



Yellow Medicine River Watershed District

122 N Jefferson St | P.O. Box 267 | Minneota MN 56264-0267
admin@ymrwd.org | (507) 872-6720 | www.ymrwd.org



Regular Meeting Minutes February 13, 2017

Call to Order

The meeting was called to order by President Tim Buysse at 9:00 a.m. at the Yellow Medicine River Watershed District (YMRWD) Office at 122 North Jefferson Street in Minneota, MN.

- Managers present: President Tim Buysse
Vice President James Kraus
Treasurer Tim Dritz
- Managers absent: Secretary John Boulton (excused for attendance at a drainage conference)
- Others present: Emily Javens, YMRWD Administrator
Gary Crowley, Lyon County Commissioner
Allen Deutz, Lyon Soil and Water Conservation District (SWCD) Supervisor
Jason Beckler, MN Board of Water and Soil Resources Board Conservationist

Approval of the Agenda

Kraus moved to approve the agenda with no changes. Dritz seconded. Motion passed 3-0.

Approval of Past Meeting Minutes

The Board reviewed the draft minutes from the previous regular meeting held on January 9, 2017. The board requested changes to the information recorded regarding the after-the-fact permit in Wergeland 5. The board requested the word “fine” be replaced with “fee” and they also requested to have documentation added to note that direction was given to staff to work with Yellow Medicine County and the DNR to resolve the issue of drainage crossing watershed boundaries.

Dritz moved to approve the previous meeting minutes as amended. Kraus seconded. Motion passed 3-0.

Treasurer’s Report

Javens presented the following reports:

- | | |
|--|---|
| • Balance Sheet (February 13, 2017) | Total liabilities and equity = \$236,440.99 |
| • Profit and Loss Report | Net Income = -32,859.89 |
| • Warrants to be Paid | Total warrants = \$26,002.11 |
| • Ditch Balance Report (February 13, 2017) | Total net income = \$21,359.19 |

Outstanding warrants to be paid include:

- | | |
|-----------------------|--|
| • Bankcard Center | Credit Card = \$57.09 |
| • Bolton & Menk, Inc. | Ditch 38 and 39 Engineering = \$6,010.00 |
| • Gruenes Law Office | Ditch 38 Legal Services = \$287.50 |
| • Jim Wambeke | Rent = \$500.00 |



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- Kory Boulton
 - Lyon County GIS
 - Michael Thooft Construction, Inc.
 - MN Association of Watershed Districts
 - MN Viewers Association
 - Rinke Noonan
 - Rite Way Drainage
- Beaver Bounty = 120.00
 - Interactive Mapping Website Hosting
 - Ditch 38 Ditch Viewing = \$1,196.52
 - Annual Dues = \$4,000.00
 - Annual Dues = \$150.00
 - Legal Services for Ditch 38 an 39 = \$3,243.00
 - Ditch 38 Construction = \$10,078.00

Dritz moved to pay the warrants and file the treasurer’s report. Kraus seconded. Motion passed 3-0.

Old Business – Administrator Performance Review

The Board continued the discussion of the administrator’s performance that began in December 2016. The District’s Personnel Handbook states that performance reviews should be completed by the end of each calendar year, but the contract used when the administrator was hired states the review should take place at the end of the first year of service. All parties agreed in December to table the discussion until February. There was no change in the assessment that previously found performance to be satisfactory. The board also discussed the value brought to the District from Javens being a licensed professional engineer. Engineering services performed in the past 12 months included the following:

- Watershed Ditches 4 and 5 - completed plans, specifications, and contract documents for the replacement of the system outlets and issued necessary change orders during construction
- Lyon County Ditch 69 Outlet at Cottonwood Lake – designed a streambank stabilization project
- Watershed Ditch 8 – completed a hydraulic analysis of culverts in the system to determine whether they had adequate capacity for several proposed pattern tile drainage projects that exceeded the original design parameters of the ditch system
- Review of Capital Improvement Project Permits – reviewed engineering plans and specifications for several large projects and worked with design engineers to fix concerns discovered during the review process
- City of Minneota Streambank Stabilization – provided onsite engineering assistance for field placement of riprap along the North Branch of the Yellow Medicine River

The board found the work met the criteria described in the hiring contract for a bonus to be paid. The Board felt that the value of having an engineer on staff has been established and would continue. They discussed the pros and cons of keeping the bonus structure in place versus paying one salary that combined the two.

Dritz moved to release Javens from new-hire probationary status. Kraus seconded. Motion passed 3-0.

Dritz moved to approve bonus pay as defined in Javens’ contract in the amount of \$20,000 for engineering services rendered to the District over the past year that were performed in addition to the required administrative duties. Kraus seconded. Motion passed 3-0.

Kraus moved to combine the engineering bonus pay for Javens with the regular administrator salary and increasing the salary by +0.3% as a cost of living adjustment effective March 1, 2017. There will be no compensation for health insurance. Dritz seconded. Motion passed 3-0.



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New Business – Election of Enforcement Jurisdiction of the Ditch Buffers

The Board discussed whether or not to accept enforcement jurisdiction of the Watershed District's public ditch system buffers under MN Statute 103F.48.

Dritz moved to elect enforcement jurisdiction of the District's ditch buffers under MN Statute 103F. Kraus seconded. Motion passed 3-0.

New Business – Request to Remove Downed Tree in River: Normania 32

The Board reviewed a request to remove a downed tree on the Yellow Medicine River. Javens secured a quote of \$2,495. The Board directed staff to obtain two more quotes and hire the lowest bidder.

Kraus moved to fund the removal of a downed tree on the Yellow Medicine River in Normania Township Section 32 in an amount not to exceed \$2,495. Dritz seconded. Motion passed 3-0.

New Business – Other Requests for Cost Share Funding

Javens gave the Board an update on requests from landowners inquiring whether or not the District would provide cost-share assistance on conservation practices such as cover crops, alternative tile intakes, or water and sediment control basins. The general consensus was that District funds should not go to field scale practices when other cost share programs were available to help pay for the projects. They directed staff to put together a summary of the availability of cost share assistance throughout the watershed and bring the information back to them at a future meeting.

New Business – Request for Special MAWD Meeting

Javens received a request from the Board of the MN Association of Watershed Districts (MAWD) to see if there was interest in calling a special meeting this summer to discuss some changes to the by-laws. Specific changes include the ability for the organization to hire staff, a change in dues structure, and the change in the fiscal year.

Dritz moved to send a request to the MAWD Board requesting a special meeting for the purpose of considering changes to the by-laws. Kraus seconded. Motion carried 3-0.

New Business – MAWD Legislative Days at the Capitol

Javens reported that MAWD would be having their annual legislative Days at the Capitol on March 29-30 and requested to know who would be attending this year.

Dritz moved to approve attendance by Boulton and Dritz (if they remain available to attend) at the MAWD Legislative Days. Kraus seconded. Motion carried 3-0.

New Business – Ditch Inspector's Spring Meeting / Change of Regular Meeting Date

Javens reported the spring meeting of the MN Association of Ditch Inspectors will be held on March 13, 2017 in Willmar. This event is often attended by board managers, but the meeting conflicts the District's regular monthly meeting.



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Kraus moved to approve attendance of Boulton, Buysse, and Dritz at the MN Association of Ditch Inspectors meeting in Willmar on March 13, 2017. Dritz seconded. Motion passed 3-0.

Kraus moved to change the date of the March regular meeting from Monday, March 13, 2017 to Wednesday, March 15, 2017. Dritz seconded. Motion passed 3-0.

New Business – Request of Manager Appointment to Lyon SWCD

Lyon County Soil and Water Conservation District (SWCD) recently appointed Allen Deutz as a delegate and Gary Laleman as an alternate to the Yellow Medicine River Watershed District. They requested we appoint someone to their board as well.

Dritz moved to appoint Tim Buysse as delegate to Lyon SWCD. Kraus seconded. Motion carried 3-0.

New Business – Shared Services Contract

Javens reported that Lincoln SWCD would be conducting interviews for a clerk later in the week and they were agreeable to sharing that staff person one day per week to help our office with financial and other clerical services. The Board directed Javens to assemble a contract for shared services.

New Business – Website Update

Javens reported there were some issues on the website due to the age of the site and the lack of updates that have occurred over the years. She had secured a quote from the current web designer to fix the issues and launch a new website.

Dritz moved to approve website updates to be performed by VK Services in an amount not to exceed \$500. Kraus seconded. Motion carried 3-0.

Public Comment, Reports, and Adjournment

No one was present to submit public comment. Javens provided a written and verbal report of the last month’s activities. There were no reports from the managers.

With no further business, the meeting was adjourned at 11:25 a.m.

Respectfully Submitted,

John Boulton

3/15/17

Secretary John Boulton

Date

Minutes prepared by Javens

The next regularly scheduled meeting of the Yellow Medicine River Watershed District will be held at 9:00 a.m. on March 15, 2017 at the District Office. Note: this is a change in date from the regular meeting schedule.