



# Yellow Medicine River Watershed District

122 North Jefferson Street, P.O. Box 267, Minneota MN 56264

Phone 507-872-6720, Fax 507-872-6958

## Regular Meeting Minutes

### February 15, 2016

#### CALL TO ORDER

The regular meeting of the Yellow Medicine River Watershed District Board of Managers was called to order at 10:00 a.m. by Board President Tim Buysse. The regular meeting scheduled for February 8, 2016 was postponed due to severe winter weather. Other managers present for the duration of the meeting were Tim Dritz, John Boulton, and James Kraus. Manager Jeff Hoffman was absent from the meeting. Others in attendance were Interim Administrator Emily Javens, Don Regnier, Corey Hoffman, Brian Hoffman, Attorney John Engels and RESPEC consultant Julie Blackburn.

#### STANDING ITEMS

##### Approval of Agenda

Motion by Kraus, second by Boulton, to approve the agenda as amended. Motion carried 4-0.

##### Approval of Previous Minutes

Motion by Dritz, second by Boulton, to approve the January 2016 regular meeting minutes. Motion carried 4-0.

##### Approval of Treasurer's Report and Submitted Warrants

Treasurer Dritz presented the January 31, 2016 balance sheet, profit and loss report, warrants to be paid, and the ditch balance report. Motion by Boulton, second by Kraus, to approve the Treasurer's report and pay the following warrants. Motion carried 4-0.

Bolton & Menk, Inc.	Ditch engineering services	\$1560.00
CenturyTel	Phone / internet / fax	\$117.94
Jim Wambeke	Office rent	\$500.00
Netpoint	Website hosting ree	\$8.95
RESPEC Consulting	Interim administration – December/January	\$11,574.76
Rinke Noonan Law Offices	Legal counsel for ditch petitions	\$3,162.00
VK Services	Website labor	\$38.80
Aracely Leos	Office cleaning – February 2016	\$30.00



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## OLD BUSINESS

### Administrator Contract

Motion by Dritz, second by Boulton to approve the contract for the full time Administrator position, as prepared by Attorney John Engels, to Emily Javens. Motion carried 4-0.

### Ditch 39 – Appoint Viewers

Motion by Dritz, second by Boulton, to appoint James Wiedemann, Duane Bendixen, and Steve Johnson as viewers for the Redetermination of Benefits on County Ditch 39. Motion carried 4-0.

### Drainage Permit Applications

Motion by Boulton, second by Kraus, to approve the following previously submitted permit applications that are now deemed to be complete. Motion carried 4-0.

Year-Month-#	Applicant	County	Township	Section	¼	Description
2016-02-01	MN Department of Transportation (MnDOT)	Yellow Medicine	Wood Lake Minnesota Falls Sandnes	6 31 34	NW SW, NE SE, NE	Add TH23 passing lanes and replace culverts near Hanley Falls (State Project #8701-38)
2016-02-02	Yellow Medicine County	Yellow Medicine	Swede Prairie	11	NW	Clean 300' of waterway that serves as the outlet for CD21

## NEW BUSINESS

### Permit Applications

There were no new permit applications submitted.

### Pay Equity Report

Javens presented a mandatory Pay Equity Report that found that women were not compensated less than men in the organization. Motion by Dritz, second by Boulton, to approve and submit the report. Motion carried 4-0.

### Liability Insurance Renewal

Motion by Dritz, second by Boulton, to renew insurance with the Minnesota Cities Insurance Trust and to not waive the monetary limits on municipal tort liability as established by Minnesota Statutes, Section 466.04. Motion carried 4-0.



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## **Audit**

Motion by Dritz, second by Boulton, to enter into a contract with Meulebroeck, Taubert & Co, PLLP for the 2015 financial audit. Motion carried 4-0.

## **Recurring Warrants**

Motion by Dritz, second by Boulton, to set up automatic electronic payments for recurring monthly bills, such as the telephone bill. Motion carried 4-0.

## **Credit Card Policy**

Motion by Dritz, second by Boulton, to set up a credit card account in the name of the Administrator through Bank of the West. As standard policy, the Board Treasurer will review all credit card statements each month. Motion carried 4-0.

## **Bank of the West Signature Card**

Motion by Dritz, second by Boulton, to add Administrator Emily Javens and new Board Member James Kraus and remove former Board Member Corey Hoffman on the Bank of the West Signature Cards. Motion carried 4-0.

## **Canoe Registration**

Renewal of the canoe registration arrived in the mail. John Boulton will check with Troy Thompson to see if we still have the canoe and if so, we will renew the license.

## **PUBLIC COMMENT AND REPORTS**

### **Public Comment – Regnier, C. Hoffman, and B. Hoffman**

The gentlemen listed above requested to be added to the agenda to speak to the Board in regards to permits issued in the past.

### **Manager Reports**

Dritz and Boulton reported on the wetland and drainage conference they attended on February 11 in St. Cloud.

### **Administrator's Report**

Javens reported on the upcoming legislative event sponsored by the Minnesota Association of Watershed Districts on March 30-31 in St. Paul.



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## **ORGANIZATION DEVELOPMENT WORK SESSION**

Blackburn engaged the Administrator and Board in a conversation regarding their vision for the watershed district. She requested that all board members and the Administrator fill out and mail back a survey she handed out.

## **ADJOURNMENT**

At the conclusion of all business, the meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

***John Boulton***

***3/14/16***

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Secretary of the Yellow Medicine River Watershed District

*Minutes prepared by Javens*

**The next regular meeting of the Watershed District Board of Managers is scheduled for March 14, 2016 at 9:00 a.m. at the office of the Yellow Medicine River Watershed District.**