



Yellow Medicine River Watershed District

122 North Jefferson Street, P.O. Box 267, Minneota MN 56264-0267
Phone: 507-872-6720 www.ymrwd.org ymrw@centurytel.net



Regular Meeting Minutes June 13, 2016

Call to Order

The meeting was called to order by President Tim Buysse at 9:04 a.m. on June 13, 2016 at the Yellow Medicine River Watershed District (YMRWD) office.

Managers present: President Tim Buysse
Secretary John Boulton (left at 10:45 a.m.)
Treasurer Tim Dritz
Public Relations and Information Officer James Kraus (arrived at 9:45 a.m.)

Managers absent: Vice President Jeff Hoffman (excused medical leave)

Others present: YMRWD Administrator Emily Javens
Lyon County Commissioner Rodney Stensrud
Auditor Amanda K. Baarson Sandy
Fran Fier

Approval of the Agenda and Past Meeting Minutes

M/S/P to approve the agenda:

Motion by: John Boulton
Second by: Tim Dritz
Passed: 3-0

M/S/P to approve the April 2016 regular meeting minutes:

Motion by: Tim Dritz
Second by: John Boulton
Passed: 3-0

M/S/P to approve the May 2016 regular meeting minutes:

Motion by: Tim Dritz
Second by: John Boulton
Passed: 3-0

M/S/P to approve the minutes of the May 9, 2016 preliminary hearing for the Improvement of Lincoln County Ditch 39:

Motion by: John Boulton
Second by: Tim Dritz
Passed: 3-0

Treasurer's Report

Javens presented the following reports on behalf of the treasurer:

- May 31, 2016 Balance Sheet Total Liabilities and Equity = \$140,388.34



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- Expenses by Vendor Summary for June 1-13
 - May 10 – June 13, 2016 Profit & Loss Report
 - June 13, 2016 Ditch Balance Report
- Total Warrants = \$7,372.55
Net Income = -\$15,644.35
Balance = \$6,493.34

M/S/P to approve the treasurer’s report and pay the warrants:

Motion by: Tim Dritz
Second by: John Boulton
Passed: 3-0

Warrants to be paid:	Aracely Leos	June Office Cleaning	\$30.00
	CenturyTel	Phone/Internet	\$140.60
	Ivanhoe Times	VOID duplicate check (July 2015)	-\$60.00
	Jim Wambeke	Office Rent	\$500.00
	Michael Fonteyn	Beaver Bounty	\$900.00
	Netpoint	Website	\$8.95
	Rinke Noonan	Attorney Fees (Lincoln CD 38-39)	\$5853.00
		TOTAL =	\$7,372.55

2015 Audit Presentation

Certified Public Accountant Amanda K. Baarson Sandy of Meulebroeck, Taubert & Co, PLLP presented the Independent Auditor’s Report for the Year Ended December 31, 2015. As noted in a letter dated April 27, 2016 that accompanied the report, there were “no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.” The letter also stated the “financial statements are neutral, consistent, and clear.”

Public Relations and Information Officer James Kraus arrived at 9:45 a.m.

There were two findings and recommendations presented in the report for consideration. The first concern was a lack of segregation of duties and the second was the lack of experienced personnel to prepare financial statements. The response to both concerns was that neither of these concerns is unusual for an organization of its size. It was noted the District has studied the situation and determined it is not economically feasible to employ or train staff with the needed expertise to remedy the situation. To minimize the risk associated with these concerns, the District monitors personnel duties and established an internal control policy.

The auditor also recommended making some year-end adjustments in a letter dated April 27, 2016, in order for the district’s accounting system to be in agreement with the year-end audit.

M/S/P to approve the Independent Auditor’s Report for the Year Ended December 31, 2015, and make the journal entry adjustments.

Motion by: John Boulton
Second by: Tim Dritz
Passed: 4-0



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Request to Install a Dock at Porter Reservoir (Dillon-Syltie-Boulton Dam)

Guest Fran Fier arrived at 10:00 a.m. and wished to speak to the Board in regards to adding a dock to the public access at the Porter Reservoir. She would like to donate the dock for use by all who visit there and will ask the Southwest Sportsman's Club to help her maintain it. The Board directed the Administrator to look into insurance liability and any permissions needed to facilitate the request.

M/S/P to allow installation of a dock at the Porter Reservoir, pending no increase in liability and all other permissions are granted.

Motion by: Tim Dritz

Second by: John Boulton

Passed: 4-0

2016 Dam Inspections

Javens presented the findings from the 2016 annual inspections for the Fales-VanHyfte, Porter (Dillon-Syltie-Boulton), Sonstegaard-Telste, and Hauschild-Thange dams. All structures were generally in good condition and needed only minor and routine maintenance such as removing debris from the intakes and spraying volunteer trees. The last 3 feet of the outlet pipe on the Hauschild-Thange dam showed some deterioration that will require further analysis. Area II River Basin Projects, Inc. will lead those efforts and report back to us on repair options.

M/S/P to authorize the release of the inspection reports to the Department of Natural Resources Dam Safety Unit and order routine maintenance (debris removal/spraying).

Motion by: John Boulton

Second by: James Kraus

Passed: 4-0

Yellow Medicine Watershed Requests for Public Comment

Javens updated the board in regards to three reports on the Yellow Medicine River Watershed that are out for public comment. The Minnesota Pollution Control Agency released the Watershed Restoration and Protection Strategies (WRAPS) and the Total Maximum Daily Load (TMDL) reports for public comment until June 15. The One Watershed One Plan document is out for public comment until July 15. The Board discussed the reports and wanted to submit a comment on the WRAPS report requesting the replacement of the sections of the report that used workshop discussions to document the sources of pollutants with actual estimates derived from the model used during the intensive monitoring process.

M/S/P to direct Javens to submit a comment on behalf of the board to replace the pollutant source allocation with scientific evidence rather than workshop discussion.

Motion by: John Boulton

Second by: Tim Dritz

Passed: 4-0

Secretary John Boulton left the meeting at 10:45 a.m.



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Drainage Permit Application Requests

Javens presented eight applications for drainage permits. Four requests met the guidelines of the WD Rules, did not include concerns from neighbors, and were approved with no conditions.

Four permit applications were either incomplete or had concerns from neighbors. Three of those permits were approved with conditions and the fourth one was tabled pending further information.

City of Minneota Permit Request: The City of Minneota submitted an application for State Aid Project 042-603-027 referred to as the “Adams Street Improvements.” The construction plans include grading, bituminous mill and overlay, and sanitary and storm improvements. The project also includes a streambank stabilization project to reinforce one of the city’s storm drain outlets, located on the property of Steve and Wanda St. Aubin along the Yellow Medicine River. Prior to the meeting, St. Aubin expressed concerns that the design may not have included enough riprap to securely stabilize the banks. Given her previous experience designing and overseeing construction of streambank stabilization projects, Javens offered to be onsite during construction. This offer was welcomed by the engineer (DGR Engineering), the city, and St. Aubin. Javens also verified that a DNR permit was required. Therefore, the Board agreed to make both of those items a condition of the permit.

David Swenson Permit Request: There was a request from David Swenson to repair a tile line. At the time of the meeting, a map with the proposed activity had been submitted without an application. Upon receipt of a signed application, the permit will be approved.

Don Olsen Permit Request: There was a request from Don Olsen to repair a tile inlet. At the time of the meeting, the application paperwork had not been received. Upon receipt of the application and map, the permit will be approved.

Duane Amundson Permit Request: A revised permit application for Duane Amundson was reviewed that included a different outlet than the one presented in April. The proposed project is located in Royal Township Section 36 and would outlet into the road ditch of MN State Highway 19. The downstream neighbor has previously voiced concern about his tile lines not being able to handle more drainage. The revised proposal ties the Amundson tile lines into the neighbor’s outlet prior to discharge into the road ditch and therefore would not include a new outlet. The board discussed whether or not this activity could still be considered a negative downstream impact. The board was not comfortable with approving the permit without knowing MnDOT and the neighbors would approve of the drainage work and directed Javens to contact MnDot and the downstream neighbor for feedback.

M/S/P to table the Amundson permit and approve the drainage permit applications listed below with the conditions listed (if any):

Motion by: Tim Dritz
Second by: James Kraus
Passed: 4-0



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June 2016 Approved Permits:

<u>Permit #</u>	<u>County</u>	<u>Applicant</u>	<u>Activity</u>	<u>Location</u>	<u>Conditions</u>
2016-06-01	Lyon	Doug Laleman	Tiling	Vallers 9	No conditions
2016-06-02	Yellow Med	Jodi Bofferding	Tiling	Sandnes 30	No conditions
2016-06-03	Lyon	David Swenson	Tile Repair	Oshkosh 13	Submittal of paperwork
2016-06-04	Lincoln	Don Olsen	Inlet Repair	Marble 21	Submittal of paperwork
2016-06-05	Lyon	City of Minneota	Street Reconstruction, Outlet Stabilization	Minneota	DNR Permit, WD assist
2016-06-06	Lyon	City of Cottonwood	Watermain and Street Improvements	Cottonwood	No conditions
2016-06-07	Lyon	Lyon County	CSAH 10 Improvements	Cottonwood	No conditions

Public Comment

Public comment was called for by Buysse and no one wished to address the board.

Administrator's Report

Javens updated the board on the past month's activities in a verbal, as well as a written report. During that discussion, there was a request made to purchase file cabinets for easier access of information currently stored in boxes.

M/S/P to approve up to \$1,000 for the purchase of file cabinets.

Motion by: Tim Dritz
Second by: James Kraus
Passed: 3-0

Manager Reports

Manager reports were called for by Buysse and there were none.

Adjournment

M/S/P to adjourn the meeting.

Motion by: Tim Dritz
Second by: James Kraus
Passed: 3-0



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Respectfully Submitted,

John Boulton

7/11/16

Secretary John Boulton

Date

Minutes prepared by Javens

The next regularly scheduled meeting of the Yellow Medicine River Watershed District is July 11, 2016 at 9:00 a.m. at the district office.