 · PERA Company/Supervisor                 | 75.00     | 352.50       |
| <b>Total 50215 · PERA</b>                         | 3,817.86  | 45,038.17    |
| <b>50220 · Supervisor's Compensation</b>          | 1,500.00  | 7,050.00     |
| <b>50225 · HSA Company Contributions</b>          | 0.00      | 17,300.00    |
| <b>50226 · HSA Expenses</b>                       | 23.21     | 278.52       |
| <b>50230 · Unemployment</b>                       | 0.00      | 720.70       |
| <b>50235 · Taxable Fringe</b>                     | 0.00      | 2,100.00     |
| <b>50250 · Health Insurance Expenses</b>          | 7,427.00  | 92,291.00    |
| <b>50200 · Payroll Expenses - Other</b>           | 4,269.86  | 47,642.98    |
| <b>Total 50200 · Payroll Expenses</b>             | 66,398.28 | 793,272.38   |
| <b>50300 · District Operations Expense</b>        |           |              |
| <b>50301 · Board Meeting Expense</b>              | 0.00      | 131.72       |
| <b>50302 · Building</b>                           | 0.00      | 283.00       |
| <b>50303 · Capital Outlay</b>                     |           |              |
| 50303-1 · Machinery                               | 0.00      | 1,942.65     |
| 50303-3 · District Vehicles                       | 0.00      | 17,000.00    |
| 50303 · Capital Outlay - Other                    | 0.00      | 43,925.88    |
| <b>Total 50303 · Capital Outlay</b>               | 0.00      | 62,868.53    |
| <b>50306 · Supplies</b>                           |           |              |
| 50306-1 · Field Supplies                          | 421.27    | 790.21       |
| 50306-2 · Internet Service                        | 57.90     | 636.79       |
| 50306-3 · Miscellaneous Supplies                  | 0.00      | 313.78       |
| 50306-5 · Office Equipment Maint. & Rep           | 0.00      | 410.30       |
| 50306-6 · Office Expense & Supplies               | 2,913.04  | 3,703.81     |
| 50306-7 · Office supplies                         | 504.02    | 3,268.96     |
| 50306-8 · Postage Expense                         | 7.20      | 884.74       |
| 50306-9 · Marco                                   | 457.94    | 2,890.53     |
| 5030611 · IT/Software Expense                     | 0.00      | 805.31       |
| 5030612 · Verizon Cellular                        | 70.02     | 948.28       |
| <b>Total 50306 · Supplies</b>                     | 4,431.39  | 14,652.71    |

**East Otter Tail Soil & Water Conservation District  
Profit & Loss YTD Comparison  
December 2017**

|  | Dec 17           | Jan - Dec 17      |
|--|------------------|-------------------|
| <b>50308 · Employee Expense</b>                  |                  |                   |
| 50308-1 · Employee Clothing Allowance            | 0.00             | 936.60            |
| 50308-2 · Lodging, Employees                     | 0.00             | 3,571.37          |
| 50308-3 · Meals/Employee                         | 243.91           | 1,885.30          |
| 50308-4 · Mileage/Employee expense               | 220.43           | 1,979.61          |
| 50308-5 · Registrations/Employee                 | 0.00             | 961.00            |
| 50308-6 · Training, Employee                     | 655.00           | 7,378.86          |
| <b>Total 50308 · Employee Expense</b>            | <b>1,119.34</b>  | <b>16,712.74</b>  |
| <b>50309 · Fees and Dues</b>                     | <b>0.00</b>      | <b>2,811.14</b>   |
| <b>50310 · Insurance</b>                         |                  |                   |
| 50310-1 · MCIT Insurance                         | 0.00             | 13,869.00         |
| 50310 · Insurance - Other                        | 17,881.00        | 17,881.00         |
| <b>Total 50310 · Insurance</b>                   | <b>17,881.00</b> | <b>31,750.00</b>  |
| <b>50311 · Professional Fees</b>                 | <b>2,709.00</b>  | <b>6,174.00</b>   |
| <b>50313 · Supervisor Expense</b>                |                  |                   |
| 50313-1 · Lodging/Supervisor                     | 0.00             | 839.76            |
| 50313-2 · Meals/Supervisor                       | 95.51            | 412.29            |
| 50313-4 · Registration/Supervisors               | 0.00             | 943.00            |
| <b>Total 50313 · Supervisor Expense</b>          | <b>95.51</b>     | <b>2,195.05</b>   |
| <b>50314 · Rent</b>                              |                  |                   |
| 50314-2 · Storage Rent                           | 0.00             | 900.00            |
| <b>Total 50314 · Rent</b>                        | <b>0.00</b>      | <b>900.00</b>     |
| <b>Total 50300 · District Operations Expense</b> | <b>26,236.24</b> | <b>138,478.89</b> |
| <b>50400 · District Project Expenditures</b>     |                  |                   |
| 50401 · Advertising                              | 69.97            | 1,741.43          |
| <b>50402 · Education &amp; Promotion</b>         |                  |                   |
| 50402-1 · Conservation Days                      | 0.00             | 465.50            |
| 50402-2 · Educational Expenses                   | 0.00             | 749.00            |
| 50402-3 · Lakeshore Seminar 2017 Expense         | 0.00             | 339.92            |
| 50402 · Education & Promotion - Other            | 0.00             | 400.00            |
| <b>Total 50402 · Education &amp; Promotion</b>   | <b>0.00</b>      | <b>1,954.42</b>   |
| <b>50403 · Miscellaneous Expense</b>             |                  |                   |
| 50403-1 · Miscellaneous Project Expense          | 0.00             | 7,356.07          |
| 50403-2 · RIM Reimbursable Expense               | 0.00             | 672.00            |
| 50403 · Miscellaneous Expense - Other            | 50.00            | 2,125.12          |
| <b>Total 50403 · Miscellaneous Expense</b>       | <b>50.00</b>     | <b>10,153.19</b>  |
| <b>50404 · Native Grass Expense</b>              | <b>0.00</b>      | <b>39,918.33</b>  |
| <b>50405 · Shoreland/Lakescaping</b>             |                  |                   |
| 50405-1 · Plant Material Purchases               | 0.00             | 43,059.29         |
| 50405-2 · Other Materials                        | -27.33           | 11,795.97         |
| <b>Total 50405 · Shoreland/Lakescaping</b>       | <b>-27.33</b>    | <b>54,855.26</b>  |
| <b>50406 · Tree Program Expense</b>              |                  |                   |
| 50406-1 · Tree Purchases                         | 0.00             | 32,465.99         |
| 50406-2 · Tree Matting/Planting Expenses         | 0.00             | 1,035.85          |
| 50406-3 · Tree Program Misc Exp                  | 372.10           | 17,405.40         |
| <b>Total 50406 · Tree Program Expense</b>        | <b>372.10</b>    | <b>50,907.24</b>  |

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East Otter Tail Soil & Water Conservation District

01/12/18

Profit & Loss YTD Comparison

Accrual Basis

December 2017

|  | Dec 17            | Jan - Dec 17        |
|--|-------------------|---------------------|
| <b>50407 · Vehicle &amp; Equipment</b>               |                   |                     |
| 50407-1 · Equipment Repair                           | 0.00              | 665.20              |
| 50407-2 · Vehicle Maintenance & Repair               | 23.00             | 5,676.40            |
| 50407-3 · Fuel - Road                                | 287.10            | 9,114.03            |
| 50407-4 · Fuel - Off Road                            | 0.00              | 149.93              |
| <b>Total 50407 · Vehicle &amp; Equipment</b>         | <b>290.10</b>     | <b>15,605.56</b>    |
| <b>50408 · Irrigation Scheduler Program</b>          |                   |                     |
| 17-ISP · 2017 Irrigation Scheduler Exp.              | 0.00              | 487.70              |
| 50408 · Irrigation Scheduler Program - Other         | 0.00              | 69.11               |
| <b>Total 50408 · Irrigation Scheduler Program</b>    | <b>0.00</b>       | <b>556.81</b>       |
| <b>Total 50400 · District Project Expenditures</b>   | <b>754.84</b>     | <b>175,692.24</b>   |
| <b>60000 · Building Expense-Bldg Acct Only</b>       |                   |                     |
| 60005 · Cleaning & Maintenance                       | 764.96            | 9,228.51            |
| 60010 · Miscellaneous Building Expense               | 147.82            | 4,591.48            |
| 60015 · Renovations                                  | 0.00              | 8,627.25            |
| 60020 · Utilities                                    | 478.02            | 7,047.24            |
| <b>Total 60000 · Building Expense-Bldg Acct Only</b> | <b>1,390.80</b>   | <b>29,494.48</b>    |
| <b>Total Expense</b>                                 | <b>96,179.80</b>  | <b>1,337,140.33</b> |
| <b>Net Income</b>                                    | <b>-44,873.09</b> | <b>-42,083.17</b>   |

## East Otter Tail Soil &amp; Water Conservation District

01/12/18

## Balance Sheet

Accrual Basis

As of December 31, 2017

|  | Dec 31, 17        |
|--|-------------------|
| <b>ASSETS</b>                                  |                   |
| <b>Current Assets</b>                          |                   |
| <b>Checking/Savings</b>                        |                   |
| 10030 · EOT SWCD - Savings                     | 113,715.18        |
| 10040 · EOT Building- Checking                 | 81,300.60         |
| 10050 · EOT SWCD Checking                      |                   |
| D13 · Deferred Tree Revenue                    | -53.44            |
| 10050 · EOT SWCD Checking - Other              | 551,115.16        |
| <b>Total 10050 · EOT SWCD Checking</b>         | <b>551,061.72</b> |
| 10060 · Petty Cash                             | 23.82             |
| 10100 · EOT SWCD Investments/cd's              |                   |
| 10110 · 56108 CD (5/28/2018)                   | 32,633.41         |
| 10120 · 56220 CD (3/11/2017)                   | 49,731.37         |
| 10130 · 56425 CD (3/16/2018)                   | 36,880.68         |
| 10150 · 800091 CD (10/27/2017)                 | 28,474.36         |
| <b>Total 10100 · EOT SWCD Investments/cd's</b> | <b>147,719.82</b> |
| <b>Total Checking/Savings</b>                  | <b>893,821.14</b> |
| <b>Accounts Receivable</b>                     |                   |
| 10200 · Accounts Receivable                    | 4,051.27          |
| <b>Total Accounts Receivable</b>               | <b>4,051.27</b>   |
| <b>Other Current Assets</b>                    |                   |
| 11200 · Inventory Asset                        |                   |
| 11201 · Year End Inventory Adjustment          | -1,074.95         |
| 11200 · Inventory Asset - Other                | 6,793.45          |
| <b>Total 11200 · Inventory Asset</b>           | <b>5,718.50</b>   |
| 14990 · Undeposited Funds                      | 295.28            |
| <b>Total Other Current Assets</b>              | <b>6,013.78</b>   |
| <b>Total Current Assets</b>                    | <b>903,886.19</b> |
| <b>TOTAL ASSETS</b>                            | <b>903,886.19</b> |
| <b>LIABILITIES &amp; EQUITY</b>                |                   |
| <b>Liabilities</b>                             |                   |
| <b>Current Liabilities</b>                     |                   |
| <b>Accounts Payable</b>                        |                   |
| 20000 · Accounts Payable                       | 21,655.31         |
| <b>Total Accounts Payable</b>                  | <b>21,655.31</b>  |
| <b>Other Current Liabilities</b>               |                   |
| 21000 · Payroll Liabilities                    | 3,143.75          |
| 21100 · Direct Deposit Liabilities             | 156.01            |
| 22000 · Sales Tax Payable                      | 95.10             |
| 25000 · Unearned Revenue                       |                   |
| 25001 · 2016 Grant Funds                       |                   |
| 25001-6 · State Cost Share                     | 1,146.67          |
| <b>Total 25001 · 2016 Grant Funds</b>          | <b>1,146.67</b>   |
| 25002 · 2017 Grant Funds                       |                   |
| 10-17 · 2017 Buffer Law Grant                  | 14,355.52         |
| 11-17 · CWF PTM App                            | 201,080.46        |
| 13-17 · CWF BMP Barriers                       | 23,618.13         |
| 14-17 · Buffer State CS Exp 3/1/2018           | 40,000.00         |
| 15-17 · Native Buffer Grant (OT)               | 1,594.13          |
| 2-17 · State Cost Share                        | 2,160.57          |
| 8-17 · WCA Funds                               | 2,065.39          |

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01/12/18

Accrual Basis

**East Otter Tail Soil & Water Conservation District**

**Balance Sheet**

As of December 31, 2017

|   | <u>Dec 31, 17</u> |
|---|-------------------|
| <b>9-17 · 2017 District Capacity Fund</b>       |                   |
| 1DC · 2017 District Capacity                    | 49,140.83         |
| 2DC · 2017 DC CS County Match                   | 16,697.50         |
|   | <hr/>             |
| <b>Total 9-17 · 2017 District Capacity Fund</b> | <b>65,838.33</b>  |
|   | <hr/>             |
| <b>Total 25002 · 2017 Grant Funds</b>           | <b>350,712.53</b> |
|   | <hr/>             |
| <b>25003 · 2018 Grant Funds</b>                 |                   |
| 1-18 · Easement Delivery                        | 700.00            |
| 2-18 · State Cost Share                         | 15,954.00         |
| 3-18 · Conservation Delivery                    | 18,986.00         |
| 4-18 · Buffer Grant                             | 25,000.00         |
| 5-18 · 2018 District Capacity                   |                   |
| 18DC-1 · 2018 District Capacity Funds           | 100,000.00        |
|   | <hr/>             |
| <b>Total 5-18 · 2018 District Capacity</b>      | <b>100,000.00</b> |
|   | <hr/>             |
| <b>Total 25003 · 2018 Grant Funds</b>           | <b>160,640.00</b> |
|   | <hr/>             |
| <b>Total 25000 · Unearned Revenue</b>           | <b>512,499.20</b> |
|   | <hr/>             |
| <b>Total Other Current Liabilities</b>          | <b>515,894.06</b> |
|   | <hr/>             |
| <b>Total Current Liabilities</b>                | <b>537,549.37</b> |
|   | <hr/>             |
| <b>Long Term Liabilities</b>                    |                   |
| 26000 · Escrow Accounts                         |                   |
| 26007 · 2014 Dead Lake                          | 649.19            |
|   | <hr/>             |
| <b>Total 26000 · Escrow Accounts</b>            | <b>649.19</b>     |
|   | <hr/>             |
| <b>Total Long Term Liabilities</b>              | <b>649.19</b>     |
|   | <hr/>             |
| <b>Total Liabilities</b>                        | <b>538,198.56</b> |
|   | <hr/>             |
| <b>Equity</b>                                   |                   |
| 30000 · Opening Bal Equity                      | 30,376.69         |
| 39000 · Retained Earnings                       | 377,394.11        |
| Net Income                                      | -42,083.17        |
|   | <hr/>             |
| <b>Total Equity</b>                             | <b>365,687.63</b> |
|   | <hr/>             |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>           | <b>903,886.19</b> |
|   | <hr/> <hr/>       |



**East Otter Tail**  
Soil & Water Conservation District

**Cost Share**  
**January 17, 2018 Board Meeting**

STATE COST SHARE

**14-CSW-2015;** Terry & Don Janes, Dead Lake Township, Section 8, are requesting final payment for their Native Buffer Installation. The total cost of the project was \$ 2,785.44, with the cost share amount of \$ 571.39, the remaining funds came from the 2014 Dead Lake Community Partners Grant.

**District Managers Report  
January 2018  
Submitted by Darren Newville**

- 1. Tree Program** – As of the time I wrote this report we had over 20,000 trees sold. Orders continue to come in on a daily basis. Mitch already has 5 sites lined up for custom planting.
- 2. Forest Stewardship** – Anne has a list of several landowners that she is working with to set up site visits.
- 3. Minnesota Forest Resource Council Project:** Staff met on Dec. 28 to focus on creating an informational packet when we visit landowners for buckthorn site visits. They are planning a landowner workshop for Saturday, May 5 in the Menahga area with the main topic being practices that landowners can do to create habitat for forest-dependent wildlife, cost share programs available, and educational opportunities that landowners should know about. We have Jodie Provost from DNR lined up to speak and are looking to DNR and NRCS for the cost share program info.
- 4. Irrigation Scheduler Program** – Staff continue to work on planning for the winter meeting, advertising and promotion, and contacting possible vendors. The Annual Irrigation clinic will be held on Thursday, February 8th at Thumper Pond in Ottertail. Registration is open. We are also planning on having a presence at the CMIC and IAM annual meetings.
- 5. Adaptive Ag Program** – Winter producer meetings were held on January 9<sup>th</sup> in Perham and January 10<sup>th</sup> in Parkers Prairie. They had a great turnout at the meetings. They have one more scheduled for the 19<sup>th</sup> in Park Rapids. Nathan is in the process of putting together the quarterly report and invoice.
- 6. MAWQCP** – Jim and Jessica continue work through the certification process for those they have applications with. They have completed the certifications on 9 farms since Late August and have 4 more nearing the completion of the process. Jim will also be attending several upcoming producers' meetings to help promote the program.



- 7. Shoreland Program** – Aimee and Liz continue to work on plans for next year. They are already working with the nursery to get our plant orders in for 2018. They are also working on the design for the advertising on the new trailer.
- 8. Farm Bill Assistance** – Mitch has sent out 45 CREP proposals to landowners in the wellhead protection areas in Otter Tail County.
- 9. County Ag Inspector:** Annual weed report forms from townships and cities continue to come in. The EOT CWMA grant application was approved for \$20,000 and Aimee submitted a grant application for the MDA's weed grant for \$30,000 asking for support with surveying and education & outreach. We will find out the results of the MDA grant in March.
- 10. BMP adoption and Barriers CWF AIG Project** – Our final input meeting will be January 25<sup>th</sup> in Osage. We are considering having the Freshwater Society do a few one on one interviews to get some more information. We will be hosting our 4<sup>th</sup> meeting from 1-3 p.m. on March 8, at the New York Mills City Hall Ballroom to share what we found at the meetings.
- 11. Water Planning** – Ben planned and held Water Plan Committee meetings for both counties last week. We had good turnouts at both meetings. The meetings were designed to just give the committees an update on all of the various projects we are working on that are related to the water plan. We also discussed the One Watershed One Plan process and the other waters addendum for the buffer program.
- 12. Wadena Co. Hwy. Dept. drainage position:** Anne and I met with the highway department on Jan. 11 to talk about the lack of qualified applicants this round and what we can do to use the funds. There is potential to have Houston Engineering do the work instead. Ryan Odden is working with staff from Houston Engineering to finalize the proposal and scope of work that will be presented to the County Board.
- 13. Reporting** – eLINK reporting is going very well in both Districts'. Our plan is to have it mostly completed by mid-week next week. This is a multi-staff effort as and they staff are working well together to get the reporting accomplished.