



# Financial Report

SWCD Local Capacity Services 2018

Grant Title: 2018 - SWCD Local Capacity Services (Waseca SWCD)

Grant ID: P18-0375

Organization: Waseca SWCD

Grant Revenue	Amount
Total Awarded	\$100,000.00

## Grant Expenditures

Grant Activity Category	Amount
Technical/Engineering Assistance	\$83,740.80
Administration/Coordination	\$16,259.20
Total Spent	\$100,000.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2018 - SWCD Local Capacity Services (Waseca SWCD)- Waseca SWCD. We believe our records are complete and subject to an audit.*

  
\_\_\_\_\_  
OFFICIAL SIGNATURE

11/14/19  
\_\_\_\_\_  
DATE

***Please sign, scan, and upload this form to the attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
*Board of Water and Soil Resources*  
*520 Lafayette Road N.*  
*St. Paul, MN 55155*





## Grant All-Detail Report SWCD Local Capacity Services 2018

Grant Title - 2018 - SWCD Local Capacity Services (Waseca SWCD)  
 Grant ID - P18-0375  
 Organization - Waseca SWCD

Original Awarded Amount	<b>\$100,000.00</b>	Grant Execution Date	<b>10/18/2017</b>
Required Match Amount	\$0.00	Original Grant End Date	12/31/2020
Required Match %	0%	Grant Day To Day Contact	Mark Schaeetzke
Current Awarded Amount	\$100,000.00	Current End Date	12/31/2020

### Budget Summary

	Budgeted	Spent	Balance Remaining*
Total Grant Amount	\$100,000.00	\$100,000.00	\$0.00
Total Match Amount	\$0.00	\$0.00	\$0.00
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

\*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.

### Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Soil Erosion -2018 Manager Position	Technical/Engineering Assistance	Current State Grant	2018 - SWCD Local Capacity Services (Waseca SWCD)	\$83,740.80	\$83,740.80	11/14/2019	N
Soil Erosion-2018 Administrative Assistant-PT Position	Administration/Coordination	Current State Grant	2018 - SWCD Local Capacity Services (Waseca SWCD)	\$16,259.20	\$16,259.20	7/8/2019	N

### Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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### Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
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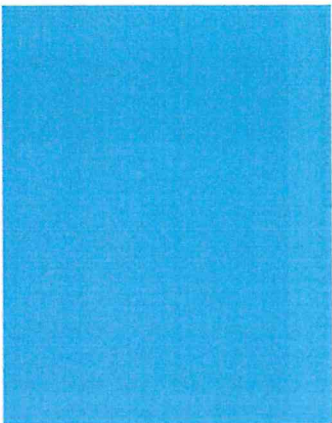
### Final Indicators Summary

Indicator Name	Total Value	Unit
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## Grant Activity

### Grant Activity - Soil Erosion -2018 Manager Position

Description	<p>Manager Position-New Position. Previously co- managed with Steele County SWCD. The manager responsibilities may include supervising employees, overseeing and initiate practices with landowners, Surveys, designs and do construction checks of conservation practices, administer existing and new District Programs, represents the District Board to other employees and general public. Manager will also assist the District Board in developing and preparing reports and budgets. Oversees and aides in writing of grants and practices of conservation methods and programs. 2080 hours @\$40.26/hour</p> <p>Waseca County Local Water Management Plan 2015-2018 Page 57 Item 53</p> <p>53. Provide educational, technical, and financial assistance, as available, to landowners for the implementation of water quality-related BMPs, such as stormwater retention practices, lakescaping, and vegetative buffer strips. Hold 3 public meetings to ensure public understanding and compliance with the newly passed buffer law, MN Statute 103E.</p>
Category	TECHNICAL/ENGINEERING ASSISTANCE
Start Date	20-Oct-17
End Date	14-Nov-19
Has Rates and Hours?	Yes
Actual Results	<p>2019 rate changes due to using option 2 billing rate and raises and quarterly reporting. Rate changes due to COL raise beginning of 2nd qtr and step raise beginning 3rd qtr. These hours have be used to do the duties of District Manager.</p> <p>4th qtr Mark 2.7618 hrs @ \$55.40/hr=\$153.00            3rd qtr Mark 236 hrs @ \$55.40/hr = \$13074.40            2nd qtr Mark 324 hrs @ \$53.57/hr=\$17356.68            1st qtr Mark 391.50 hrs @ \$52.97/hr = \$20737.76</p> <p>2018 Rate changes due to quarterly reporting and leave hours taken.</p> <p>4th qtr Mark 266 hrs @ \$51.04/hr=\$13576.64            3rd qtr Mark 93.46 hrs @ \$48.97/hr = \$4576.74            2nd qtr Mark 294.5 hrs @ \$48.44/hr = \$14265.58</p> <p>This Grant allowed for the hiring of a full time manager position at Waseca SWCD. The position had been vacant for several years with the basic duties covered through a contract with Steele SWCD for the last three years.</p>



Supervise two employees, administer district programs, communicate with partners, prioritize workload, manage grants, and provide conservation service to landowners. Keeps board of supervisors informed of issues that affect the district and implements the decisions of the board. General day to day operations of the district.

Prepare for and attend meetings including 1W1P, GBERBA, County, area SWCD and others to represent the district and bring information back to the district. Helped prepare budget, 2019 plan of work, county CWF AIG, and Compeer Grant.

2017 No activity this period

Grant Activity - Soil Erosion-2018 Administrative Assistant-PT Position

Description	Administrative Assistant-adding 10 hours per week to current 20 hour a week staffing. Working with land owners and doing paperwork to accompany practices. Answering phones and connecting with correct personnel for landowners to get correct answers to their questions. 520.3 hours @ \$31.25/hour  Waseca County Local Water Management Plan 2015-2018 Page 57 Item 53 53. Provide educational, technical, and financial assistance, as available, to landowners for the implementation of water quality-related BMPs, such as stormwater retention practices, lakescaping, and vegetative buffer strips. Hold 3 public meetings to ensure public understanding and compliance with the newly passed buffer law, MN Statute 103E. ADMINISTRATION/COORDINATION		
Category	ADMINISTRATION/COORDINATION		
Start Date	20-Oct-17	End Date	08-Jul-19
Has Rates and Hours?	Yes		
Actual Results	<p>2019 changes in hourly rates due to raises during the year, also using Option 2 Billing Rate.</p> <p>2nd qtr 2019 315.76 hrs @ \$30.92/hr = \$9763.30 for Cheri Brummund. Working on daily paperwork, reorganizing filing system in office. Answering phones and directing landowners to correct personnel. Setting up meeting agendas and minutes for meetings. Organizing and setting up displays for area events.</p> <p>1st qtr 2019 (January 6, 2019 to April 13, 2019) 213.19 hours for Cheri Brummund @\$30.47/hr=\$6495.90</p> <p>2018 No activity this period</p> <p>2017 No activity this period</p>		

Grant Attachments

Document Name	Document Type	Description
2018/2019 Programs and Operations Grants	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Waseca SWCD
2018/2019 Programs and Operations Grants executed	Grant Agreement	2018/2019 SWCD Programs and Operations Grants - Waseca SWCD

Document Name	Document Type	Description
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 02/11/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/09/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/12/2018
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 04/30/2019
All Details Report	Workflow Generated	Workflow Generated - All Details Report - 01/11/2018
P18-0375 2018 Local Capacity Financial Report	Grant	2018 - SWCD Local Capacity Services (Waseca SWCD)
P18-0375 Reconciliation B Checklist	Journal	Journal Dated - 08/13/2019
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 10/16/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 10/16/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 08/31/2017
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 11/14/2017